

## Kneehill Housing Corporation - Board Meeting Minutes

October 2, at 6:00p.m.

**1. Call to Order: 6:00 Pm**

**2. Persons Present**

Carrie Fobes, Dennis Hazelton, Bill Cunningham, Sonia Ens, Dennis Kuiken, Laura Lee Machell-Cunningham, Amanda Kinniburgh and Amanda Gill  
Absent: Byrne Lammle and Travis Cormier

**3. Agenda Review and Approval**

- Present the meeting agenda.
- 4.1 Beginning of Board Policy Manual Update- Changes as copied (attached) Accept Board Policy for Information
- 4.2 RBC Email for direction

**Dennis Kuiken to Motion Agenda as amended with the above changes. All in Favor. Carried**

**4. Agenda Amendments**

- 4.1 Beginning of Board Policy Manual Update- Changes as copied (attached) Accept Board Policy for Information

**Sonya Ens to motion 4.1 for information. All in Favor. Carried.**

- 4.2 RBC Email for direction, Control provided to CAO, no approval needed for 10,000 and less to follow current policy.

**Dennis Hazelton motioned 4.2 as per. All in Favor. Carried**

**5. Approval of Minutes: August 28,2024**

**Bill Cunningham motioned approval. All in Favor. Carried**

**6. Old Business – Previous action items to be completed.**

**May 29<sup>th</sup>, 2024**

- 6.1 – OH&S onsite, minor changes needed. Letter to OH&S to be drafted:  
**Amanda Gill will draft a letter for this.**
- 11. In Camera notes, should state 8:13pm -Motion to come out of close made by Director Laura-Lee.

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### April 10<sup>th</sup>, 2024

- 8.1 Parking Rates – Current cost has been moved to \$30/month. Determine November – March \$30 and April to October \$15/month.

**Bill motioned to change the parking rate to 20.00/ month for all housing effective April 1, 2025. All in favour. Carried**

- Was 8.2, should be 9.2 – RRSP Policy – update that we left LAPP effective – March 31, 2024.
- Was 8.2, should be 9.2 – RRSP Policy – stated “Chair Dennis H” should state Vice Chair Dennis H.
- 10. CAO Report – Chair Carrie Fobes asked to define how many rooms, how many are doubles. CAO Jullie Miller to bring back to the next meeting.

**Amanda Gill presented this documentation.**

### January 31<sup>st</sup>, 2024

- 8.2 Requisition - 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. See below for details from 8.1 and 8.2. Board to review updated budget via email.

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 GHIL 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 GHIL is required to rent to any low-income senior. If their income is below the rental amount, GHIL 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 GHIL 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.

**Sonia Ens motion 8.1 & 8.2 due to misrepresentation with the discrepancy of Covid Money in the budget being not voted on. All in favour. Carried**

- 8.5 Request to CRA under new business. CRA changes need to be completed. – 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.

**Bill Cunningham to motion to change Amanda Kinniburgh as the primary. All in Favour. Carried**

#### **7. New Business**

- Operations Manager – Site Manager training – RDC \$2100.00
- Information regarding Resident – Overcharge history. Plan to ensure it does not reoccur.
- Interim positions – review is due in October for all interim staff on 3-month term.
- Fire Drills
- Resident & Family Council
- Approval and sign off – Statement of Final Capital Costs – Grant from 2015-2021
- Discussion around funds to be available for grant matching purposes.

#### **TABLED 2025**

- Board Service Review – **TABLED**

#### **8. CLOSED: FOIP 27**

#### **9. Date of the next meeting: To be Determined**

#### **10. Adjournment: 8:09pm**