WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
January 16, 2025

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, January 16, 2025, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ *Board Chair*
Hospice Society	K. Clayton
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz ~ *via Zoom*
Village of Rockyford	L. Smith ~ *via Zoom*
Village of Standard	M. Gauthier
Wheatland County	R. Laursen
Wheatland County	D. Wakelam

Attendees Present:

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

Absent:

Video recording started

Board Chair, **KOESTER**, called the meeting to order at 6:53PM.

Koester read Mission Statement and Vision Statement

Agenda Additions

Add to Consent Agenda
- Finance Committee Minutes
- Personnel/HR Committee Minutes

F.2.e) – Richard Wegener – Partnership Ideas

Closed session additions;
- FOIP: Section 25(1)b
- FOIP: Section 24(1)a

RESOLUTION 45-01-01
Agenda

VOERMANS MOVED to approve the agenda; as amended.
- Carried Unanimously.

WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
January 16, 2025

Consent Agenda

- Regular Board Meeting Minutes – November 21, 2024
- Organizational Meeting Minutes – November 21, 2024
- Special Meeting Minutes – December 19, 2024
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – November 2024
- Maintenance Reports – Lodge & Social Housing – December 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports
    - Policy & Personnel Committee – December 13, 2024 Meeting Minutes
    - Building Committee – November 21, 2024 Meeting Minutes

WAKELAM requests to remove the following from the Consent Agenda;

- Regular Board Meeting Minutes – November 21, 2024
- Board Resolution Action
- CAO Report

RESOLUTION 45-01-02
Consent Agenda

WEGENER MOVED to approve the Consent Agenda; as amended.

- Carried Unanimously.

Regular Board Meeting Minutes – November 21, 2024

- Wakelam has questions regarding Motion 44-11-03
    - Current Strategic Plan is in effect through 2025
    - To create a new Strategic Plan would be done with hired consultant
    - Would take a couple meetings with board members
- Wakelam has questions regarding Board Report
    - Hospice is currently not on title of land
    - Hospice is not currently included in the AHPP application
        - Letter of title transfer of land was sent with AHPP
    - Hospice is a part of WHMB board per Ministerial Order
        - Confirmed a letter was sent to Minister requesting this and approved by Minister
        - Can not be added without a letter/formal request to Minister
- Wakeland has questions regarding Motion 44-11-10
    - Not believed to be a FOIP issues stating Vickey Cooks name after CAO as it is public knowledge that Vickey Cook is CAO of WHMB and is also mentioned other motions and as and attendee at the Board Meetings as CAO
- *No corrections made to November 21, 2024, Regular Board Meeting Minutes as these were questions and discussion points and no motion for change was made*

RESOLUTION 45-01-03
Regular Board Meeting Minutes

LAURSEN MOVED to approve November 21, 2024, Regular Board Meeting Minutes as presented.

- Carried Unanimously.

Board Resolution Action

- Wakelam has questions regarding Motion 44-05-07(sp)
  - "SP" at the end of the motion is due to it being for a Special Board Meeting
  - There is no name given to the committee in this motion as it is not an official Board Committee, rather a group of knowledgeable people to put together a Fact Sheet
  - Don't believe having Joni McNeely a part of this a conflict as she is very knowledgeable in the Hospice and the Fact Sheet is for the proposed new Lodge/Hospice; in which she is heavily involved and knowledgeable in the Hospice
- *No corrections made to the Board Resolution Action as these were questions and discussion points and no motion for change was made*

RESOLUTION 45-01-04
Board Resolution Action

VOERMANS MOVED to accept the Board Resolution Action as presented.

- Carried Unanimously.

CAO Report

- Waklem has question regarding WHMBs computer tech retiring
  - He was as an on call basis for 20+ years
  - Operational matter, not board matter
- Wakelam states that per CAOs report, the ASCHA "convention is a great way to engage with like minded members who have the best interest in promoting the health and wellness of seniors in Alberta,", however the ASCHA convention is for seniors housing and not health and wellness as stated in Vickey's CAO report
  - Discussions on
    - Believe changes are not needed to the report as it is an opinion of the CAO
- *No corrections made to the CAO Report as these were questions and discussion points and no motion for change was made*

RESOLUTION 45-01-05
CAO Report

WEGENER MOVED to accept the CAO Report as presented.

- Carried Unanimously.

Denise Peterson wishes to note that she did not bring forth the minutes of the special meeting held on December 13, 2024 of the Policy and Personnel Committee.

RESOLUTION 45-01-06
Missed Meeting Minutes

PETERSON MOVED she will send the minutes of the December 13, 2024 meeting for the Personnel and HR Committee to the next Board Meeting for review.

- Carried Unanimously.

Addition to Consent Agenda

Finance Committee – January 15, 2025 Meeting Minutes

RESOLUTION 45-01-07
Finance Committee Meeting Minutes

CLAYTON MOVED to accept the January 15, 2025, Finance Committee Meeting Minutes as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Request to rescind Motion 44-11-11

- CAO request as letter withdrawn

RESOLUTION 45-01-08
Rescind Motion

PETERSON MOVED to rescind Motion 44-11-11.

- Carried Unanimously.

Member At Large

- Applicant deadline has been extended to February 3, 2025
- Have received one application to date
- Personnel Committee will do the interviews for Member At Large

RESOLUTION 45-01-09
Interviews

LAURSEN MOVED that the Personnel & HR Committee will interview the applicants for Member At Large after the February 3, 2025, deadline.

- Carried Unanimously.

Withdraw of Motion 45-01-06

- Been noted that the minutes from the December 13, 2025, meeting mentioned in the motion, was in the Board Package under the Consent Agenda

RESOLUTION 45-01-10
Rescind Motion

PETERSON MOVED to rescind Motion 45-01-06.

- Carried Unanimously.

New Business

Social Housing

Rent Review ~ presented by Social Housing Manager, Rita Beveridge

- Done annually and presented to the board
- For maximum rent charge only and based on market rents

- Can not increase rents as those are calculated on 30% of tenants incomes as set by Alberta government
- If a resident was to reach the maximum, they would have to be given notice to move as we have a waiting list ~ currently 54 people on that list
- Because we are low income, no one reaches the maximum rent

RESOLUTION 45-01-11
Social Housing Rent Review

PETERSON MOVED to accept the Social Housing Rent Review and information.

- Carried Unanimously.

Budget Review ~ Social Housing 2025

- Moved to Closed Session per Finance Committee

Lodge

Rent Review ~ presented by Lodge Manager, Christi Shworak

- Each year we review current accommodation fees and Lodge maximum rents
  - Additional fees *(Non-Resident Services)* can include;
    - Cable
    - Car Parking
    - Scooter Parking/Elec.
    - Fridge Elec.
    - Air Conditioning Elec.
    - Pendant
- Rent portion is a percentage calculation on 33% of residents income
- Are required to leave a resident with $365 in disposable income per month
  - So rent portion could be lower that 33%
- In 2024 WHMB increased accommodation fees and maximum monthly rents
- Currently have approximately 50 of 90 residents on the LAP grant; equal to $20.50/day
- Aim to do accommodation fees increase every 2nd year
  - Example; instead of 1.5.% yearly, do 3% on the 2nd year
  - Residents get upset when fees are increased every year
- Can we go all-inclusive ~ have one payment all in same for all residents?
  - Not everyone uses the services so is hard to charge all 95 residents for unused services
    - Eg: not everyone has cars or scooters and parking is limited
  - These Non-Resident Services are required per government reporting to be itemized on the Income Statement and reported to the government at year end separately
    - WHMB also can not charge residents a fee higher than what we pay the service provider (eg: Cable)

RESOLUTION 45-01-12
Lodge Rent Review

PETERSON MOVED to accept the Lodge Rent Review as information and to keep fees the same for 2025.

- Carried Unanimously.

Budget Review ~ Lodge 2025

- Moved to Closed Session per Finance Committee

Direct Payment Approval

- Requesting approval to pay any invoices we are able to through RBC Express and/or directly to vendor through their secured vendor sites, rather than cheque
- The Canada Post strike posed a lot of issues with paying invoices
- Is secure
- Currently have a few payments that are auto withdrawn from our accounts, but would like to keep those limited to have more control over payments; pay as needed/required
- Will still use cheques for all other payments
- Will attach proof of payments to invoices when Board Members with signing authority come to Lodge to sign cheques for review and signature

RESOLUTION 45-01-13
Direct Payments

SMITH MOVED to move forward with Direct Payments as requested by WHMB CAO, Vickey Cook, and Finance & HR Coordinator, Chrystal Hickey.

- Carried Unanimously.

ASCHA Convention ~ March 31 – April 2, 2025

- In Edmonton
- Early Bird sign up deadline is February 21, 2025, for 5 people
  - Additional members are extra
  - Hotel rooms are extra
- Discussions on how many members to send
  - Vickey would like to send Rita, Chrystal and Christi from staff
  - Leah, Debbie and Glenn would like to go
    - Martin will go if Glenn can't make it

RESOLUTION 45-01-14
2025 ASCHA Convention

PETERSON MOVED to increase the number of allowable attendees to the 2025 ASHCA Convention to 6 individuals.

- Carried Unanimously.

Building Plan Review

- Moved to Closed Session per Building Committee

Agenda Addition

Wegener brings for the discussion on potential future partnerships

- Would it be beneficial to have partnerships outside of our municipalities?
  - Would it be possible or even aloud to requisition or receive contributions from outside municipalities?
- We have a high housing need for our own area, not sure extending that area would be beneficial.
- Bring this idea forward when redoing the Strategic Plan

Voermans requests if upon Spring, WHMB could stake the footprint of the potential new building on the land

- Residents are unclear as to where this building could be and would show it is not taking up park space
- Would clear up those resident concerns

RESOLUTION 45-01-15
Wegener Report

WEGENER MOVED to accept his report as information.

- Carried Unanimously.

Chair Report – verbal

- Came in and signed cheques twice in December
- Attended Policy and Personnel & HR Committee special meeting on December 13th
- Came in for special meeting, Resident Christmas Concert and Resident Christmas dinner on December 19th
  - Laursen adds that the meal at the Resident Christmas Dinner was very good and far superior to other similar meals had elsewhere over the holiday season.
  - Gauthier adds how great it is to see staff get along so well and how happy the residents and staff are
  - Great to see all the staff volunteers
  - The posts on Facebook are wonderful to see.
- Had a meeting with Wakelam on January 6th for about an hour to answer any questions she had
- Had a council meeting on January 14th
  - Attempted to correct some statements and hopefully there will be no further conflicts
  - Wakelam gave a nice concise report to council and was well done

RESOLUTION 45-01-16
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- Same 2 action items remain
- Will add to Strategic Plan
- Annual report will be done after the audit is completed

RESOLUTION 45-01-17
Action Plan

WAKELAM MOVED to accept the Action Plan as information.

- Carried Unanimously.

Video recording ended

Smith declares she is alone during closed session

Les leaves meeting due to technical issues at 8:06pm

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Closed Session ~ FOIP : Section 24-1 (a)

RESOLUTION 45-01-18
Enter Closed Session

KOESTER MOVED to enter closed session at 8:06PM.

- Carried Unanimously.

Chrystal, Peter, Christi and Rita exit meeting at 8:34pm

RESOLUTION 45-01-19
Exit Closed Session

LAURSEN MOVED to exit closed session at 9:27PM.

- Carried Unanimously.

RESOLUTION 45-01-20
Building Committee Informative Letter

GAUTHIER MOVED that the Building Committee will prepare an informative update letter regarding the proposed new build and administration will distribute this letter to MLAs and partnering municipalities prior to the AHPP submission date of January 24, 2025.

- Carried Unanimously.

RESOLUTION 45-01-21
2025 Social Housing Budget

PETERSON MOVED to accept the 2025 Social Housing Budget as presented.

- Carried Unanimously.

RESOLUTION 45-01-22
2025 Lodge Budget

WEGENER MOVED to accept the 2025 Lodge Budget as presented.

- Carried Unanimously.

RESOLUTION 45-01-23
Organizational Chart

GAUTHIER MOVED to accept the new WHMB Organizational Chart as presented.

- Carried Unanimously.

RESOLUTION 45-01-24
CAO Transition Planning

CLAYTON MOVED that the Personnel Committee bring a proposal to the March 2025 Board Meeting regarding the process of the CAO transition planning.

- Carried Unanimously.

Important Dates

Next Meeting Date

February 20, 2025

Following Meeting Dates

February 20, 2025
March 20, 2025
April 17, 2025

RESOLUTION 45-01-25
Adjournment

GAUTHIER MOVED the meeting adjourn at 9:30PM.

- Carried Unanimously.

Chair

Recording Secretary