



MEETING MINUTES

FOR THE REGULAR BOARD MEETING OF THE DIRECTORS OF
KNEEHILL HOUSING CORPORATION

Wednesday, January 31, 2024 6:00 PM

1. CALL TO ORDER

Chair Fobes called the meeting to order at 6:03pm.

2. PERSONS PRESENT

Chair Carrie Fobes

Vice Chair Dennis Hazelton

Directors:

Bill Cunningham, Dennis Kuiken, Travis Cormier, Byrne Lammler, Laura-Lee Machell-Cunningham

CAO Julie Miller

Housing Coordinator Crystal Hodgkiss

Business & HR Assistant Amanda Gill

Director Sonia Ens joined via Zoom. Unable to vote due to technical difficulties.

3. AGENDA APPROVAL

CAO Miller requested to add the following items to the agenda:

8.5 Request to CRA under new business

8.6 Max rent adjustments

8.7 Lodge rent adjustment for 2nd person

Director Machell-Cunningham motioned to accept the agenda as amended.

CARRIED

4. APPROVAL OF MINUTES

4.1: Board Meeting November 29, 2023

Director Cunningham motioned to accept the November 29, 2023, minutes as presented.

CARRIED

5. CORRESPONDENCE

5.1: Letter from GOA re: Covid Funding

CAO Miller presented the GOA notice letter that Covid Funding is discontinued as of December 31, 2023.

5.2: Letter from GOA re: 2022 Audit

CAO Miller discussed the audit letter that showed housing is \$282 over budget. This amount will be reimbursed by the GOA.

5.3: Inspection Reports

CAO Miller discussed the recent inspections that reported compliance in all areas.

5.4: GHL License 2024

CAO Miller confirmed receipt of the 2024 Operating License for the Lodge.

Director Kuiken motioned to approve the correspondence as presented.

CARRIED

Director Enns joined the meeting via zoom at approximately 6:15pm

6. FINANCIAL REPORTS REVIEW AND APPROVAL

6.1: Profit and Loss (GHL) – November 2023

6.2: Profit and Loss (HSG) – November 2023

6.3: Profit and Loss (GHL) – December 2023

6.4: Profit and Loss (HSG) – December 2023

6.5: Bank reconciliation September 2023

6.6: Bank reconciliation October 2023

CAO Miller presented the financial information. There were no questions or concerns.

Director Hazelton motioned to approve the financial reports as presented.

CARRIED

7. COMMITTEE REPORTS:

None to report

8. NEW BUSINESS:

8.1: Lodge Budget

CAO Miller discussed how the province sets the standards required from the Lodge, but each Lodge can determine if they are going to go above those standards. Some of the above standard services provided by GHL were discussed, including the cost to the organization and the concerns if these were to be discontinued. The KHC Board is tasked with setting the direction of the organization and determining what it would like KHC to provide to the residents.

It was also confirmed with the Provincial Housing Advisor that GHL is required to rent to any low-income senior. If their income is below the rental amount, GHL needs to requisition the shortfall from the municipalities.

Two budget options were presented by CAO Miller. The pros and cons for each option were discussed at length by the Board. Fundraising suggestions were proposed but CAO Miller warned that there is limited capacity for the existing staff to take on this task, and Board members could assist in this area. A suggestion was proposed to invite MLA Nathan Cooper to a future Board meeting to hear the financial concerns so he could relay them to the province.

8.2: Requisition

CAO Miller discussed the need to increase requisition funding and reiterated that KHC receives the lowest requisition amounts per unit for Housing Management Bodies in the Province of Alberta. The loss of Covid funding will put GHL in a significant deficit for 2024.

CAO Miller will email a copy of the updated budget information to fill in more details on items 8.1 and 8.2. The Board will vote by email.

8.3: Hiring Policy Review

CAO Miller informed the board that two service providers have been contracted to conduct criminal background checks on all new hires prior to the commencement of their employment. This will eliminate the delay in getting this information and allow the new hire to be on-site

faster.

Director Lammle motioned to accept the Hiring Policy as amended.

CARRIED

8.4: Company Vehicle policy approval

CAO Miller explained the need to lease a company truck for maintenance use and confirmed that one has been secured. The vehicle policy covers drivers abstract, how the vehicle will be used, and who can use it. Director Fobes suggested adding a no smoking/vaping section to the policy.

Director Travis motioned to accept the Company Vehicle Policy as amended.

CARRIED

8.5 Request to CRA under new business

CAO Miller explained the need for the primary contact with the CRA to be changed to remove the former Board Chair from the Account. CAO Miller will be the primary contact with Director Fobes as Board Chair, and finance assistant Amanda Kinniburgh to be authorized as the secondary which may only be for information purposes.

Director Hazelton motioned to accept changes to the CRA contacts as presented.

CARRIED

8.6: Max rent adjustments proposed

CAO Miller outlined proposed rental maximum amounts for JC Long Memorial Court, Trochu Valley Manor Cottages, and Community Housing. JC Long and Trochu Cottages are stand-alone 1-bedroom duplexes that offer more amenities than the apartments as well as increased costs to KHC.

Trochu Valley Manor Cottages and JC Long Memorial Court:

1-bedroom units increase to a maximum monthly rent of \$1050.

Community Housing duplexes:

2-bedroom units increase to a maximum monthly rent of \$1100.

3-bedroom units increase to a maximum monthly rent of \$1200.

These maximum rents would not affect anyone under the income threshold as rents would remain at 30% of household income.

Director Kuiken motioned to approve the maximum rent adjustments as

presented.

CARRIED

8.7: Lodge rent adjustment for 2nd person

CAO Miller discussed the need to increase the Lodge rate from \$600 to \$750 for the second person in a suite.

Director Machell-Cunningham motioned to approve the Lodge rent adjustment as presented.

CARRIED

9. CAO REPORT

CAO Miller presented her report. There were no questions from the Board.

Director Machell-Cunningham motioned to accept the CAO report as presented.

CARRIED

10. IN CAMERA

8:37 pm – moved to in-camera session.

9:06 pm – moved out of in-camera session.

11. REPORT FROM THE CHAIR

12. OTHER BUSINESS

12.1: Meeting Dates for 2024

Jan 31st – Regular Board Meeting – Confirmed

March 27th - Financial audit report presentation followed by a Regular Board Meeting

April 24th – Policy Review

May 29nd – Regular Board Meeting followed by AGM

June 26th – Board Development and Policy Review (all day)

September 25th- Regular Board Meeting

November 27th- Regular Board Meeting

13. DATE OF NEXT MEETING:

14. March 27th - Financial audit report presentation followed by a Regular Board Meeting

15. ADJOURNMENT

Chair Fobes adjourned the meeting at 9:18 pm.

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