WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
January 18, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, January 18, 2024, 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 ~ *via Zoom*
Wheatland County	S. Laprise
Wheatland County	R. Laursen
Wheatland County	J. Wilson
Member At Large	K. Clayton ~ *via Zoom*

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 7:00PM.

Welcome Guest Speaker

- Chantale Sangster ~ Community Futures Wild Rose
- Preliminary proposal for what the Strategic Plan update session might look like
  - Review, discussion and suggestions on handout and upcoming plan
- Have meeting with Lori Michalchuk and Valerie Puttick before addressing Strategic Plan regarding Board responsibilities etc.
  - For all Board Members ~ will invite councillors etc to listen online

Additions to Agenda

Add Chair Report (verbal) ~ after "Action Plan"

Add Correspondence in consent agenda ~ #10

Removal of "Resolution 43-11-17" from E.2.a)

RESOLUTION 44-01-01
Agenda

VOERMANS MOVED to approve the agenda; as amended.

- Carried.

Ratify email approval on January 2, 2024, for use of Consent Agenda

- Per discussion at November 2023 Board Meeting

RESOLUTION 44-01-02
Ratification of Consent Agenda

PETERSON MOVED to ratify the approval via email on January 2, 2024, approving the use of the Consent Agenda for January 2024 meeting and all Board Meetings moving forward.

- Carried.

Consent Agenda

- Organizational Board Meeting Minutes – November 16, 2023
- Regular Board Meeting – November 16, 2023
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – November 2023
- Maintenance Reports – Lodge & Social Housing
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

Removal of Items from Consent Agenda for questions

- Financial Reports – Lodge ~ D.4.a)
- Maintenance Reports – Lodge ~ D.5.a)

RESOLUTION 44-01-03
Consent Agenda

LAPRISE MOVED to approve the Consent Agenda; as amended.

- Carried.

Financial Report – Lodge inquiry

- What is the $9,972.63 under "Sundry Revenue"?
  - Complete Purchasing credit

Maintenance Report – Lodge inquiry

- Update on Roof
  - There is no grant available
  - Motion previously made to move forward with Baxter Roofing
  - There is no cost as of yet as first step was hiring Baxter Roofing who will take care of tendering
    - WHMB has final say once tendering is done

RESOLUTION 44-01-04
Lodge Finance & Maintenance Report

LAPRISE MOVED to approve the Lodge Finance and Maintenance Report.

- Carried.

Old Business

Social Housing

Lodge

New Business

Social Housing

Lodge

Ratify email approval on December 6, 2023, for purchase of required dishwasher in the amount of $11,267.74

RESOLUTION 44-01-05
Ratification of Purchase Of Dishwasher

SMITH MOVED to ratify the approval via email on December 6, 2023, approving the purchase of a new dishwasher in the amount of $11,267.74.

- Carried.

Approval of revised Employee Policy Manual

- Emailed prior to meeting for Board Members for review
- Changes made with update of the new CUPE contract
- Thank you to Vickey and the Policy Review Committee for your work on the Manual

RESOLUTION 44-01-06
Employee Policy Manual

PETERSON MOVED to accept the revised Employee Policy Manual as presented.

- Carried.

Request letter from Villages regarding Board representatives having Alternates

- Villages only have one member, and if they cannot be there, there is currently no one to replace
  - Can this be done? If not, why?
  - Can the Board as a whole send in request?
- Part of Ministerial Order and would need to be reviewed by the Minister
- Comment from Housing Advisor was that the member numbers were based on municipal funding amount. A request could be made but not likely that additional members would be allowed
- Will discuss possibility with Lori Michalchuk and Valerie Puttick when they come to speak to the Board

Increase to Resident Accommodations Fees

- Has not been changed in 3 years
- Resident must be left with a minimum of $375
- Looking to increase 3% for July 1, 2024
  - Discussions

RESOLUTION 44-01-07
Accommodation Fee Increase

SMITH MOVED to increase Resident Accommodation Fees by 3% on July 1, 2024, and review every 2 years.

- Carried.

Maintenance & Capital Items – Re: Reserve funds

- Discussions and review on reserve amounts for maintenance and capital items for current lodge

RESOLUTION 44-01-08
Reserve Requisition

LAPRISE MOVED to increase WHMBs requisition for current lodge building reserve funds to $300,000 for 2024.

- Carried.

RESOLUTION 44-01-09
Maintenance & Capital Items Reserve List

SMITH MOVED to accept the Maintenance & Capital Items re: Reserves list and include with the requisition letter.

- Carried.

RESOLUTION 44-01-10
Requisition Letter

SMITH MOVED to send the requisition letters for the approved reserve funds separately as soon as possible.

- Carried.

Budget Review for Lodge & Social Housing

RESOLUTION 44-01-11
2024 Social Housing Budget

PETERSON MOVED to accept the 2024 Social Housing budget as presented.

- Carried.

RESOLUTION 44-01-12
2024 Lodge Budget

SMITH MOVED to accept the 2024 Lodge budget as presented.

- Carried.

Action Plan

Action Plan Recommend Removal of Action Item

- Request to remove apology from Tom Ikert from Action Plan

RESOLUTION 44-01-13
Action Item Removal

PETERSON MOVED that the Tom Ikert action related to apology on Action Plan be removed.

- Carried.

Audited Financial Statements have been posed on WHMB website per Resolution 43-11-15

Strategic Plan update

- 3 items on Strategic Plan have been completed/removed

- Will begin to address Strategic Plan with Chantale Sangster as per beginning of meeting

Chair Report

- Watched Jason Nixon on YouTube
  - Forming a committee to look at Lodges in the province
  - Vickey has list of committee members and will send out to board members
- Spoke with Derek Weis
  - No new information or update as of yet
  - Next week hoping to hear news
  - If WHMB is not successful this round, they keep your application in which you can enhance for the next round

RESOLUTION 44-01-14
Chair Report

KOESTER MOVED the Chair Report as presented.

- Carried.

In Camera

- Building Committee
- Board Relations

RESOLUTION 44-01-15
In Camera

PETERSON MOVED to go in-camera at 8:54PM.

- Carried.

RESOLUTION 44-01-16
Out of Camera

WEAGNER MOVED to go out-of-camera at 9:37PM.

- Carried.

RESOLUTION 44-01-17
Adjournment

SMITH MOVED the meeting adjourn at 9:40PM.

Chair

Recording Secretary