

## MINUTES


Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson, Town of Penhold	Jul Bissell Village of Elnora
	Don Harrison Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Associate Director of Housing	Melodie Stol Stakeholder Relations
	Ryan Smith Maintenance Manager	Michelle Wideman Executive Assistance	
Parkland Foundation	Sheila Beierbach Finance and Payroll		

1.	Call to Order The meeting was called to order at 10:36am by Chair Connie Huelsman.	
2.	Review of Agenda <b>PF 21-12-04      MOVED by Sandy Gamble to Approve the December 2, 2021 Agenda as presented.      CARRIED</b>	
3.	Approval of Minutes <b>PF 21-12-05      MOVED by Ken Denson to Approve the Minutes of October 8, 2021 as presented.      CARRIED</b>	
4.	Correspondence	
	a.	CEO Announcement
	b.	Resident Concerns – Parking Charges Tenants are questioning why they pay the same amount year-round for a powered stall. Rates are currently set at \$40/month for powered stalls and \$15/month for non-powered stalls. A letter will be drafted explaining to the residents why the decision was made on the current rates and what research was completed to set those rates to be consistent with the area. <b>PF 21-12-06      MOVED by Tim Wilson to have Administration respond to the residents on behalf of the Board, regarding how and why the rates were set, and advising that their concerns were heard.      CARRIED</b>

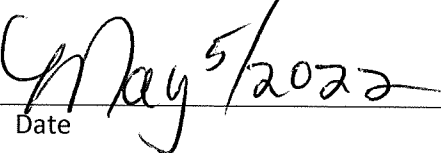
	c.	<p>Affordable Housing Implementation Strategy</p> <p>Minister Pon introduced a 10 Year Affordable Housing Strategy which will shape the future of affordable housing in Alberta. Will be discussed in depth at the spring Business Planning session. TBG staff are participating in the ASCHA Steering Committee, and the focus of that working group is how to protect the most vulnerable clients in the affordable housing program and how to protect those programs in rural Alberta. Connie will also be sitting on a Task Force for RMA with Minister Pon and Municipal Affairs to look at future options and what the funding may look like.</p>
	d.	Seniors Income Amounts Oct-Dec 2021
	<p><b>PF 21-12-07      MOVED by Ken Denson to accept the Correspondence as presented.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	
5.	Reports	
	a.	<p>Financial Reports</p> <p>Review of financial reports for the 10 months ending October 31, 2021. Overall, Autumn Grove is trending positive to budget. Remaining FF&amp;E Budget will be used towards the water softener system.</p> <p>In the housing portfolio renovations are being competed in the self-contained buildings to utilize the dollars remaining in that budget. Wheelchair ramp for Penhold has been included in the 2022 budget request.</p> <p><b>PF 21-12-08      MOVED by Don Harrison to accept the October financial reports as presented.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
	b.	<p>Occupancy Stats to October 31, 2021</p> <p>Autumn Grove is currently full with a growing waitlist. In the self-contained buildings, suites are being rented immediately after renovations are completed, and full occupancy is anticipated in the new year.</p>
	c.	<p>Operational Update</p> <p>Review of report provided. For the Delburne and Elnora amalgamation, the village councils have concerns regarding snow and ice removal – the current staff member will remain in place and will cover both communities, with contract back-up in case of an emergency.</p> <p>Elk Haven is currently receiving capital upgrades to the building envelope - asbestos abatement had to take place before installation of the new siding could begin, but it is now underway and expected to be completed within the month. There was one resident who was without cable for a period of time, but that was resolved with Shaw. Lindsay the Housing Manager is the contact for any concerns that may come forward.</p> <p>Updates were provided on the capital maintenance projects in Westview and Bow-Glen – both are expected to be wrapped up before the end of the year.</p>

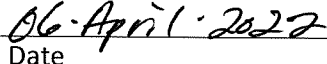
6.	New Business	
	a.	<p>Budget 2022</p> <p>Review of Autumn Grove Lodge Budget package.</p> <p>Hair Salon Lease – the hairdresser has requested a reduction from \$375/month to \$200/month, due to the ongoing covid restrictions. Will draft a lease agreement at the reduced rate, to be revisited in 6 months. Will also be included in the budget at \$200/month for the year.</p> <p><b>PF 21-12-09      MOVED by Ken Denson to approve the 2022 Lodge Budget as presented, with a reduction of rent for the hairdressing salon to \$200/month.      CARRIED</b></p> <p>Review of 2022 Budget for the Housing Portfolio.</p> <p><b>PF 21-12-10      MOVED by Sandy Gamble to approve the 2022 Housing Budget as presented.      CARRIED</b></p>
	b.	<p>Bad Debt Write-Offs</p> <p><b>PF 21-12-11      MOVED by Tim Wilson to approve the write-off of outstanding balances as presented, totaling \$4,633.13.      CARRIED</b></p>
	c.	<p>Hair Salon Lease</p> <p>Discussed under Budget, above.</p>
	d.	<p>Award of Water Softener RFP</p> <p>Review of tender received for the water softener RFP at Autumn Grove Lodge.</p> <p>Regarding the concerns with the boiler pumps in Dodds Lake Manor - that system uses chemicals to prevent corrosion within the piping system, so there would not be substantial cost savings to install a water softener system in Dodds Lake Manor at this time.</p> <p><b>PF 21-12-12      MOVED by Don Harrison to approve the water softener bid from West Country Pump &amp; Filtration for \$49,165.22.      CARRIED</b></p>
7.	Previous Business	
	a.	<p>Snow Removal Contract</p> <p>The revised contract, which is now acceptable to both parties, is ready for signature. It does include a termination clause for breach of contract as well as a clause regarding obtaining approval for additional work.</p>
8.	Next Meeting	
	<p>- Orientation Session Thursday February 3, 2022 at 10:00am via Zoom</p>	

9.	<p>In Camera Session</p> <p><b>PF 21-12-13</b>      <b>MOVED by Sandy Gamble that the Board move in-camera at 12:21pm.</b> <b>CARRIED</b></p> <p><b>PF 21-12-14</b>      <b>MOVED by Tim Wilson that the Board move out-of-camera at 12:27pm.</b> <b>CARRIED</b></p> <p><b>PF 21-12-15</b>      <b>MOVED by Dan Harrison that all Parkland Foundation employees receive a 1% COLA wage increase effective January 1, 2022 and that Administration communicate to employees the Parkland Foundation Board's genuine appreciation for the tremendous dedication of all employees and the Board's earnest regret that the COLA couldn't be larger given these times of fiscal restraint.</b> <b>CARRIED</b></p> <p><b>PF 21-12-16</b>      <b>MOVED by Tim Wilson that the family day paid holiday be maintained for all Parkland Foundation employees for 2022.</b> <b>CARRIED</b></p>
10.	<p>Adjournment</p> <p><b>PF 21-12-17</b>      <b>MOVED by Sandy Gamble to adjourn the December 2, 2021 Meeting at 12:28pm.</b> <b>CARRIED</b></p>

  
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Connie Huelsman  
Parkland Foundation

  
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Carla Beck or Shannon Holtz  
The Bethany Group

  
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Date

  
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Date