WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
March 9, 2023

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held in the Lower Level of the Wheatland Lodge, Strathmore, Alberta on Thursday, March 9, 2023 at 7:00pm.

Board Members Present:

Town of Strathmore	D. Peterson
Hospice Society	K. Clayton
Strathmore Lions Club	L. Voerman
Town of Strathmore	R. Wegener
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	D. Biggar
Wheatland County	S. Laprise ~ *via zoom*

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey – Recording Secretary
Resident Manager	C. Shworak
Social Housing Manager	R. Beveridge
Maintenance Supervisor	P. Neufeld
Hospice Society	G. Koester
Town of Strathmore	P. Fule
Town of Strathmore	D. Mitzner
Village of Rockyford	D. Burke

Absent:

Wheatland County	R. Laursen

Board Chair, PETERSON, called the meeting to order at 7:02PM.

Additions to Agenda

C.1.a) & C.1.b) Minutes from Special Meetings held March 7th, 2023

G.2.d) Keith Clayton – Hospice Society

G.2.e) Letter from Deputy Reeve Klassen

G.3.b) Elect Building Committee

G.2.f) Request from Les Schultz; Mayor of Hussar

G.2.g) Reserve Policy review and motion

RESOLUTION 43-03-09
Agenda

CLAYTON MOVED to approve the agenda; as amended.

- Carried Unanimously.

RESOLUTION 43-03-10
Regular Meeting Minutes

WEGENER MOVED to approve the February 9, 2023 Regular Meeting Minutes.

- Carried Unanimously.

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Special Meeting - March 7, 2023 at 7:00pm

- Correction – Resolution 43-03-04 was made my WEGENER not CLAYTON

RESOLUTION 43-03-11
Special Meeting Minutes

WEGENER MOVED to approve the 7:00pm March 7, 2023 Special Meeting Minutes.

- Carried Unanimously.

Special Meeting - March 7, 2023 at 7:30pm

RESOLUTION 43-03-12
Special Meeting Minutes

GAUTHIER MOVED to approve the 7:30pm March 7, 2023 Special Meeting Minutes; as amended.

- Carried Unanimously.

Financial Reports – Chrystal Hickey

Gregory Harriman and Associates LLP – 2022 Audit Report

- Presentation by Erin Gregory and Sarah Holloway
  - 2022 Final Audit presented – clean audit

RESOLUTION 43-03-13
2022 Audit Report

WEGENER MOVED to accept the 2022 Audit Report as presented by Gregory Harriman and Associates LLP.

- Carried Unanimously

Erin Gregory and Sarah Holloway – exit at 7:27pm

RESOLUTION 43-03-14
Social Housing Financial Report

CLAYTON MOVED to accept the Social Housing Financial Report as submitted.

- Carried Unanimously.

Vickey's performance evaluation was completed

- Acknowledged that it was past due
- Monetary portion will be reviewed when the ASCHA wage report is released – approximately June 2023

CUPE Agreement is coming up for negotiations in April

RESOLUTION 43-03-15
Lodge Financial Report

SMITH MOVED to accept the Lodge Financial Report as submitted.

- Carried Unanimously.

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Maintenance Business / Report - P. Neufeld

Old Business

New Business

RESOLUTION 43-03-16
Maintenance Supervisor Report – Social Housing

GAUTHIER MOVED to accept the Social Housing Maintenance Supervisor report as submitted.

- Carried Unanimously.

RESOLUTION 43-03-17
Maintenance Supervisor Report – Lodge

CLAYTON MOVED to accept the Lodge Maintenance Supervisor report as submitted.

- Carried Unanimously.

Fire Inspection Report from Legacy - Hand out by Peter Neufeld

- 5 years ago the province provided a grant to install a sprinkler system and all related items (new fire panel etc)
  - System was inspected and verified upon completion
- For 4 years Safeblu has done the yearly inspections with minimal deficiencies
  - This year, 5th year of inspections, Safeblu found $100,000 minimum of deficiencies from installation
    - Why were these deficiencies not noted over the previous years if it was installed incorrectly?
  - Also stated that our rural manors are required by code to be monitored
    - Confirmed by Sandy MacKenzie that rural manors are NOT required to be monitored
- Vickey and Peter have contacted province, Tyco, etc in relation to installation and all said it was verified, so nothing they will do
- Sandy MacKenzie suggested getting the system inspected again and get a 2nd opinion
- Legacy did inspection
  - Very professional and knowledgeable
  - Received quote for approximately $18,000 in deficiency repairs and approximately $2,600 in general maintenance
- Would like to move forward with Legacy and their quote
  - Currently are not certified until completed

RESOLUTION 43-03-18
Legacy Quote

WEGENER MOVED to approve the funds as per quote, up to $25,000, for Legacy to repair deficiencies and perform general required maintenance.

- Carried Unanimously.

Donna Biggar – out at 7:50pm

Social Housing Business / Report - R. Beveridge

Old Business

New Business

Been using the new portal system provided by GOA
- Working really well

Discussions on suite turnover vs waitlist

RESOLUTION 43-03-19
Social Housing Report

SMITH MOVED to approve the Social Housing Report as presented.
- Carried Unanimously.

Lodge Business

Old Business

Action Plan Review
- Review of a section each board meeting to keep on track
  - Communication Strategies – currently on schedule

Brent Wiley, from Town of Strathmore, requested Vickey, Glenn and Christi give a tour of the current Lodge and speak to the Lodge's book of business
- Vickey will contact the Town of Strathmore's CAO to schedule

Ministerial Order - Approved
- Village of Hussar and a Member at Large have been officially added to WHMBs Ministerial Order
- Member at Large came from the Competency Review
  - Think of someone outside of council that has a historic understanding of the lodge, sense of our community we serve, understands the lodge book of business, understands municipal/federal/provincial governments, etc.

Les Shultz – Mayor of Hussar
- Requests WHMB Board Meetings be changed to the 3rd Thursday of the month due to conflicts with the Village of Hussar's meetings
  - Would like to be able to attend WHMBs meetings

RESOLUTION 43-03-20
WHMB Meeting Date

CLAYTON MOVED to have WHMBs monthly board meetings moved to the 3rd Thursday of each month.
- Carried Unanimously.

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New Business

Community Engagement Approval

- Review of provided FAQs (WHMB communication presentation) for community information to adopt for WHMB and Hospice
    - Discussions on and corrections and changed made to information provided in FAQs
- Board has been very transparent and this will provide the public with this information
    - Can provide the information to the municipalities to put on websites etc
    - Hospice has approximately 900 contacts that are part of the community to share this information with
- Information from Len Voermans on how the new build meets the needs other than using an old hotel and renovating

Provincial funding – Denise Peterson

- The likelihood of the capital cost of the new lodge being funded entirely by the Province is very low as it is not the Province's current practice and this approach is not anticipated to meet the lodging demand projections within the anticipated timelines. However, partnering with the Province, as proposed, accesses some Provincial funding as demonstrated by the Province's current practices in other projects, better meets our lodging demand projections within anticipated timelines and, with our limited initial investment, and the subsequent capital and debt servicing recovered through the proposed revenue model, ensures our long term contributing residents are cared for.

RESOLUTION 43-03-21
Community Presentation

GAUTHIER MOVED to accept the report for publication regarding WHMB Communication Presentation on business progress to date; with amendments.

- Carried Unanimously.

Hospice Operation Requisition

- Letter received from Deputy Reeve Klassen regarding the Hospice requisition and if it is allowable – letter read aloud
- Prior to covid there was a tacit agreement from all members of the municipalities regarding requisitioning for the Hospice
    - During Covid, Jodi McNeely from the Hospice Society, requested to postpone at that time due to the existing pressures Covid was causing on all
        - Was postponed to a future dated; now
- As Hospice Society is presently on the Ministerial Order, and a member of WHMB Board of Directors, WHMB Board approved the requisition regarding Hospice operations
- Vickey contacted Shahid – read aloud his response
- WHMB has 2 options;
    - Seek legal opinion to see if we are in our rights to requisition for Hospice operations
    - Go back to municipalities, engage council again and start over
- Discussions on.
    - Will engage council again and start over

Municipal Requisition

- 2022 deficit numbers finalized with completion of audit
- Handouts provided;
  - Municipal requisition with 2023 reserve amount and 2022 deficit amount (Addendum A)
  - Calculation of the 2022 deficit amount (Addendum B)
  - Municipal requisition amount including Hospice Operating Reserve should it be approved in the future (Information only)
- Review and discussion

RESOLUTION 43-03-23
Municipal Requisition Amounts

SMITH MOVED that the requisitions will be provided to the municipalities; as well as provide the amount of potential future Hospice Operating Reserve.

- Carried Unanimously.

RESOLUTION 43-03-24
Municipal Requisition Approval

CLAYTON MOVED to accept the 2023 Municipal Requisition amounts provided as per Addendum A.

- Carried Unanimously.

Wheatland County had questions regarding the reserves

- Vickey, Glenn, Shannon and Donna will schedule a time to get together and go over

Building and Capital Reserves Policy

RESOLUTION 43-03-25
Policy Approval

GAUTHIER MOVED to accept the Building and Capital Reserves Policy as presented.

- Carried Unanimously.

Keith Clayton announces that he will be removing himself as board member (the Hospice Society representative)

- Will remain as alternate and requests to be a part of the Building Committee
- Glenn Koester will be the new Board Member representing the Hospice Society

Committee Reports

Spokesperson – *No Report*

Building Committee

As per Derek Weiss suggestion, WHMB should put together a Building Committee

- Email from Derek was read aloud with direction regarding choosing members for the committee and responsibilities
- Keith Clayton would like to be on the committee and makes suggestions of other potential members
- Need a wide range of backgrounds on the committee
    - Committee can be made bigger, or smaller, as required and/or need changes

RESOLUTION 43-03-26
Building Committee

GAUTHIER MOVED to appoint Keith Clayton, Glenn Koester and Barry Nephin as members of the Building Committee and an email of request be sent to the Town of Strathmore and Wheatland County to each appoint a representative as members of the Building Committee for Phase 1.

- Carried Unanimously.

Request by Denise Peterson to bring compensation regarding members time be brought forth to next board meeting

RESOLUTION 43-03-27
Contract with M3

SMITH MOVED that the Building Committee is instructed to negotiate a contract with M3 Development Management based on achieving the following conditions;

- That services described in the proposal and interview is inclusive with in the stipulated price
- That the contract reflect the fixed fee services maybe be cancelled at any time at no penalty to WHMB
- The contract terms and conditions are in alignment with Members of Municipalities standards, reviewed by representatives of WHMB, and returned to the Board for acceptance

- Carried Unanimously.

Finance Committee – *No Report*

Maintenance/Property Committee – *No Report*

Personnel/Human Resources Committee – *No Report*

Policy Review Committee – *No Report*

Resident Managers Report – Christi Shworak - Handout

RESOLUTION 43-03-28
Resident Managers Report

SMITH MOVED to accept Resident Managers Report as presented.

- Carried Unanimously.

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CAO Report – Vickey Cook

RESOLUTION 43-03-29
CAO Report

GAUTHIER MOVED to accept the CAO Report as submitted.

- Carried Unanimously.

Chair Report – Denise Peterson

Recommendation from lawyer regarding a Cease and Desist Order to Councillor Tom Ikert to immediately stop any behaviors and accusations that are detrimental to the WHMB Board and staff

- Previous meeting read aloud note from the lawyer and looking for boards wishes
- Discussions.

RESOLUTION 43-03-30
Cease & Desist Order

WEGENER MOVED that WHMB direct the lawyer to write a Cease and Desist Order on lawyer letter head to Councillor Tom Ikert within 2 weeks and brought back to WHMB Board for consideration and vote.

- 6 (six) in favor. 1 (one) opposed
- Carried.

Leah Smith chaired the 7pm Special Meeting on March 7, 2023

- Looking for motion to allow Leah to respond to Councillor Tom Ikert

RESOLUTION 43-03-31
Responding to Councillor Ikert

GAUTHIER MOVED that Leah Smith may respond in writing to Councillor Tom Ikert regarding Code of Conduct Allegation by March 23, 2023.

- Carried Unanimously.

Important Dates

March 16, 2023 @ 3:30pm – Finance Committee meet with RBC at Lodge

Next Meeting Date

April 20, 2023

Following Meeting Dates

May 18, 2023
June 15, 2023
July 20, 2023

RESOLUTION 43-03-32
Adjournment

PETERSON MOVED the meeting adjourn at 9:33PM.

Chair

Recording Secretary