Lacombe Foundation Board Meeting
Monday December 1, 2025 @ 1:00pm
Lacombe Memorial Center

MINUTES

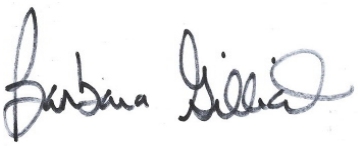
Attendance:	Kim Proud	City of Lacombe
	Dwayne West	Lacombe County
	Laura Svab	Town of Blackfalds
	Kristy Klinger	Town of Bentley
	Colleen Ebden	Town of Eckville
	Barb Gilliat	Village of Alix
	Tracey Hallman	Village of Clive
	Lacombe Foundation – Finance	Ann Hultink
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)

1.	**Call to Order**	
	The meeting was called to order at 1:22 pm by Board Chair Barb Gilliat.	
2.	**Approval of Agenda**	
	C. Ebden moved to approve the agenda as presented. *CARRIED*	
3.	**Orientation**	
	Review of the orientation package. Package included the Ministerial Order, Organizational Chart and information. Links to various online resources are imbedded in the document and the Management Body Handbook was included as an attachment. Tours of the lodges will happen in the spring meetings. Chair Gilliat suggested a bus tour if possible. Orientation items will be discussed in upcoming meetings. Board members will review the materials and send any questions to administration so they can be included.	
4.	**Approval of Minutes**	
	T. Hallman moved to approve the September 22, 2025 Regular Meeting Minutes as presented. *CARRIED*	
5.	**Correspondence**	
	a.	
6.	**Reports**	
	a.	Financial Reports Review of the financial statements and explanatory notes for the 10 months ending

		October 31, 2025 Reviewed the balance sheet. Discussed GIC investments, accounts payable and mortgage loan on affordable housing projects. Lodge: Reviewed the different categories of the SOP. Revenue sees occupancy strong at both lodges. LAP grant funding higher than budget. Expenses related to salaries and benefits reflect 3-yr labour contract signed in 2025. Affordable: Revenue higher than budget with strong occupancy and low turnover of tenants. Expenses include a unit renovation in Blackfalds.
	b.	Occupancy Report to October 31, 2025 Excellent occupancy in Blackfalds affordable, some turnover in Terrace Heights. Lodges have high occupancy with 14/15 DSL beds in Eckville, 86% occupancy Eckville Lodge spaces and Lacombe Lodge at 91%.
	c.	CAO Report A compensation review of MOS positions was conducted and a temporary assistant manager has been hired in Eckville. Summary of The Bethany Group Faith and Aging Conference held November 7. Lodge Events review of the Fall activities and upcoming Christmas events. Capital projects update includes handrail replacement, make-up air unit and nurse call system in Eckville and exhaust fan in Lacombe. Waitlist information - 65 applicants for affordable housing. Lodge program review information. Lodge redevelopment status. Summary of the ASCHA regional meeting held October 8. AB Munis conference presentation. Menu updates. Menus are developed in a collaborative approach with other lodges, resident feedback and dietician approval. 2025 COR Safety audit with Eckville selected for a site visit. *L. Svab moved to accept the Financial, Occupancy and CAO reports as information. CARRIED*
7.	**New Business**	
	a.	Budget 2026 The 2026 Budgets for Lodges and Affordable Housing were presented. Affordable Housing: Revenue based on occupancy average of the last quarter of 2025. Reduced investment

		income. Expenses include utilities increases, 10% increase in insurance costs, 3% increase in maintenance costs with plans to replace all smoke detectors in 2026 and planning for appliance replacements. No changes to rental rates or fees in 2026. No increase to the TBG management fee. Lodges: Revenue based on occupancy average of the last quarter of 2025. Reduced investment income. LAP grant based on 2025 actuals. Expenses: Utilities increase projections are 2% heat, 15% electricity, 5% phone and 3% water services. Insurance 10%, maintenance 3%, food cost increases and salaries and benefits increase with the negotiated contract. No increase to the TBG management fee. No increase to the requisition. Reviewed the Lodge Rate sheet. Increase to the Service Package Fee to $915 (up $15) and Cable TV to $47 (up $2) *K. Klinger moved to approve the 2026 Lodges Budget with requisition remaining at $875,000 CARRIED* *K. Proud moved to approve the 2026 Lodge Rate sheet effective July 1, 2026 with an increase to the Service package fee to $915 (from $900) and cable TV charges to $47 (from $45). CARRIED* *T. Hallman moved to approve the 2026 Affordable Housing Budget as presented. CARRIED*
	b.	Bed Debt Write-offs Reviewed the outstanding rents and charges from previous years. Managers work with tenants or their families to recover the amounts. Accounts are sent to collections when appropriate. *C. Ebden moved to write off the following:* *Lacombe Seniors Lodge - $6473.97* *Eckville Manor House - $922.42* *Terrace Heights Affordable - $3344.99* *Blackfalds Affordable - $2813.42* *CARRIED*
8.	**Previous Business**	
	a.	Lacombe Lodge Redevelopment Update - Site selection research - Administration will circulate the current Lacombe feasibility study and land location information. *D. West moved to accept the report as information. CARRIED*

9.	**Next Meeting Date** The next Regular meeting will be held on February 2, 2026 at 1:00 pm on Zoom.
10.	**Adjournment** The December 1, 2025 Lacombe Foundation meeting was declared adjourned at 2:52pm.



Barb Gilliat
Board Chair, Lacombe Foundation

February 2, 2026

Carla Beck or Shannon Holtz,
The Bethany Group

February 2, 2026