WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, February 20, 2025, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ *Board Chair*
Hospice Society	K. Clayton
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
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:

Strathmore Lions Club	Member TBD

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

Read Mission Statement & Vision Statement

Share a Moment of Silence in remembrance of WHMB Board Member, Len Voermans

Agenda Additions

F.2.c) New board member with signing authority

F.1.a) Move "Social Housing – Aged overdue receivable summary" from Consent Agenda for review and approval

RESOLUTION 45-02-01
Agenda

CLAYTON MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – January 16, 2025
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – December 2024 *(not year end)*
- Maintenance Reports – Lodge & Social Housing – January 2025
- Social Housing Report
- Resident Manager Report

WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 20, 2025

- CAO Report
- Committee Reports
  - Policy Committee – Closed Session
  - Building Committee – Closed Session

WAKELAM requests to remove "Regular Meeting Minutes ~ January 16, 2025" for review

RESOLUTION 45-02-02
Consent Agenda

PETERSON MOVED to approve the Consent Agenda; as amended.

- Carried Unanimously.

Minutes were requested by Wakelam to ask questions regarding previous meetings and business activity.

- *No corrections made to the "Regular Board Meeting Minutes – January 16, 2025" as this was a request for information and no motion for change was requested.*
- Advised to direct such requests as "Agenda Additions" earlier in meeting.
  - As agenda was already passed, Business Arising will need to be added to E.2.d)

Martin Gauthier requests for recorded vote

RESOLUTION 45-02-03
Agenda Addition

PETERSON MOVED to add "Business Arising" from minutes to Lodge Old Business E.2.d; regarding Hospice on Land Title.

- *Koester ~ Opposed*
- *Clayton ~ In Favor*
- *Peterson ~ In Favor*
- *Wegener ~ In Favor*
- *Schultz ~ In Favor*
- *Smith ~ Opposed*
- *Gauthier ~ Opposed*
- *Laursen ~ In Favor*
- *Wakelam ~ In Favor*

- Carried.

RESOLUTION 45-02-04
Regular Meeting Minutes

LAURSEN MOVED to approve the Regular Meeting Minutes ~ January 16, 2025, as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Letter from Getz Collins & Associates – regarding establishing a "Reserve Fund"

- Vickey read letter aloud
- Discussions on reserve funds
- Discussions on hiring company to assist with Strategic Plan
- Discussions on adding it to WHMBs Strategic Plan and have the hired company incorporate Collins report

RESOLUTION 45-02-05
Westview Consulting Ltd

PETERSON MOVED that with the advice of Getz Collins & Associates, WHMB directs administration to contact Westview Consulting Ltd of Calgary with a request for proposal to do a reserve fund study and bring it back to the March 2025 Board Meeting; to be done prior to Strategic Plan.

- Carried Unanimously.

RESOLUTION 45-02-06
Letter fr. Getz Collins & Associations

LAURSEN MOVED to accept the Letter from Getz Collins & Associates regarding establishing a "Reserve Fund" as information.

- Carried Unanimously.

Strategic Plan Quotes

- Email sent to all Board Members with 2 (two) Confidential PDF's
- Discussion and review

RESOLUTION 45-02-07
Strategic Plan - Hire

SMITH MOVED to accept Transitional Solutions Inc's (TSI) quote as presented regarding doing WHMBs Strategic Plan and to request Doug Lagore if available.

- Carried Unanimously.

Request to rescind motion – Resolution 44-05-07(sp)

- Action item regarding fact sheet from May 2025
- Not required and won't be completed

RESOLUTION 45-02-08
Rescind Motion

PETERSON MOVED to rescind motion 44-05-07(sp) per request.

- Carried Unanimously.

Agenda Addition

Business Arising

- Debbie Wakelam requested see original WHMB motion made to add Hospice to land title and for more information on this motion
- A motion was made by the Town of Strathmore council and their council meeting and is not a motion by WHMB
    - Hospice was wondering if they could have name on land title in order to borrow funds

- Town of Strathmore said they would proceed to see if they can do this and is in process of figuring out. CAO of Town of Strathmore was given permission to look into. Is a work in progress
  - Upon figuring out, would have to be brought to WHMB.
  - It is up to the Town of Strathmore and is required to go through legal to ensure fairness to both entities.
- WHMB Board Chair was at this meeting, however was acting as a Hospice Board member and not representing WHMB.
  - In addition, there is no motion needed to the WHMB Board Chair/Spokesperson to speak on matters

- Currently, circumstance for the Hospice Society has changed
- When further information is available, Town of Strathmore will notify both WHMB and the Hospice Society for further review.

New Business

Social Housing

Aged Overdue Receivable

- Review of outstanding receivables from Social Housing
  - To move to Bad Debt/Uncollectable
    - Dependant of length of receivable

RESOLUTION 45-02-09
Aged Overdue Receivable

WEGENER MOVED to accept the Aged Overdue Receivable as presented.

- Carried Unanimously.

Lodge

Correspondence from MP Martin Shields

- Read and reviewed

RESOLUTION 45-02-10
MP Martin Shields

PETERSON MOVED the Correspondence from MP Martin Shields as information.

- Carried Unanimously.

Policy Discussion – Privacy of Zoom & Recording Board Meetings Policy

- Discussions on policy
  - If meeting should continue offering Zoom
    - If so, should be in camera; however, doesn't work well with internet connections out of town
  - If meetings should continue being recorded and uses of recordings after
- Discussions of amendments and to be brought back to next board meeting for review and approval

RESOLUTION 45-02-11
Meeting Recordings

GAUTHIER MOVED that, except by motion at the meeting, recordings are strictly for staff and to be deleted after meeting minutes have been approved by Board.

- Carried Unanimously.

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REGULAR MEETING
February 20, 2025

Agenda Addition

Signing Authority at RBC

- WHMB requires a new board member with signing authority
    - Preferably in town

RESOLUTION 45-02-12
Signing Authority

GAUTHIER MOVED to add Denise Peterson as signing authority to all Lodge and Social Housing accounts at RBC.

- Carried Unanimously.

Chair Report – verbal

- Attended 2 interviews for Member At Lodge
- Cheque signing
- Went to Standard to meet JL Lacoste who is running for MP at his request

RESOLUTION 45-02-13
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- Annual report will be done after yearly audit is completed
- Send letters to municipalities that audit report will be uploaded to website for viewing within required time frame
    - How many years of audit reports should be left on website?

RESOLUTION 45-02-14
Audit Report

PETERSON MOVED to have administration write a letter to all municipalities informing them that our most recent audit report will be on website, along with previous 2 years, once audit is completed.

- Carried Unanimously.

Closed Session

- Personnel Committee ~ FOIP section 19(1)
- Building Committee ~ FOIP section 25(1)(b)

RESOLUTION 45-02-15
Enter Closed Session

PETERSON MOVED to enter closed session at 8:09PM.

- Carried Unanimously.

RESOLUTION 45-02-16
Exit Closed Session

PETERSON MOVED to exit closed session at 9:13PM.

- Carried Unanimously.

RESOLUTION 45-02-17
Succession Planning

SMITH MOVED to accept the Succession Planning document as presented in camera on February 20, 2025, and that the document remain confidential as per FOIP Section 25.

- Carried Unanimously.

RESOLUTION 45-02-18
Succession Planning Policy

GAUTHIER MOVED to direct the Policy Committee to create a Policy for Succession Planning and to have it prepared for the March 20, 2025, Board Meeting for further review.

- Carried Unanimously.

RESOLUTION 45-02-19
FOIP 19(1)

PETERSON MOVED to accept the letter regarding Personnel Committee FOIP 19(1) as information.

- Carried Unanimously.

Important Dates

Next Meeting Date
March 20, 2025

Following Meeting Dates
April 17, 2025
May 15, 2025
June 19, 2025

RESOLUTION 45-02-19
Adjournment

LAURSEN MOVED the meeting adjourn at 9:30PM.

- Carried Unanimously.

Chair

Recording Secretary