WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 15, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, February 15, 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
Wheatland County	S. Laprise
Wheatland County	R. Laursen
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:

Wheatland County	J. Wilson

Board Chair, KOESTER, called the meeting to order at 6:58PM.

Additions to Agenda

RESOLUTION 44-02-01
Agenda

LAURSEN MOVED to approve the agenda.

- Carried.

Consent Agenda

- Regular Board Meeting – January 18, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – December 2023
- Maintenance Reports – Lodge & Social Housing
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

Remove from Consent Agenda

- January 18, 2024, Regular Board Meeting Minutes
- Financial Report – Lodge - December 2023

RESOLUTION 44-02-02
Consent Agenda

PETERSON MOVED to approve the Consent Agenda; as amended.

- Carried.

January 18, 2024, Regular Board Meeting Minutes

- Keith Clayton was not absent – he was present via Zoom (phone)

RESOLUTION 44-02-03
Regular Board Meeting Minutes

SMITH MOVED to approve the January 18, 2024, Regular Board Meeting Minutes; as amended.

- Carried.

Lodge Financials – December 2023

- Confirmation that items to be capitalized have been completed
- Should the Finance Committee create a policy to say where cash in regular operating bank account is to be used for
  - Will discuss during In Camera portion re: Building Committee
- What is requisition amount regarding 2023 operating
  - Audited Financials have not yet been completed
    - Will have amount at March 2024 Board Meeting

RESOLUTION 44-02-04
Lodge Financials

LAPRISE MOVED to approve the Lodge Financials; as clarified.

- Carried.

Old Business

Social Housing

Lodge

Baxter Roofing Update

- Will have pre-bid meeting mid March 2024
- Closing date for all applications will be mid April 2024
- Tentative completion date of August 31, 2024
- Discussions on pros/cons of completing roof all at once vs doing in phases over a couple of years

- Grant possibility was sent from Amber Link to Shannon Laprise; then forwarded to Vickey Cook
  - Money has been available since 2022 – unclear as to how much is remaining
    - Take applications year round until funds have depleted
  - Requires energy audit
  - May not qualify. Vickey has already requested information from Housing Advisor as well as contact on the grant information

RESOLUTION 44-02-05
Baxter Roofing

LAURSEN MOVED to give Peter (Maintenance Supervisor) permission to go to bid for roof through Baxter Roofing and bring results back to Board when completed.

- Carried.

New Business

Social Housing

Lodge

Policy Review – Personnel Position Descriptions

- Sent to Policy Committee to review
- Will have meeting with Vickey to go over with Policy Committee

RESOLUTION 44-02-06
Policy -Personnel Position Descriptions

LAPRISE MOVED to table to next Board Meeting.

- Carried.

In Camera

- Building Committee

RESOLUTION 44-02-07
In Camera

SMITH MOVED to go in-camera at 7:25PM.

- Carried.

RESOLUTION 44-02-08
Out of Camera

GAUTHIER MOVED to go out-of-camera at 8:04PM.

- Carried.

RESOLUTION 44-02-09
Design Drawings

LAURSEN MOVED to approve the design drawings as presented.

- 8 (eight) in favor. 1 (one) opposed
- Carried.

RESOLUTION 44-02-10
Construction Design Drawings

LAURSEN MOVED that WHMB proceed to continue forward to 100% construction design drawings for $1,625,724 (one million, six hundred and twenty-five thousand, seven hundred and twenty-four dollars) to get ready for construction.

- 8 (eight) in favor. 1 (one) opposed
- Carried.

RESOLUTION 44-02-11
Hospice Request

PETERSON MOVED that WHMB seek interim funding for the construction process on the proposed new build, to bring the project to Stage 3 (100% of construction design); and that WHMB directs their CAO to put in writing such a request by February 20, 2024, to WAHS.

- 8 (eight) in favor. 1 (one) opposed
- Carried.

RESOLUTION 44-02-12
Funding

LAURSEN MOVED that WHMB administration start the process to ask municipalities for interim funding and look into leveraging equity in the current building.

- 8 (eight) in favor. 1 (one) opposed
- Carried.

Fund Raising and Forming of Foundation

- Discussion on forming 1 (one) foundation with WAHS vs forming 2 (two) separate foundations
- Ask Hospice and look at jointly before making final decisions

RESOLUTION 44-02-13
Foundation(s)

LAPRISE MOVED to explore foundation(s).

- Carried.

Chair Report – *verbal*

- Rocky's Bakery hosted a meet-and-greet
  - Glenn attended and spoke with Chantell DeJong about meeting with the Board
  - She will attend a meeting on February 23, 2024, from 12:00pm-1:00pm at the Lodge
    - All Board members are invited to attend
- Updated letter on website
  - Vickey will fix "chair" to "mayors"
- Per Governance Review, Glenn and Vickey had a phone call with Valerie Puttick & Barb Panick
  - They will come to the Lodge and give presentation to WHMB Board, Village Mayors, County Councillors and Reeve
    - Others may Zoom in and listen
- Doug Murphey gave a presentation at Wheatland County regarding SHASTA Care Community
  - If successful, it will in no way affect our potential new lodge
  - It is a higher level of care then WHMB

RESOLUTION 44-02-14
Chair Report

KOESTER MOVED to accept the Chair Report as presented.

- Carried.

Action Plan

Governance Review Action Items Update

RESOLUTION 44-02-15
Action Item Update

VOERMANS MOVED to accept the Governance Review Action Items Update as information.

- Carried.

Important Dates
NA

Next Meeting Date
March 21, 2024
~ Joint meeting with WAHS @ 6:00pm
~ Auditors presentation @ 7:00pm

Following Meeting Dates
April 18, 2024
May 16, 2024

RESOLUTION 44-02-16
Adjournment

SMITH MOVED the meeting adjourn at 8:35PM.

Chair

Recording Secretary