WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
March 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, March 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
Financial Services/Payroll Manager	C. Hickey ~ *Recording Secretary*
Lodge Manager	C. Shworak
Maintenance Supervisor	P. Neufeld
Social Housing Manager	R. Beveridge

Absent:

Strathmore Lions Club	Member TBD
Member At Large	J. Aschenbrenner

Guest in Gallery

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

Read Mission Statement & Vision Statement

Agenda Additions

G.2.d) Proposal from Westview Consulting for Reserve Fund Study

J. Closed Session ~ Board Relations

RESOLUTION 45-03-01
Agenda

CLAYTON MOVED to approve the agenda as amended.

- Carried Unanimously.

Welcome Gregory Harriman and Associates ~ Erin Gregory

- Presentation on the 2024 Audited Financial Statements

Closed Session

- Management Letter re: Audit

Guest in Gallery Exit

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RESOLUTION 45-03-02
Enter Closed Session

LAURSEN MOVED to enter closed session at 7:11PM.

- Carried Unanimously.

RESOLUTION 45-03-03
Exit Closed Session

LAURSEN MOVED to exit closed session at 7:13PM.

- Carried Unanimously.

Guest in Gallery Enters

Audited Financial Statements will be uploaded to WHMBs website and emailed to CAOS of Municipalities

RESOLUTION 45-03-04
2024 Audited Financial Statements

PEDERSON MOVED to approve the Audited Financial Statements for year ended December 31, 2024.

- Carried Unanimously.

Erin Gregory Exits at 7:19pm

Consent Agenda

- Regular Board Meeting Minutes – February 20, 2025
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – January 2025
- Maintenance Reports – Lodge & Social Housing – February 2025
- Social Housing Manager Report
- Lodge Manager Report
- CAO Report
- Committee Reports ~ N/A

WAKELAM requests to remove the Lodge Managers Report for review

RESOLUTION 45-03-05
Consent Agenda

PETERSON MOVED to approve the Consent Agenda; as amended.

- Carried Unanimously.

Lodge Managers Report

- Wakelam requests information on WHMB Accommodation Licence
  - Was all resident policies in place and current for accommodations?
    - Resident policies are in place and current as per last reviewed
    - Accommodations did not ask for copies of resident policies; however, current policies were successfully reviewed when Operational Review took place in August 2024

- *No corrections made to the "Lodge Manager Report" as this was a request for information and no motion for change was requested*

RESOLUTION 45-03-06
Lodge Manager Report

WAKELAM MOVED to approve the Lodge Manager Report as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Ratification of Motion to elect WHMB's Member at Large

- Vickey read aloud "What is Ratification? ~ Ratification is the formal approval of a decision, action, or motion that has already been made or taken, usually without the required formal process (such as a vote or quorum) at the time. It essentially validates a decision or action that the board wants to make official."
- Vote to accept Jill Aschenbrenner as WHMBs Member at Large was done via email vote. This is to ratify and make official.
- Jill's orientation will be with Vickey on March 27, 2025

RESOLUTION 45-03-07
Ratification of Email Vote

GAUTHIER MOVED to accept Jill Aschenbrenner as Wheatland Housing Management Body's Member at Large.

- *One Opposed*
- Carried.

Lions Club Board Member

- Have not yet heard who the new board member from the Strathmore Lions' Club will be. Vickey has sent email, made phone calls and left voicemails and have not received a response.
  - Keith will look into further

Review revised policy ~ Privacy of Zoom and Recorded Board Meetings

- Policy was addressed at the previous meeting for corrections
- Corrections have been made
- Discussions on policy
- Is it ok to destroy recordings? Re: FOIP
  - Typed meeting minutes are the record; recordings are not the record
    - Cannot destroy the typed meeting minutes
  - It is not a requirement to record board meetings. Is for administrative purposes only

RESOLUTION 45-03-08
Policy Approval

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

- *One Opposed*
- Carried.

Review revised policy ~ Distribution of Board Meeting Minutes and Yearly Budgets

- Policy was address at the previous meeting for corrections

RESOLUTION 45-03-09
Policy Approval

PETERSON MOVED to accept the Distribution of Board Meeting Minutes and Yearly Budgets as presented.

- Carried Unanimously.

New Business

Social Housing

Lodge

Email Voting Policy

- Policy came up due to Member at Large vote via email and ratification at todays board meeting
- WHMB used to have this policy, however when policies were reviewed by previous board members on the Policy Committee it was decided that policy was not required and was removed
  - Should WHMB address and add again
- Has been used very limited times in many years and is not abused by this Board
- Board only meets once a month and would be good to email vote in the event of an emergency or something that needs to be decided immediately
  - Then a special meeting does not need to be called just for a vote
  - Would be ratified at the following board meeting
- Discussion on examples of what "Routine matters" would be in relation to 2.1 in the draft policy

WEGNER calls for a recorded vote

RESOLUTION 45-03-10
Policy Approval

CLAYTON MOVED to accept the Email Voting Policy as presented.

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

- Carried Unanimously.

Succession Planning Policy

- Discussion on Succession Planning Policy and noted amendments

Discussion on Policies and Procedures in general

- Does there need to be so many policies
  - Are all policies necessary
  - Difference between policy and actual business
- Can we get direction from someone, such as Housing Adviser, on policies and requirements
  - Vickey to discuss with Valerie Puttick, Housing Adviser

GAUTHIER calls for a recorded vote

RESOLUTION 45-03-11
Policy Approval

PETERSON MOVED to accept the Succession Planning Policy; as amended.

- *Koester – In Favor*
- *Clayton – In Favor*
- *Peterson – In Favor*
- *Wegener – In Favor*
- *Schultz – In Favor*
- *Smith – In Favor*
- *Gauthier – In Favor*
- *Laursen – In Favor*
- *Wakelam – In Favor*
- Carried Unanimously.

Municipal Requisition re: 2024 Operation Deficit

- Hand out given for review and discussion
- Request for the "Provincial 2025 Equalized Assessment Report" be emailed to all board members
- Once approved, send signed letters via email to CAOs and by regular mail

RESOLUTION 45-03-12
Municipal Requisition

WEGENER MOVED to approve the 2025 Municipal Requisition re: 2024 Operation Deficit as presented.

- Carried Unanimously.

Agenda Addition

Proposal from Westview Consulting for Reserve Fund Study

- Hand out given. Received after Agenda was sent out
- Goal was to have done prior to Strategic Plan, however will not make that deadline
  - Can give to TSI for final report as an addendum
- Quote is for $5,200.00

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RESOLUTION 45-03-13
Westview Consulting

CLAYTON MOVED to accept the quote from Westview Consulting regarding Reserve Fund Study as presented.

- Carried Unanimously.

Chair Report – verbal

- Received RBC docusign and completed
- Went to the RMA Convention
  - Resolution Wheatland County put forward regarding the reconstruction of housing management board was lost
  - Saw a presentation from Rural Development Network ~ helping not for profit with determining affordable housing needs
    - Free government service
    - Could approach regarding doing a study on current lodge which could use to present on what WHMB would do with this current building
    - Will get information and bring back to next meeting
- Minister Nixon will be taking over continuing care from AHS

RESOLUTION 45-03-14
Rural Development Network

SMITH MOVED to have Board Chair move forward with study on current lodge if at no cost ($0.00); if at a cost, can bring back to next meeting to ratify.

- Carried Unanimously.

RESOLUTION 45-03-15
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- Annual Report - Vickey has been working on and will send to Rick to collaborate on next week
  - Will include the 2024 Audited Financial Statements
- Formation of a Foundation
  - Asked Jill Aschenbrenner if she would be interested. Does not have much experience in, but willing to learn
  - The Town has people with skill in foundations that may be able to assist
  - Would it be beneficial to create an Ad hoc Committee of experts in the community using the competency framework to move foundation forward?
    - Could possibly fund with support from the municipalities

RESOLUTION 45-03-16
Action Plan

LAURSEN MOVED to accept the Action Plan as information.

- Carried Unanimously.

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Agenda Addition

Closed Session

- Board Relations

RESOLUTION 45-03-17
Enter Closed Session

GAUTHIER MOVED to enter closed session at 8:13PM.

- Carried Unanimously.

RESOLUTION 45-03-18
Exit Closed Session

WEGENER MOVED to exit closed session at 9:07PM.

- Carried Unanimously.

GAUTHIER calls for a recorded votes

RESOLUTION 45-03-19
Rescind Motion

SMITH MOVED to rescind Resolution 45-01-14 regarding 2025 ASCHA Convention attendees.

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

- Carried.

RESOLUTION 45-03-20
ASCHA Attendees

GAUTHIER MOVED to send Glenn Koester, Leah Smith, Rita Beveridge, Chrystal Hickey and Christi Shworak to the 2025 ASCHA Convention.

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

- Carried.

Social Housing/Affordable Housing

- Keith would like to investigate a plan to increase Social Housing / Affordable Housing initiatives

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Important Dates

Next Meeting Date

April 17, 2025

Following Meeting Dates

May 15, 2025
June 19, 2025

RESOLUTION 45-03-21
Adjournment

SMITH MOVED the meeting adjourn at 9:30PM.

- Carried Unanimously.

Chair

Recording Secretary