CASTLE ARMS Non-Profit Seniors Apartments
BOARD OF DIRECTORS MEETING

CASTLE ARMS
NON-PROFIT SENIORS APARTMENTS

Thursday, March 26, 2026

MINUTES

Date: Thursday, March 26, 2026

Location: Castle Arms 3 Common Room

Time: 4:00 p.m.

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

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

Regrets:

Guests:

	ITEM	ACTION
1.	Call to Order	
	** Recorded Meeting** "*Moved by: Mark King and seconded by Paulette Point that the meeting be called to order at 5:04 p.m.* Res. #12-26 Carried	
2.	Approval of Agenda	
	"Moved by Mark King and seconded by Sherry Culling that the agenda for this meeting be amended". ***Item 6.4- capital plan moved to item 6.1*** ***Item 8- Contract discussion with DNSSAB moved to item 6.2*** Res. #13-26 Carried	
3.	Conflict of Interest	
	"Moved by Sherry Culling and seconded by Paulette Point that no Board Member declare a conflict of interest". Res. #14-26 Carried	
4.	Approval of the Minutes	
	"Moved by Paulette Point and seconded by Sherry Culling that the minutes of the Meeting held on ***Thursday, February 26, 2026,*** *be adopted as presented"* Res. #15-26 Carried	

5.	**Business Arising**	
	5.1- Replacement of failing network equipment in common areas in CA1, CA2 & CA3 • Scope includes 4 switches and 5 cloud-managed access points (common areas only). • Cost: $18,173 + HST; pricing subject to change without prompt approval. • Rationale: Existing equipment (~2012) failing, impacting programing and videoconferencing. • Noted: Building 4 not included; cellular backup excluded; broader fiber infrastructure to be addressed separately. • Vendor (NCC) acknowledged for strong support. **Board expressed support to proceed with the proposed upgrade.**	
6.	**New Business**	
	6.1- Capital Plan- Deferred to April 23rd meeting due to technical issue. 6.2- Contract discussion with the DNSSAB • Draft reviewed; legal counsel recommended. • DNSSAB model avoids negative subsidies. • Includes operating, RGI, and property tax subsidies; future renegotiation anticipated if tax status changes. • William encourages the Board to proceed with legal review and negotiations. • Address property tax treatment, use of savings, and restrictive financing covenant. • Explore shared savings model and maintain flexibility for reinvestment. • RGI unit count and subsidy figures appear incorrect; require verification. • Potential plan allocation toward reserves and expansion. • Confirm data and develop financial scenarios. • DNSSAB supportive of CA4 expansion. • Explore funding mix, partnerships, and maintaining affordability. • Proceed with planning and partnership exploration. 6.3- Policy Pro • Due to conflicts with other meetings for some Board members, this item was deferred. • A presentation will be scheduled once the issues are resolved, including an overview of how the program works and the process for reviewing and updating policies. 6.4- Marquette Parquette • Two committee meetings held; preliminary layout concepts drafted. • City supportive; permit requirements under review (160 sq ft threshold). • Resident survey in development to guide amenities. • Proposed features include stage/screen area, storage units, accessible surfaces, BBQ area, games courts, gardens, and commemorative space. • Sound barrier (~160 ft) and property survey required; parking and smoking area under review. • Exploring partnerships and in-kind donations. • Interest in shared use between Castle Arms and Cassellholme residents. • Access considerations tied to property layout and space configuration.	

	• Proceed with permit confirmation, survey rollout, cost estimates, property survey, stakeholder/vendor outreach, and continued planning with a focus on inclusive access and site logistics.	
7.	**Castle Arms Operations Update**	
	7.1- Finance Update • Discussed in 6.1 7.2- Operations Update* • Attached 7.- Health & Wellness Update* • Attached 7.4- Executive Director Update • Plan to introduce a consent agenda for future meetings. • Routine items to be distributed in advance and approved as a package; members may request items for discussion. • Major items (e.g., large capital purchases) will remain separate. • Objective is to allow more time for strategic priorities. • Process to follow standard practice: Chair presents, members may pull items, single motion for approval. • Implementation to begin next cycle with early distribution, set deadlines, and streamlined communication.	
8.	**CORRESPONDENCE**	
	None	
10.	**REQUEST FOR FUTURE AGENDA ITEMS**	
	None	
11.	**DATE OF NEXT MEETING**	
	April 23rd, 2026	
12.	**ADJOURNMENT**	
	"Moved by Sherry Culling and seconded by Paulette Point that the meeting be adjourned at 5:00 p.m." **Res. #16-26** **Carried**	

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Chairman Secretary

- OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):
  - Operations and Facility Management:

CA1 Elevator Modernization:

We will keep the elevator modernization as a standing agenda item for now. One car did not pass the most recent TSSA inspection. At the time of writing, the assigned mechanic is on vacation and is expected to return the week of the March Board meeting. Further updates will be provided at that time.

MPAC Inspection:

To support our application for property tax exemption, MPAC must review documentation and complete an inspection. As a reminder, this Request for Reconsideration (RfR) follows the *Stamford Kiwanis Non-Profit Homes Inc. v. Municipal Property Assessment Corporation* ruling, which confirmed that the exemption under s. 3(1)(12)(iii) of the *Ontario Assessment Act* applies to "any charitable, non-profit philanthropic corporation organized for the relief of the poor if the corporation is supported in part by public funds." The inspection is scheduled for March 18. All requested documentation has been submitted.

Cyber attack:

We recently experienced a cyber incident involving an email security breach. An unauthorized email was sent from a staff account to that individual's contact list. If you received an unexpected email containing a link, please do not click it. If you have concerns, please contact us for further information.

- Tenant Relations:

Phone system:

Castle Arms III and IV have been successfully transitioned to the upgraded phone system. Castle Arms II remains pending due to undisclosed delays but is expected to be completed shortly. These transitions have occurred with minimal disruption to tenants, and we are pleased with NCC's support.

- Administrative & Financial Support:

2025 Audit:

The 2025 audit process has begun. Billy and I are working with the auditors, and the process continues to improve each year as we refine our use of online tools and internal procedures to increase efficiency.

- Leadership & Staff Management:

Ontario Business Award:

Castle Arms has been nominated for an Ontario Business Award in North Bay in the Senior Care Assisted Living category. We were notified of this nomination by email and are honoured by the recognition.

- Maintenance & Work Orders:

Work orders, maintenance and planning:

There are currently 82 outstanding work orders, and 74 have been completed since the last report. During routine inspections, a leak was identified in a hot water tank in CA1; the tank has since been replaced. Maintenance staff have also been invited to participate in planning for the Parkette project to ensure appropriate consideration of servicing requirements, storage needs, and the long-term maintenance implications across all buildings.

- HEALTH & WELLNESS (Jillian Duchesne, Health & Wellness Coordinator):
  - Wellness & Community Engagement

March events

Updates on the success and attendance of the St. Patrick's Day Party and Spring Carnival will be provided to the Board at the April meeting

Upcoming Events:

- Mapleleaf Home Health care presentation of services- March 24th
- Spring Carnival with Chili Cook-Off- March 27th
- Easter Basket Fundraiser
- Easter Egg Hunt
- High Tea- April 8th
- Soup & Sandwich- April 17th
- Recycle Talk with Victoria- April 21st
- Castle Arms Yard Sale- May 23rd

  - Tenant Relations & Housing Administration

Three new tenants are scheduled to move in during April.

  - Administrative & Clerical Support

We are currently assisting LIPI in collecting tenant tax information and preparing it for filing. In 2025, 68 tenants used this free program. We will report to the Board on participation levels for 2026.