WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
May 18, 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, May 18, 2023 at 7:00pm.

Board Members Present:

Hospice Society	G. Koester
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	T. Ikert ~ *via Zoom*
Wheatland County	S. Laprise

Attendees Present:

CAO	V. Cook – Recording Secretary
Finance & HR Coordinator	C. Hickey ~ *via Zoom*
Resident Manager	C. Shworak
Social Housing Manager	R. Beveridge
Maintenance Supervisor	P. Neufeld

Absent:

Village of Hussar	L. Schultz
Wheatland County	R. Laursen

Board Chair, KOESTER, called the meeting to order at 7:00PM.

Additions to Agenda

Correction to G.2.f)
- "RFP" should be "RFQ"

Remove G.2.d)
- Board Recruitment Policy

RESOLUTION 43-05-01
Agenda

WEGENER MOVED to approve the agenda; as amended.
- Carried.

Presentation by Derek Weiss

Meeting Recorded

Amber Link entered meeting via Zoom at 7:24pm

Corrections to meeting minutes
- Page 8 – remove Shannon Laprise name under "County of Wheatland – Letter of Support"
- Page 8 – in motion 43-04-17 change "off" to "offer"
- Page 9 – in motion 43-04-18 add "loan" at end of motion

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RESOLUTION 43-05-02
Regular Meeting Minutes

PETERSON MOVED to approve the April 20, 2023 Regular Meeting Minutes; as amended.

- Carried.

RESOLUTION 43-05-03
Special Meeting Minutes

LAPRISE MOVED to approve the May 1, 2023 Special Meeting Minutes.

- Carried.

Financial Reports – Chrystal Hickey

RESOLUTION 43-05-04
Social Housing Financial Report

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

- Carried.

RESOLUTION 43-05-05
Lodge Financial Report

PETERSON MOVED to accept the Lodge Financial Report as submitted.

- Carried.

Maintenance Business / Report - P. Neufeld

Old Business

New Business

RESOLUTION 43-05-06
Maintenance Supervisor Report – Social Housing

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

- Carried.

RESOLUTION 43-05-07
Maintenance Supervisor Report – Lodge

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

- Carried.

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Social Housing Business / Report - R. Beveridge

Old Business

New Business

RESOLUTION 43-05-08
Social Housing Report

PETERSON MOVED to approve the Social Housing Report as presented.

- Carried.

Lodge Business

Old Business

Letter from DLA Piper and response from Getz, Collins and Associates

- Hand out provided; emailed to board members previous to meeting
- Discussions on how to move forward and wishes of the Board
- Councillor Tom Ikert can attend board meetings until matter is resolved
- Have 3 years to go to Court of Kings Bench and Board is within that time frame
- Moving forward as previously discussed and motioned

Covid vaccination policy is still in place for staff and board

Board reply to Wheatland County CAO, Brian Henderson's, letter

- WHMB will have an information meeting first, prior to responding
- Discussions on statement, press release and further public presentations

RESOLUTION 43-05-09
Press Release

PETERSON MOVED that WHMB will bring forward a press release statement in support for the building of our Lodge/Hospice, following the schedule information meeting of the partners on the latest iteration of the plan for the Lodge/Hospice build.

- Carried.

New Business

Letter from Wheatland County

- Appointing Councillor Rick Laursen to WHMB Board of Directors

RESOLUTION 43-05-10
Wheatland County Letter

SMITH MOVED to accept the Letter from Wheatland County as information.

- Carried.

Exit Letter from Councillor Biggar

- Hand out provided; emailed to board members previous to meeting
- Denise commented on the skills required of Board Members – experiences and competencies
- Suggested to hire someone to do a governance review and programs

RESOLUTION 43-05-11
Governance Review

GAUTHER MOVED to have the Board Chair contact TSI for a price to perform a Governance Review.

- Carried.

Board Skills Policy

- Review and discussion

RESOLUTION 43-05-12
Board Skills Policy

PETERSON MOVED to accept the Board Skills Policy as presented.

- Carried.

Action Plan Review

- Monthly review

RESOLUTION 43-05-13
Action Plan Review

SMITH MOVED to accept the Action Plan Review as information.

- Carried.

Post RFQ (Request for Qualifications) for Preconstruction and Construction Management Service

- M3 suggests hiring a construction manager
- Prequalification request

RESOLUTION 43-05-14
RFQ

GAUTHIER MOVED to have M3 Development post an RFQ for preconstruction and construction management services.

- Carried.

RESOLUTION 43-05-15
Building Committee Authority

PETERSON MOVED that the Building Committee be given the authority to hire preconstruction and construction management services based on the recommendation of M3 Development.

- Carried.

Post RFP for Auditors

- Contract with Gregory Harriman and Associates us up.
- Will send to multiple auditors and post on website

RESOLUTION 43-05-16
RFP for Auditors

PETERSON MOVED to post an RFP for auditors.

- Carried.

M3 Development Contract & Hospice MOU Pending Lawyers Review

- Information only

Committee Reports

Building Committee

May 10, 2023 – Berry Architecture – Client Design Meeting #4

RESOLUTION 43-05-17
Client Design Meeting #4 Meeting Minutes

SMITH MOVED to accept the Berry Architecture Client Design Meeting #4 Minutes as information.

- Carried.

Finance Committee – *No Report*

Maintenance/Property Committee – *No Report*

Personnel/Human Resources Committee

Set meeting regarding CUPE negotiations on June 8th at 2:00pm

- Personnel Committee, CAO and CUPE

Policy Review Committee- *No Report*

Resident Managers Report – Christi Shworak

RESOLUTION 43-05-18
Resident Managers Report

SMITH MOVED to accept Resident Managers Report as presented.

- Carried.

CAO Report – Vickey Cook

RESOLUTION 43-05-19
CAO Report

GAUTHIER MOVED to accept the CAO Report as submitted.

- Carried.

Chair Report – Glenn Koester – *No Report*

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Important Dates

Spring Tea – May 27, 2023 @ 1:30pm
60th Anniversary BBQ – July 12, 2023

Next Meeting Date

June 15, 2023

Following Meeting Dates

July 20, 2023
August 17, 2023
September 21, 2023

RESOLUTION 43-05-20
Adjournment

WEGENER MOVED the meeting adjourn at 9:43PM.

Chair

Recording Secretary