

Thursday, April 17<sup>th</sup>, 2025

## MINUTES

**Date:** Thursday, April 17, 2025

**Location:** Castle Arms 3 Common Room

**Time:** 5:00 p.m.

**Present:** Larry Fuld  
Mark King  
Paulette Point  
Jonathan Muterera

**Staff:** Jamie Lowery- ED  
Jennifer Carriere- Operations  
Coordinator  
Jillian Duchesne- Health & Wellness  
Coordinator & Recording Secretary  
William Brooks- CFO

**Regrets:** Sherry Culling

**Guests:**

	ITEM	ACTION
1.	Call to Order	
	<p><b>** Recorded Meeting**</b> <i>"Moved by: Jonathan Muterera and seconded by Mark King that the meeting be called to order at 5:00 p.m.</i> <b>Res. #20-25</b> <u>Carried</u></p>	
2.	Approval of Agenda	
	<p><i>"Moved by Jonathan Muterera and seconded by Paulette Point that the agenda for this meeting be adopted as presented"</i> <b>Res. #21-25</b> <u>Carried</u></p>	
3.	Conflict of Interest	
	<p><i>"Moved by Paulette Point and seconded by Jonathan Muterera that no Board Member declare a conflict of interest- <b><u>Mark King declares a conflict on 8.1</u></b></i> <b>Res. #22-25</b> <u>Carried</u></p>	
4.	Approval of the Minutes	
	<p><i>"Moved by Paulette Point and seconded by Mark King that the minutes of the Meeting held on <b>Thursday, March 20, 2025</b> be adopted as presented"</i></p>	

	Res. #23-25	<u>Carried</u>	
5.	Business Arising		
	<p>5.1- CA Community Garbage Pick-up</p> <ul style="list-style-type: none"> <li>Jillian informed the board that the community garbage pick-up initiative will commence on Earth Day, April 22nd, as a tribute to Allan Marquette and his dedicated work around the CA grounds. The initiative will take place every Tuesday at 12:00 PM through to October.</li> <li>Jillian has ordered grab sticks and sharps containers for tenants who wish to participate. The initiative has been added to the community calendars to ensure all tenants are informed.</li> <li>Jonathan suggested involving volunteers from his program as a form of community service. Further details will be available in the fall.</li> <li>Jamie expressed hope that the initiative will evolve to include additional activities such as watering, weeding, and seeding on the CA grounds, encouraging broader tenant involvement.</li> </ul> <p>5.2- AI Component-safety, health and well-being of tenants.</p> <ul style="list-style-type: none"> <li>Jamie introduced the group "Building Blocks", which is exploring the possibility of implementing AI-driven software to enhance safety and monitor the trajectory of aging among tenants.</li> <li>The AI would be integrated with camera systems to track patterns such as visitor duration, movement, and general surveillance within the CA community.</li> <li>A site visit with Building Blocks is scheduled for next week to assess whether the current camera system is compatible with the proposed AI software.</li> </ul>		
6.	New Business		
	<p>6.1- DRAFT By-Law Review</p> <ul style="list-style-type: none"> <li>Larry provided an overview of the proposed changes to the By-Laws, which include updates based on best practices, the introduction of term limits, and a focus on board member skill sets.</li> <li>Jamie explained the rationale behind adopting a skills-based board composition, highlighting its importance in ensuring an effective and well-rounded governance structure.</li> <li>The following three resolutions were presented for signing: <ol style="list-style-type: none"> <li>Appointment of Jonathan as a member of the Board.</li> <li>Repeal of the existing By-Laws.</li> <li>Confirmation of the revised By-Laws.</li> </ol> </li> <li>Jillian will ensure Sherry signs the documents upon her return and will forward them to legal counsel for processing.</li> </ul>		
7.	Castle Arms Operations Update		

### 7.1- Operations Update\*

- Jen provided an update on the Nipissing Wellness Ontario Health Team (NWOHT) funding. A funding request of \$40,000 was submitted on March 31st to support light housekeeping initiatives at Castle Arms.
- Initial funding has allowed the purchase of personal carts for all tenants, promoting greater independence in completing tasks such as grocery shopping and laundry.
- Part 2 of the proposal is currently being written to expand on this initiative.
- Jen has contacted Jim's regarding the installation of locking mechanisms for building doors. Work is anticipated to begin within the next month.
- Jamie expressed interest in holding his annual spring chat with tenants to gather input on appropriate door locking times.
- The goal of implementing the new door locking system is to reduce overall security costs by aligning physical access controls with current security expenditures.

### 7.2- Finance Update\*

- Year-to-date report covers the period January to March 2025.
- Billy has made adjustments to the Year-to-Date budget to more accurately reflect monthly utility expenses, aligning them with seasonal usage trends.
- A deficit has been reported across Castle Arms 1, 2, 3, and 4.
- Jen and Billy held a meeting with Tyler from DNSSAB to discuss the financial implications of building mortgages being paid off. Once this occurs, DNSSAB will present an offer to continue supporting RGI (Rent-Geared-to-Income) housing.
- This is a positive development for Castle Arms, as continued access to subsidies and funding is critical for the ongoing maintenance and operation of the buildings.
- A discussion followed regarding the feasibility and implications of charging true market rent versus maintaining subsidized market rent.
- Maintaining affordable housing remains a priority.
- If Castle Arms continues to meet its RGI and market rent targets, DNSSAB will maintain both RGI subsidies and property tax support.

### 7.3- Health & Wellness Update\*

- Discussed Easter Tea, basket and egg hunt
- Tenants would like a graft chart posted in all buildings to see how the fundraising efforts are going towards the Pig Roast and Christmas Dinner

### 7.4- Executive Director Update

- Jamie outlines a hypothesis centered on the impact of incremental support interventions on healthcare utilization and associated costs. Initially, the introduction of structured activities at Castle Arms resulted in a slight improvement—reflected as a subtle shift in the health services utilization curve. The addition of light housekeeping services is anticipated to further influence this curve positively.
- Significantly, the integration of Personal Support Workers (PSWs) is expected to flatten the curve more substantially. This flattening indicates not only reduced

	<p>demand on the healthcare system but also less burden on unpaid caregivers. Jamie posits that a modest investment—e.g., \$100 per resident—could translate into savings of hundreds of thousands of dollars annually by reducing acute care usage and delaying institutionalization.</p> <ul style="list-style-type: none"> <li>To substantiate this hypothesis, Jamie emphasizes the importance of conducting a formal study. The team is actively seeking partnerships with a university, community paramedics, and a private sector collaborator, Building Blocks, to validate and quantify the outcomes. The ultimate goal is to demonstrate that targeted, community-based interventions can significantly reduce strain on the broader healthcare system.</li> </ul>	
8.	<b>CORRESPONDENCE</b>	
	<p>8.1- Correspondence from Cassellholme</p> <p><b>*** Mark King</b> has formally declared a <b>conflict of interest</b> regarding this matter.***</p> <ul style="list-style-type: none"> <li>Larry provided Jonathan with background on the original agreement related to the North Wing project with Cassellholme.</li> <li>Cassellholme has since rescinded the agreement (refer to the attached letter “copy” for details).</li> <li>Castle Arms, acting in good faith, had already expended funds in preparation for the project.</li> <li>With Board approval, Castle Arms plans to formally request reimbursement for these expenditures.</li> <li>It is important to note that the original motion had received unanimous support from all participating municipalities.</li> </ul> <p><i>“Moved by Jonathan Muterera and seconded by Paulette Point that Castle Arms issue an invoice to Cassellholme to recover the costs reasonably incurred by us in good faith reliance on Resolution 39-21, adopted by Cassellholme. These costs were undertaken in accordance with the intent and expectations set forth in said resolution. The invoice shall include a detailed accounting of the architectural and legal costs incurred and be submitted to Cassellholme for reimbursement.”</i></p> <p><b>Amendment</b> to this resolution to include- that all supporting municipalities had agreed to this motion by resolution about transferring that in principal.</p> <p><b>Res. #24-25</b> <span style="float: right;"><u><b>Carried</b></u></span></p>	
9.	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	None noted	
10.	<b>DATE OF NEXT MEETING</b>	
	<b>Annual General Meeting AGM May 29, 2025</b>	
11.	<b>ADJOURNMENT</b>	
	<i>“Moved by Mark King and seconded by Jonathan Muterera that the meeting be adjourned at 6:14 p.m.”</i>	

	Res. #25-25	Carried	
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Secretary

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Chairman



# OPERATIONS UPDATE

Board of Management Meeting April 17, 2025  
Jennifer Carriere –Operations Coordinator  
Billy Brooks – Chief Financial Officer  
Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ 2023 COCHI Funding (Elevator in CA1)

We're please to share excellent news regarding the elevator project funding. The DNSSAB has confirmed that the Ministry has extended the deadline for project completion to December 31, 2025. Additionally, we've been awarded an extra \$102,154.29, bringing the total funding to \$397,154.29.

We've received the initial payment of \$287,100.80 from the DNSSAB, which was requested in early March. Work commenced as scheduled on March 31<sup>st</sup>. Electrical upgrades are well underway and the fire panel changeover is in progress as I write this report.

❖ Nipissing Wellness Ontario Health Team funding

In March, we discussed our commitment to helping tenants remain in their homes longer, delaying or avoiding the need for long-term care. We continue to develop a plan to bring additional supports to our tenants. Currently, we're pursuing funding through the Ontario Health Team (OHT) to help cover the cost of hiring Housekeepers to provide light housekeeping services to those in need.

Thanks to some last-minute funding and Billy's quick thinking, we secured just over \$40,000 to purchase carts for our tenants. These carts are intended to help tenants continue doing their laundry, walking to the grocery store, and staying active. They are foldable for easy apartment storage and will remain the property of Castle Arms when tenants move out. If we succeed in securing funding for light housekeeping services, these carts will also assist in transporting cleaning supplies where they're needed.

### ❖ Community Safety – Locking outside doors overnight

We've contacted Jim's Locksmithing to begin the process of having the outer doors to all our buildings locked overnight. We'll keep the board updated as more details become available. Once this work is complete, we will begin to gradually reduce the number of security checks. Our aim is to thoughtfully balance tenant safety and fiscal responsibility.

### HEALTH & WELLNESS (Jillian Duchesne):

- ❖ Easter Egg Hunt- Eggs will be hidden in all 4 buildings. CA1, CA2 & CA4 had 96 eggs hidden and CA3 had 72. Tenants would like to do it again next year. They thoroughly enjoyed walking around the building collecting eggs. The Tenant with the most eggs from each building won a candy cone and a \$10.00 gift card from Orchards. 13 Tenants came to the social with all the eggs they collected. The winners are featured in the picture below. Big thank you to our cleaners, Ryan and Ian, for assisting me in hiding the eggs in CA4 and CA2.
- ❖ Easter Tea on April 15<sup>th</sup> – 50 Tenants participated.
- ❖ Easter Basket draw- Winner- Myrna from CA1. \$415.00 in ticket sales. The profit from the basket was \$277.00
- ❖ The Tenants are interested in having a chart in each building to see how much money we have raised so far for our Pig Roast and Christmas Dinner.
- ❖ 75 tenants participated in LIPI's free income tax service this year.
- ❖ 2 new tenants are moving in, in May. 4 new tenants moving in, in the month of June.
- ❖ Officially registered with the Ontario College of Social Service Workers in Ontario.



Left to right: Evelyn Marquette 40 eggs (CA1 winner), Hannah May Norman 51 eggs (CA2 Winner), Gary Burns 46 eggs (CA4 Winner), and Sharleen Briand 60 eggs (CA3 Winner).

March 27, 2025

Mr. Larry Fuld, Board Chair  
Castle Arms Non-Profit Seniors Apartments  
400 Olive Street North Bay, ON PIB 6J4

RE: Notice of Rescinded Resolution 39-21

Dear Mr. Fuld

I am writing to formally notify you and the Board of Castle Arms that at the Cassellholme Board of Management meeting held on February 20, 2025, the Board passed a motion to rescind Resolution 39-21.

Please update your records accordingly and let us know if you require any further information or documentation regarding this matter.

Sincerely,



Dave Mendicino.  
Cassellholme Board Chair

cc: Angie Punnett. Cassellholme Administrator  
Cassellholme Board of Directors

DARE- Dignity, Accountability, Respect, Excellence