



## BOARD MEETING MINUTES May 9, 2019

A special meeting of the Management Body of Crowsnest Pass Senior Housing was held on Thursday, May 9, 2019 at 10:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

**ATTENDEES:** Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson; Marlene Anctil: Municipal Rep., Sharon Groat: Board Member, Leslie McCallum: Board Member Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

Absent: Dave Filipuzzi: Municipal Rep.

Minutes recorded by Dee-Anna Strandquist

### 1. TELECONFERENCE WITH ALBERTA SENIORS AND HOUSING, HOUSING DIVISION

- 1.1 Alberta Seniors and Housing Attendees:
  - 1.1.a Valerie Puttick – Housing Advisor
  - 1.1.b Loretta Bertol – Policy Branch
- 1.2 Summary of the Lodge Program
  - 1.2.a Partnership between the Municipality and Foundation
  - 1.2.b Deficit funding provided through requisition to the municipality. The Municipal Government Act provides for the mechanism of the requisition. Requisition can be provided in the form of a grant however a funding agreement should be in place.
- 1.3 Section 7 of Alberta Housing Act (AHA)
  - 1.3.a Can requisition for: 1) Deficit; 2) To establish/continue a reserve
  - 1.3.b While the AHA states the requisition is for “the amount of the management body’s annual deficit for the previous fiscal year,” in practice, most management bodies requisition based on the projected deficit for the current year in order to ensure continuity of cash flow.
- 1.4 Ministerial Order (MO)
  - 1.4.a Builds on the AHA, doesn’t supersede it
  - 1.4.b The 10% restriction in the MO is a further limitation to the municipal requisition, in addition to the limitations already stated in the AHA
  - 1.4.c Only the Housing Management Body can request a review of the Ministerial Order
- 1.5 New Lodge
  - 1.5.a No grant funding will be provided for the furnishings or equipment for the new lodge. The provincial government’s Capital Plan only provides for the structure.

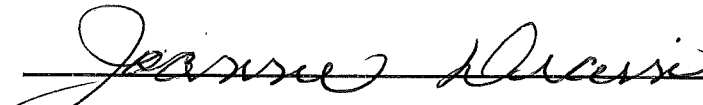
- 1.5.b Municipality previously agreed to place \$100,000 per year in reserve in order to provide a \$1M donation to the New Build project.
- 1.6 Section 23 of Management Body Operation and Administration Regulation (MBOAR)
  - 1.6.a Sect 23 (4) limits the Capital Reserve to "the reasonable estimated capital cost of replacing all of the housing accommodation owned, or otherwise operated and administered, by the management body in that year."
  - 1.6.b Sect 23 (5) limits the Operating Reserve to "an amount reasonably estimated to be the equivalent of 6 months operating expenditures for the management body in that year."
  - 1.6.c Sect 24 requires an agreement on the distribution of surplus funds if different from treatment stated in Sections 22 and 23.
- 1.7 Additional Comments
  - 1.7.a CPSH will need excess cash flow during the commissioning of the new building
  - 1.7.b Without the Municipal Requisition, CPSH would have had a \$333,000 deficit in 2018.
  - 1.7.c One of the challenges faced by CPSH is fluctuations in occupancy rates; a single vacancy affects revenue by over \$12,000 per year.

3. FOLLOW-UP

- 3.1 Meeting to be setup with CPSH, Municipality, and Alberta Seniors & Housing
  - 3.1.a Annie will get back to Marlene with a few dates.

4. ADJOURNMENT

- 4.1 Meeting adjourned at 11:05 a.m.

  
\_\_\_\_\_  
Joanne Drain - Chairperson