

**THURSDAY, MARCH 25, 2021**

**MINUTES**

**Date:** Thursday March 25, 2021

**Location:** ZOOM Meeting

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

**Staff:** Jamie Lowery, Chief Executive Officer  
Billy Brooks, Director of Finance & IT  
Angie Punnett, Associate Administrator  
Julie Pilkey, Recording Secretary  
Dave Smits (Project Manager)

**Regrets:**

**Guests:** Blanche-Helene Treblay (Family Council)  
Claude Fortier, (Family Council)  
Emilie (Family Council)  
Monique Peters (Family Council)  
Michelle Schmitt (Matte) (Family Council)  
Bonnie Bolger (Family Council)  
Jennifer Hamilton-McCharles (North Bay Nugget)

ITEM		ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	Recorded Meeting  Call to Order at 5:02 p.m.  No Motion  <b>Welcome New Board Member – Claire Campbell.</b> Claire was officially appointed to the Board of Management for a period not exceeding one year, effective March 4, 2021.	
	<b>1. Approval of Agenda</b>	
	<i>“Moved by Claire Campbell and seconded by Mark King that the agenda for this meeting be adopted, as presented.”</i>  Res. #11-21	<b><u>Carried</u></b>
	<b>2. Conflict of Interest</b>	
	<i>“Moved by Terry Kelly and seconded by Dean Backer that no member present has declared a conflict of interest.”</i>  Res. #12-21	<b><u>Carried</u></b>

	<b>3. Approval of Minutes</b>	
	<p><b>3.1 Approval of Minutes of the Meeting held on February 25, 2021</b></p> <p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the minutes for the Regular Meeting held on February 25, 2021, be adopted as presented.”</i></p> <p>Res. #13-21 <span style="float: right;"><u>Carried</u></span></p>	
	<b>4. Business Arising</b>	
	<p><b>4.1 COVID-19 Update</b>  See Operations Update, included in package.  All Common Rooms are open to the tenants again. Tenants are finding it difficult to get out to get the vaccine. Jamie is talking with the Health Unit to see if they can come to the buildings. Suggesting to have a clinic in the building or bring tenants to Cassellholme to be vaccinated? Meeting tomorrow, March 26/21.  Mark noted EMS is also offering support to seniors.</p>	
	<b>5. Castle Arms Operations</b>	
	<p><b>5.1 Castle Arms Operations Update</b>  See Operations Report included in package.  Billy noted mortgage renewals are coming due for Castle Arms 4 and Mattawa. Proposal to be presented at next Board Meeting.</p>	
	<b>6. New Business</b>	
	No new business noted	
<b>B.</b>	<b>CORRESPONDENCE</b>	
	No items noted	
<b>C.</b>	<b>REQUEST FOR FUTURE AGENDA ITEMS</b>	
	No items noted	
<b>D.</b>	<b>DATE OF NEXT MEETING</b>	
	Thursday April 22, 2021 @ 5:00 p.m. AGM Meeting – or at the call of the Chair.	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Terry Kelly and seconded by Tanya Vrebosch that the meeting be adjourned at 5:09 p.m.”</i></p> <p>Res. #14-21 <span style="float: right;"><u>Carried</u></span></p>	

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Secretary

\_\_\_\_\_  
Chairman

Board of Management Meeting - March 25, 2021  
Jennifer Carriere - Castle Arms Operation Coordinator  
Billy Brooks - Director of Finance & IT

## **Castle Arms Update:**

### **Vaccinations:**

We are pleased that some of our tenants will begin to receive their COVID-19 vaccines at the end of March. Signs have been posted in key areas for tenants who do not have access to the information. We have also assisted some tenants in booking their appointments.

### **Annual Tax Returns:**

In collaboration with LIPI we have been able to devise a process to allow tenants to have their annual tax returns completed without leaving their home, free of charge. Prior to the pandemic, tenants were able to meet with someone in the Auditorium of Cassellholme to have their tax returns completed. Many tenants missed this service last year. This year we were able to develop a process with LIPI in which the tenants could have their tax returns completed without them ever leaving their home. A member of Castle Arms staff would pick up the documents and put them in an envelope provided by LIPI. LIPI would pick up the documentation and allow for a quarantine period for the documents. Tax returns were then completed, returned to Castle Arms and delivered back to the tenants personally. We have received very positive feedback from this service.

### **Door Hardware:**

All the door handles and locks for the Castle Arms III building have been updated. All our buildings now have updated door hardware.

### **General Operations:**

We are moving to a more automated system for creating and sending the monthly rent roll to the bank. This month we hope to be able to determine and complete the required steps to make this a reality. By May 1<sup>st</sup> we hope to have the process mapped out and to utilize this new way of generating the monthly rent files for the first time. This should allow for cross training on this task.