WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
July 20, 2023

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, July 20, 2023 at 7:00pm.

Board Members Present:

Hospice Society	G. Koester ~ *via Voom*
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	S. Klassen - alternate ~ *via Zoom*
Wheatland County	R. Laursen
Wheatland County	S. Laprise

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ Recording Secretary
Hospice Society	K. Clayton
TSI Consultant	D. Lagore

Absent:

Wheatland County	T. Ikert

Board Vice Chair, SMITH, called the meeting to order at 7:09PM.

Additions to Agenda

G.1.b) $50,000 Reserve
G.1.c) Len Voermans – T-shirt update
G.2.b) update – to align Financial Admin Policy with WAHS

RESOLUTION 43-07-01
Agenda

LAURSEN MOVED to approve the agenda; as amended.

- Carried.

RESOLUTION 43-07-02
Regular Meeting Minutes

PETERSON MOVED to approve the June 15, 2023 Regular Meeting Minutes.

- Carried.

RESOLUTION 43-07-03
Special Meeting Minutes

WEGENER MOVED to approve the June 26, 2023 Special Meeting Minutes.

- Carried.

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Financial Reports – Chrystal Hickey

RESOLUTION 43-07-04
Social Housing Financial Report

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

- Carried.

RESOLUTION 43-07-05
Lodge Financial Report

VOERMANS MOVED to accept the Lodge Financial Report as submitted.

- Carried.

Maintenance Business / Report – Peter Neufeld

Old Business

New Business

RESOLUTION 43-07-06
Social Housing Maintenance Report

SCHULTZ MOVED to accept the Social Housing Maintenance Report as submitted.

- Carried.

RESOLUTION 43-07-07
Lodge Maintenance Report

LAPRISE MOVED to accept the Lodge Maintenance Report as submitted.

- Carried.

Social Housing Business / Report – Rita Beveridge

Old Business

New Business

RESOLUTION 43-07-08
Social Housing Report

PETERSON MOVED to accept the Social Housing Report as submitted.

- Carried.

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Lodge Business

Old Business

Notice of motion to rescind the Covid-19 Policies C20 & G17 – Shannon Laprise

- End of June, AHS removed their mandatory masking for staff members in all facilities
- Covid-19 has not gone away and has been recent outbreaks in places such as the Strathmore Hospital
- Discussions on vaccine offers to seniors/community

~ Martin Gauthier in at 7:19pm ~

RESOLUTION 43-07-09
Covid-19 Policies

LAPRISE MOVED to rescind the Covid-19 Policies (C20 & G17).

- One Opposed
- Nine In-Favor
- Carried.

$50,000 Reserve – from motion over 10 years ago

- Reserve set aside many years ago by board members in the event of an emergency – over 10 years ago
- Need a motion to either put in reserve fund bank account or release reserve amount and leave in general account

RESOLUTION 43-07-10
$50,000 Reserve

PETERSON MOVED to release the $50,000 reserve amount and leave in general operating bank account.

- Carried.

T-shirt Update – Len Voermans

- 70 t-shirts were ordered in a bright green color
- Received funds from Hospice Society and Lions Club to pay for
- 35 for Lodge & 35 for Hospice
- Will wear for parade

RESOLUTION 43-07-11
T-shirts

VOERMANS MOVED to accept the t-shirt update as information.

- Carried.

New Business

Communicable Disease and Illness Control Policy Update

- Has been updated to include Covid-19

RESOLUTION 43-07-12
Policy Update

LAPRISE MOVED to accept the updated Communicable Disease and Illness Control Policy as presented.

- Carried.

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Financial Administration Policy Update

- To align with WAHS
- WHMB policy mostly does align with WAHS
- Merge F1 & F8 into one policy making F8 as a bullet in F1
- Shannon will bring updated policy to the following board meeting for review and approval

George Berry Contract Update

- Contract has been reviewed by lawyer and changes made
- Vickey has sent to M3 for review/signing ~ waiting on
- Once contract is ready to be reviewed/signed by all parties, may need to call a special meeting

Future Collaboration

- Discussions on communication with board members and their councils
- Should WHMB Board of Directors have a meeting to discuss communication with municipalities to ensure everyone is on the same page? To define the word "collaboration"?
    - Would it be beneficial to do so with a facilitator?
    - Many differences of opinions and strong conflict of personalities
    - After governance review is done and recommendations are made, WHMB board can look at setting up a meeting for open and frank discussions with a mediator for what everyone would like to see for communication
- Discussions on being an autonomous board
    - Do not need to involve the municipalities in board work/decisions; why municipalities place councillors on WHMB board; no micromanaging
    - Board members responsible for bringing information to their own council and clearly communicate
    - Decisions are not subject to council approvals, rather, are decisions of the Board
    - Board members vote for what is best for this organization ~ WHMB; have a mandate to run this board
- All communications are reviewed by WHMB board
    - If there is concerns, they need to be brought to attention at that time – not after it is reviewed/approved and released

RESOLUTION 43-07-13
Future Collaboration

PETERSON MOVED to defer the issue of future collaboration for discussion at the September 2023 board meeting.

- Carried.

~ Martin Gauthier out at 8:07pm ~

Committee Reports

Building Committee

Vickey received an Executive Summary from M3 for May/June

- Is this something that is sharable?
- It is a snapshot of time and does not include any progress made after this date
    - WHMB is doing their best to ensure that information that is released is as accurate as it can be at that time
        - Some information cannot be released too soon
    - Current information is work in progress and for managing board, not for municipalities
    - Everything is subject to change at this time
- Building Committee receives a copy of the minute report for each meeting with M3
    - Add new minutes as information to the agenda for each WHMB board meeting

RESOLUTION 43-07-14
In Camera

PETERSON MOVED to go in-camera at 8:34PM.

- Carried.

RESOLUTION 43-07-15
Out of Camera

PETERSON MOVED to go out-of-camera at 8:39PM.

- Carried.

RESOLUTION 43-07-16
M3 Reports

PETERSON MOVED to keep the M3 report "Monthly Executive Summary" dated July 18, 2023 and the updated Schematic Design "Wheatland Seniors Housing & Hospice" dated July 12, 2023, confidential until the next meeting of the WHMB board.

- Carried.

Finance Committee

Hospice Contributions

- In the past, $50,000 was contributed from WAHS towards the potential new build
- Another $100,000 has been passed by the Hospice for contributions towards current expenditures
- Require a letter from WHMB Board to the Hospice for funds to be distributed towards the potential new build
    - Complete with invoices from M3 as M3 would be the authenticator.

RESOLUTION 43-07-17
Hospice Contribution

PETERSON MOVED that WHMB will write a letter, complete with invoices from M3, to WAHS to request their contribution of an additional $100,000 towards the potential new lodge build.

- Carried.

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Maintenance/Property Committee – *No Report*

Personnel/Human Resources Committee

Date of August 24, 2023, set for CUPE negotiations regarding new Collective Agreement

Policy Review Committee – *No Report*

Resident Managers Report – Christi Shworak

RESOLUTION 43-07-18
Resident Managers Report

VOERMANS MOVED to accept the Resident Managers Report as presented.

- Carried.

CAO Report – Vickey Cook

Risk Assessment/Risk Matrix

- Will follow up with policy
- Outlines what risks (decisions) are allowed by committee and what needs to come to the Board for approval – example monies being spent and final decisions

Joni McNeely created a brochure regarding collecting donations regarding potential new build

- Does Building Committee want to review, approve and put out to potential donors?
  - May be premature. When things are more successful and concrete, then can move forward with seeking donations at that time.

ASCHA webinar presentations "Building Sustainable High-Performance Boards" and "Governance Trends and Best Practices"

- Those who missed watching, they are recorded and shared online
- Shannon highly recommends
- Possibly show/present at a future board meeting
- Requested that Vickey send to all municipality CAOs to share with councils

Outside food policy

- Have had numerous groups want to donate fresh grown produce this summer to Lodge. Policy in place prevents this.
- Will pursue Norm, health inspector, on more information

Denise praises the 60th Anniversary BBQ/Celebration. Was a wonderful event and grateful to hear from Lauren Ingles – South Regional Rep for ASCHA

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RESOLUTION 43-07-19
CAOs Report

PETERSON MOVED to accept the CAO Report as presented.

- Carried.

Chair Report – Glenn Koester

Announcement coming soon from Alberta Government regarding the opening of APHH application towards affordable housing.

- Need to keep moving forward on the potential new build to not lose momentum and fall behind
- Work on a higher level of budget – the more accurate, the greater the confidence in the project.

RESOLUTION 43-07-20
Chair Report

KOESTER MOVED to accept the Board Chair Report as presented.

- Carried.

WHMB staff will not be attending board meetings moving forward due to the change in the dynamics of the board meetings

- Other than Chrystal, Finance & HR, as she is the minute taker
- Any questions on reports in agendas can be emailed to Vickey prior to meeting with time to request information from staff members

Important Dates

Next Meeting Date
August 17, 2023 ~ *at call of the Chair if required*

Following Meeting Dates
September 21, 2023
October 19, 2023
November 16, 2023

RESOLUTION 43-07-21
Adjournment

LAURSEN MOVED the meeting adjourn at 9:28PM.

Chair

Recording Secretary