

Thursday, January 29, 2026

MINUTES

Date: Thursday, January 29, 2026

Location: Castle Arms 3 Common Room

Time: 4:00 p.m.

Present: **Chair-** Larry Fuld
Director- Mark King
Vice Chair- Paulette Point
Director- Sherry Culling- Via Teams

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

Regrets: William Brooks-CFO
 Director- Jonathan Muterera

Guests:

	ITEM	ACTION
1.	Call to Order	
	** Recorded Meeting** <i>“Moved by: Mark King and seconded by Paulette Point that the meeting be called to order at 4:01 p.m.</i> Res. #1-26 <u>Carried</u>	
2.	Approval of Agenda	
	<i>“Moved by Mark King and seconded by Paulette Point that the agenda for this meeting be adopted as presented”.</i> Res. #2-26 <u>Carried</u>	
3.	Conflict of Interest	
	<i>“Moved by Sherry Culling and seconded by Paulette Point that no Board Member declare a conflict of interest”.</i> Res. #3-26 <u>Carried</u>	
4.	Approval of the Minutes	
	<i>“Moved by Sherry Culling and seconded by Mark King that the minutes of the Meeting held on Thursday, December 18th, 2025, be adopted as presented”</i> Res. #4-26 <u>Carried</u>	

5.	Business Arising	
	None	
6.	New Business	
	<p>6.1- Cassellholme/Castle Arms Update</p> <ul style="list-style-type: none"> • Jamie provided the Board with an overview of the ongoing legal matter involving the Mayor's Committee. • Jamie advised the Board that, due to new legislation, the organization will no longer be required to pay property taxes. • Jamie discussed with the Board his vision for the North Tower, noting that the proposed use would help alleviate pressure on the local health care system. <p>6.2- Policy review: Policy Pro-Standing Item- Deferred to February 26th, 2026 Board of Directors meeting.</p>	
7.	Castle Arms Operations Update	
	<p>7.1- Operations Update*</p> <ul style="list-style-type: none"> • Elevator project progressing well and near completion. • Fire Inspection completed and deficiencies are being addressed. • Alain and Jillian completed installing new smoke and CO2 detectors identified during the fire inspection, in accordance with the new legislation. • Jen discussed what learning opportunities and discussions she is having at the ONPHA board meeting including information on Build Canada Homes. <p>7.2- Health & Wellness Update*</p> <ul style="list-style-type: none"> • We have Bell Let's Talk Day Scheduled for a wellness chat. • We have had a clinical coordinator from the Health Unit reach out to us to offer a presentation on Oral health. They will be here to present to our tenants on February 10th. <p>7.3- Executive Director Update</p> <ul style="list-style-type: none"> • Jamie expressed how we are looking to fill a gap and help the citizens of North Bay and area by taking on the North Tower. • Jamie informed the Board that he conducts biannual meetings with the tenants. His next tenant meeting is scheduled for February 17th. During this meeting, tenants will be given the opportunity to ask questions, and Jamie will review the presentation provided by the Mayor's Committee to help ensure tenants feel comfortable and have a clear understanding of the information presented. 	
8.	CORRESPONDENCE	
	None	
10.	REQUEST FOR FUTURE AGENDA ITEMS	
	None	
11.	DATE OF NEXT MEETING	

	February 26 th , 2026	
12.	ADJOURNMENT	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the meeting be adjourned at 4:42 p.m.”</i></p> <p>Res. #5-26 <u>Carried</u></p>	

Chairman

Secretary

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ CA1 elevator modification

We are hoping that there will be one more report to the board on this item. The project is near completion, and we are hoping to have the final inspection happen prior to our February board meeting.

❖ Fire Department inspection

The Fire Department was here on January 7th to inspect all our buildings for fire code compliance. Overall, we are pleased with the results of the visit. The inspection orders have been issued for each building. Our smoke detectors were scheduled to be replaced this year, as planned. With the changes to the fire code implemented on January 1, 2026, we wanted to be sure that we didn't purchase items in advance of the changes and then have to replace them again after the new year. All smoke detectors, carbon monoxide detectors and combination devices required have been ordered and will be installed once received. Other items identified in the inspection orders were mostly related to door closures, storage areas and parking. We have included some of this information in our newsletter if it affects the tenants. We've adopted a new slogan, "If we can't store it, we can't own it."

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

❖ Activities

- CA Food Bank Donation- we collected 1097lbs of food this year between all buildings. Numbers from previous years: 2023-650lbs, 2024-1151lbs.
- Thank you to the Board for your assistance with serving tenants' Christmas dinner. It was another great success, and our tenants are truly appreciative even though we had a smaller group this year due to a variety of circumstances.
- SoupsOn! – Friday January 23rd- tenants will enter 6 soups to taste and vote on to win their name on the golden ladle trophy.

❖ Property Management

- February - 1 turnover
- March - 2 turnovers

❖ Health & Wellness

- We have had a clinical coordinator from the Health Unit reach out to us to offer a presentation on Oral health. They will be here to present to our tenants on February 10th.

- We also had someone from the hospital reach out to offer education sessions to us. We are awaiting a response in what they have to offer.
- Christmas Dinner is scheduled for December 16th and 17th starting at 5:00pm. We have a total of 47 tenants on Tuesday and 35 for Wednesday.
- Castle Arms tenant Christmas Party is December 19th with musical entertainment by Above Ground. They are new to us, so we are looking forward to that.
- In January we have our own SOUPS ON! Happening for the chance to win the Golden Ladle.