

Flagstaff Regional Housing Group
Meeting Held Via Zoom
March 30, 2021 @ 5:00 pm

MINUTES

| | | |
|------------------|------------------------------|---|
| Attendees: | Dell Wickstrom | Village of Alliance |
| | Murray Candlish | Town of Daysland |
| | Rick Manning (regrets) | Flagstaff County |
| | Jeanette Herle | Flagstaff County |
| | Blaise Young | Village of Forestburg |
| | Doug Irving | Town of Hardisty |
| | Bonnie Wood | Village of Heisler |
| | Ben Kellert | Town of Killam |
| | Debra Smith, Board Chair | Village of Lougheed |
| | Grant Imlah, Vice Chair | Town of Sedgewick |
| | Carla Beck | The Bethany Group - Interim CEO |
| | Outi Kite | The Bethany Group - Director |
| | Patti D'Amico | The Bethany Group - Manager |
| | Melodie Stol | The Bethany Group - Stakeholder Relations |
| Michelle Wideman | The Bethany Group - Recorder | |

| | |
|-----------|---|
| 1. | <p>CALL TO ORDER</p> <p>The meeting was called to order at 5:04pm by Board Chair Debra Smith.</p> |
| 2. | <p>APPROVAL OF AGENDA</p> <p>Addition of Sedgewick Community Garden under New Business, and Letter from Forestburg Golden Age Club under Correspondence.</p> <p>FRHG 21-03-01 MOVED by B. Kellert to accept the Agenda for February 2, 2021 with additions.</p> <p style="text-align: right;"><i>CARRIED</i></p> |
| 3. | <p>DELEGATION – Presentation of the 2020 Audited Financial Statements</p> <p>Lindsey Schmidt and Melissa Milne from Meyers Norris Penny (MNP) joined the meeting to review the 2020 Audited Financial Statements, and overall a clean audit opinion was received.</p> <p>Restricted funds received in 2019 related to donations for the van purchase were re-stated to clarify the intention of those funds, as per note 9. Further related to the van donations, FRHG did issue charitable receipts for those donations, although the CRA would not be supportive of those donations collected on behalf of another organization.</p> <p>Darryl Diletzoy, Director of Finance reviewed the draft Financial Statements, and the impacts of covid were highlighted.</p> |

Flagstaff Regional Housing Group
Meeting Held Via Zoom
March 30, 2021 @ 5:00 pm

| | | | |
|-----------|--|--|---|
| | FRHG 21-03-02 | MOVED by G. Imlah to approve the 2020 Audited Financial Statements as presented. | CARRIED |
| 4. | MINUTES OF PREVIOUS MEETING | | |
| | FRHG 21-03-03 | MOVED by B. Wood to approve the Minutes for February 2, 2021 as circulated. | CARRIED |
| 5. | CORRESPONDENCE | | |
| | a. | Ministry of Seniors and Housing – Budget 2021 | |
| | b. | ASCHA Online Convention April 7-9 | |
| | | FRHG 21-03-04 | MOVED by B. Young to assign FRHG’s voting ballots to Jeanette Herle for the upcoming ASCHA convention. |
| | | | CARRIED |
| | c. | ASCHA 21/22 Budget Analysis | |
| | d. | Seniors Income Amounts Jan 2021 | |
| | e. | Changes to Public Reporting Guidelines | |
| | f. | Letter from Forestburg Golden Age Club The Forestburg Golden Age Club appreciates the space made available in the lodge, however due to the pandemic the drop-in center has been closed for the past year and the club is requesting a rebate on rent. Current rent is approximately \$1,200-\$1,500/month during winter and less than \$1,000 in summer months, calculated on \$200/month for maintenance (grass, snow, maintenance checks), 50% of utilities, 60% of garbage bill and \$30/month for cable. It is unknown whether the Club applied for or received any co-vid funding or grants. Further financial information will be requested before the Board proceeds with a decision. Blaise will meet with Patti to work out a dialogue with the Club’s Executive. – Ben Kellert left the meeting at 5:48pm. | |
| 6. | OCCUPANCY REPORT & ACTIVITIES | | |
| | a. | Financial Report – for the 2 months ending February 28, 2021 | |
| | | FRHG 21-03-05 | MOVED by M. Candlish to accept the Financial Reports as information. |
| | | | CARRIED |

Flagstaff Regional Housing Group
Meeting Held Via Zoom
March 30, 2021 @ 5:00 pm

| | | |
|-----------|---------------------|---|
| | b. | <p>Occupancy Report to February 28, 2021</p> <p>Lodge currently has 13 occupied suites and 28 vacancies; there has been some interest but no move-ins. In the self-contained buildings there are 75 occupied and 35 vacancies, with 2 move-ins scheduled.</p> <p>FRHG 21-03-06 MOVED by B. Wood to accept the Occupancy Report as information. <i>CARRIED</i></p> |
| | c. | <p>Directors Report</p> <p>Review of report prepared by Outi Kite, Director of Housing.</p> <p>Capital Maintenance upgrades to the water and sewer lines at West Side Manor in Daysland were approved last year and the tender is underway.</p> <p>FRHG 21-03-07 MOVED by G. Imlah to approve the tagline ‘Caring Communities’ for FRHG. <i>CARRIED</i></p> <p>FRHG 21-03-08 MOVED by J. Herle to approve the Directors Report as information. <i>CARRIED</i></p> |
| | d. | <p>Covid-19 Update</p> <p>Residents are scheduled to receive their second vaccine dose for April 9th, and all staff are now eligible to receive theirs as well.</p> |
| 7. | NEW BUSINESS | |
| | a. | <p>Strategic/Business Planning Discussion</p> <p>The Board will proceed with the Business Planning session in May and a Strategic Planning session later in the fall after the election.</p> |
| | b. | <p>Sedgewick Community Garden</p> <p>Request came to council for the development of a community garden project on the grounds directly west of Prairie Rose Place, to be built and maintained by the Community at no cost to FRHG.</p> <p>FRHG 21-03-09 MOVED by G. Imlah to approve the development of a Community Garden on the land directly west of Prairie Rose Place in Sedgewick, until such time as the land is needed for other purposes. <i>CARRIED</i></p> |

Flagstaff Regional Housing Group
Meeting Held Via Zoom
March 30, 2021 @ 5:00 pm

| | |
|-----|---|
| 8. | PREVIOUS BUSINESS |
| | <p>a. Pet Policy Update</p> <p>Review of revised policy, which includes a Pet Agreement and site-specific exhibit. For the five units in Parkland Manor that are being identified as pet-friendly, the \$25/month fee will be waived for the duration of the pilot project.</p> |
| 9. | <p>NEXT MEETING DATE</p> <p>– Tuesday May 4, 2021 from 1:00pm – 3:00pm.</p> |
| 10. | <p>ADJOURNMENT</p> <p>FRHG 21-03-10 MOVED by B. Wood to adjourn the March 30, 2021 FRHG meeting at 6:00pm.</p> <p style="text-align: right;">CARRIED</p> |



Debra Smith
Board Chair

July 2, 2021
Date



Carla Beck, Interim CEO or
Outi Kite, Director of Housing

July 5, 2021
Date