

Thursday, September 18, 2025

## MINUTES

**Date:** Thursday, September 18, 2025

**Location:** Castle Arms 3 Common Room

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

**Present:** Larry Fuld  
Mark King  
Paulette Point  
Jonathan Muterera- **By Telephone**  
Sherry Culling

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

**Regrets:** William Brooks-CFO

**Guests:**

	ITEM	ACTION
1.	<b>Call to Order</b>	
	<p>** Recorded Meeting** “Moved by: Sherry Culling and seconded by Mark King that the meeting be called to order at 5:10 p.m.  Res. #37-25 <span style="float: right;"><u>Carried</u></span></p>	
2.	<b>Approval of Agenda</b>	
	<p>“Moved by Jonathan Muterera and seconded by Sherry Culling that the agenda for this meeting be adopted as amended” – <b>9.1- no longer an in-camera item, now moved to 6.4- Consideration of legal representation.</b>  Res. #38-25 <span style="float: right;"><u>Carried</u></span></p>	
3.	<b>Conflict of Interest</b>	
	<p>“Moved by Mark King and seconded by Sherry Culling that no Board Member declare a conflict of interest”-<b>Paulette Point declares a conflict of interest with item 6.3- Changes to Parking Policy</b></p>	

	<b>Res. #39-25</b> <b><u>Carried</u></b>	
<b>4.</b>	<b>Approval of the Minutes</b>	
	<p><i>“Moved by Jonathan Muterera and seconded by Paulette Point that the minutes of the Meeting held on <b>Thursday, July 3<sup>rd</sup>, 2025</b>, be adopted as presented”</i></p> <p><b>Res. #40-25</b> <b><u>Carried</u></b></p>	
<b>5.</b>	<b>Business Arising</b>	
	<p>5.1-CA4 Update</p> <p>Jamie recommended issuing an RFP to select an architect/contractor, noting that proceeding through a formal tendering process would strengthen the funding application to CMHC and CMHA. An engineer has already reviewed the drawings and could be subcontracted, potentially saving time and money given the work that has already been completed.</p>	
<b>6.</b>	<b>New Business</b>	
	<p>6.1- CA Christmas Party</p> <p>Jillian discusses the Castle Arms Board Christmas party. November 28<sup>th</sup>, 2025, at old Demarcos- Crossroads. This is the same night as the Christmas Walk so, we are all going to have dinner together and then go on the Christmas Walk.</p> <p>6.2- Selection of contractors for installation of new fire panel in CA3</p> <p>Jennifer reviews the quotes with the board regarding the fire panel from Troy, Everguard and Trans Canada Safety. The Board votes in favor of Trans Canada Safety.</p> <p><i>“Moved by mark King and seconded by Sherry Culling that the contract for the installation of the new fire panel in Castle Arms 3 be awarded to Trans Canada Safety”</i></p> <p><b>Res. #41-25</b> <b><u>Carried</u></b></p> <p>6.3- Change to Parking Policy- <b>Paulette’s conflict noted in Section 3–Conflict of interest.</b></p> <p>Effective January 1, 2026, Castle Arms will begin charging for parking with Board approval. RGI tenants will pay \$10.00 per month, while Market Rent tenants will pay \$15.00 per month. All current tenants will be grandfathered in; however, if a current</p>	

	<p>tenant transfers to a different unit, they will be subject to the new parking fee as a new lease will be signed.</p> <p>All lease schedules related to this change have been reviewed. A parking study was conducted to assess the number of available spots, the breakdown between Market and RGI tenants, and the average income of RGI tenants. Comparative research on parking fees in local social housing and other housing providers was also completed. Based on this analysis, our rates remain at the lower end of the scale compared to similar housing in the city.</p> <p>Jamie also mentioned that scooters will require a parking spot given that the after-market batteries are not as reliable or as safe as the original manufactures one. They require a parking spot, so they don't end up on the grass and all over the place.</p> <p><i>"Moved by Larry Fuld and seconded by Jonathan Muterera that the parking fee start January 1, 2026, at \$10.00 for RGI and \$15.00 for Market rent be adopted"</i></p> <p><b>Res. #42-25</b> <b><u>Carried</u></b></p> <p>6.4- Considerations for Legal Representation</p> <p>Jamie stated that they have researched and identified a firm experienced in handling legal matters of this nature. The firm has agreed to reduce their hourly rate for us. All relevant information has been provided to them; however, the reason behind the situation remains unclear to the lawyer.</p> <p>Larry added that the most challenging part has been explaining the situation to the lawyer, who is struggling to understand why this legal battle between Castle Arms, Cassellholme, and the City—regarding Castle Arms' "assets"—is happening. He also believes that everything will eventually be subject to a Freedom of Information (FOI) request.</p> <p><i>"Moved by Larry Fuld and seconded by Sherry Culling that the Board approve to retain Kagen Shahtri as legal counsel for Castle Arms Non-Profit Apartment Corporation effective immediately"</i></p> <p><b>Res. #43-25</b> <b><u>Carried</u></b></p>	
<b>7.</b>	<b>Castle Arms Operations Update</b>	
	7.1- Finance Update *	

- Q2 2025 Castle Arms Financial Report- For the year-to-date ending June 30<sup>th</sup>, 2025.
- William sends his regrets- 2026 budget will be presented in the fall. It has been started, and he is currently waiting for subsidy info from the DNSSAB before it can be finalized.
- William has encouraged the Board to email him should there be any questions regarding the report.

*“Moved by Jonathan Muterera and seconded by Larry Fuld that the Q2 Financial Statements for the period ending June 30, 2025, be approved as presented”*

**Res. #44-25**

**Carried**

### 7.2- Operations Update\*

Work has resumed on the elevators in CA1. We are hopeful that the first car will be inspected by the end of September, after which work on the second car can begin. The second phase of this project should take considerably less time, as many of the elevator room components have already been installed.

- Jen discusses the response from the MTO regarding cost-sharing for the acoustical fencing along Hwy 11. They responded saying that they will not help with the fencing. Noise barrier retro fit policy only helps buildings that were constructed before 1977 which we are not. Jen will continue to do some research regarding some of this.
- Jen goes over the review of the lease and the change in some of the schedules.

### 7.3- Health & Wellness Update\*

- Strawberry Social took place July 16<sup>th</sup>- due to the heat it took place inside of CA2, tenants enjoyed all things strawberries along with fresh strawberries.
- In August there were no large events by tenant request. Due to everyone being away, including Jillian, they decided to have a break and kick things off again with the Pig Roast in September. This will continue moving forward as it has also provided an excellent opportunity to catch up on office tasks.
- Jillian discusses that the Tenants bake for the Pig Roast as dessert is not provided and the tenants had outdone themselves to the point where he had an abundance of desserts we were able to raffle off and made an extra \$65.00 to go towards the cost of the pig roast.
- Jillian also shared that she and Jennifer attended an information session on hoarding, which was presented by the Fire Department and organized by the North Bay Landlord Association. Jen clarified that, while we do not currently

	<p>have any tenants at a clinical level of hoarding, we do have some individuals who are exhibiting escalating collecting behaviors, which we are actively monitoring. The event also provided a valuable networking opportunity. Jen explained that hoarding is not always a black-and-white issue, as it is a mental health condition, and that working collaboratively with the individual tends to lead to the best outcomes.</p> <p>7.4- Executive Director Update</p> <ul style="list-style-type: none"> <li>• Marquette Parquette- It will be advertised in the newsletter. Paulette will be the chair and he thanks her for her suggestions for the letter to the tenants. One person from each building plus 2 at large. Tenants will have to apply.</li> <li>• Jamie will be using the drafting table donated by one of our tenants, to mockup the park and will use some money from CAMS to help make this outdoor area an essential space for our wellness program.</li> <li>• We are also looking at adding some storage space with a modest extension on CA2 to enhance the space for events and to one day possibly help with meals for our tenants.</li> </ul>	
<b>8.</b>	<b>CORRESPONDENCE</b>	
	None	
<b>9.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	None	
<b>10.</b>	<b>DATE OF NEXT MEETING</b>	
	<b>October 23<sup>rd</sup>, 2025</b>	
<b>11.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Jonathan Muterera and seconded by Larry Fuld that the meeting be adjourned at 6:05 p.m.”</i></p> <p><b>Res. #45-25</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

## OPERATIONS UPDATE

Board of Management Meeting September 18<sup>th</sup>, 2025

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

### ❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

#### ❖ Elevator Update

Work has resumed on the elevators in CA1. We are hopeful that the first car will be inspected by the end of September, after which work on the second car can begin. The second phase of this project should take considerably less time, as many of the elevator room components have already been installed.

#### ❖ Acoustical fencing along HWY 11

I reached out to my contact at the MTO regarding cost-sharing for the acoustical fencing. He has forwarded my email to the engineering and corridor departments for review but has not yet received a response. I also spoke with Mark King, who raised this idea during a recent AMO meeting. He shared that the fencing could benefit both Castle Arms and Cassellholme and noted that the response to the idea seemed positive.

#### ❖ Lease format & schedules review

We have completed a review of the format we use for our lease agreements and attached schedules. For our purposes, we use the Standard Ontario Lease, along with the following schedules:

- A – Rules and Regulations
- B – Reporting your Income (RGI tenants)
- C – Eligibility Criteria Occupancy Standards (RGI tenants)
- D – Eligibility Criteria for RGI Assistance (RGI tenants)

#### ❖ Marquette Parquette Committee

We will be inviting volunteers to join the Ad Hoc Committee for the construction of the Marquette Parkette. A call for volunteers will appear in the upcoming newsletter. A copy of the posting is attached.

### ❖ HEALTH & WELLNESS (Jillian Duchesne, Health & Wellness Coordinator):

#### ❖ Activities

- Strawberry Social took place July 16<sup>th</sup>- due to the heat it took place inside of CA2, tenants enjoyed all things strawberries along with fresh strawberries.
- In August there were no large events by tenant request. Due to everyone being away, including myself, they decided to have a break and kick things off again with the Pig Roast in September. This will continue moving forward as it has also given me an excellent opportunity to catch up on office tasks.

#### ❖ July & August Wellness Checks

In July & August, 7 regular wellness checks were provided to tenants.

Visits included- recent cancer diagnosis, illness, increased confusion.

#### ❖ Community Paramedic Program- Now Weekly

The Community Paramedic (CP) visits are now scheduled **every Thursday between 1:00 PM and 4:00 PM**, with **11 to 17 tenants** seen during each session.

The CP team has identified a growing need for more frequent visits, which is why the service has shifted to a **weekly schedule**. We now have **Lennea and Tyrel** attending each week, providing support across **all four Castle Arms units**.

As previously mentioned, this continues to be a **highly valuable service** for our tenants. If the CPs determine that a tenant requires ongoing support, they will **roster them into their program** and conduct additional visits **outside of the regular clinic hours**. We appreciate the continued partnership with the CP team and the positive impact this service has on the well-being of our tenants.

#### ❖ Property Management

- We had 4 new tenants move in August 1<sup>st</sup>
  - We had 3 new Tenants move in September 1<sup>st</sup>
  - Currently 1 moving in October 1<sup>st</sup>
- ❖ The annual apartment cleans must now be completed **by October 1st** of this year. In previous years, these were done by December 31st; however, we've moved the deadline forward to ensure all units are ready **prior to Alain's annual inspections**. This will help confirm that bathroom fans are properly cleaned, as this has frequently been missed or not done thoroughly in the past.

These cleans are an important service we provide for our tenants to ensure:

- Behind and under the **fridge and stove** are cleaned
- **Stove vents** and **bathroom fans** are properly cleaned
- **Sunroom windows** in CA1 and CA2 are washed
- Any **ceiling fans** in the apartments are cleaned

- This service is especially valuable to our senior tenants, as it reduces the need for them to climb ladders or attempt more difficult cleaning tasks themselves.
- ❖ **Finance Update (William Brooks, Chief Financial Officer):**
  - William sends his regrets- 2026 budget will be presented in the fall. It has been started, and he is currently waiting for subsidy info from the DNSSAB before it can be finalized.
  - Q2 Financial report was sent to the Board end of August for review.