

Wednesday, November 19, 2025

MINUTES

Date: Wednesday, November 19, 2025

Location: Castle Arms 3 Common Room

Time: 5:00 p.m.

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

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

Regrets: William Brooks-CFO

Guests:

	ITEM	ACTION
1.	Call to Order	
	<p>** Recorded Meeting** <i>“Moved by: Jonathan Muterera and seconded by Sherry Culling that the meeting be called to order at 5:00 p.m.</i></p> <p>Res. #51-25</p>	<u>Carried</u>
2.	Approval of Agenda	
	<p><i>“Moved by Sherry Culling and seconded by Paulette Point that the agenda for this meeting be adopted as presented”.</i></p> <p>Res. #52-25</p>	<u>Carried</u>
3.	Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Jonathan Muterera that no Board Member declare a conflict of interest”.</i></p> <p>Res. #53-25</p>	<u>Carried</u>
4.	Approval of the Minutes	
	<p><i>“Moved by Paulette Point and seconded by Larry Fuld that the minutes of the Meeting held on Thursday, October 23rd, 2025, be adopted as presented”</i></p> <p>Res. #54-25</p>	<u>Carried</u>

5.	Business Arising	
	<p>5.1-Update on Legal</p> <p>Larry discusses that we will refile the Integrity Commissioner's complaint regarding defamatory remarks presented at the September 2nd, 2025 North Bay City Council meeting.</p> <p><i>"Moved by Sherry Culling seconded by Paulette Point that the Castle Arms Board submit an Integrity Commissioner complaint regarding the defamatory remarks presented by Chair Dave Mendicino, Rick Champagne and Jim Bruce at the September 2nd, 2025, North Bay City Council meeting"</i></p> <p>Res. #55-25 <u>Carried</u></p> <p>Jamie discusses that we were contacted twice for mediation. We did not receive the letter on time due to the postal strike as well as not being aware that we had mail at Casselholme at the time. Our Lawyer is currently awaiting a response from the Mayor's Committee as to next steps.</p>	
6.	New Business	
	<p>6.1- Budget Review- Billy sent an email- attached- for his update including the quarterly reports.</p> <p>6.2- Insurance policy review The application process is underway.</p>	
7.	Castle Arms Operations Update	
	<p>7.1- Finance Update *</p> <p>7.2- Operations Update* <ul style="list-style-type: none"> • Hoping the elevator is complete by Christmas. • Exterior Doors are currently being changed. <p>Locking of the doors is going well, no complaints from tenants and we haven't had any after-hours issues from unwanted guests.</p> <p>7.3- Health & Wellness Update* <ul style="list-style-type: none"> • Halloween party was over 50 tenants participated. Jamie also attended. • Bake Sale November 9th- many tenants donated their funds back to CA for more programming. We raised \$555. • Soup & Sandwich- huge hit with the tenants. Very well attended. It was requested we run this program once a month. • 2026 events attached. This was planned by tenant request. <p>Jamie adds that the CFO is very impressed with the progress of the Health and Wellness program—particularly its financial responsibility, revenue generation, and overall development. The fact that the program is becoming self-propelling is especially noteworthy.</p> </p></p>	

	<p>7.4- Executive Director Update</p> <ul style="list-style-type: none"> • The EllisDon proposal was circulated late this afternoon about an engagement proposal for CA4. • Jamie is looking to see how the recruitment process is going for the Marquette Parquette. Hoping to start the new year with a group of tenants to begin planning. 	
8.	CORRESPONDENCE	
	None	
9.	In Camera	
	<p>9.1- Performance Review</p> <p><i>“Moved by Mark King and seconded by Paulette Point that the Board proceed to an In-Camera Session at 5:42 p.m.”</i></p> <p>Res. #56-25 <u>Carried</u></p> <p><i>“Moved by Sherry Culling and seconded by Paulette Point that the Board approve the In-Camera Session be adjourned at 5:53 p.m.”</i></p> <p>Res. #57-25 <u>Carried</u></p> <p><i>“Moved by Sherry Culling and seconded by Paulette Point that the Board grant Jamie Lowery a 2% bonus for 2024 as well as a 2% bonus for 2025 due to his excellent performance as executive director at Castle Arms Non-Profit Seniors Apartments”</i></p> <p>Res. #58-25 <u>Carried</u></p>	
10.	REQUEST FOR FUTURE AGENDA ITEMS	
	None	
11.	DATE OF NEXT MEETING	
	December 18 th , 2025	
12.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Paulette Point that the meeting be adjourned at 6:01 p.m.”</i></p> <p>Res. #59-25 <u>Carried</u></p>	

Chairman

Secretary

CASTLE ARMS

NON-PROFIT SENIORS APARTMENTS

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Fire Alarm Panel

The fire alarm panel in CA1 was changed earlier this year, in conjunction with the start of the elevator project. In November, the second fire alarm panel will be replaced. It is in the CA3 building. Both panels were part of Canada-Ontario Community Housing Initiative (COCHI) funding.

❖ Exterior Doors

The exterior doors that were identified as needing replacement in CA1, CA2 & CA3 are being changed now. We ran into an unexpected delay when the doors were delivered with some damage. Jim's is installing the doors that are undamaged and will complete the job when they receive the rest of the shipment. These doors were also part of the Canada-Ontario Community Housing Initiative (COCHI) funding.

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

❖ Activities

- Halloween Party 2025- we had over 50 participants with many dressed up. The musical entertainment provided by Tom & Tracy was outstanding, they will be back again to play for us!
- Craft & Bake Sale November 8th--we had 10 tenants selling their homemade items. Tenants are charged \$5.00 a table to participate. In the end many tenants graciously donated some of their funds back to CA and we were able to raise \$565.80 to go towards Christmas dinner and other events.
- Soup & Sandwich is being held November 19th- Verbal report at next meeting
- Christmas dinner for the tenants will be on December 16th and 17th from 5:00pm-7:00pm this year. Our goal is to make sure everyone can receive a nice meal, so we also provide delivery for this event. Tenants are charged \$20.00 a ticket, and tickets are on sale from November 3rd to December 3rd so we can get a final count of numbers for our Caterer Robbie Steed. We can seat 50 tenants both evenings.
- Attached is the 2026 events that were discussed at our Tenant planning meeting October 22, 2025

❖ Property Management

- 4 new tenants moving in December 1st
- 3 new tenants moving in January 1st
- 1 new tenant moving in February first so far

❖ Health & Wellness

- Kia is doing a great job at moving through Wellness packages- she has mostly completed CA1 & CA2 with a few tenants that needed to reschedule.

2026 EVENTS

Prices show Tenants, followed by guests [i.e. \$2/\$7]

This is an overview of upcoming events. There may be changes, but this will enable Tenants to plan and budget for the year. Details and dates for each event will be posted ahead of time.

JANUARY

- ✓ Soups ON! - \$5/\$10
- ✓ Bell Let's Talk Day - FREE presentation
- ✓ January 50/50 Draw - \$5/10 tickets

FEBRUARY

- ✓ Valentine's Party - \$2/\$7
- ✓ Valentine's Basket Draw - \$5/3 tickets
- ✓ Spaghetti Dinner - \$10/\$20
- ✓ Shrove Tuesday Pancake Breakfast - \$5/\$10
- ✓ February 50/50 Draw - \$5/10 tickets

MARCH

- ✓ St. Patrick's Day Party - \$2/\$7
- ✓ Spring Carnival/Chili-Off - \$5/\$10
- ✓ March 50/50 Draw - \$5/10 tickets

APRIL

- ✓ Easter High Tea - \$5/\$10
- ✓ Easter Basket Draw - \$5/3 tickets
- ✓ Easter Egg Hunt - FREE for all Tenants
- ✓ Cookie Bake Sale Fundraiser
- ✓ April 50/50 Draw - \$5/10 tickets

MAY

- ✓ Mother's Day Breakfast - FREE for female Tenants, \$5 for male Tenants and \$10 for guests
- ✓ Yard Sale - Donations go toward the August Pig Roast and Christmas Dinner
- ✓ May 50/50 Draw - \$5/10 tickets

JUNE

- ✓ Seniors Month BBQ - FREE for all Tenants and \$5 for guests
- ✓ Father's Day Breakfast - FREE for male Tenants, \$5 for female Tenants and guests
- ✓ June 50/50 Draw - \$5/10 tickets

JULY

- ✓ Canada Day Party - \$5/burger and pop, \$4/hot dog and pop and \$1/pop
- ✓ Strawberry Social - \$5/\$10
- ✓ Christmas in July
- ✓ July 50/50 Draw - \$5/10 tickets

AUGUST

- ✓ Street Dance - \$2/\$7
- ✓ Pig Roast - \$20/plate [Tenants only]
- ✓ August 50/50 Draw - \$5/10 tickets

SEPTEMBER

- ✓ Apple Fest - \$2/\$7
- ✓ National Day for Truth and Reconciliation - FREE for all Tenants
- ✓ September 50/50 Draw - \$5/10 tickets

OCTOBER

- ✓ Baby Shower Fundraiser
- ✓ Halloween Party - \$2/\$7
- ✓ October 50/50 Draw - \$5/10 tickets

NOVEMBER

- ✓ Craft & Bake Sale - Donations go toward the Christmas Dinner and other events
- ✓ Soup and Sandwich - \$5/\$10
- ✓ Mega Raffle - \$10/ticket with a chance to win \$500
- ✓ November 50/50 Draw - \$5/10 tickets

DECEMBER

- ✓ Food Bank Collection Competition
- ✓ Christmas Dinner - \$20/plate
- ✓ Christmas Party - FREE for all Tenants and \$7 for guests
- ✓ Christmas Cookie Walk
- ✓ Mega Raffle - \$10/ticket with a chance to win \$500

❖ FINANCE (William Brooks, Chief Financial Officer):

Good afternoon all - I will not be able to attend this evening's meeting so I wanted to share a quick status update. Sorry for the late email, I was in a training session all afternoon.

1. Operating budget 2026 - we are still waiting on info from DNSSAB for the subsidy and will finalize the 2026 budget for approval thereafter.
2. Insurance - the application process is underway, and I expect we will have pricing from Knox and HSCorp for board review in December.
3. I am behind on my in-depth quarterly reporting due to a number of factors including the big push over here to get into this new building, however I wanted to ensure you get at least the high-level summaries for all buildings, which I've attached here. I had a chance to go through these figures with Jen and Jamie in depth.
 - a. You will see a year to date surplus in 123 relating primarily to RGI rent overages which will be clawed back in the annual funding reconciliation, and small deficits in 4 and Mattawa.
 - b. Other revenue in 123 is over budget due to the extra funding received from OHT, offset by the purchase of shopping carts for tenants.

As always, if you have any questions, feel free to send me an email.

Thanks,

William Brooks, CPA

Chief Financial Officer

CASSELL HOLME

Compassionate care for life's journey.

400 Olive Street
North Bay, ON P1B 6J4
Tel: (705) 474-4250 ext. 230
Work Cell: (705) 482-9836
Website: www.cassellholme.ca