WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
April 20, 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, April 20, 2023 at 8:00pm.

Board Members Present:

Town of Strathmore	D. Peterson
Hospice Society	G. Koester
Strathmore Lions Club	L. Voermans
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	R. Laursen
Wheatland County	S. Laprise

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey – Recording Secretary
Resident Manager	C. Shworak
Maintenance Supervisor	P. Neufeld
Wheatland County	T. Ikert ~ *via Zoom*

Absent:

Board Chair, PETERSON, called the meeting to order at 8:05PM.

Additions to Agenda

RESOLUTION 43-04-01
Agenda

VOERMANS MOVED to approve the agenda.

- Carried.

Discussions regarding clarity on meeting minutes

RESOLUTION 43-04-02
Regular Meeting Minutes

PETERSON MOVED to approve the March 9, 2023 Regular Meeting Minutes.

- Carried.

RESOLUTION 43-04-03
Special Meeting Minutes

PETERSON MOVED to approve the March 27, 2023 Special Meeting Minutes.

- Carried.

Will begin Zoom video after In-Camera – attendees will be contacted to advise they can rejoin.

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In Camera regarding Legal Matter

RESOLUTION 43-04-04
In Camera

LAURSEN MOVED to go in-camera at 8:18PM.

- Carried.

RESOLUTION 43-04-05
Out of Camera

LAURSEN MOVED to go out-of-camera at 9:49PM.

- Carried.

Shannon Laprise contacted Councillor Ikert to advise that he can rejoin meeting as In Camera session has ended.

Meeting back in session at 9:57pm

- *Councillor Ikert has not yet rejoined the meeting*

Denise Peterson resigns as WHMBs Board Chair

- Thanks all the board members and staff; has been a privilege serving the Board
- Will continue to support all staff and WHMBs endeavors
- Thank you Denise for all your hard work!

The CAO called for nominations for the position of Chair for the ensuing term.

VOERMANS nominated KOESTER for position of Chair

- Glenn Koester accepts nomination

RESOLUTION 43-04-06
Nominations Cease

LAURSEN MOVED that nominations cease.

- Carried.

KOESTER assumed the role of Chair

Financial Reports – Chrystal Hickey

Maintenance Business / Report - P. Neufeld

Old Business

New Business

Social Housing Business / Report - R. Beveridge

Old Business

New Business

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Denise Peterson calls for a consent agenda on sections (E) Finance Reports for Lodge & Social Housing, (F) Maintenance Report for Lodge & Social Housing and (G) Social Housing Report – due to time restraints.

RESOLUTION 43-04-07
Consent Agenda

PETERSON MOVED to approve the consent agenda including (E) Financial Reports for Lodge and Social Housing, (F) Maintenance Reports for Lodge and Social Housing, and (G) Social Housing Report as presented.

- Carried.

Lodge Business

Old Business

Member at Large – Notice of Motion

Denise Peterson brings forth a notice of motion for consideration;

- If Rick Laursen is not appointed as Board Member by May 2023 Board Meeting by Wheatland County, that under the competency framework, he would be appointed as WHMBs Member at Large as per the Ministerial Order

New Business

County of Wheatland – Resignation Letter

- Donna Biggar resigns as a member of WHMB Board of Directors
- Rick Laursen to attend meeting(s) as alternate until Wheatland County appoints a new council member to WHMB Board of Directors
- Vickey to send thank you letter and exit interview to Donna Biggar

RESOLUTION 43-04-08
Resignation Letter

WEGENER MOVED to accept County of Wheatland Resignation Letter as information.

- Carried.

Building Committee Terms of Reference

- Review and discussions
- Amendments noted
    - 2. Membership
        - "The WHMB may **add,** remove or replace any member at any time"
        - The Committee shall be comprised of Keith Clayton, Glenn Koester, Barry Nephin, **Len Voermans and Rick Laursen.**
    - 5. Duties and Responsibilities
        - 5.1 Review regular reports requested from management or contracted personnel and **provide updates to the Board,** with respect to projects under Committee oversight.

RESOLUTION 43-04-09
Building Committee Terms of Reference

PETERSON MOVED to accept the Building Committee Terms of Reference as amended.

- Carried.

Renumeration Policy Review

- Review and discussions
- Amendment noted – removal of "surplus"
  - "Expenses will be paid out of the operating ~~surplus~~ account."

RESOLUTION 43-04-10
Remuneration Policy

PETERSON MOVED to accept the Renumeration Policy as amended.

- Carried.

Smoking Policy Review

- Review and discussions
- Added "vaping" to the policy

RESOLUTION 43-04-11
Smoking Policy

LAPRISE MOVED to accept the Smoking Policy as presented.

- Carried.

Increase Visa Limits for Finance and Maintenance Departments

- Shortages of supplies available at providers and purchasing outside regular accounts due to better prices – increase in using credit cards
- Would like to increase Finance and Maintenance credit card limits from $2500 each to $5000 each

RESOLUTION 43-04-12
Visa Limit Increase

GAUTHEIR MOVED to increase the Visa limits for both Finance and Maintenance departments to $5000 each.

- Carried.

Action Place – Review and Discussion

- Defer to next board meeting

Board Skills Matrix

- Defer to next board meeting

Community Presentation Report

- Review and discussion on 4th revision of presentation by Board

RESOLUTION 43-04-13
Community Presentation Report

VOERMANS MOVED to accept the 4th revision of the Community Presentation Report as information.

- Carried.

Ad for Newspaper

- Handout – review and discussion

RESOLUTION 43-04-14
Newspaper Ad

WEGENER MOVED to accept the presented advertisement for submission to the newspaper.

- Carried.

Seek legal confirmation on all legal contracts and align polices with WAHS policies

- Discussions
- Before there are any legal contracts, they have a lawyer review it always
- Have policy committee take action

RESOLUTION 43-04-15
Aligning Policies with WAHS

PETERSON MOVED that the Policy Committee review and align WHMBs polices with WAHSs policies.

- Carried.

County of Wheatland – Letter of Support

- Handout – review and discussion
- Rick Laursen wished for no conditions; however, conditions were added to the County of Wheatland's letter of support

RESOLUTION 43-04-16
Letter of Support

LAURSEN MOVED to accept the County of Wheatland - Letter of Support as information.

- Carried.

Approval to seek assistance in development of risk assessment

- Asked Community Futures – they do not do
- Rick Laursen and Richard Wegener are able to develop

RESOLUTION 43-04-17
Risk Assessment

PETERSON MOVED to accept Rick Laursen and Richard Wegener's offer to develop risk assessment.

- Carried.

Committee Reports

Spokesperson – *Glenn Koester*

Community Presentation scheduled in Hussar on April 27, 2023 at 7:30pm

Building Committee – *No Report*

Shannon Laprise handed out a spreadsheet regarding increased rental model vs operating costs and interest on CMHC

- Looking for clarification and further information for a better understanding
- Glenn will send spreadsheet to Derek Weiss to review prior to Building Committee

RESOLUTION 43-04-18
Analysis

LAPRISE MOVED to direct administration or the Building Committee to ask Derek Weiss to provide an analysis of the increased rental model and how it will offset both the operating costs and the interest on the CMHC loan.

- Carried.

Finance Committee – *No Report*

Maintenance/Property Committee – *No Report*

Personnel/Human Resources Committee – *No Report*

Resident Managers Report – Christi Shworak

RESOLUTION 43-04-19
Resident Managers Report

WEGENER MOVED to accept Resident Managers Report as presented.

- Carried.

CAO Report – Vickey Cook

RESOLUTION 43-04-20
CAO Report

PETERSON MOVED to accept the CAO Report as submitted.

- Carried.

Chair Report – No Report

Legal Issue

RESOLUTION 43-04-21
Recorded Vote

GAUTHIER MOVED to take a recorded vote.

- Carried.

RESOLUTION 43-04-22

Legal Matter

PETERSON MOVED that the CAO, Chair and Vice Chair of WHMB schedule a meeting with WHMB Legal Council, Getz, Collins & Associates, to undertake next steps and/or options in addressing the letter from Legal Counsel for Councillor Tom Ikert and that the Executive Committee express the Boards wishes to go to Court of Kings Bench.

- Koester – In Favor
- Voermans – In Favor
- Schultz – In Favor
- Smith – In Favor
- Wegener – In Favor
- Gauthier – In Favor
- Laursen – In Favor
- Laprise – Opposed
- Carried.

Important Dates

Spring Tea – May 27, 2023
60th Anniversary BBQ – July 12, 2023

Next Meeting Date

May 18, 2023

Following Meeting Dates

June 15, 2023
July 20, 2023
August 17, 2023

RESOLUTION 43-04-23
Adjournment

SMITH MOVED the meeting adjourn at 10:48PM.

Chair

Recording Secretary