

Thursday, April 23rd, 2026

MINUTES

Date: Thursday, April 23rd, 2026

Location: Castle Arms 3 Common Room

Time: 5:00 p.m.

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

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

Regrets: **Treasurer-** Jonathan Muterer

	ITEM	ACTION
1.	Call to Order	
	** Recorded Meeting** <i>“Moved by: Sherry Culling and seconded by Mark King that the meeting be called to order at 5:00 p.m.</i> Res. #17-26 <u>Carried</u>	
2.	Approval of Agenda	
	<i>“Moved by Sherry Culling and seconded by Paulette Point that the agenda for this meeting be adopted as presented”.</i> Res. #18-26 <u>Carried</u>	
3.	Conflict of Interest	
	<i>“Moved by Larry Fuld and seconded by Mark King that no Board Member declare a conflict of interest”.</i> Res. #19-26 <u>Carried</u>	
4.	Approval of the Minutes	
	<i>“Moved by Paulette Point and seconded by Sherry Culling that the minutes of the Meeting held on Thursday, March 26, 2026, be adopted as presented”</i> Res. #20-26 <u>Carried</u>	
5.	Consent Agenda	
	5.1- Finance update	

	5.2- Operations Update 5.3- Health & Wellness Update 5.4- Executive Director Update <i>“Moved by Larry Fuld and seconded by Sherry Culling that the Board acknowledge all items listed under the Consent Agenda as presented”.</i> Res. #21-26 <u>Carried</u>	
6.	New Business	
	6.1- Cassellholme/Castle Arms Update 6.2- Policy Pro Review: Policy Pro- Standing Item - The Board reviewed Policy Pro, a policy management software noted as a cost-effective tool for policy templates, legislative updates, and ongoing policy maintenance. The Board will determine priority policies for review at a future meeting. 6.3- Marquette Parquette- Update - The project is advancing, with three meetings held to-date. Progress is currently stalled pending a permit for an acoustical fence. The permit will be issued by the Ministry of Transportation of Ontario (MTO). - A CAD drawing is required as part of the MTO submission. We have gratefully received an offer from a local engineer who has volunteered to prepare this drawing. The organization will be solely responsible for all costs associated with the fence, including its construction and ongoing maintenance. - A resident survey has been completed. Alain plans to paint the layout to help people visualize the project. The plan includes a walkway for accessibility. - Jennifer is applying for the EASE grant; if approved, certain work cannot begin until after October 1st. - The Cassellholme Family Council has been invited to committee meetings. The Marquette Parkette will be available to Cassellholme residents and family also. Resident participation and support are high. 6.4- Capital Plan - The capital plan for CA 1, 2, and 3 was reviewed. - The forecast includes annual reserve contributions, investment gains, and reliance on one-time capital grants. - Significant future expenses include elevators, exterior work (sidewalks, curbs), and HVAC units, with HVAC costs potentially double the current estimate. - The plan's success depends on receiving future capital grants, as their absence would deplete the reserve much faster. - Sidewalk repairs are a safety issue and may proceed soon, possibly alongside the Marquette Parquet project to save costs. - The Board reviewed planned 2026 fire system upgrades, including replacement of obsolete smoke detectors, strobes, and alarm components. Existing equipment from one building will be retained for spare parts in the remaining buildings. - An HVAC replacement proposal for CA4 was discussed. A trial installation will be completed on one unit before further work proceeds. - The Board reviewed the financial analysis for a proposed 24-unit addition. Current projections show the project is not financially viable without significant external funding and potential property tax relief.	

	Discussions also included property tax negotiations, possible rebates, and ongoing communication with MPAC regarding the assessment status of CA4.	
8.	CORRESPONDENCE	
	None	
10.	REQUEST FOR FUTURE AGENDA ITEMS	
	None	
11.	DATE OF NEXT MEETING	
	At the call of the Chair or September 24 th , 2026	
12.	ADJOURNMENT	
	<i>"Moved by Sherry Culling and seconded by Mark King that the meeting be adjourned at 6:06 p.m."</i> Res. #22-26 <u>Carried</u>	

Chairman

Secretary

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

❖ **Operations and Facility Management:**

CA1 Elevator Modernization:

Both elevators have passed the TSSA inspection. Final work is being completed on the elevators and is scheduled to be complete by April 29th.

MPAC Inspection:

The MPAC inspection is complete for all 4 buildings and additional documentation was provided. It appears that the review will take some time. Everything must be reviewed by their legal department. We have provided the name of another organization in Ontario who was successful in receiving the exemption.

Snow removal contract:

We are coming to the end of our 3-year contract for snow removal and will be going out for quotes later this year. We noticed a decline in the quality of work over this past season and have had more damage to our walkways than in previous years. We are working with the contractor to have repairs completed as soon as possible. The asphalt walkway around the side of CA3 will have to wait until the asphalt plants open at the end of May.

Englobe video survey CA4:

With the next phase of construction happening at Cassellholme, Englobe has been engaged by Percon to complete pre-construction surveys of buildings near the location. Englobe has completed video surveys of the interior and exterior of CA4 - 350 Olive and they will have vibration monitoring for approximately 2 months.

❖ **Tenant Relations:**

Shopping carts:

You may remember that we were successful in acquiring funding last year for our Health & Wellness programming. With this additional support, we were able to allocate funds for the purchase of folding carts for our tenants, to support them in completing the activities required to live independently, things such as getting groceries and household items, as well as doing laundry. We have begun distributing the carts. More information is included in the Health & Wellness report.

❖ **Administrative & Financial Support:**

Enhancing Access to Spaces for Everyone (EASE) Grant:

We are working on an application for an EASE Grant in support of the Marquette Parkette project. The grant allows up to \$60,000 in funding to support the creation of accessible spaces. The application must be submitted by May 7th.

❖ **Leadership & Staff Management:**

Nothing to report

❖ **Maintenance & Work Orders:**

Work orders, maintenance and planning:

There are currently 76 outstanding work orders, and 38 have been completed since the last report. Along with vacation days, and participating in meetings, Alain has been spending time on items that don't typically generate a work order. He has been working to keep water flowing into and away from areas where it can cause damage. As we've seen in some areas of town, run-off water has been significant this spring. He is organizing our spring clean-up and including tenants who are interested in volunteering some time.

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

❖ **Wellness & Community Engagement**

April Events

We had our first High Tea event. It was a huge success. 30 residents participated and many came in dresses and fancy hats or head pieces for the event. Residents are looking forward to next years event already.

Winners of our 2nd Annual Easter Egg Hunt:

- CA1- Carmen J- 63 Eggs
- CA2- Ann G- 25 Eggs
- CA3- Joyce R.K- 64 Eggs
- CA4- Carm. W- 79 Eggs

Winner of the CA Easter Basket Fundraiser- CA1- Lillian C. After covering the cost of the basket, a total of \$75.48 was raised.

Soup and Sandwich was held Friday, April 17th.

National Volunteer Week is April 19th- 25th this year. The Board is invited to attend a luncheon for all tenants who volunteered during 2025. They will be recognized with a certificate of appreciation.

Upcoming Events:

- Recycle Talk with Victoria- April 21st

- Mother's Day Breakfast- May 7th
- Castle Arms Yard Sale- May 23rd
- Last Trivia Night till the Fall- May 19th
- Murder Mystery Dinner Party- May
- Seniors Month BBQ- June

❖ Tenant Relations & Housing Administration

With the funding from OHT last year, we were able to assemble and distribute shopping carts. Shopping carts have now been delivered to CA1 and CA4, and we are pleased to see how many tenants have taken advantage of this opportunity. All tenants have signed a document acknowledging the cart—regardless of whether they chose to receive one—which will be placed in their file. Carts are the property of Castle Arms and are on loan to the tenant for the time that they live here.

❖ Administrative & Clerical Support

The 2026 surveys went out to tenants on April 15th. We ask that they be returned by April 27th. Residents have been notified that if we receive 130+ completed surveys we will host a pizza party and share a summary of the results. The board will also receive a summary of the results at the June Board Meeting.