

**CASTLE ARMS
BOARD OF MANAGEMENT MEETING**



THURSDAY, SEPTEMBER 23, 2021

MINUTES

Date: Thursday September 23, 2021

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Terry Kelly
Claire Campbell
Sherry Culling

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Director of Finance & IT
Angie Punnett, Associate Administrator
Julie Pilkey, Recording Secretary

Regrets: Bill Vrebosch

Guests: Don Gracey, CG Group
Blanche-Helene Tremblay, Family Council
Claude Fortier, Family Council
Monique Peters, Family Council
Bonnie Bolger, Family Council
Stu Campaigne, Bay Today

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>"Moved by Sherry Culling and seconded by Mark King that the meeting be called to order at 5:06 p.m."</i></p> <p>Res. #29-21 <u>Carried</u></p>	
	1. Board Re-Appointment	
	Chris Mayne welcomed Sherry Culling back to the Board of Management, effective September 2, 2021. Sherry's appointment will be for 3 years.	
	2. Welcome New Board Member - Bill Vrebosch	
	<p>Chris Mayne announced the appointment of Bill Vrebosch to the Board of Management, as passed by City of North Bay Council on September 21, 2021. Bill will be replacing Al McDonald. Bill's term will expire November 14, 2022.</p> <p><i>"Moved by Terry Kelly and seconded by Mark King that the Board approve the attached Resignation of Alan McDonald and Appointment of Bill Vrebosch, of the City of North Bay, Area 1 Members, effective September 23, 2021."</i></p> <p>Res. #30-21 <u>Carried</u></p>	

	3. Board Resignation - Dean Backer	
	<p>Chris Mayne announced the resignation of Dean Backer, effective immediately. Dean was grateful for having the opportunity to serve on the Board and offered his best wishes.</p> <p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board accept the attached resignation letter from Dean Backer of the Town of Mattawa, Area 2 Member, effective September 21, 2021.”</i></p> <p>Res. #31-21 <u>Carried</u></p>	
	4. Approval of Agenda	
	<p><i>“Moved by Terry Kelly and seconded by Sherry Culling that the agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #32-21 <u>Carried</u></p>	
	5. Conflict of Interest	
	<p>5.1 Form to Complete, Sign and Return</p> <p><i>“Moved by Claire Campbell and seconded by Mark King that no Board Members present have declared a conflict of interest. And that all Board Members will read, complete, sign and return the “Disclosure of Conflicts of Interest” to the Secretary of the Board of Management, prior to the next Board Meeting.”</i></p> <p>Res. #33-21 <u>Carried</u></p>	
	6. Code of Conduct	
	<p>6.1 Agreement to Sign and Return</p> <p><i>“Moved by Sherry Culling and seconded by Terry Kelly that all Board Members will read and sign the “Code of Conduct/Confidentiality Agreement” and return to the Secretary of the Board of Management, prior to the next Board Meeting.”</i></p> <p>Res. #34-21 <u>Carried</u></p>	
	7. Approval of Minutes	
	<p>7.1 Approval of Minutes of the Meeting held on June 17, 2021 (no meetings were held in July or August 2021)</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the minutes for the Regular Meeting held on June 17, 2021, be adopted as presented.”</i></p> <p>Res. #35-21 <u>Carried</u></p>	

	8. Business Arising	
	<p>8.1 COVID-19 Update Extra cleaning of all areas is ongoing. Management continues to follow all Ministry guidelines. In a conversation with the Health Unit, they confirmed if tenants are going to use the Common Rooms, they must provide proof of a vaccine passport. Tenants booking the room are responsible to verify their guest's passports. Management has currently closed all Common Rooms until a policy can be put in place. Jennifer has created a draft policy in collaboration with ONPHA and other local businesses that fall under the same category.</p>	
	9. Castle Arms Operations	
	<p>9.1 Castle Arms Operations Update See Operations Report included in package.</p> <p>9.2 Budget to Actuals Billy provided a presentation update on the Budget to Actuals – August 31/21 YTD.</p>	
	10. New Business	
	<p>10.1 Rent Increase – CAI, CAII, CAIII, CAIV, CA Mattawa Billy provided a chart explaining the increase guideline at 1.2%, effective January 1, 2022. The increase is set by the Province of Ontario. There was no increase in 2021 due to Covid-19. The rate would result in an average increase of \$10.00 for Market 1-bedroom and \$11.00 for Market 2-bedroom, per month. Billy noted rents are still below the average market rents in the area.</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the Market Rent Increases for CAI, CAII, CAIII, CAIV, CA Mattawa, for both one bedroom and two bedroom apartments, effective January 1, 2022, as presented.”</i></p> <p>Res. #36-21 <u>Carried</u></p> <p>A revised email was sent to the Board, after the meeting, with a correction to the original rent increase. The actual average amount should have been a few dollars lower but will not have any impact on the 2022 budgeting process.</p> <p>Jamie noted concerns with the HVAC system in CAIV. There is limited fresh air circulating into the units, potentially with the same risks as the recent situation at the Lancelot building. The current units are no longer available if they need to be repaired or replaced. Jamie also noted because of the design, they need to maintain the units from the outside. Looking at possible solutions and will bring ideas back to the Board.</p> <p>Jamie discussed concerns with seniors housing in North Bay. One of the main focuses for the OHT team is the shortage of housing for seniors. Jamie is looking into the possibility of expanding CAIV to add an additional wing for apartments and a Common Room, as well as the HVAC system. Mark agreed and will discuss with the DNSSAB for potential funding.</p>	
B.	CORRESPONDENCE	
	No items noted	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	October 28, 2021 @ 5:00 p.m. or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>"Moved by Sherry Culling and seconded by Terry Kelly that the meeting be adjourned at 5:39 p.m."</i></p> <p>Res. #37-21 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - September 23, 2021
Jennifer Carriere - Castle Arms Operation Coordinator
Billy Brooks - Director of Finance & IT

❖ CASTLE ARMS UPDATE:

Administration Office/Accessible Unit Plans:

All architectural drawings have been received and we are able to move forward with the tender process upon approval.

General Operations:

We have been officially awarded the contract for property management of the East Ferris Villas. Since they were able to review an entire fiscal year with our management in place the Board of Directors have voted in favour of our services due to the savings they have realised.

We had a successful year of outdoor lawn maintenance and tenants have been very pleased with the results. We have embellished the gardens at each of the buildings with the help of our lawn maintenance team and tenants who wished to toil with us.

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

Financial update will be presented at the meeting for the budget to actual results for the period of January 1st to August 31st, 2021 (8 months). Additionally, Castle Arms is currently developing its 2022 Operating Budget. Consultations with Operations Coordinator as well as funding providers will occur over the coming weeks. The budget is expected to be presented to the Board in November.

The rent increase guideline for 2022 has been set at 1.2% for market units. The recommendation to the Board will be to accept this increase. The rents were not increased in 2021 due to a provincial rent freeze. During this time period, many of the costs that Castle Arms is subject to, such as materials and labor, utilities, and services, have risen with inflation. The 2022 market rents are laid out in the 2022 Rent Increase notice, which will be sent to tenants in October.