WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
September 21, 2023

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, September 21, 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 Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	T. Ikert ~*via Zoom*
Wheatland County	R. Laursen ~*via Zoom*
Wheatland County	S. Laprise

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ Recording Secretary
Transitional Solutions Inc	D. Lagore

Guests in attendance via Zoom

Absent:

Board Chair, KOESTER, called the meeting to order at 7:06PM.

Additions to Agenda

H.2.i. Village of Rockyford Correspondence
H.2.j. George Berry Contract

RESOLUTION 43-09-01
Agenda

PETERSON MOVED to approve the agenda; as amended.

- Carried.

Denise Peterson calls for a consent agenda including (E) July Financial Reports for Lodge and Social Housing, (F) Maintenance Reports for Lodge and Social Housing, (G) Social Housing Report, (H)3. Committee Reports, and (H)4. Resident Manager Report – due to time restraints and everyone was provided with information numerous days ago to review.

RESOLUTION 43-09-02
Consent Agenda

PETERSON MOVED to approve the consent agenda including (E) July Financial Reports for Lodge and Social Housing, (F) Maintenance Reports for Lodge and Social Housing, (G) Social Housing Report, (H)3. Committee Reports, and (H)4. Resident Manager Report as presented.

- Carried.

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Amendment to August 24, 2023 regular meeting minutes – Darcy Burke was in attendance as an alternate for the Village for Rockyford. Lean Smith was not in attendance.

RESOLUTION 43-09-03
Regular Meeting Minutes

LAPRISE MOVED to approve the August 24, 2023 Regular Meeting Minutes; as amended.

- Carried.

Presentation of Governance Review done by Transitional Solutions Inc by Doug Lagore

- Changes to make;
  - Risk Management Matrix was completed
    - Vickey will send to Doug Lagore
  - Motion for Spokesperson was done – contrary to information in report
    - Vickey will send to Doug Lagore

RESOLUTION 43-09-04
Governance Review

PETERSON MOVED to accept the Wheatland Housing Management Body Governance Review of September 2023 for information for the Wheatland Housing Management Body Board.

- Carried.

Doug Lagore exits at 8:43pm

Meeting break from 8:43pm – return at 8:49pm

Discussions on sharing of Governance Review

- Glenn suggests to send "tomorrow"
- Once finalized with mentioned 2 changes or with cover letter stating 2 changes;
  - Put on WHMB website
  - Send to Shahid Karamat (Housing Advisor) to share with other government officials/ministers
  - Send to Municipalities CAOs

RESOLUTION 43-09-05
Governance Review Distribution

SMITH MOVED to send the Wheatland Housing Management Body Governance Review to the Wheatland Hospice Society, Municipalities, and Ministers – and to post on the WHMB website.

- Carried.

Lodge Business

Old Business

New Business

Request for Proposal Audit Submission

- Was sent to 4 accounting firms
  - 1 firm requested additional information which was sent to them immediately. Received no response after.
  - 2 firms didn't respond
  - 1 proposal received from Gregory, Harriman & Associates LLP

RESOLUTION 43-09-06
2023 – 2025 Auditor

PETERSON MOVED to approve Gregory, Harriman & Associates LLP as WHMBs 2023 – 2025 Auditors; with the option of a 4th year.

- Carried.

Alternate Board Member Correspondence

- Received letter from Shahid confirming that alternates are not allowed
  - In order for alternates to be aloud, a change to the ministerial order for all would be required.
  - Request would need to come from the municipalities

RESOLUTION 43-09-07
Member at Large

PETERSON MOVED that, as per new knowledge, Keith Clayton be a Board Member at Large on the WHMB Board.

- Carried.

RESOLUTION 43-09-08
Building Committee

SMITH MOVED to, as per new knowledge, reconfirm Keith Clayton as a member of the WHMB Building Committee.

- Carried.

Wheatland County Correspondence

- Regarding removal of Deputy Reeve Klassen as an alternate to align with the Alberta Housing Act

RESOLUTION 43-09-09
Wheatland County Correspondence

GAUTHIER MOVED to accept the Wheatland County Correspondence as information.

- Carried.

Request for Information concerning George Berry Contract – Councillor Laprise

- Why was WHMB required to use George Berry?
  - Had original contract to build the potential new lodge and contract was never terminated
  - Would be at a loss of profit if terminated
  - Was sent to lawyer
  - M3 renegotiated contract with Berry Architecture with changes

RESOLUTION 43-09-10
Berry Architecture Contract Information

LAPRISE MOVED to accept as information.

- Carried.

Request for Information for decision – Councillor Ikert

- Discuss funding information
- What is cost per month moving forward
  - Will be presented at (I) In-Camera session "WHMB Seniors Housing Development Monthly Report"

RESOLUTION 43-09-11
Funding / Cost Information Request

IKERT MOVED to accept as information.

- Carried.

Request to email Board/Committee Policies – County of Wheatland

- Glenn asked all these requests be brought forward to the Board
- Shannon and Vickey are meeting on Monday to review these policies
- Advised by TSI that this is an operational matter

RESOLUTION 43-09-12
Request from County Of Wheatland

KOESTER MOVED that WHMB submit a letter in response to Wheatland County that this is an operational matter.

- Carried.

Streaming WHMBs Board Meetings live - discussion

- There is 2 options;
  - Do meetings elsewhere where there is proper equipment – such as the Town of Strathmore's office
  - Improve equipment etc to accommodate meetings in the lower level of the Lodge
- Need to increase the commitment to attend meetings in person
- Live stream or recording allows for transparency
- Prefer to record at Lodge than upload

RESOLUTION 43-09-13
Video/Recording of Meetings

SMITH MOVED that Chrystal does research on best alternatives to video/record meetings and to implement for future meetings

- Carried.

Strategic Plan Action Items

- WHMB Board is currently on track
- Add to upcoming meetings – TOS will send example

RESOLUTION 43-09-14
Strategic Plan Action Items

WEGENER MOVED to accept the Strategic Plan Action Items as information.

- Carried.

Rockyford Correspondence

- Regarding Board being unbalanced due to not allowing alternate board members. Proposing that all municipalities have one vote (eg: Town of Strathmore and Wheatland County being reduced to one vote as Villages have one vote)
- As per Shahid, representation is as per the Ministerial Order approved for WHMB. More members from Wheatland County and Town of Strathmore is due to requisition amount contributed.
  - Request for a change to Ministerial Order would need to be submitted, however change may not be approved.
- Vickey to send Shahids response to Rockyford.

RESOLUTION 43-09-15
Rockyford Correspondence

SMITH MOVED to accept the Rockyford Correspondence as information.

- Carried.

George Berry Contract

- Glenn to sign at the next M3 meeting

RESOLUTION 43-09-16
Berry Architecture Contract

PETERSON MOVED to authorize signature of the Berry Architecture contract by Glenn Koester, Board Chair.

- Carried.

Denise Peterson out at 9:45pm

CAO Report – Vickey Cook

Roof update

- Company will be at Lodge on September 26 @ 2:00pm to look at roof and provide estimate
- Tom Ikert and Leah Smith will be in attendance

RESOLUTION 43-09-17
CAOs Report

SMITH MOVED to accept the CAO Report as presented.

- Carried.

Chair Report – Glenn Koester

Would like to see the website updated monthly with a 3 point progress report for public consumption

- Same as Hospice Society

At the moment, WHMB could be requiring $2 million to continue moving forward.

- Estimate could include land, however that needs to be clarified and more detail on all from M3

- Take the opportunity to ask municipalities for cash flow towards moving forward
- Asked if there was any opposition from Board members
  - No board member opposed

RESOLUTION 43-09-18
Chair Report

KOESTER MOVED to accept the Board Chair Report as presented.

- Carried.

In Camera

RESOLUTION 43-09-19
In Camera

VOERMANS MOVED to go in-camera at 9:58PM.

- Carried.

RESOLUTION 43-09-20
Out of Camera

WEGENER MOVED to go out-of-camera at 10:30PM.

- Carried.

Important Dates

Next Meeting Date
October 9, 2023

Following Meeting Dates
November 16, 2023
December 21, 2023
January 18, 2024

RESOLUTION 43-09-21
Adjournment

SMITH MOVED the meeting adjourn at 10:30PM.

- Carried.

Chair

Recording Secretary