

THURSDAY, OCTOBER 28, 2021

MINUTES

Date: Thursday October 28, 2021

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Sherry Culling
Claire Campbell

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

Regrets: **Guests:** Monique Peters, Family Council

ITEM		ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be called to order at 6:40 p.m.”</i></p> <p>Res. #38-21 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p><i>“Moved by Sherry Culling and seconded by Mark King that the agenda for this meeting be adopted, as presented.”</i></p> <p>Res. #39-21 <u>Carried</u></p>	
	2. Board Resignations	
	<p>2.1 Terry Kelly (motion) Chris Mayne announced the resignation of Terry Kelly, effective September 28, 2021.</p> <p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board accept the resignation from Terry Kelly, of the Municipality of East Ferris, Area 3 Member, effective September 28, 2021.”</i></p> <p>Res. #40-21 <u>Carried</u></p>	

	<p>2.2 Bill Vrebosch (motion) Chris Mayne announced the resignation of Bill Vrebosch, effective October 26, 2021.</p> <p><i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board accept the resignation email from Bill Vrebosch, of the City of North Bay, Area 1 Member, effective October 26, 2021.”</i></p> <p>Res. #41-21 <u>Carried</u></p>	
3. Conflict of Interest		
	<p>3.1 Confirm all Board Members have signed and returned form Julie confirmed all Board Members have signed and returned their Conflict of Interest form.</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #42-21 <u>Carried</u></p>	
4. Code of Conduct		
	<p>4.1 Confirm all Board Members have signed and returned form Julie confirmed all Board Members have signed and returned their Code of Conduct Agreement.</p>	
5. Approval of Minutes		
	<p>5.1 Approval of Minutes of the Meeting held on September 23, 2021</p> <p><i>“Moved by Mark King and seconded by Claire Campbell that the minutes for the Regular Meeting held on September 23, 2021, be adopted as presented.”</i></p> <p>Res. #43-21 <u>Carried</u></p>	
6. Business Arising		
	<p>6.1 Castle Arms Revised By-laws (motion) Jamie suggested John D’Agostino or Anna Fitzsimmons provide an orientation to the Board of Management, including a refresher of the Robert’s Rules of Order. Board Members are interested and agreed. The approved Bylaws will be signed, sealed and filed in the Directors binder, in the Finance Office safe.</p> <p><i>“Moved by Claire Campbell and seconded by Mark King that the Board approve the revised Castle Arms Bylaws, adopted from the Cassellholme Bylaws, approved on august 26, 2021.”</i></p> <p>Res. #44-21 <u>Carried</u></p> <p>6.2 COVID-19 Update Health Unit requires guest using the Common Rooms to be fully vaccinated. All cleaning and covid protocols are still in place.</p>	

	<p>6.3 Common Room Reservation During Covid-19 Policy & Proof of Vaccination Requirement <i>(motion)</i> As mentioned at 6.2, anyone using the Common Rooms must be vaccinated. Board Members asked to approve the attached Policy and Vaccination Requirement.</p> <p><i>“Moved by Sherry Culling and seconded by Claire Campbell that the Board approve the Castle Arms Common Room Reservation During Covid-19 and the Proof of Vaccination Requirement, as presented.”</i></p> <p>Res. #45-21 <u>Carried</u></p>	
7. Castle Arms Operations		
	<p>7.1 Castle Arms Operations Update See Operations Report included in package. Jamie discussed the upcoming review from the DNSSAB. Requested documents due November 1, 2021. Mark King unaware of this review and will look into why the review is happening.</p> <p>7.2 Budget to Actuals Billy provided a presentation update on the Castle Arms Budget to Actuals at September 30, 2021 YTD.</p> <p>CAI, CAII, CAIII <i>“Moved by Mark King and seconded by Claire Campbell that the Board approve the CAI, CAII, CAIII Budget to Actuals at September 30, 2021, as presented.”</i></p> <p>Res. #46-21 <u>Carried</u></p> <p>CAIV <i>“Moved by Sherry Culling and seconded by Mark King that the Board approve the CAIV Budget to Actuals at September 30, 2021, as presented.”</i></p> <p>Res. #47-21 <u>Carried</u></p> <p>CA - Mattawa <i>“Moved by Claire Campbell and seconded by Sherry Culling that the Board approve the CA-Mattawa Budget to Actuals at September 30, 2021, as presented.”</i></p> <p>Res. #48-21 <u>Carried</u></p>	
8. New Business		
	<p>8.1 Notice of Motion – Legal Matter – Board Composition Jamie advised the Board that effective 3 years from October 19, 2021, the Cassellholme and Castle Arms Boards must have separate Board Members. The Cassellholme Board is mandated by the Ministry to have Members represented from the Area Municipalities, so the Cassellholme Board cannot be changed. The Castle Arms Board of Management will advertise for the 3 open vacancies with a media release to be sent out to request volunteers to sit on the Board. The current Board Members will select Members from applicants received. It was suggested to hold off for a month before advertising.</p>	
B. CORRESPONDENCE		
	No items noted	

C.	REQUEST FOR FUTURE AGENDA ITEMS	
	No items noted	
D.	DATE OF NEXT MEETING	
	November 25, 2021 @ 5:00 p.m. or at the call of the Chair.	
E.	ADJOURNMENT	
	<p><i>“Moved by Mark King and seconded by Claire Campbell that the meeting be adjourned at 7:15 p.m.”</i></p> <p>Res. #49-21 <u>Carried</u></p>	

Secretary

Chairman

Board of Management Meeting - October 28, 2021
Jennifer Carriere - Castle Arms Operations Coordinator
Billy Brooks - Director of Finance & IT

❖ **CASTLE ARMS UPDATE (Jennifer Carriere, Operations Coordinator):**

❖ **Operational Review by the DNSSAB:**

The DNSSAB will undertake an Operational Review of Castle Arms and will begin the process on November 1st. We have been busy compiling all the necessary documentation for them and look forward to their feedback on how we are doing.

❖ **Additional Office Space:**

We have put the accessible unit/additional office space swap on hold for the time being and will look at this possibility in the future. For now, the maintenance staff from Cassellholme were tasked with setting up a desk in the Board Room which would allow additional space for anyone to use for online training, zoom meetings or regular in-person meetings if needed.

❖ **LTB Hearing:**

We have an upcoming online hearing for Mrs. Perry who has been smoking in her unit since she began her tenancy in August of 2020. Joe Kennedy has been retained as counsel for Castle Arms.

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

Financial update will be presented at the meeting