WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
October 17, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, October 17, 2024, at 7:00pm.

Board Members Present:

Wheatland County	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	R. Laursen
Member At Large	K. Clayton

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ Recording Secretary
Social Housing Manager	R. Beveridge
Maintenance Supervisor	P. Neufeld

Absent:

Board Chair, KOESTER, called the meeting to order at 7:01PM.

Agenda Additions - NA

RESOLUTION 44-10-01
Agenda

WEGENER MOVED to approve the agenda.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – September 19, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing - August 2024
- Maintenance Reports – Lodge & Social Housing – September 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports – N/A

RESOLUTION 44-10-02
Consent Agenda

LAURSEN MOVED to approve the Consent Agenda.

- Carried Unanimously.

Old Business

Social Housing

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Lodge

Strategic Plan

- Was previously delayed until October
- There was a past concern regarding Community Futures doing WHMBs Strategic Plan
- There was recommendations from Chantale Sangster on who we could use instead
- Vickey contacted the recommendations
- Received a quote today from Ballard Group
    - 8 weeks of work for $15,000.00
    - As received today, have not had a chance to review
    - Discussion on
    - Out of WHMBs budget
- Discussion on who WHMB could use
    - Does provincial government have people that WHMB could use?
    - Is it possible to hire Wendy Gerbrandt or to contact her to see if she has any suggestions on WHMB could use?
- Vickey will look into further

Roof Payment

- Roof is 99% complete
- Finishing up a couple of deficiencies and painting exhausts
- Baxter Consulting has singed off on the next Epic Roofing invoices
- Approximately $5,000 of the contingency funds was used
    - For removing a couple areas of double layered shingles

Contributions Collected and Roof Payment

- In 2022/2023 WHMB collected $300,000 with the intention of of having a reserve fund
    - 2024 all municipalities contributed, except Wheatland County
- As the intent of the reserve fund is not possible the funds have become a contribution collected towards the new roof
- As not all municipalities agreed to the 2024 contribution, WHMB will need to return the 2024 contribution to each of the municipalities that contributed
- The remaining contributions of $300,000 plus interest will go towards the new roof – remaining balance will be paid for from WHMBs Operating Funds (regular operating bank account)
    - These funds will then be requisitioned at year end 2024

Reserve Fund Account

- All municipalities with the exception of Wheatland County have given their approval to the creating of a reserve fund
- 67% of housing authorities have reserve funds
- Cannot requisition at this point in time for the potential new build
    - WHMB can create a foundation for this and take donations
    - It is a little early but once the build was to get approved, WHMB would have time and build reserves over a longer period of time as it is a new building
    - Once approved, part of the CMHC funding has a contingency for maintenance and mandated to put away funds for this.
- WHMB should have the conversation with all municipalities regarding future requisitions
- Add this to our Strategic Plan

RESOLUTION 44-10-03
2024 Contributions

SMITH MOVED that WHMB refund contributions from 2024 that were paid from the municipalities of Town of Strathmore, Village of Hussar, Village of Rockyford and Village of Standard. No refund was made to Wheatland County as no contribution for 2024 was received. Remaining cost of roof will be requisitioned at year end.

- Carried Unanimously.

RESOLUTION 44-10-04
Letter Returning Funds

SMITH MOVED to have administration draft a letter with the amounts of each municipality's contribution and why WHMB is returning the funds; letter is to be sent to all municipalities.

- Carried Unanimously.

Capital Maintenance Reserve Fund & Operating Reserve Fund

- Letter from Town of Strathmore read aloud regarding Capital Maintenance Reserve Fund and Operating Reserve Fund
- WHMB should present a letter to each council regarding the 2 potential reserves
  - How much for each reserve?
  - Over what period of time?
- Would like to have support of all municipalities, however it is by majority vote – one per council
  - Currently 4 of the 5 requisitioning municipalities agree to reserve funds
- Vickey suggests WHMB Board members meet with the minister
  - Letter was sent out and hopefully meeting can be held with minister and all board members in November
- WHMB should come up with a letter (or similar) that all municipalities can sign in agreeance with, and showing support, of both reserve funds
  - Contact a lawyer familiar with municipal law to assist with.

RESOLUTION 44-10-05
Lawyer Contact

SMITH MOVED that in order to be in line with legislation in the Housing Act, and to help plan years out to future safety and security of the lodge, that staff contact a lawyer to draw up 2 agreements for each an Operating Reserve and a Capital Maintenance Reserve.

- Carried Unanimously.

CMHC Seed Funding

- M3 & Berry Architect put together a proposal for how far WHMB can get without exceeding the CMHC Funding amount
- Would get WHMB to development permit on land by end of November
  - 50% of package by November 5, 2024
  - 100% of package by November 28, 2024
- Will have meetings every 2 weeks – next meeting October 24, 2024
- There is a currently small piece of land that is on the property that is owned by CP Rail.
  - Richard and Denise will attempt to contact CP Rail regarding this land

RESOLUTION 44-10-06
CMHC Funding Update

WEGENER MOVED to accept as information.

- Carried Unanimously.

New Business

Social Housing

Lodge

Policy – Privacy of Zoom and Recorded Board Meetings

RESOLUTION 44-10-07
Policy Approval

PETERSON MOVED to accept the Privacy of Zoom and Recorded Board Meetings Policy as presented.

- Carried Unanimously.

Administration Policies – Revised

RESOLUTION 44-10-08
Revised Policy Approval

PETERSON MOVED to accept the revised Administration Policies as presented and to remove all original policies.

- Carried Unanimously.

Emergency Response Committee

- Group of board members met with Christi
- First meeting was successful and was the beginning stages of planning
  - Looked at 4 main areas – food, lodging, water and transport
  - Beyond more than a normal drill
- Is a work in progress and is a bigger project that expected
  - Will probably take a few months to completed
- Christi is spear heading the project and keeping everyone on track

RESOLUTION 44-10-09
Emergency Response

WEGENER MOVED to accept as information.

- Carried Unanimously.

Chair Report – verbal

- Read request from Wheatland County requesting copies of 2014 - 2021 Financial Statements
  - WHMB only needs to go back 3 years
  - All municipalities have been sent the Audit Financial Statements every year
    - Where is the ones sent to Wheatland County?
  - Operational decision
- There is still 3 board members that have not submitted the Board Self Evaluations. Please do asap.
  - Will use in the Strategic Plan

- The letter spoke of earlier that Vickey sent to Minister Nixon was done with the immediate approval of Glenn and Leah as it needed to get out asap so a meeting can be set up
- Spoke with Pat – reported from Drumheller
  - He did not know who to contact, but is now aware to contact Glenn, and next time he will.
- Vickey's review is underway and will address at the board meeting in November.
  - Requests information from Chrystal regarding current wage, past review date, ASCHA information.

RESOLUTION 44-10-10
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Important Dates

December 19, 2024 – Resident Christmas Party

Next Meeting Date

November 21, 2024

Following Meeting Dates

December ~ at call of chair
January 16, 2025

RESOLUTION 44-10-11
Adjournment

SMITH MOVED the meeting adjourn at 8:40PM.

- Carried Unanimously.

Chair

Recording Secretary