

**CASTLE ARMS  
BOARD OF MANAGEMENT MEETING**



**THURSDAY, APRIL 22, 2021**

**MINUTES**

Date: Thursday April 22, 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

Regrets:

Guests: John D'Agostino, Lawyer  
Anna Fitzsimmons, Lawyer  
Blanche-Helene Treblay (Family Council)  
Claude Fortier, (Family Council)

	ITEM	ACTION
A.	<b>CALL TO ORDER</b>	
	<b>RECORDED MEETING</b>  <i>"Moved by Tanya Vrebosch and seconded by Mark King that the meeting be called to order at 7:25 p.m."</i>  Res. #15-21 <span style="float: right;"><u>Carried</u></span>	
	<b>1. Approval of Agenda</b>	
	<i>"Moved by Claire Campbell and seconded by Dean Backer that the agenda for this meeting be adopted, as presented."</i>  Res. #16-21 <span style="float: right;"><u>Carried</u></span>	
	<b>2. Conflict of Interest</b>	
	Tanya Vrebosch declared she has a conflict with anything relating to the DNSSAB, her employer.  <i>"Moved by Claire Campbell and seconded by Sherry Culling that no other members present have declared a conflict of interest."</i>  Res. #17-21 <span style="float: right;"><u>Carried</u></span>	

3. Approval of Minutes		
3.1 Approval of Minutes of the Meeting held on March 25, 2021		
<i>"Moved by Mark King and seconded by Dean Backer that the minutes for the Regular Meeting held on March 25, 2021, be adopted as presented."</i>		
Res. #18-21	<u>Carried</u>	
4. Business Arising		
4.1 Governance Discussion		
<p>Jamie provided a brief history of Cassellholme and Castle Arms dating back to the beginning in 1923 and the need to modernize the Governance structure for the Board of Management.</p> <p>Jamie introduced Anna Fitzsimmons, Lawyer, and John D'Agostino as process advisors. Anna suggested an ADHOC committee with Board members. Anna and John would review our documents and create a working excel document with the current wording and recommended changes based on the industry standards and legislation. A draft would then be presented to everyone to agree on.</p> <p>John D'Agostino, Lawyer, recommended to make the rules easy to understand, making reference to the Kerr and King rules. A motion will be brought forward at the next Board meeting to select Board members to sit on the committee. John is aiming to have the first draft in a week to 10 days after that. Suggested 2-3 Board Members to join the ADHOC committee.</p> <p>A motion will be brought forward at the next meeting to confirm that all meeting motions will require a one week notice period.</p>		Motion for next meeting.
4.2 Governance Resolution		
Deferred to next meeting		Motion for next meeting.
4.3 COVID-19 Update		
Castle Arms Management are working with the Health Unit to bring a vaccine clinic on site for tenants, or alternatively to Cassellholme for tenants to access.		
5. Castle Arms Operations		
5.1 Castle Arms Operations Update		
See Operations Report included in package.		
5.2 Financial Report – Q1-2021 (Billy Brooks)		
Billy provided a presentation updating the Board with a financial report. No concerns.		
<i>"Moved by Sherry Culling and seconded by Mark King that the Board approve the Q1-2021 Financial Report, as presented."</i>		
Res. #19-21	<u>Carried</u>	
6. New Business		
6.1 Mortgage Renewals CAIV and CA Mattawa – Comparison of Lenders		
Billy discussed the options to move the upcoming mortgage renewals for CAIV and Mattawa from the Royal Bank to TD Canada Trust. Tanya requested to have other quotes prior to approving. An e-vote for approval will be sent out once the quotes are received.		



<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 May 27, 2021 @ 5:00 p.m. or at the call of the Chair.	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>"Moved by Claire Campbell and seconded by Terry Kelly that the meeting be adjourned at 7:56 p.m."</i></p> <p>Res. #20-21 <span style="float: right;"><u>Carried</u></span></p>	

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**Secretary**

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**Chairman**

Board of Management Meeting - April 22, 2021  
Jennifer Carriere - Castle Arms Operation Coordinator  
Billy Brooks - Director of Finance & IT

## ❖ CASTLE ARMS UPDATE:

### Paramedic Services:

In collaboration with our paramedic services, we have developed an agreement to provide a master key set to the ambulance service in an effort to improve their response time and access to our tenants in an emergency. Historically, when the ambulance was called, hopefully the tenant or someone else in the apartment was able to let the paramedics in the front door and into the apartment. If not, the fire department was called to come and allow access to the paramedics, costing valuable time.

The new agreement has a master set of keys with the paramedic supervisor on shift. If needed, this set of keys can be used in an emergency. Additionally, when tenants are returned home from the hospital in the middle of the night, the ambulance service is able to let them into their apartment if the tenant is without their keys. In the past, tenants would have to call the emergency line to allow a tenant back into the building and apartment.

### Electrical Fixtures:

We have been replacing bulbs in our outdoor pole lights every six months for many years. To eliminate this costly issue, we have been working with Lions Den on a solution. The fixtures use old technology, they are costly to run and very costly to repair.

At Lions Den's recommendation we have found a way to improve the operation and energy efficiency of the lights. For any fixtures that must be replaced, they have sourced a solution that will allow us to use the same pole and install an LED fixture. There weren't any solutions available on the market that fit our existing poles. They were working with a manufacturer who would have created a solution for our specific need but at a very hefty cost. Lions Den felt they were taking advantage of the situation and so, they have found another source who will manufacture the required piece at 1/8 of the cost.

### General Operations:

As a follow up to creating the more automated system for rents, we were able to meet our goal for April 1<sup>st</sup> and we saw a significant timesaving. This new system will also mean less opportunity for “human error” when inputting the rents. We are on target to have this process mapped out and going “live” for May 1<sup>st</sup>.

Terry Larue has returned to his maintenance position as of April 12<sup>th</sup>. With the improved process for maintenance issues, we have a much better handle on the scheduling, performing and completion of them.

### ❖ Financial Update (Billy Brooks, Director of Finance & IT):

Financial update will be presented at the meeting.