WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
April 17, 2025

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, April 17, 2025, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ *Board Chair*
Hospice Society	K. Clayton
Strathmore Lions Club	D. Geiger
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
Member At Large	J. Aschenbrenner

Attendees Present:

CAO	V. Cook
Financial Services/Payroll Manager	C. Hickey ~ *Recording Secretary*
Site Manager	C. Shworak
Maintenance Supervisor	P. Neufeld

Absent:

Board Chair, **KOESTER**, called the meeting to order at 7:02PM.

Read Mission Statement & Vision Statement

Agenda Additions

F.2.e) Hike for Hospice
F.2.f) Review of Strategic Plan

RESOLUTION 45-04-01
Agenda

LAURSEN MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

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

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Koester noted a correction to page 9 of the March 20, 2025, Regular Board Meeting Minutes

- The word "World" should be corrected to "Rural"

Wakelam noted a correction on page 22 of the Site Managers Report

- The last name "Pannich" should be corrected to "Panich"

PETERSON requests to remove the Site Managers Report for review

LAURSEN requests to remove the Maintenance Reports for both Lodge and Social Housing for review

RESOLUTION 45-04-02
Consent Agenda

CLAYTON MOVED to approve the Consent Agenda; as amended with the mentioned changes.

- Carried Unanimously.

Maintenance Reports – Lodge & Social Housing – March 2025

- Social Housing – working on work orders from inspections which are done internally
- Lodge & Social Housing – have a new fire monitoring company
  - Are now using PDS Monitoring
- On April 21, 2025, Martin and Keith will be coming to the Lodge to go on a maintenance tour with Peter
  - In the current Lodge, do we patch , replacing or repair?
  - Put together a tentative projected capital project list for current Lodge
    - This will go with the reserve study

RESOLUTION 45-04-03
Maintenance Report

PETERSON MOVED to accept the Maintenance Report as presented.

- Carried Unanimously.

Site Manager Report

- Great information presented from the ASCHA Convention
  - Would be worthwhile to communicate the information to the public from #2 and #4 of the report through the media
- Other great information noted such as the number of volunteers coming into the lodge helping with quality of life, senior mental health and the activity department and Congratulations on receiving Accommodation License – valid until end of March 2029.
- Previously Christi had submitted the idea of the Town of Strathmore being a Dementia Friendly Community; recently this has got new attention

RESOLUTION 45-04-04
Site Manager Report

PETERSON MOVED to accept the Site Manager Report as presented; and to have Christi, over the next few weeks, put the information from #2 & #4 in her report in the local media outlets, including any pertinent websites.

- Carried Unanimously.

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Consent Agenda discussion

- Does the board want to keep the Consent Agenda in the meeting agenda?
- Moving forward, the agenda will have rotating items out of the Consent Agenda each meeting ~ permitting the agenda to allow the time for it

Old Business

Social Housing ~ NA

Lodge ~ NA

New Business

Social Housing ~ NA

Lodge

Board Member, Wakelam, requests review of Policy B-24 ~ Board and Committee Meeting Procedure

- Page 3 of the policy speaks to Meeting Agendas
- Currently it states that the agendas for the Meetings be distributed to the Board Members no later than three (3) days before the meeting
- Discussions on having earlier

RESOLUTION 45-04-05
Policy B-24 - Amendment

WAKELAM moved that the meeting agenda be distributed to Board Members no later than four (4) days prior to the meeting; on the Monday prior, holidays excluded.

- Carried Unanimously.

- Page 9 of the policy regarding Closed Sessions
  - Wakelam questions if there was a resolution of the board of the closed sessions at meetings regarding information about herself in December 2024 and March 2025 to release information as discussed in Strategic Plan meeting

Request to enter Closed Session

RESOLUTION 45-04-06
Enter Closed Session

PETERSON MOVED to enter closed session at 7:35PM.

- Carried Unanimously.

RESOLUTION 45-04-07
Exit Closed Session

GAUTHIER MOVED to exit closed session at 8:00PM.

- Carried Unanimously.

RESOLUTION 45-04-08
Policy B-24 - Amendment

PETERSON moved to amend Policy B-24 on Page 9 by adding "(In Camera)" to "Closed Session" title.

- Carried Unanimously.

Board Member, Wakelam, requests to see Alberta Housing Compensation & Benefits Report from ASCHA

- Wakelam reads out information about ASCHA for new members to be informed on what ASCHA is/does
- Wakelam requests to see Compensation Report due to voting on CAO wages at her first meeting without seeing report prior to start of meeting
- Discussion on use of Compensation Report from ASCHA & roles of Personnel Committee
    - Personnel Committee uses the information from report from CAO section only when performing CAO review; and dietary, housekeeping and activities only when doing CUPE bargaining
        - Practice has been that this is used as one of the measures of determining wages and always remains confidential
        - This information is then brought to the following board meeting by Personnel Committee to justify what is recommended and for approval by board
    - Personnel Committee is entrusted to these tasks
        - Noting Terms of Reference for the Personnel Committee
    - Wages for all out-of-scope staff are confidential, and the CAO is trusted with the task of being fair and to staying within budget

RESOLUTION 45-04-09
ASCHA Report

WAKELAM moved that a current Alberta Housing Compensation & Benefits Report from ASCHA be made accessible in a timely manner to board members for review and be utilized prior to the decision-making process for all CAO wage increases which shall be outlined in an organization policy.

- *2 - in favour*
- *9 - opposed*
- Not Carried.

Discussion on hiring Communication Personnel

- CAO can hire the right person for the job
- Specify tasks and hire to contract

RESOLUTION 45-04-10
Communication Personnel

PETERSON moved to direct the CAO to hire Communication Personnel on contract within existing budget.

- *10 - in favour*
- *1 - opposed*
- Carried.

Request for approval for an Activities RBC Credit Card

- Currently Activity Coordinator works on petty cash
- Request for a $1000 credit card for activities

RESOLUTION 45-04-11
Activities Credit Card

GAUTHIER moved to get a credit card for activities with a limit of $1,000.00.

- Carried Unanimously.

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Hike for Hospice ~ Keith Clayton

- May 4 in Kinsman Park
- Would like to put in a booth for WHMB in the area where the potential new lodge would be
  - Set up table, chairs, tent and banner; possibly conceptual design shown
  - Board members could communicate foot notes and/or take down contact information for the Spokesperson to contact
- Town will flag off the perimeter of the property to show people where the edge would be and to show it would not be taking over the park

RESOLUTION 45-04-12
Hike for Hospice

PETERSON moved to authorize staff to set up a table at, and participate in, the Hike for Hospice.

- Carried Unanimously.

Review of the draft Strategic Plan report

RESOLUTION 45-04-13
Enter Closed Session

LAURSEN MOVED to enter closed session at 8:50PM.

- Carried Unanimously.

RESOLUTION 45-04-14
Exit Closed Session

PETERSON MOVED to exit closed session at 9:08PM.

- Carried Unanimously.

RESOLUTION 45-04-15
Strategic Plan

PETERSON moved to direct the CAO to ask the consultant for changes to the Strategic Plan per In-Camera discussion.

- Carried Unanimously.

Chair Report – verbal

- Spoke with Lisa from Rural Development Network
  - Discussed developing a strategy for the current lodge should we move forward with the new build
    - Needs assessment / evaluate census
  - Is a work in progress and waiting to hear back from Lisa
  - Could potentially be an addendum to the Strategic Plan
- Attended the ASCHA convention
  - Was a great conference
  - Went on the optional tour on the Sunday of new buildings
- As Hospice member, attended a condo meeting
  - Working on a condo agreement for the new build with the help of Randi Collins
  - Hospice Society can come up with the agreement and present to WHMB Board for review and changes/additions/etc
- Attended the sessions for WHMBs Strategic Plan with the WHMB Board and Doug Lagore from TSI

RESOLUTION 45-04-16
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- Same 2 times left on the Action Plan
  - Annual Report
  - Foundation
- Work in progress

Important Dates

Next Meeting Date

May 15, 2025

Following Meeting Dates

June 19, 2025
July 17, 2025 ~ *at call of the chair*

RESOLUTION 45-04-17
Adjournment

KOESTER MOVED the meeting adjourn at 9:20PM.

- Carried Unanimously.

Chair

Recording Secretary