

Flagstaff Regional Housing Group
May 7, 2024 at 5:00pm
Big Knife Lodge, Forestburg

AGENDA

1.	CALL TO ORDER
2.	APPROVAL OF AGENDA
3.	MINUTES OF PREVIOUS MEETING — March 26, 2024 Regular Meeting
4.	CORRESPONDENCE
	a. Seniors Income Amounts April-June 2004
	b.
5.	REPORTS & UPDATES
	a. Financial Reports – for the 3 months ending March 31, 2024
	b. Occupancy Report – to April 30, 2024
	c. CAO Report
6.	NEW BUSINESS
	a. Business Plan Review
	b.
7.	NEXT MEETING DATE — Regular Board Meeting Tuesday June 25, 2024 @ 5:00 pm at Big Knife Lodge
8.	ADJOURNMENT

Flagstaff Regional Housing Group
March 26, 2024 @ 5:00 pm
Big Knife Lodge, Forestburg

MINUTES

Attendees:	Brenda McDermott	Town of Killam
	Blaise Young	Village of Forestburg
	Wayne Jackson (regrets)	Town of Hardisty
	Howard Shield (regrets)	Flagstaff County
	Larry Hiller (regrets)	Flagstaff County
	Dianne Roth	Town of Daysland
	John Johnsen	Village of Loughheed
	Beverly Rohe	Village of Heisler
	Leslie Ganshirt	Village of Alliance
	Stephen Levy (regrets)	Town of Sedgewick
	Carla Beck	The Bethany Group - CEO
	Shannon Holtz	The Bethany Group - Director
	Amanda Leckie	The Bethany Group – Finance Manager
	Melodie Stol (Recorder)	The Bethany Group - Stakeholder Relations
	Curtis Friesen (by Phone)	Metrix Group

1.	CALL TO ORDER The meeting was called to order at 5:00pm by Dianne Roth, Board Chair.
2.	APPROVAL OF AGENDA FRHG 24-03-01 MOVED by B. Rohe to approve the Agenda as presented. CARRIED
3.	Delegation – Metrix Presentation of the 2023 Audited Financial Statements Curtis Friesen of Metrix Group presented the audit findings and financial statements. Smooth Audit process, testing went well. A clean audit opinion was received. Reviewed Statement of financial position, Statement of operations and notes. Revenue reflects improved occupancy, higher interest earned, annual LAP grant and grant for boiler repairs. Expenses show increased food costs reflecting higher costs and increased number of residents. The 31,000 deficit was smaller than budgeted. Discussion items: Tangible capital assets reflect building improvements and equipment; the building is owned by Alberta Social Housing Corporation.

Flagstaff Regional Housing Group
March 26, 2024 @ 5:00 pm
Big Knife Lodge, Forestburg

	FRHG 24-03-02 MOVED by L. Ganshirt to approve the 2023 Audited Financial Statements as presented. CARRIED	
4.	MINUTES OF PREVIOUS MEETING	
	FRHG 24-03-03 MOVED by J. Johnsen to approve the February 6, 2024 Regular meeting minutes as presented. CARRIED	
5.	CORRESPONDENCE	
	a.	N/A
6.	REPORTS & UPDATES	
	a.	<p>Financial Report Review of the financial statements and explanatory notes for the two months ending February 29, 2024</p> <p>Rental revenue and expenses are on budget. GST payment received in March. \$70,000 in internally restricted reserves.</p>
	b.	<p>Occupancy report to February 29, 2024</p> <p>Occupancy is strong with continued viewings and applications coming in.</p>
	c.	<p>CAO Report</p> <p>Provincial budget 2024/2025 information and the ASCHA analysis were shared. LAP grant increased from \$13.23 to \$20.50 per low-income resident per day. Still need to review the net impact of this change as it will be based on actuals not the baseline occupancy method that was used during covid years.</p> <p>Capital projects, breaker replacement ongoing after a shipping error. This project delay is having no impact to residents, while being frustrating to staff.</p> <p>Staff compensation meeting scheduled for early April to finalize compensation increases, the two 0.7 FTE positions have been posted and applications are coming in.</p> <p>Outbreak update, Home Care expression of interest, resident spring meeting, QI project, seasonal menu review, ASCHA convention report.</p> <p>Lodge Program review was held March 21, with Blaise attending. Mediator did a great good</p>

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		<p>generating discussion, honest and sincere. Overall impression was that those HMB's with solid books, improving occupancy and stable community support will be positive factors in government decision making and that FRHG is well positioned in comparison to other rural lodges.</p> <p>Discussion included demographic pressures, challenges with requisitions, local decision making, modern seniors' expectations, health services and HUB models to improve rural lodge services.</p> <p>Additional online consultation session information has been forwarded to the board.</p>
	FRHG 24-03-04	MOVED by B. McDermott to accept the reports as information. CARRIED
7.	NEW BUSINESS	
	a.	2023 Audited Financial Statements (see delegation)
	b.	<p>Funding Request</p> <p>Residents have requested some new bingo supplies.</p> <p>FRHG 24-03-02 MOVED by L. Ganshirt to approve \$1350 from internally restricted reserves to purchase life enhancement items – Bingo supplies. Should a local donation of a Bingo machine come thru, the funds approved can be directed to other items of life enhancement as desired by the residents. CARRIED</p>
8.	ROUND TABLE ITEMS	
	<ul style="list-style-type: none"> - Large solar project coming to the Forestburg area, will be bringing in large number of construction workers. Blaise will pass along contact information for more information 	
9.	NEXT MEETING DATE	
	<ul style="list-style-type: none"> — Regular Board Meeting Tuesday May 7, 2024 5:00 pm, at Big Knife Lodge. 	
10.	ADJOURNMENT	
	<ul style="list-style-type: none"> - The March 26, 2024 FRHG Board Meeting was declared adjourned at 5:50pm. 	



Flagstaff Regional Housing Group
March 26, 2024 @ 5:00 pm
Big Knife Lodge, Forestburg

Dianne Roth, Board Chair
Flagstaff Regional Housing Group

Carla Beck, CEO
The Bethany Group

Date

Date

Caring Communities

SENIORS' INCOME AMOUNTS

April - June 2024

The following income amounts reflect the **maximum benefit** rates that an *eligible* single senior or senior couple may receive:

	<i>SINGLE PERSON Maximum monthly payment amount</i>	<i>COUPLE Maximum monthly payment amount</i>	<i>Maximum annual income to receive the Benefit (general guideline only)</i>
Alberta Seniors Benefit (ASB)	\$316.00	\$473.92 (<i>per household</i>)	\$31,080 (<i>single</i>) \$50,720 (<i>combined income</i>)
Old Age Security (OAS) Age: 65 – 74	\$713.34	\$713.34 (<i>each</i>)	Less than \$134,626 (<i>individual income</i>)
Age: 75 and over	\$784.67	\$784.67 (<i>each</i>)	Less than \$137,331 (<i>individual income</i>)
Guaranteed Income Supplement (GIS)	\$1,065.47	\$641.35 (<i>each</i>)	Single Person: Less than \$21,624 Couple: Less than \$28,560 (<i>if spouse receives full OAS</i>) Less than \$39,984 (<i>if your spouse receives the allowance</i>) Less than \$51,840 (<i>if spouse does not receive OAS pension or allowance</i>)
Approximate total monthly income Age: 65 – 74	\$2,094.81	\$3,183.30 (<i>per couple</i>)	
Age: 75 and over	\$2,166.14	\$3,325.96 (<i>per couple</i>)	

Lodge Program Disposable Income amount is \$357.

NOTES:

- Next adjustment(s), if any, will be on **July 2, 2024**.
- **Special Needs Assistance for Seniors Program payments** are *not* considered income when calculating rent. (A senior may receive one or more payments in a benefit year (July 1 to June 30) up to a maximum of \$5,000 per eligible single senior or senior couple per benefit year.)

<http://www.seniors-housing.alberta.ca/seniors/special-needs-assistance.html>

- **The above is general information. Specific information on the pension benefits available from the federal government can be found on the Government of Canada Pension Programs website at**

<https://www.canada.ca/en/services/benefits/publicpensions.html>

Old Age Security (OAS) and Guaranteed Income Supplement (GIS) benefits are reviewed in January, April, July, and October to reflect increases in the cost of living as measured by the average Consumer Price Index.

Flagstaff Regional Housing Group
Managed by Bethany Nursing Home of Camrose, Alberta
Statement of Operations
For the 3 months ended March 31, 2024

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rental Revenue	42,022	42,361	(339)	(1)	126,882	127,083	(201)	(0)	1	508,332
Grant - AB Seniors	1,207	1,207	-	-	3,622	3,622	-	-		14,486
Guest Meals	98	250	(152)	(61)	1,546	750	796	106	2	3,000
Recoveries	2,909	2,673	236	9	8,443	8,018	425	5		32,071
Investment Income	3,765	2,663	1,102	41	9,900	7,988	1,913	24		31,951
Sundry	-	15	(15)	(100)	150	45	105	236	3	179
TOTAL REVENUE	50,001	49,168	833	2	150,543	147,505	3,038	2		590,019
EXPENSES										
Utility Costs	3,381	6,914	3,533	51	16,312	20,768	4,456	21	4	83,073
Carbon Tax	47	802	755	94	3,561	2,406	(1,155)	(48)		9,625
Operating Expenses	2,566	3,072	506	16	7,328	9,191	1,863	20	5	36,764
Food	7,983	8,208	225	3	24,195	24,623	429	2		98,494
Maintenance	4,149	3,454	(694)	(20)	9,664	10,363	700	7		41,454
Salaries and Benefits	42,557	59,670	17,112	29	126,491	179,009	52,517	29	6	716,035
Administration - All other Admin	2,715	2,381	(334)	(14)	5,711	7,142	1,431	20		28,568
Administration - Management Fee	5,125	5,125	-	-	15,375	15,375	-	-		61,500
TOTAL EXPENSES	68,523	89,626	21,103	24	208,638	268,878	60,240	22		1,075,512
NET SURPLUS (DEFICIT) BEFORE OTHER ITEMS	(18,521)	(40,458)	21,936	54	(58,095)	(121,373)	63,278	52		(485,493)
OTHER ITEMS										
Requisition Revenue	29,167	29,167	-	-	87,500	87,500	-	-		350,000
SURPLUS (DEFICIT) BEFORE AMORTIZATION	10,645	(11,291)	21,936	194	29,405	(33,873)	63,278	187		(135,493)
AMORTIZATION										
Amortization	693	693	-	-	2,079.75	2,079.75	-	-		8,319
SURPLUS (DEFICIT)	9,952	(11,984)	21,936	183	27,325	(35,953)	63,278	176		(143,812)

**Flagstaff Regional Housing Group
Managed by Bethany Nursing Home of Camrose, Alberta
Statement of Operations
For the 3 months ended March 31, 2024**

NOTES

- 1** Year-to-date (YTD) average occupancy levels are on budget with 23 residents. (capacity 41 units)
- 2** YTD guest meals recovery and guest room rental over holidays
- 3** YTD sundry revenue is rental of multi purpose room
- 4** YTD largest variances in utilities: under budget - electricity \$7,375; Over budget - water & sewer \$1,487, cable tv \$1,472, carbon tax \$1,155.
- 5** YTD largest variances in operating: under budget - dishes & cutlery \$845, resident security equipment \$642.
- 6** YTD largest variances in salaries: under budget - lodge attendant \$38,862, maintenance worker \$4,980.

FLAGSTAFF REGIONAL HOUSING GROUP
Statement of Financial Position
As of March 31, 2024

	Assets
Current	
Cash and cash equivalents	875,343
Other Accounts Receivable	18,819
Prepays	4,828
	<u>898,991</u>
Non-current	
Tangible capital assets	83,860
	<u>982,851</u>
	<u><u>982,851</u></u>
	Liabilities
Current	
Accounts payable and accruals	121,220
Unearned income	263,756
	<u>384,976</u>
	Net Assets
Unrestricted net assets	414,367
Net assets internally restricted	70,243
Net assets invested in tangible capital assets	85,939
Current year to date deficit	27,325
	<u>597,875</u>
	<u>982,851</u>
	<u><u>982,851</u></u>

Occupancy/Waitlist

For Selected Properties
Date From: 04/01/2024 to 04/30/2024

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
BIG KNIFE VILLA LODGE	Lodge	FORESTBURG	41	0	0	18	84	FEMALE 17 MALE 8	3	56%
E O LYSNE MANOR	Senior Self Contained	ALLIANCE	6	0	0	1	75	FEMALE 4 MALE 1	4	83%
WESTSIDE MANOR	Senior Self Contained	DAYSLAND	20	0	0	2	76	FEMALE 16 MALE 4	5	90%
BIG KNIFE VILLA SSC	Senior Self Contained	FORESTBURG	10	0	0	2	83	FEMALE 7 MALE 1	6	80%
WHEATLAND MANOR	Senior Self Contained	GALAHAD	4	0	0	0	65	FEMALE 1 MALE 4	2	100%
PARKLAND MANOR	Senior Self Contained	HARDISTY	26	0	0	17	71	FEMALE 3 MALE 7	2	35%
COZY CORNER	Senior Self Contained	HEISLER	4	0	0	1	75	FEMALE 3 MALE 0	7	75%
MANITOU MANOR	Senior Self Contained	KILLAM	16	0	0	0	77	FEMALE 12 MALE 5	5	100%
FRONTIER MANOR	Senior Self Contained	LOUGHEED	6	0	0	1	65	FEMALE 4 MALE 2	5	83%
VERDANT VALLEY VILLA	Senior Self Contained	LOUGHEED	4	0	1	0	73	FEMALE 1 MALE 3	3	100%
PRAIRIE ROSE PLACE	Senior Self Contained	SEDEGWICK	10	0	0	0	78	FEMALE 7 MALE 4	4	100%
WAVY LAKE MANOR	Senior Self Contained	STROME	4	0	0	0	70	FEMALE 3 MALE 1	4	100%
Totals			151	0	1	42	74	FEMALE 78 MALE 40 UNSPECIFIED 0	4	

Total Applicants on Waitlist

Program Type	Town	Count
Lodge	FORESTBURG	1
Senior Self Contained	ALLIANCE	2
Senior Self Contained	DAYSLAND	1
Senior Self Contained	GALAHAD	1
Senior Self Contained	HARDISTY	1
Senior Self Contained	SEDEGWICK	4
Total		10

Total Albertans Served

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Lodge	0	1	24
Senior Self Contained	0	15	78
Total	0	16	102

The following items are provided in summary of key activities at Big Knife Lodge:

LAP Grant

LAP Grants: \$37,515.00 (2024)
 \$14,487.00 (2023)

Provincial Priorities Act

On April 10, the GoA announced this new legislation and with the following information coming from David Williams, Assistant Deputy Minister of Housing, Ministry of Seniors, Community and Social Services.

As you may have seen, today the Government of Alberta introduced the *Provincial Priorities Act*. If passed, the act would require provincial entities that enter into, amend, extend or renew a federal government agreement to receive prior approval from Alberta's government.

This would include housing management bodies (HMBs) as defined in the *Alberta Housing Act*. The proposed legislation would be supported by individual regulations for each sector affected by the legislation.

I want to assure you that HMBs will have an opportunity to participate in stakeholder engagements on the development of the regulations. Engagement sessions are expected to begin this summer following the passage of the bill. You can expect to receive an invitation from the division once they are scheduled.

Details on the announcement and legislation can be found
here: <https://www.alberta.ca/release.cfm?xID=90132E152A961-B149-82E8-7507FD2D7ECAA566>

We will share more information as we receive it.

Capital Projects

Breaker update: Issues with both supplier and contractor. Contractor is going to meet with FSM and come up with a solution.

Staff Compensation Increases

Senior Leadership met with staff to answer any final questions they had regarding compensation and staff were able to make a decision based on data that was provided. They are all very appreciative. Human Resources, Payroll and our Benefit Provider will also meet with staff on **May 15th @ 2:00pm** to give them more information regarding their benefits. A representative from Sunlife will present an overview of their current benefits.

Resident Spring Meeting

Resident meeting at Big Knife Lodge – April 9th, 2024 @ 10:30am.

The main topics at the resident meeting were the Resident surveys. Manager spoke about the topics that they felt required the most attention from those surveys. Food and activities. We will ensure to do what we can to accommodate their requests throughout the summer and circle back in September with the feedback.

Quality Improvement

We wanted to share with you the pillars that we are working on for the QI initiative:

- Welcome booklets – since already updated, ensuring there is an approved process for any changes/updates to take place
- Developing a consistent move in checklist/orientation process
- Ensuring Residents are welcomed when they move in – exploring current processes and working on improvements

Business Plan June 30, 2024 Submission

Business plans are a requirement of the Ministry of Seniors, Community and Social Services and a best practice for organizations. These plans are on a three-year cycle. The full plan was updated, reviewed and submitted in June 2022.

For the 2024 submission, the Ministry has requested updates to the following appendices:

- Appendix A – Board Skills Matrix
- Appendix C – Financial Budgets and Forecasts
- Appendix D - Capital Maintenance and Renewal
- Appendix E – Capital Priorities
- Appendix F – Asset Management
- Appendix G – Capital Assets Questionnaire

Performance Measurement and Accomplishments Year 2

Outcome #1 – Investing Now and in the Future

1. CMR Project Funding

- Maintenance is currently reviewing all existing CMR project requests and identifying additional requests or budget estimate changes. The completed listing will be provided at the June meeting.

Total CMR funding Request June 2022	\$310,000
Total approved funding April 2024	\$0
Total request June 2024	To be provided

2. Projects completed on time within budget

- Refinishing of dining room floor completed May 2023.
- Breaker replacement project has faced delays in obtaining the appropriate parts. This project is being funded by government as an emergency request.

Outcome #2 – Integrated Housing and Supports

1. Maintaining Relationships with local Community Support Services

- FFCS Interagency meetings
- Big Knife Villa Resident Club
- Forestburg Golden Age Club

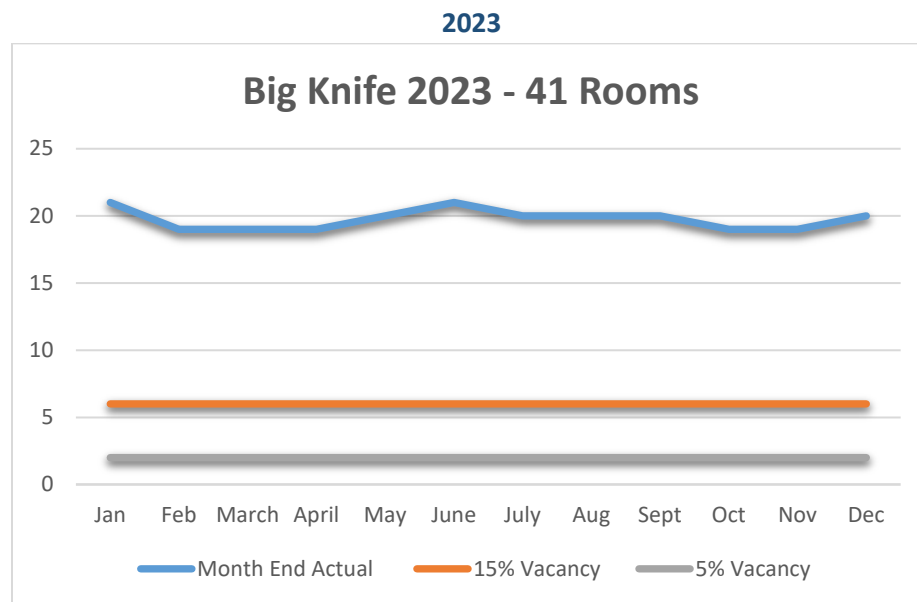
2. Engage with and survey residents to identify improvement areas and identify successes

- Resident surveys were completed October/November 2023.

- Surveys were electronically submitted. The Lodge Manager was available on site during the survey period with an I-pad to assist with access.
- Survey results were reviewed with the residents during the 2024 Spring Tenant meetings.
- Survey data is attached.

3. Improve Occupancy Rates at Big Knife Lodge. Explore alternative housing options (SSC) for units with kitchenettes.

- As a sector, lodge operators are keenly aware of Marketing and Reputation recovery after the most active phases of the pandemic.
- A lodge marketing working group has been established.
- A Big Knife Lodge Facebook page has been established.



Outcome #3 – Transitions and Aging in the Community

1. Explore options for Big Knife Lodge to be developed as community hubs in line with the Facility Based Continuing Care review

- Application submitted to offer an Adult Day support program in July 2022. No decision has been announced.
- Submission of an Expression Interest to provide home care services was made in February 2024.

Outcome #4 Fair and Flexible

1. Implement changes to Alberta Housing Regulations

- Rent Café module in Yardi fully implemented.

2. Costs and inflation: Considerations to maximize revenue and stabilize expenses

- Seniors guaranteed disposable income amount has increased to \$357 per month.
- Lodge Service package fees will increase by \$15 per single and \$30 per couple on July 1, 2024.

- Parking fees were approved, related to costs of lot maintenance and power.
- Lodge Assistance Program (LAP) funding: In 2024, the Alberta Social Housing Corporation will return to the LAP grant funding methodology based solely upon your February 29 snapshot and submissions. The ASHC will no longer provide a LAP grant that includes a comparison to your 2020 LAP “baseline”.

2020	\$ 14,486
2021	\$ 14,486
2022	\$ 14,486
2023	\$ 14,486
2024	\$ 37,515

- Covid targeted funding ended provincewide December 31, 2023.

2020 total Covid funding recovery	\$ 62,048
2021 total Covid funding recovery	\$ 56,008
2022 total Covid funding recovery	\$ 36,317
2023 total Covid funding recovery	\$0
Total	\$ 154,373

3. Lodge Program Review

- The Provincial Lodge Program Review Panel was appointed Feb 2024.
- In-person consultations with operators held March 2024.
- Operator survey completed April 2024.
- Draft report from the panel to the Ministry anticipated at the end of April 2024.
- Public release of panel report could be up to one year away.

Outcome #5 a Sustainable System

1. Completion of the Board Skills Matrix (Schedule A)

- This schedule was first implemented by the Ministry in 2023.
- Attached for review and updates

2. Support municipalities pursuing community needs assessments

- We are not aware of any active assessments in the area.

3. Lodge Assistance Grant fairness

- LAP rates increased from \$13.23 to \$20.50 per eligible resident per day.
- Staff compensation has been reviewed and updated for 2024. Two additional 0.7 FTE positions have been added to support the residents in addition to a 5% overall compensation increase as employees had not received an increase since 2019
- Requisition has been increasing, to meet inflationary pressures.

2019	2020	2021	2022	2023	2024
\$300,000	\$250,000	\$200,000	\$250,000	\$250,000	\$350,000

4. Administrative costs at provincial benchmarks.

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Please share a summary of your learnings, feedback and improvements made.

Site: Big Knife Villa Lodge____ Submitted by: Shannon Pasychnyk

<p>Key Learnings Summarize the key areas for improvements identified through the resident/family surveys.</p>	<ul style="list-style-type: none"> - It was felt that we used to much processed food and that we have too many frozen foods such as soup and vegetables - It was noted that a resident does not always know what activities are happening as she has vision issues and cannot read the board.
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<p>Client/family Feedback Summarize feedback provided from resident/tenant meetings where action plans were discussed.</p>	<ul style="list-style-type: none"> - Residents would like to have more fresh fruit and vegetables - Some concern about the windows being drafty and not closing enough to lock them, residents would like to see them replaced. - Explained how the CMR funding works and the building envelopes/window/doors are on a list that the Government decides when it is to be done and not TBG. - Lines in the parking lot need to be repainted
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<p>Improvements Implemented Summarize the actions taken/improvements made since the survey.</p>	<ul style="list-style-type: none"> - Apples, oranges and bananas are available in the coffee area for residents - I have instructed the cooks to start announcing activities at meals so all residents know what is happening for the day - I have let the residents know that an option of a sandwich is always available if they would prefer as well as fruit, yogurt, toast and cereal. - We had the town of Forestburg staff come and repaint the parking lot lines in the fall.
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