

**CASTLE ARMS  
BOARD OF MANAGEMENT MEETING**



**THURSDAY, JUNE 17, 2021**

**MINUTES**

Date: Thursday June 17, 2021

Location: ZOOM Meeting

Present: Chris Mayne  
Mark King  
Tanya Vrebosch  
Terry Kelly  
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: Sherry Culling (waiting for reappointment)  
John D'Agostino, Lawyer

	ITEM	ACTION
A.	CALL TO ORDER	
	<b>RECORDED MEETING</b>  <i>"Moved by Terry Kelly and seconded by Claire Campbell that the meeting be called to order at 6:30 p.m."</i>  Res. #21-21 <span style="float: right;"><u>Carried</u></span>	
	<b>1. Approval of Agenda</b>	
	<i>"Moved by Dean Backer and seconded by Terry Kelly that the agenda for this meeting be adopted, as presented."</i>  Res. #22-21 <span style="float: right;"><u>Carried</u></span>	
	<b>2. Conflict of Interest</b>	
	<i>"Moved by Claire Campbell and seconded by Dean Backer that Tanya Vrebosch declares a conflict with items related to DNSSAB (her employer), and that no other members present have declared a conflict of interest."</i>  Res. #23-21 <span style="float: right;"><u>Carried</u></span>	

3. Approval of Minutes		
3.1 Approval of Minutes of the Meeting held on April 22, 2021		
<i>"Moved by Mark King and seconded by Tanya Vrebosch that the minutes for the Regular Meeting held on April 22, 2021, be adopted as presented."</i>		
Res. #24-21	<u>Carried</u>	
4. Business Arising		
4.1 COVID-19 Update		
Cleaning continues. Tenants are being encouraged to go outside. Approximately 90% are vaccinated.		
4.2 Board Bylaws Review Committee Selection		
<i>"Moved by Dean Backer and seconded by Claire Campbell that the Board approve an Ad Hoc committee to meet with Anna Fitzsimmons to review, reform, and modernize the Bylaws and Governance materials of the Board.</i>		
<i>And that Claire Campbell, Chris Mayne and Tanya Vrebosch have volunteered to sit on this Ad Hoc committee.</i>		
<i>And that suggested changes to the Board Bylaws will be brought back to the Board for approval, tentatively by the end of the summer."</i>		
Res. #25-21	<u>Carried</u>	
4.3 All Meeting Motions will Require 1-Week Notice		
<i>"Moved by Mark King and seconded by Terry Kelly that in the interim, of the later of six months, or the amended Bylaws of the Board are confirmed, that all meeting motions brought forward require a one week notice period."</i>		
Res. #26-21	<u>Carried</u>	
5. Castle Arms Operations		
5.1 Castle Arms Operations Update		
See Operations Report included in package.		
Jamie noted concerns with a recent incident of someone who damaged the Cassellholme bus mirrors as well as several other vehicles. He also noted a person was found sleeping in the vestibule. Jamie is in conversations with Barkley House to start a "neighborhood watch".		
The Ministry of Labour was here on June 16/21 for a Field Visit. It was identified, for staff safety, that a needle box be placed in the back parking area for any needles found laying on the ground. Proper disposal training to be completed with staff.		
Marc discussed transitional housing with 16 beds will be opening up on August 15/21		Needle Box update for next agenda.
6. New Business		
6.1 Castle Arms Management Services		
Jamie provided a PowerPoint presentation to explain the new company, Castle Arms Management Services (CAMS). Billy also provided a brief financial update. The year end will be the end of June. Tanya has requested more information on the responsibilities of the Board to CAMS.		Add to next agenda



	<p>6.2 North Tower</p> <p><i>"Moved by Dean Backer and seconded by Terry Kelly that the Board agrees to the motion from the Cassellholme Board Meeting, April 22/21, to reflect the full costing of the North Tower so it can be transferred to Castle Arms at the end of construction. This will include any interest cost as may be appropriate."</i></p> <p>Res. #27-21 <span style="float: right;"><u>Carried</u></span></p>	
<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>	
	TBD 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 7:30 p.m."</i></p> <p>Res. #28-21 <span style="float: right;"><u>Carried</u></span></p>	

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Secretary

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Chairman

Board of Management Meeting - June 3, 2021  
Jennifer Carriere - Castle Arms Operation Coordinator  
Billy Brooks - Director of Finance & IT

## **Castle Arms Update:**

### **Outdoor Grounds Maintenance:**

It is that time of year where our outdoor areas require attention. As we did last year, we have hired summer students in collaboration with the East Ferris Villas. They are able to receive funding for the students and they charge Castle Arms and Cassellholme for the students time while they are here. This year, we were able to add a Lead Grounds Keeper position. He has been an excellent addition to the Grounds Maintenance Team. We have seen a marked improvement in the quality of work this year over last year.

### **HVAC Units in CA4:**

We have had all the HVAC units in Castle Arms 4 cleaned this year. It is a big job that requires the rental of a zoom boom to access the units above the 1<sup>st</sup> floor. We are currently discussing what our options will be when it comes time to replace these units. They typically have a shelf life of 12-15 years. They are currently 12 years old. Once we have further information on what our options are we will develop a plan on how best to move forward on the maintenance and/or replacement of these units.

### **Administration Office/Accessible Unit Plans:**

We have received the Architect plans for the changes to the Castle Arms 1 building. We are proposing to move an accessible unit to the old boardroom location and to open up the current administration office into the accessible unit currently adjacent to the office. This change will allow us to bring our administration offices to a central location, to improve connectivity for the Property Management Clerk, to allow for greater staff collaboration, to create office space for the CEO and add a Board Room. Currently, we are waiting for the Mechanical and Electrical drawings to move forward.

### **General Operations:**

The new rent process for Castle Arms has run smoothly for the last 2 months. We were able to meet our planned target dates on this endeavour. This improved process has saved many hours of manual data entry, cutting down on the possibilities of human error.

A review of our policies and procedures is currently underway. We hope to have this finished by the next board meeting.