

Thursday, October 17th, 2024

MINUTES

Date: Thursday, October 17th, 2024

Location: Castle Arms 3 Common Room

Time: 5:00 p.m.

Present: Chris Mayne, Chair
Sherry Culling
Allen Marquette

Larry Fuld

Staff: Jamie Lowery- ED
Billy Brooks- CFO
Jillian Duchesne – Recording
Secretary/Health and Wellness
Jennifer Carriere- Operations

Regrets: Mark King

Guests:

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>** Recorded Meeting** <i>“Moved by: Sherry Culling and seconded by Larry Fuld that the meeting be called to order at 5:09 p.m.</i></p> <p>Res. #43-24 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Larry Fuld and seconded by Allen Marquette that the agenda for this meeting be Amended.”</i></p> <p>Res. #44-24 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Allen Marquette and seconded by Sherry Culling that no member present has declared a conflict of interest.”</i> Chris declares conflict on agenda item 6.1 regarding DNSSAB</p> <p>Res. #45-24 <u>Carried</u></p>	
	3. Approval of the Minutes	
	<p><i>“Moved by Sherry Culling and seconded by Allen Marquette that the minutes of the Meeting held on September 1th 2024 be adopted as presented”</i></p> <p>Res. #46-24 <u>Carried</u></p>	

	4. Business Arising	
	4.1- Chris asks Jillian to find a date to for the Board on Board meeting to take place at D 'Agostino's office.	
	5. Castle Arms Operations	
	<p>5.1 Health & Wellness Update*</p> <p>5.2 Finance Update- No update at this time.</p> <p>5.3 Operations Update*</p> <p>Looking at the snow removal quotes for Mattawa. Anderson Trucking has come in at a great rate. Jen receives direction to ask Anderson Trucking for a 3-year contract.</p> <p>Jen reviews with the Board her presentation at DNSSAB on September. She has received an email regarding funding that we can apply for. Jen reviewed with Tenants at the huddle on Tuesday October 15th why she was mentioned in the paper and what us ask was so they understood what we're trying to do.</p> <p>Jen shares with the Board the Bereavement Policy for approval.</p> <p><i>“Moved by Sherry and seconded by Allen Marquette that staff be directed to review the Castle Arms Bereavement Policy that mirrors Cassellholme’s non-union policy”</i></p> <p>Res. #47-24 <u>Carried</u></p> <p>First pay done by the new Payroll program ADP.</p> <p>*See attachment</p>	
	6. New Business	
	<p>6.1- Motion to ask DNSSAB for a reimbursement to Castle Arms for our extra security costs</p> <p><i>“Moved by Allen Marquette and seconded by Larry Fuld that the Board agree to ask DNSSAB for a reimbursement to Castle Arms for our extra security costs”</i></p> <p>Res. #48-24 <u>Carried</u></p> <p>Jamie says the current costs are \$43,000. Our past budget was \$13,000. If we continue at the same pace we will be over \$80,000.</p> <p>Chris explains that DNSSAB has zero funding for anything like what we are asking for. The only way for DNSSAB to come through with any amount of money is to levy the municipalities. So they might consider the number and then go to the province.</p> <p>6.2- Motion to create an outdoor activity area in recognition for all the volunteer hours and contributions to the castle Arms Community.</p>	

	<p>Larry and Jamie will provide an overview of the original plan for the area in front of CA3 and the potential for development in the back of CA2 following the Pig Roast. Jamie will also explore options for a gate to block off the road area while ensuring it aligns with the fire plan for alternate access to both buildings." The Marquette Parquet”</p> <p><i>“Moved by Allen Marquette and seconded by Larry Fuld that the Board approve to create an outdoor activity area in recognition for all the volunteer hours’ contributions to the Castle Arms Community- subject to final approval”</i></p> <p>Res. #49-24 <u>Carried</u></p> <p>Jamie discusses the Bike donation and there are 9 municipalities that contribute to Cassellholme and their levy has not gone up in 10 years and we can’t get them to donate \$1000.00 each to help get the bike instead of putting up a campaign for something that is so meaningful for the residents? Further conversation will happen at the CAMS (Castle Arms Management Services) Meeting</p> <p>Jamie reminds everyone that there will be another Castle Arms Board Meeting on October 25th at 12:00pm.</p> <p>Jamie mentions that he met with Yanick and there were some housekeeping items that need to be tidied up. One is all board members have the same status and that the board does not get paid because we are a Charity. Its compliance for ONCA. It’s a full resolution that the Board needs to approve and sign.</p> <p>Resolutions of the members of Castle Arms Non-Profit Apartment Corporation to be signed as well as the Articles of Amendment for the Not-for-Profit Corporations Act, 2010.</p> <p>Res. #50-24 <u>Carried</u></p>	
B.	CORRESPONDENCE	
	None	
C.	REQUEST FOR FUTURE AGENDA ITEMS	
D.	DATE OF NEXT MEETING	
	At the call of the Chair	
E.	ADJOURNMENT	
	<p><i>“Moved by Larry Fuld and seconded by Mark King that the meeting be adjourned at 5:45 p.m.”</i></p> <p>Res. #51-24 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting – October 17, 2024

Jennifer Carriere – Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Snow contract for Mattawa

It is time to review our snow contract in Mattawa. There are two companies who complete commercial work who have provided quotes for the 2024-2025 season. Both have been contracted by Castle Arms in the past.

Anderson Trucking: \$1,900 + HST invoiced per month

Novack Sand & Gravel: \$3,500 + HST invoiced per month

We suggest Anderson Trucking, if this is agreeable to the Board.

❖ Presentation to the DNSSAB

The presentation to the DNSSAB seemed well received. We did suggest that they take the lead in organizing a group to come together to engage security and work together to improve the unwanted disruptions to those in the area. So far they have sent an email indicating that more OPHI/COCHI funding will be available this fall and they encouraged us to apply.

❖ Bereavement Policy

We do not have a Bereavement Policy. Cassellholme HR has shared a copy of their policy. I have edited the policy for the Board to review. We would like to do the same with sick time. They are currently reviewing their policy and will share once that is completed.

❖ First payroll completed with ADP

The system will also be used to track staff vacation. CAMS will be brought on board after the completion of this quarter.

❖ FINANCE UPDATE (William Brooks, Chief Financial Officer):

That audit work was completed last year, however there have been some delays in getting the statements issued. The backlog appears to be sorted out and the June 30th, 2024 statements should also be circulated in November or December. BDO should be starting the audit work for those shortly.

There are no major reporting deadlines for CAMS outside of a nil income tax filing with CRA. The board of CAMS voted to get annual audits in the interest of transparency and as a best practice.

Thanks and feel free to reach out with any questions,

❖ HEALTH & WELLNESS (Jillian Duchesne):

- Rent Reviews are almost complete for 2025
- Christmas Dinner for the Tenants will be December 17th and 18th. 50 to be seated each evening and then we will offer take out as well for those who cannot attend.
- Remembrance Day will be broadcasted on the CA2 Common Room TV for all those who would like to participate
- National Day for Truth and Reconciliation was September 30th. We encouraged our Tenants to wear orange and join us in the CA2 Common Room for the story Chanie Wenjack "The Secret Path" presented by Gord Downie.
- Castle Arms Craft Sale will be November 2nd. We have over 10 tables registered to participate. It will be open to the public!