

# DRUMHELLER HOUSING ADMINISTRATION - DRU

January 19, 2021 – 12:00 pm Virtual Meeting on ZOOM

## BOARD MEETING

### CALL TO ORDER

The meeting was called to order at 12:04 pm

In attendance:

- Board Chair Jay Garbutt
- Board member Gerald Martynes
- Board member Kandace Wylie-Toews
- Board member Brendon Huntley
- CAO Bob Shetty, Cass Houston, Mitch Smith, Linda Lacher

### APPROVAL OF MINUTES – December 15, 2020

On motion of Kandace and seconded by Gerald the Minutes of December 15, 2020 were accepted as read. Everyone was in favor. Carried

### OLD BUSINESS

- \$1,425.08 is held in Trust by the Town of Drumheller. The Town of Drumheller will issue a cheque back to DHA and then the balance will remain \$0.
- Emergency Shelter - Salvation Army will be responsible for running/operating the unit and the clients that use it. New Staff person hired to oversee shelter space. Salvation Army will sign a lease agreement on the unit dated January 1, 2021. Total Control will provide training to the Salvation Army on how to use the alarm/security system.

### MANAGEMENT REPORT

- Rent Supplement Update - Redesigned program start date pushed back to July 1, 2021 from April 1, 2021.
- Letter to Kevin Trudel Re: \$12,000 Concrete Work - Work was approved to be held over from 2020 for work to be done.

### MAINTENANCE REPORT

- 26 JR Sewer Line Issue - Dave Brett & Samantha Thomson with the Town of Drumheller to run a camera through the line to see if there are issues with the line.
- \$24,000.00 Flooring for 2021/2022 Budget - Capital item that Andy Hau will need to come out and put to tender. During annual inspections it will be noted what units are in need of new flooring. Flooring replacements can be broken up into smaller jobs per unit to avoid needing Andy Hau to tender.
- Sandstone Roof Repair Due to 90 km/hr Wind Storm - SD Roofing has repaired the roof each time shingles were lost to storms. The problem area is the west side. SD to provide a quote on replacing the roof in that one section that is prone to issues. The rest of the roof is in good condition.

- Rosedale Concrete 2020 Carryover to 2021: #31 Pine Pl. \$5040.00, #39 Pine Pl. \$4462.75, #9/11/13 Hunts \$5328.00 (with DHA removing the existing sidewalk). The held over funds will be used for these expenses.
- 3 Furnace Replacements -#33 Pine Pl., #37 Pine Pl. & #24 Hunts - Hems Mechanical \$11,607.75. Was covered and payment issued in the DHA 2020 budget.

IN CAMERA - On motion of Kandace and, seconded by Gerald the motion to proceed in camera was accepted. All in favour. Carried.

- Application for Hunts 2 bedroom unit for Board Approval - On Motion of Brendon and seconded by Kandace this application is approved for Community Housing. All in favour. Carried.
- Potential Application to be Discussed for Single Female
- Future meetings - In Camera items will be moved to be done after Financials are reviewed.

## FINANCIAL REPORTS

- Monthly Expenditure Lists - approved
- DHA Financials - approved
- Sandstone Financials - approved
- Sandstone Reconciliation
- DHA A/R List - approved
- Rent Subsidy Budget Calculation - Program on Hold

Meeting Dates: Potential for virtual meetings due to current COVID-19 Virus outbreak encouraging Social Isolation.

Meeting adjourned at 12:54 pm.

Minutes Accepted on 16 day of MARCH, 2021



BOARD CHAIR