

**MINUTES**

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson Town of Penhold	Jul Bissell Village of Elnora
	Dale Dunham Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woitas, Finance and Payroll, The Bethany Group		Deb Coombes Alternate – Bowden Attended as observer

1.	Call to Order The meeting was called to order at 10:13am by Chair Huelsman.
2.	Review of Agenda <b>PF 24-12-01      MOVED by S. Gamble to Approve the December 5, 2024 Agenda as presented. CARRIED</b>
3.	Approval of Minutes <b>PF 24-12-02      MOVED by S. Gamble to Approve the October 3, 2024 Regular meeting minutes as presented. CARRIED</b>
4.	Correspondence
	a.      ASCHA – Call for Resolutions
5.	Reports
	a.      Financial Reports Review of the financial statements and explanatory notes for the nine months ending September 30, 2024. Lodge: Rental revenue on budget. LAP grant higher with more eligible residents. Expenses have everything tracking good to budget, with maintenance a bit higher as grounds were outsourced this year with some staff vacancies.

		<p>Housing: Revenue and Expenses all tracking close to budget with a note on salaries. In original budget, salaries and benefits were not allocated correctly and show an overage. Budget 2025 has been adjusted for better accuracy.</p> <p><b>PF 24-12-03      MOVED by T. Wilson to accept the financial reports as presented.                  CARRIED</b></p>
	b.	<p>Occupancy Report – to October 31, 2024</p> <p>Wait list at Autumn Grove, vacancies are the gaps between moves.                  Renovations at community housing unit including painting and appliances.                  Waitlist for SSC offers bit slow as potential residents hesitant to move during winter.                  Bowden units very good occupancy and the renovations have made the units much more appealing.</p> <p><b>PF 24-12-04      MOVED by D. Dunham to accept the occupancy report as presented.                  CARRIED</b></p>
	c.	<p>CAO Report</p> <p>Capital Projects Autumn Grove boilers service and air conditioning repairs completed.                  Housing Dodd Lake approved thru CMR but working with government to see if project could be funded through the Greener Affordable Housing retrofit program to allow the CMR to be redirected to other projects. Bow Glen Court boilers, make up air unit, hot water tanks and circulation pumps project has been awarded.</p> <p>Lodge Events, Meals on Wheels FCSS and Home care are marketing the program, Fall Menu 30-day feedback period completed.</p> <p>ASCHA information.</p> <p>Staffing: A market analysis was completed in 2024 and some lines have been recommended for adjustment in Budget 2025. COLA increase for all staff for consideration in the budget as well.</p> <p><b>PF 24-12-05      MOVED by J. Bissel to accept the CAO report for information.                  CARRIED</b></p>
6.	New Business	
	a.	<p>Budget 2025</p> <p>Lodges: Revenues based on 98% occupancy and LAP grant estimated on current eligible residents.</p> <p>Expenses reflect long term utility contract and 20% increase to carbon taxes. 2026 will see increases to the contract rates.</p> <p>5% increase for operating expenses and operating maintenance and admin costs. 15% for cleaning supplies due to increases in costs. Food costs 5.5% increase.</p> <p>Staffing reflects increases to market adjustment on some staff lines, COLA adjustment and</p>

		<p>LTD add on to benefits.</p> <p>No increase to the TBG management fee.</p> <p>Requisition options were discussed. Concerns with municipal tax pressures and a large increase last year.</p> <p>Asked about efficiencies. Admin is working on insurance package with The Bethany Group to access stronger purchasing power. Long term forecast for utilities will be higher in 2026 are we enter new contract period. Salaries and benefits pressures. Discussion on having funds in reserves to address emergencies.</p> <p>Housing:                  Budget based on average portfolio occupancy of 84% and expenses with inflationary adjustments 5% increase to operating and maintenance and 20% more for carbon tax . The deficit of \$108,343 is fully covered by Government of Alberta funding. This portfolio is not funded with requisition dollars.</p> <p>No increase to the TBG management fee.</p> <p>Parking, Cable Charges and Rate Sheet:                  Recommended parking fees to increase five dollars per month to address costs of snow removal and power to stalls.</p> <p>Autumn Grove:                  \$20 no power                  \$15 for scooter                  \$45 for powered stall</p> <p>Parking at SSC in Bowden Innisfail and Penhold to \$25.</p> <p>Cable TV costs at Autumn Grove are cost recovery of the cable contract averaged over the 5-year term an increase to \$43 from \$35.</p> <p><b>PF 24-12-06 MOVED by K. Denson to approve the 2025 Lodge Budget with municipal requisition at \$ 280,000 (an increase of \$30,000) CARRIED</b></p> <p><b>PF 24-12-07 MOVED by S. Gamble to approve the 2025 Social Housing Budget as presented. CARRIED</b></p> <p><b>PF 24-12-08 MOVED by T. Wilson to approve the 2025 Lodge Rate sheet, with an increase of \$5 per month to parking charges and cost recovery of cable changes to \$43 per month (an increase of \$8) effective July 1, 2025. CARRIED</b></p> <p><b>PF 24-12-09 MOVED by D. Dunham to approve an increase to parking charges of \$5 per month to \$25 (from \$20) for the SSC apartments. CARRIED</b></p>
b.		<p>Maximum Rents Housing</p> <p>Reviewed the max rents for the SSC program. Data through Open Alberta was used in the calculation and the increase is capped at 10%.</p> <p><b>PF 24-12-10 MOVED by S. Gamble to approve the maximum rents effective July 1,</b></p>

	<p><b>2025 as follows:</b></p> <table border="1"> <thead> <tr> <th>Building Name</th> <th>Rent 2025</th> </tr> </thead> <tbody> <tr> <td>Westview Manor / Bowden</td> <td>\$ 719.00</td> </tr> <tr> <td>Bow-Glen Court / Bowden</td> <td>\$ 719.00</td> </tr> <tr> <td>Dodds Lake Manor / Innisfail</td> <td>\$ 823.00</td> </tr> <tr> <td>Penhold Royal Manor / Penhold</td> <td>\$ 690.00</td> </tr> <tr> <td>Jubilee</td> <td>\$ 525.00</td> </tr> <tr> <td>Pioneer</td> <td>\$ 525.00</td> </tr> <tr> <td>Elk Haven</td> <td>\$ 600.00</td> </tr> <tr> <td>Autumn Grove SSC</td> <td>\$ 823.00</td> </tr> </tbody> </table> <p><b>CARRIED</b></p>	Building Name	Rent 2025	Westview Manor / Bowden	\$ 719.00	Bow-Glen Court / Bowden	\$ 719.00	Dodds Lake Manor / Innisfail	\$ 823.00	Penhold Royal Manor / Penhold	\$ 690.00	Jubilee	\$ 525.00	Pioneer	\$ 525.00	Elk Haven	\$ 600.00	Autumn Grove SSC	\$ 823.00
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7.	Previous Business																		
a.	<p>Project planning                  Discussion on current advocacy. Connie Huelsman had opportunity to speak with Minister Lagrange prior to the switch of ministers responsible. Lots of changes with Continuing Care portfolio going to Ministry of Seniors Community and Social Services.                  CEO Beck spoke with Ministry staff about the potential for a project.                  Business plan conversation – work with consultant to develop a site concept.                  Open to direction from the ministry to best meet need together. Board hoping to have a conceptual plan prior to end of term. Discussion on how expansion could help overall system. Interest in hospice spaces, could have other local community organizations involved. Regional perspective and satellite hub of services beyond Red Deer.</p>																		
8.	<p>Next Meeting                  Regular meeting Thursday February 6, 2025 at 10:00 am, via Zoom.</p>																		
9.	<p>Adjournment                  PF 24-12-11      <b>MOVED by S. Gamble to adjourn the December 5, 2024 meeting at 11:49.</b>  <b>CARRIED</b></p>																		

*Connie Huelsman*

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 Parkland Foundation

*Carla Beck*

Carla Beck or Shannon Holtz  
 The Bethany Group

*Feb 6, 2025*

Date

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