WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
June 27, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, June 27, 2024, at 7:00pm.

Board Members Present:

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

Attendees Present:

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

Absent:

Hospice Society	G. Koester
Wheatland County	S. Laprise
Wheatland County	J. Wilson
Member At Large	K. Clayton

Vice Chair, SMITH, called the meeting to order at 7:00PM.

Meeting not recorded as Zoom was malfunctioning

Agenda Additions

F.2.h) Letter from Minister Nixon

G. In Camera

RESOLUTION 44-06-01
Agenda

VOERMANS MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – May 16, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing - April 2024
- Maintenance Reports – Lodge & Social Housing – May 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

RESOLUTION 44-06-02
Consent Agenda

GAUTHIER MOVED to approve the Consent Agenda.

- Carried Unanimously.

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Old Business

Social Housing

Lodge

Roof Update

- July 3, 2024 – site walk through and material delivery
- July 8, 2024 – Start date (weather dependant)

RESOLUTION 44-06-03
Roof Update

SCHULTZ MOVED to approve the roof update as information.

- Carried Unanimously.

New Business

Social Housing

Lodge

Fact Sheet – Denise Peterson

- Drafted copy of Fact Sheet was emailed to everyone prior to meeting for review
- Discussion and review for additions, corrections, changes etc
- A living document – can be updated at any time
- Took noted common questions and used those to create
- Add visual of site location
- A work in progress – to put out in September
- Add links to WHMB website for additional information
- Call it "Quick Facts #1"

RESOLUTION 44-06-04
Fact Sheet

PETERSON MOVED to accept the "Quick Facts #1" as amended.

- Carried Unanimously.

The Cost Sheet – Denise Peterson

- Drafted copy of The Cost was emailed to everyone prior to meeting for review
- Discussion and review for additions, corrections, changes etc
- A living document – can be updated at any time
- Add links for broader information and where to find said information
- Best to add no numbers at this time, as those are changing and evolving until a Class A Budget is completed

RESOLUTION 44-06-05
The Cost

GAUTHIER MOVED to accept the "The Cost" as amended.

- Carried Unanimously.

Mediation Information

- Vickey sent a letter to Wheatland County council to see if they were interested in engaging in a mediator
  - Wheatland County's responded requesting further information; including asking what the desired outcome is, topics for discussion, timelines and costs
- Discussions:
  - Would this be direct communication between Wheatland County and WHMB? Should it include all municipalities?
    - *Just WHMB and Wheatland County*
  - Time frame to be agreed upon
  - When would this begin?
  - Cost average is $300/hr plus expenses
    - Could be half a day up to 40 days
  - Cost sharing between WHMB and Wheatland County
  - Topics to discuss and outcomes
    - Work harmoniously. Encourage dialogue. Build positive relationships. Develop solutions. Focus on current and future issues.

RESOLUTION 44-06-06
Mediation

PETERSON MOVED to direct Administration to send letter to Wheatland County with response of expectations from mediation, desired outcomes of mediation and cost sharing.

- Carried Unanimously.

Strategic Plan

- Per motion 44-05-12 which directed Administration to contact Community Futures and set up dates to move forward with strategic plan.
  - Vickey has meeting with Community Future on July 9, 2024
  - Community Futures and WHMB are unable to meet until September
    - If needed earlier, suggestions of others were given to Vickey
- Suggestion to defer to Fall

RESOLUTION 44-06-07
Strategic Plan

VOERMANS MOVED to defer the Strategic Plan to October 2024.

- Carried Unanimously.

Capital Maintenance Reserve Fund

- Request for a board motion from CAO to send a request letter to all municipalities requesting support on the development of a Capital Reserve Fund for WHMB and consider agreeing to the funds that are in the reserve fund to date
  - Draft letter read aloud
- If all municipalities agree to contribute to this year's reserve amount, it would be enough to pay for the roof.
- The Building and Capital Reserve Funds policy will need to be revised when a decision by the municipalities is reached
- When a capital maintenance expense is incurred for the lodge, and the lodge does not have a reserve fund for those repairs, that expense is eligible for requisitioning under the AHA section 7(1)(a) i.e. operating deficit.
  - Requisitioned municipalities are legally obligated to pay the expense as part of the requisition

RESOLUTION 44-06-08
Letter re: Reserve Fund

LAURSEN MOVED to have the CAO send the letter regarding WHMB Capital Maintenance Reserve Fund to all municipalities requesting a response by mid September 2024.

- Carried Unanimously.

CMHC Eligible Seed and Loan Funds

- The funding request for WHMB from CMHC has been deemed eligible for a contribution of a Seed Fund Grant of $150,000 as well as a $99,500 interest free unsecured loan
- By accepting this contribution component it may make the project eligible for additional loan funding once the initial contribution and loan funding have been utilized and the project progress is confirmed

RESOLUTION 44-06-09
Seed Funding

PETERSON MOVED for WHMB to move forward on the CMHC Seed Fund application in the total amount of $249,500 through a contribution and loan agreement.

- Carried Unanimously.

Business Plan Appendix Approval

- Full Business Plan is done every 3 years
  - In between years they request certain appendix as updates
- This year the government requestion updates to the following;
  - Appendix A
  - Appendix C
  - Appendix D
  - Appendix E
  - Appendix F
  - Appendix G
- Sent via email to Board previously for review

RESOLUTION 44-06-10
Business Plan

WEGENER MOVED for accept the reviewed Appendixes (A, C, D, E, F, G) of the Business Plan.

- Carried Unanimously.

Contribution previously received from Municipalities re: new build

- Request for contributions from municipalities was to go to a Class A Budget
- 1 (one) of the municipalities opted not to contribute funds
- Village of Hussar, Village of Rockyford and Village of Standard have sent their contribution
- Town of Strathmore's contribution has not yet been received so can be cancelled.
- As all did not agree to contribute, requesting to return funds to those municipalities who did.

RESOLUTION 44-06-11
Municipality Contributions

PETERSON MOVED that WHMB return the received funds to Village of Hussar, Village of Rockyford and Village of Standard in which they contributed to bring the build to a Class A Budget. WHMB directs the CAO to write a letter that 1 municipality has elected not to pay to go towards the Class A Budget.

- Carried Unanimously.

Discussion on Class B Budget

- Has it been received by Derek Weiss from M3?
- Has it been submitted?

Hospice put as advertisement of information in the Strathmore Times

- Why is Hospice putting WHMBs information on there?
- Anything that speaks of WHMB should go through WHMB prior to.
- Will speak with Hospice on this matter

Addition to Agenda

Letter from Minister Nixon

- Read a loud by Vickey
- Operational Review was to be June 24-26, 2024 but has been rescheduled by Government to July 22-24, 2024
- Operational Review is standard practice; usually done every few years
  - Due to COVID etc, it hadn't been done since approximately 2018
  - Welcome the review

RESOLUTION 44-06-11
Minister Nixon Letter

WEGENER MOVED for accept Letter from Minister Nixon as information.

- Carried Unanimously.

In Camera

RESOLUTION 44-06-12
In Camera

PETERSON MOVED to go in-camera at 9:06PM.

- Carried Unanimously.

RESOLUTION 44-06-13
Out of Camera

WEGENER MOVED to go out-of-camera at 9:48PM.

- Carried Unanimously.

Important Dates

July 11, 2024 – Family BBQ

Next Meeting Date

July & August Meetings at the call of the Chair

Following Meeting Dates

September 19, 2024
October 17, 2024

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RESOLUTION 44-06-14
Adjournment

GAUTHIER MOVED the meeting adjourn at 9:49PM.

- Carried Unanimously.

Chair

Recording Secretary