WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
September 18, 2025

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, September 18, 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
Member At Large	J. Aschenbrenner

Attendees Present:

CAO	V. Cook
Financial Services/Payroll Manager & Deputy CAO	C. Hickey ~ *Recording Secretary*
Maintenance Supervisor	P. Neufeld
Site Manager	C. Shworak
Recording Secretary *(training)*	T. Duxbury

Absent:

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

Jill Aschenbrenner in at 7:05PM

Guest – Paula Kupchak Hall ~ BA Communication Specialist

- Presentation of the *Wheatland Housing Management Body Strategic Communications and Engagement Plan*
  - A 3 year plan ~ to revisit every year
  - In line with WHMBs Strategic Plan
- Board is appreciative and impressed with Paula's work thus far
- Questions and discussions on presentation

RESOLUTION 45-09-01
Enter Closed Session

PETERSON MOVED to enter closed session at 7:45PM.

- Carried Unanimously.

RESOLUTION 45-09-02
Exit Closed Session

PETERSON MOVED to exit closed session at 7:49PM.

- Carried Unanimously.

Guest – Paula Kupchak Hall ~ BA Communication Specialist ~*continued*

- Hand out ~ draft of next post put together by Paula for WHMB
  - Review and discussion
  - Paula will take back and make adjustments to post

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Paula Kupchak Hall out at 8:06PM

Agenda Additions

Closed Session ~ ATIA 24 – CUPE Agreement

RESOLUTION 45-09-03
Agenda

SMITH MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – June 19, 2025
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – July 2025
- Maintenance Reports – Lodge & Social Housing – July & August 2025
- Social Housing Report
- Site Manager Report
- CAO Report
- Committee Reports
  - NA

Vickey Cook requests to be removed from Consent Agenda for review

- Maintenance Reports ~ Lodge & Social Housing – July & August 2025

RESOLUTION 45-09-04
Consent Agenda

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

- Carried Unanimously.

Maintenance Reports ~ Lodge & Social Housing – July & August 2025

- Request for funds for needed repairs and replacement

1. Elevator requires repairs immediately. Has broken down multiple times.
   a. Requires oil change which will cost approximately $16,200.
   b. A part needs to be replaced and is on order. No quote on cost of part(s) and labour yet for this portion of the repair.

RESOLUTION 45-09-05
Elevator Repair

PETERSON MOVED to approve up to $30,000 for required repairs on the elevator.

- Carried Unanimously.

2. One of the maintenance trucks (yr 2004) is at end of life and requires too many repairs.
   a. Discussion on use and need
   b. Request to purchase a previously used reliable 4x4 truck
   c. Social Housing can contribute an allowable portion

RESOLUTION 45-09-06
Maintenance Truck

SMITH MOVED to approve up to $40,000 for the purchase of a used truck for maintenance use per request.

- Carried Unanimously.

3. Lawn tractor used also for snow removal is at end of life and requires too many repairs. Originally purchased approximately 10 years ago and used all summers for lawns and winters for snow.
    a. Found an appropriate one for $10,500.
    b. Social Housing can contribute an allowable portion

RESOLUTION 45-09-07
Lawn/Snow Tractor

GAUTHIER MOVED to approve up to $10,500 for the purchase of a new lawn tractor per request.

- Carried Unanimously.

RESOLUTION 45-09-08
Maintenance Report

GEIGER MOVED to accept the Maintenance Report as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Co-sharing Committee Report ~ *verbal*

- Denise and Rick have 2 meetings
- Have received lot of information and have a general understanding of Condo Agreements
- Created a Terms of Reference for the Co-sharing Committee
- Information has been brought to Randi Collins for general review
    - Will hire outside lawyer as to avoid conflict of interest

RESOLUTION 45-09-09
Co-sharing Committee Report

PETERSON MOVED to accept the Co-sharing Committee Report as presented as presented.

- Carried Unanimously.

New Business

Social Housing

Lodge

Motion regarding Bad Debt

- Finance requests to move $5,132.00 from 2 items in Lodge Bad Debt to Uncollectable immediately and not wait the standard number of years
    - These funds will never be collected due to past residents status

RESOLUTION 45-09-10
Bad Debt

GAUTHIER MOVED to approve to move $5,132 to Uncollected per request.

- Carried Unanimously.

Motion regarding Policy ~ Occupation Health & Safety Term of Reference

RESOLUTION 45-09-11
OH&S Terms of Reference

PETERSON MOVED to accept the Occupational Health & Safety Terms of Reference as presented.

- Carried Unanimously.

Motion regarding ATIP ~ Access to Information Act

- FOIP was replaced with ATIA and POPA through new legislation on June 11, 2025
- Request to update policy(s) that previously reference FOIP to reflect this new legislation

RESOLUTION 45-09-12
New Legislation Update

PETERSON MOVED to accept required changes to reflect new legislation.

- Carried Unanimously.

Strategic Tactics Plan

- Vickey & Chrystal met with TSI Solutions to put Strategic Tactics Plan together as presented
- Many of the action plans are already being worked on

RESOLUTION 45-09-13
Strategic Tactics Plan

CLAYTON MOVED to accept the Strategic Tactics Plan as information.

- Carried Unanimously.

Member at Large ~ Reappointment

- Jill Aschenbrenner, WHMBs Member at Large, has only been on the Board for half the year. Request is for Jill to continue as Member at Large for another term
  - Jill accepts

RESOLUTION 45-09-14
WHMB Member at Large

SCHULTZ MOVED to reappoint Jill Aschenbrenner as WHMBs Member at Large for the next term.

- Carried Unanimously.

Correspondence ~ Letter from County of Wheatland

- County of Wheatland send first a letter addressed to the CAO requesting information
  - Vickey sent a response to Wheatland County after sending draft to Board members for acceptance of response

- County of Wheatland send a second letter addressed to the Board requesting same information
    - Discussion of letter and response

RESOLUTION 45-09-15
Response to Wheatland County

GAUTHIER MOVED to direct administration to draft a letter of response to Wheatland County on behalf of the board as discussed.

- Carried Unanimously.

Chair Report ~ *verbal*

Glenn's court decision came out on Tuesday and is available for all to read and share

RESOLUTION 45-09-16
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Closed Session

- ATIA 20 2 (d)
- ATIA 24 ~ *Agenda Addition ~ CUPE Agreement*

RESOLUTION 45-09-17
Enter Closed Session

PETERSON MOVED to enter closed session at 8:39PM.

- Carried Unanimously.

RESOLUTION 45-09-18
Exit Closed Session

GAUTHIER MOVED to exit closed session at 9:14PM.

- Carried Unanimously.

RESOLUTION 45-09-19
CUPE Agreement

PETERSON MOVED to ratify the CUPE Collective Agreement ~ May 1, 2025 to April 30, 2028 as presented.

- Carried Unanimously.

RESOLUTION 45-09-20
CAO Contract

PETERSON MOVED that the Personnel Committee meet to set Chrystal Hickey's contract as CAO and bring to the October 16, 2025, board meeting for ratification.

- Carried Unanimously.

Important Dates

September 18, 2025 ~ Harvest Fest supper

Next Meeting Date

October 16, 2025 ~ meeting start at 6:30
~ will supply supper

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Following Meeting Dates
November 20, 2025
December 18, 2025

RESOLUTION 45-09-21
Adjournment

KOESTER MOVED the meeting adjourn at 9:15PM.

- Carried Unanimously.

Chair

Recording Secretary