WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
September 19, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, September 19, 2024, at 7:00pm.

Board Members Present:

Hospice Society	G. Koester ~ *via phone*
Strathmore Lions Club	L. Voermans
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

Absent:

Town of Strathmore	D. Peterson
Wheatland County	J. Wilson

Meeting not recorded as Zoom was malfunctioning

Board Vice Chair, SMITH, called the meeting to order at 7:02PM.

Mission Statement - Ensuring everyone has a place to call home.

Vision Statement - Wheatland Housing Management Body governs to serve individuals and families through safe and affordable senior and social housing.

Agenda Additions

F.2.e) Drumheller Mail Article

F.2.f) Public Meeting via Zoom ~ Public/Private

RESOLUTION 44-09-01
Agenda

LAPRISE MOVED to approve the agenda as amended.

- Carried.

Consent Agenda

- Regular Board Meeting Minutes – June 27, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing - July 2024
- Maintenance Reports – Lodge & Social Housing – August 2024
- Social Housing Report
- Resident Manager Report
- CAO Report

- Committee Reports – N/A

RESOLUTION 44-09-02
Consent Agenda

WEGENER MOVED to approve the Consent Agenda as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Roof Replacement Update

- Approximately 2 weeks away from full job completion.
- Singles and flat top are complete. Currently working on all metal work.
- The large hailstorm caused no damage. Roof was inspected within 24 hours after storm and was found to be still in 100% good shape.
- May be some minor stucco repair.
- Are still well below max contingency fund.
- Baxter has been inspecting every 3 or 4 working days and keeping a wonderful eye on the project.

Mediation Response from Wheatland County

- Vickey, per Boards direction, has sent letter requesting mediation on May 21, 2024. Wheatland County CAO responded requesting further information on June 7, 2024.
- Vickey, per Boards direction, sent a response letter on June 28, 2024. Wheatland County CAO responded on August 15, 2024, refusing the request for mediation.
- In WHMBs Action Plan, will change action item regarding mediation to state refusal from Wheatland County to move forward.

Capital Maintenance Reserve

- Vickey sent letters on June 28, 2024, to all Municipalities requesting approval for the formation of a Capital Maintenance Reserve Fund for the currently Lodge.
  - Letter requested a response by mid September.
- As of todays date, Village of Rockyford, Village of Hussar and County of Wheatland responded.
  - Martin confirms Village of Standard's has been approved and letter should be seen soon.
  - Richard confirms Town of Strathmore's has been approved and letter should be seen soon.
- Village of Rockyford and Village of Hussar's letters both stated they are in approval of such fund set up
- Wheatland County states that the funds previously collected should be earmarked as contributions rather than reserve funds and not contributed to 2024 fund re4quest.
- Suggestion from Housing Advisor that WHMB treat all money that was previously contributed to the intendent of a Capital Maintenance Reserve Fund as a contribution, pay for the roof from these monies and if the board wishes to go forward with the Capital Maintenance

Reserve fund, start the request to municipalities for a Capital Maintenance Reserve Fund.

- Suggest returning this 2024 municipal contribution to Town of Strathmore, Village of Rockyford, Village of Standard and Village of Hussar (none received from Wheatland County in 2024) that were paid to WHMB. Use the remaining contributions from previous years from ALL municipalities towards the roof repair ~ then requisition the remaining of the roof repair after year end 2024 per regular requisitioning.

RESOLUTION 44-09-03
Roof Contribution

VOERMANS MOVED to defer this issue until the next regular scheduled board meeting.

- Carried Unanimously.

- Wheatland County requested WHMB send them a detail of what historic surpluses were spent on and when/how received.
  - Vickey asked for further information from Housing Advisor regarding their request and the response was as follows:
    - *"As per the AHA s 7(4); a HMB shall supply a copy of its estimates and copy of its calculation of the requisitioned amounts to the municipality. SO, either the HMB or Municipality should have the last few years in their files"*
    - *"As per the AHC s 15(2)(b); a HMB shall forward the annual financial statements, together with the auditor's report to all municipalities that the management body requisitioned. Same as above, both should have copies of previous years in their files"*
    - *"It is not necessary to go to that detail, however if the County does not have the last few years feel free to provide to them that audited financial statements for the last 3 years"*

RESOLUTION 44-09-04
Response Letter to Wheatland County

GAUTHIER MOVED to have administration send response letter to Wheatland County regarding request for detail on finances informing them that Audited Financial Statements have already been provided over the years.

- Carried Unanimously.

CMHC Funding Application

- The application has been approved for the $150,000 seed amount and the loan in the amount of $99,500. Vickey notes that with WHMB accepting a $99,500 loan through CMHC, WHMBs intention is to not be spending these loan funds as we have no way to pay back said loan until an agreement has been made with all municipalities regarding funding the potential new build.
  - If any of these loan funds get used, it must be paid within a year's time or request permission for an extension from the Minister.
- These funds have a deadline to spend by the end of 2024
- Building Committee met with M3 and Isaac Marinas yesterday (September 18, 2024) to decide how to best utilize $150,000 seed funding.

  - It was very clear that the cost was not to exceed the $150,000 including any fees from Derek Weiss and M3.
- Another meeting will be held on Wednesday, September 25, 2024 with M3 to help prioritize what would be the best way to spend these funds.
- At this time, we do not have any additional funding
- Once the building committee has meeting and comes to a decision, the Building Committee can move forward with spending these funds (per prior discussions) and to ensure Vickey is informed and can share this information with all board members.

New Business

Social Housing

Lodge

Managing Emergency Responses

- Evacuation Plan Policy was recommended for Social Housing tenants in Operational Review. Advisor said to simply put that WHMB follows Municipal protocol. When inquired what the county and towns evacuation protocol was, it was very vague and just stated to go to George Freeman School.
- Administration at WHMB has been working on an emergency plan for years and with recent disasters, it has made us relook at our plan.
- Christi has done a great job of current emergency plan for the lodge and has recently involved Richard for some insight on the Management Emergency Responses.
  - Although we have a good internal plan, WHMB has to come up with a plan for outside of the Lodge for our residents.
  - Identify the core needs and develop a plan for each of those.
  - Large undertaking that Christi has already begun doing research on.
  - Reaching out to board members to assist, and potentially create a committee, to address and create such a plan with Christi.

RESOLUTION 44-09-05
Managing Emergency Response

SCHULTZ MOVED that a committee be formed of Martin Gauthier, Richard Wegener, Len Voermans and Christi Shworak to create and emergency plan and evacuation plan policy.

- Carried Unanimously.

Human Resources Policy Review & Approval

- Policies worked on by Vickey and Shannon
- Policies emailed out previously to board members for review

RESOLUTION 44-09-06
Human Resource Policies

VOERMANS MOVED to accept the Human Resource Policies as presented.

- Carried Unanimously.

Board Self- Evaluation Questionnaire

- Vickey emailed voluntary questionnaire to board prior to meeting.
- Organizational Board Meeting is coming in October so thought it was a great time to review.
- Vickey will have a 3rd party review questionnaires and tally results to ensure a natural presentation of results.
- Its great for the board to review the Board Competencies and for the municipalities to review as well prior to assigning councillors and/or individuals to WHMB board.
    - Minister also wants competency-based boards.
- It is difficult to have numerous new board members each year, especially during these times. Suggested a letter be sent to the municipalities requesting board members remain the same if possible; especially with elections coming in the following year.

RESOLUTION 44-09-07
Board Evaluation

GAUTHIER MOVED to have administration send letters to each municipalities requesting to keep board members the same.

- Carried Unanimously.

Operational Review ~ Hand Out

- Review was completed on July 22 & 23, 2024 by 5 members from the Alberta Government. Review went very well and was a successful review with minor items on the Action Plan.
- The Action Plan from the review was reviewed on August 2, 2024
- Upon completion of the review, a meeting with the Board Chair, Vice Chair, CAO and Housing Advisors; Valerie Puttick and Brenda Elliott.
- Board to review these action items tonight on Action Plan and respond with the measures they plan to take to resolve the matter including date of implementation. Deadline is October 4, 2024.

- Action Item – Alternates
    - The board asked that during the review, Vickey was to inquire about the request from the three Villages to appoint alternate boar members
        - Response was it is expected that members who accept the board appointment to be able to attend the meeting and be knowledgeable of board business. Board members, as directors, have duties to fulfill such as; failure to meet these duties can result in personal liability for a director. As such, the Ministerial Order (MO) cannot be amended to allow for the appointment or alternative board members at this time.
        - A reminder of 5.6 of the Ministerial Act - disqualification of a board members when the board member is absent from 2 consecutive regular board meetings unless subsection (2) applies
        - Subsection (2) – A board member is not disqualified by being absent from regular board meetings under subsections (10b) if the absence is authorized by the board any time before the end of the next regular meeting of the board immediately following the section meeting missed
    - A letter has been sent in response to the Villages request letter.

- Action Item - Inventory list – WHMB has had an ongoing inventory list, however, it is required to be more detailed; separating the inventory by unit.

- Action Item – Rent Review – Rent review is to be brought to the board yearly. Have been doing every few years but will not be reviewed January of each year moving forward.

- Action Item – Policies – WHMB had some policies missing or required updating. Some actions we had in place, however did not have a separate policy created for this. Polices sent to boar members for review prior to board meeting.

  - Board Recruitment Policy

RESOLUTION 44-09-08
Board Recruitment Policy

WEGENER MOVED to approve the Board Recruitment Policy as presented.

- Carried Unanimously.

  - Alcohol Policy (Social Housing)

RESOLUTION 44-09-09
Alcohol Policy

LAPRISE MOVED to approve the Alcohol Policy as presented.

- Carried Unanimously.

  - Eviction Policy

RESOLUTION 44-09-10
Eviction Policy

VOERMANS MOVED to approve the Eviction Policy as presented.

- Carried Unanimously.

  - Inventory Policy

RESOLUTION 44-09-11
Inventory Policy

SCHULTZ MOVED to approve the Inventory Policy as presented.

- Carried Unanimously.

  - Bad Debt Policy (Social Housing)

RESOLUTION 44-09-12
Bad Debt Policy

GAUTHIER MOVED to approve the Bad Debt Policy as presented.

- Carried Unanimously.

  - Late Payment/Arrears Policy

RESOLUTION 44-09-13
Late Payment/ Arrears Policy

WEGENER MOVED to approve the Late Payment/Arrears Policy as presented.

- Carried Unanimously.

  - Resident Tenant Dispute Resolution Policy

RESOLUTION 44-09-14
Resident Tenant Dispute Resolutions Policy

LAPRISE MOVED to approve the Resident Tenant Dispute Resolution Policy as presented.

- Carried Unanimously.

- Cyber Security Policy

RESOLUTION 44-09-15
Cyber Security Policy

LAURSEN MOVED to approve the Cyber Security Policy as presented.

- Carried Unanimously.

- Emergency Evacuation of a Community Policy (Social Housing)

RESOLUTION 44-09-16
Emergency Evacuation Of a Community Policy

SCHULTZ MOVED to approve the Emergency Evacuation of a Community Policy as presented.

- Carried Unanimously.

- Discretionary Points Policy (Social Housing)

RESOLUTION 44-09-17
Discretionary Points Policy (SH)

LAPRISE MOVED to approve the Discretionary Points Policy (SH) as presented.

- Carried Unanimously.

- Discretionary Points Policy (Lodge)

RESOLUTION 44-09-18
Discretionary Points Policy (L)

LAURSEN MOVED to approve the Discretionary Points Policy (L) as presented.

- Carried Unanimously.

- Discussions on the review
- Review was successful and WHMB is proud of the outcome of the review. There are no large action items and WHMB is doing business well
- WHMB should have administration share this positive information with the MLAs and Martin Shields and with the public such as an advertisement in the paper.
  - CAO read possible advertisement for paper

RESOLUTION 44-09-19
Operational Review Sharing

LAPRISE MOVED that the CAO shares the information from the Operational Review with municipalities CAOs, MLAs and Martin Shields.

- Carried Unanimously.

RESOLUTION 44-09-20
Newspaper Advertisement

GAUTHIER MOVED that the CAO takes out an advertisement in the Strathmore Times and the Drumheller Mail regarding "WHMB Operational Review" per presented.

- Carried Unanimously.

Agenda Addition

Article in the Drumheller Mail

- Article handed out and read by all who had not yet seen it

- Not a positive article for WHMB
- Does WHMB want to respond to this article? Is WHMBs advertisement for Operating Review enough?
- Why does WHMB never get to respond prior to information being printed in the newspapers? The information presented is always one sided and never includes response from WHMB
- Discussions on options on how to move forward
- May be a good idea to have Glenn reach out to inform the papers that WHMB is always available for comment when printed news involves WHMB

Agenda Addition

Recorded Meetings/Zoom ~ Public/Private

- Vickey asked auditors if it is essential to record board meetings
  - WHMB does not have to record the meetings but for the minute taker review it may be necessary.
  - Recorded meetings do not need to be shared
  - Guests are aloud to come and listen in the gallery
    - Speakers would need to request prior to the meeting
  - Discussions on how to move forward
  - Per discussion, WHMB will create a policy regarding this, and bring to a following meeting for approval.

Governance Review

- There are 2 items left to address on the Governance Review
- Agreed to address and work on after the Organizational Board Meeting in November

In Camera ~ Labour

RESOLUTION 44-09-21
In Camera

GAUTHIER MOVED to go in-camera at 9:13PM.

- Carried Unanimously.

RESOLUTION 44-09-22
Out of Camera

WEGENER MOVED to go out-of-camera at 10:13PM.

- Carried Unanimously.

Important Dates

October 8, 2024 – Southern Regional Meeting
December 19, 2024 – Resident Christmas Party

Next Meeting Date

October 17, 2024

Following Meeting Dates

November 21, 2024 (incl. Organizational Meeting)
December ~ at call of chair

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RESOLUTION 44-09-23
Adjournment

GAUTHIER MOVED the meeting adjourn at 10:14PM.

- Carried Unanimously.

Chair

Recording Secretary