WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
November 16, 2023

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, November 16, 2023, following the Organizational Meeting.

Board Members Present:

Hospice Society	G. Koester
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	R. Laursen
Wheatland County	S. Laprise
Member At Large	K. Clayton

Attendees Present:

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

Absent:

Board Chair, KOESTER, called the meeting to order at 7:23PM.

Additions to Agenda

G.2.d) Volunteer Policy – monetary amount

M3 Development Meeting Minutes in Agenda

- Peterson concerned about these minutes being in the agenda – a public document
- Could be detrimental to Board and those working on it

RESOLUTION 43-11-01
M3 Meeting Minutes

PETERSON MOVED to withdraw Attachments 11 & 12 (M3 Developments meeting minutes) from agenda and move to In-Camera session.

- Carried.

RESOLUTION 43-11-02
Agenda

WEGENER MOVED to approve the agenda; as amended.

- Carried.

RESOLUTION 43-11-03
Regular Meeting Minutes

LAPRISE MOVED to approve the October 19, 2023 Regular Meeting Minutes.

- Carried.

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RESOLUTION 43-11-04
Special Meeting Minutes

SCHULTZ MOVED to approve the October 24, 2023 Special Meeting Minutes.

- Carried.

Board Resolution Actions

- Glenn contacted lawyer regarding Councillor Ikert legal issue
  - Has asked them to file away for now
- Waiting on CUPE to send finalized agreement to sign

RESOLUTION 43-11-05
Board Resolution Actions

LAPRISE MOVED to approve the Board Resolution Actions as information.

- Carried.

Financial Reports – Chrystal Hickey

RESOLUTION 43-11-06
Social Housing Financial Report

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

- Carried.

RESOLUTION 43-11-07
Lodge Financial Report

LAPRISE MOVED to accept the Lodge Financial Report as submitted.

- Carried.

Maintenance Business / Report – Peter Neufeld

Old Business

New Business

RESOLUTION 43-11-08
Social Housing Maintenance Report

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

- Carried.

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Wheatland Lodge Roof Report

- Sent via email on November 7, 2023 to all board members to review
- Roof says 1 – 5 years ~ can it be done in stages?
    - Hoping to have it done in 2024 to prevent damages and extra costs
    - Not recommended to do in stages over a few years
        - Will have to tender each time and could get different contractors
        - Shingles could all not match
        - Residents would be going through construction nuisances for 3 summers
- Some preventative items have been completed for the meantime such as cleaning eaves, calking, tree trimming
- Follow up on shingle warranty for current shingles
- Vickey will send to Shahid to see if there is a full grant or partial grant available
- Baxter Roofing did roof quote for current rates
    - If we move forward with them they can put out to tender, WHMB can choose who to send to, WHMB can choose final contractor and Baxter Roofing will manage job – all for a fee
- Should address in January with hopes it can begin in Spring

RESOLUTION 43-11-09
Roof Report / Tendering

GAUTHIER MOVED to tender roof job in full through Baxter Roofing.

- Carried.

RESOLUTION 43-11-10
Lodge Maintenance Report

PETERSON MOVED to accept the Lodge Maintenance Report as submitted.

- Carried.

Social Housing Business / Report – Rita Beveridge

Old Business

New Business

RESOLUTION 43-11-11
Social Housing Report

SMITH MOVED to accept the Social Housing Report as submitted.

- Carried.

Lodge Business

Old Business

New Business

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Board of Directors Policies – Discussions

- Sent via email on November 1, 2023 to all board members to review
- Have been working on revising and updating the new policies
- Upon completion, all board members will get a new manual

RESOLUTION 43-11-12
Revised Board Policies

LAPRISE MOVED to accept the revised Board Policies as presented.

- Carried.

RESOLUTION 43-11-13
Rescind Board Policies

LAPRISE MOVED to rescind previous Board Policies.

- Carried.

WHMB Staff Christmas Gift – same as last year

- $100 per employee (40)
- Recognition Awards – per policy
  - 1 x 5year - $50
  - 1 x 10year - $100
  - 2 x 15year - $150/ea

RESOLUTION 43-11-14
WHMB Staff Christmas Gift

WEGENER MOVED to approve staff gift as per last year.

- Carried.

Post Audited Financial Statement on Website

- As per action items in Governance Review

RESOLUTION 43-11-15
Financials on Website

LAURSEN MOVED to post the audited financial statements on the WHMB website.

- Carried

Volunteer Policy

- Vickey requests to add monetary amounts to policy
  - Add meal allowance of $20
  - Add admissions to events to be covered by WHMB

RESOLUTION 43-11-16
Volunteer Policy Updated

SMITH MOVED to add monetary amounts to the Volunteer Policy as discussed.

- Carried

Committee Reports

Policy Review Committee – *No Report*

Maintenance/Property Committee– *No Report*

Personnel/Human Resources Committee

RESOLUTION 43-11-17
Personnel Committee Meeting Minutes

PETERSON MOVED to accept the September 27, 2023, Personnel Committee Meeting Minutes.

- Carried.

Finance Committee – *No Report*

Building Committee

- Moved to In Camera

Action Plan

WHMB Board Governance Review Action Plan

- Beginning to fill in action items as completed
- Suggestion to bring a task to each meeting to have completed prior to following meeting
  - Develop a Communication Strategy to be completed by Board Members for next meeting
- Task regarding Councillor Tom Ikert apologizing to staff appears to not ever happen
  - Do we leave on task list? Or remove?
  - Vickey will ask Doug Lagore regarding his suggestion
- Should an assistant to the CAO be hired?
  - Vickey would like the task left with her for now
  - Is going to review Employee Job Descriptions
    - Everything could change come January should building application be accepted

Notice of Motion – for January 2024 Board Meeting

- That WHMB undertake consideration of adopting a Consent Agenda for their regular board meetings
- Discussions on what is a Consent Agenda
  - Areas of consideration on a Consent Agenda

RESOLUTION 43-11-18
Action Plan

WEGENER MOVED to accept the Action Plan as information.

- Carried.

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Resident Managers Report – Christi Shworak

RESOLUTION 43-11-19
Resident Managers Report

SMITH MOVED to accept the Resident Managers Report as presented.

- Carried.

CAO Report – Vickey Cook

RESOLUTION 43-11-20
CAOs Report

SMITH MOVED to accept the CAO Report as presented.

- Carried.

Chair Report – Glenn Koester

Wheatland County is advertising for a Member At Large (County Representative)

- Not a WHMB Member At Large
- Glenn will apply
- Denise would like County representatives to bring Board declaration and competency framework to Wheatland County to assist in picking a representative that best meets the needs of WHMB and their goals/values

RESOLUTION 43-11-21
Chair Report

KOESTER MOVED to accept the Board Chair Report as presented.

- Carried.

Important Dates

Christmas Extravaganza ~ Bake & Craft Sale
November 25, 2023 ~ 2:00pm – 4:00pm

Resident Christmas Party
December 14, 2023

Next Meeting Date

December 21, 2023 – at Call of Chair

Following Meeting Dates

January 18, 2024
February 15, 2024
March 21, 2024

RESOLUTION 43-11-22
Upcoming Dates

VOERMANS MOVED to accept the upcoming dates as information.

- Carried.

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In Camera – Labour

RESOLUTION 43-11-23
In Camera

PETERSON MOVED to go in-camera at 8:33PM.

- Carried.

RESOLUTION 43-11-24
Out of Camera

SMITH MOVED to go out-of-camera at 9:18PM.

- Carried.

RESOLUTION 43-11-25
CAO Salary Increase

PETERSON MOVED that WHMB increase the CAO salary to the following;

- July 6, 2022, to July 5, 2023 – 7.5% increase
- July 6, 2023 to July 5, 2024 – 7.5% increase
- Carried Unanimously.

RESOLUTION 43-11-26
Adjournment

SMITH MOVED the meeting adjourn at 9:25PM.

Chair

Recording Secretary