

THURSDAY, OCTOBER 22, 2020

MINUTES

Date: Thursday October 24, 2020

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Terry Kelly
Dean Backer
Tanya Vrebosch
Sherry Culling

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Finance Manager
Julie Pilkey, Recording Secretary

Regrets: **Guests:** Blanche-Helene Tremblay (Family Council)

ITEM		ACTION
A.	CALL TO ORDER	
	<p><i>“Moved by Dean Backer and seconded by Terry Kelly that the meeting be called to order at 5:01 p.m.</i></p> <p>Res. #37-20 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Add: 4.3 Fire Complaint/Pending Eviction Process</p> <p><i>“Moved by Sherry Culling and seconded by Mark King that the agenda for this meeting be adopted, as amended.”</i></p> <p>Res. #38-20 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Mark King and seconded by Terry Kelly that no member present has declared a conflict of interest.”</i></p> <p>Res. #39-20 <u>Carried</u></p>	
	3. Approval of Minutes	
	<p>3.1 Approval of Minutes of the Meeting held on September 24, 2020</p> <p><i>“Moved by Dean Backer and seconded by Sherry Culling that the minutes for the Regular Meeting held on September 24, 2020, be adopted as presented.”</i></p> <p>Res. #40-20 <u>Carried</u></p>	

4. Business Arising

4.1 Mold Issue – CA3

Jamie noted the MTO has cleared the culvert. Castle Arms installed drain to take water away. The apartment has been repaired – new carpet, paint, etc. Tenant was given hotel accommodations during repairs and had moved back in. Mold re-testing will be completed again next week to ensure the mold is gone. Approx. \$15000.00 in repair costs.

4.2 Government Freezing Rent Increases Due to COVID (*Billy*)

A rent freeze was approved, province-wide. Memos went out to the tenants to disregard previous memo of rent increase for 2021.

4.3 Fire Complaint / Pending Eviction Process

Jamie discussed an ongoing fire complaint. Tenant has a history of mental illness/dementia and has called the fire department, councilors, etc. to complain. Jennifer and Sherri Korn (fire department) met with the tenant and reviewed all safety protocols, reports, etc. and ensured all safety measures are in place. Tenant had no concerns.

Pending Eviction Process – concerns with mental health and addiction issues. Tenant found defecating and trying to get into other apartments. Family was contacted but refuse to apply to LTC. Castle Arms to present case to the Landlord/Tenant Board. Social Services have also been contacted.

5. Castle Arms Operations

5.1 COVID-19 Update

Preparations are being made (plumbing, equipment, etc.) to set up a temporary hairdressing location in CA2, Common Room for Claudette (hairdresser at Cassellholme). City requesting a building permit. Jamie looking into this. The Cassellholme transportation bus is back up and running to take tenants on shopping trips.

Cleaning and security checks are still ongoing. Preparing for 2nd wave and influenza. Well stocked for PPE at this time.

5.2 CAI, CAII, CAIII – Budget to Actuals at September 30, 2020

Billy presented a PowerPoint presentation. (available if requested). Forecasting a small surplus.

“Moved by Mark King and seconded by Tanya Vrebosch that the Board approve the CAI, CAII, CAIII – Budget to Actuals at September 30, 2020, as presented.”

Res. #41-20

Carried

5.3 CAIV – Budget to Actuals at September 30, 2020

Billy presented a PowerPoint presentation. (available if requested). Forecasting a small surplus.

“Moved by Dean Backer and seconded by Terry Kelly that the Board approve the CAIV – Budget to Actuals at September 30, 2020, as presented.”

Res. #42-20

Carried

	<p>5.4 CA-Mattawa – Budget to Actuals at September 30, 2020 Billy presented a PowerPoint presentation. (available if requested). Forecasting a small surplus.</p> <p><i>“Moved by Sherry Culling and seconded by Terry Kelly that the Board approve the CA-Mattawa – Budget to Actuals at September 30, 2020, as presented.”</i></p> <p>Res. #43-20 <u>Carried</u></p> <p><u>CONFLICT OF INTEREST</u> – Tanya Vrebosch has declared a Conflict of Interest for the following Proposed Operating Budgets for <u>all</u> buildings, for 2021.</p> <p>5.5 Castle Arms I, II, III – Proposed Operating Budget 2021 Billy presented a PowerPoint presentation. (available if requested)</p> <p><i>“Moved by Mark King and seconded by Dean Backer that the Board approve the CAI, CAII, CAIII – Proposed Operating Budget for 2021, as presented.”</i></p> <p>Res. #44-20 <u>Carried</u></p> <p>5.6 Castle Arms IV – Proposed Operating Budget 2021 Billy presented a PowerPoint presentation. (available if requested)</p> <p><i>“Moved by Terry Kelly and seconded by Mark King that the Board approve the CAIV – Proposed Operating Budget for 2021, as presented.”</i></p> <p>Res. #45-20 <u>Carried</u></p> <p>5.7 Castle Arms Mattawa – Proposed Operating Budget 2021 Billy presented a PowerPoint presentation. (available if requested)</p> <p><i>“Moved by Dean Backer and seconded by Sherry Culling that the Board approve the CA-Mattawa – Proposed Operating Budget for 2021, as presented.”</i></p> <p>Res. #46-20 <u>Carried</u></p>	
6. New Business		
	No new business noted	
B. CORRESPONDENCE		
	No items noted	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	

D.	DATE OF NEXT MEETING	
	Thursday November 26, 2020 @ 5:00 p.m. – or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>“Moved by Tanya Vrebosch and seconded by Sherry Culling that the meeting be adjourned at 6:05 p.m.”</i></p> <p>Res. #47-20 <u>Carried</u></p>	

Secretary

Chairman