WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
October 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, October 16, 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
Maintenance Supervisor	P. Neufeld
Site Manager	C. Shworak
Social Housing Manager	R. Beveridge
Recording Secretary	T. Duxbury ~ *Recording Secretary*

Absent:

Board Chair, **KOESTER**, called the meeting to order at 7:05 PM.

Read Mission Statement & Vision Statement

Agenda Additions
F 2 c) Staff Christmas Gifts

RESOLUTION 45-10-01
Agenda

GAUTHIER MOVED to accept the agenda.

- Carried Unanimously

Consent Agenda:

- Regular Meeting Minutes - September 18, 2025
- Board Resolution Action
- Financial Reports – Lodge and Social Housing – August 2025
- Maintenance Reports - Lodge and Social Housing – September 2025
- Social Housing Manager Report - Rita Beveridge
- Site Manager Report - Christi Shworak
- Chief Administrative Officer Report
- Committee Reports N/A

Laursen requested to remove Lodge Maintenance Report from the consent agenda.
D 4 a) Maintenance Reports – Lodge

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RESOLUTION 45-10-02
Consent Agenda

LAURSEN MOVED to approve the Consent Agenda as amended.

- Carried Unanimously

Maintenance – Lodge – September 2025 ~ Verbal

1. Maintenance Truck:
   a. An update was provided regarding the new truck purchased for the Wheatland Lodge and Social Housing. The vehicle is a 2020 Ford F-150, one owner, with 90,000 km, quad cab, and a tonneau cover. Phoenix Signs will be creating and installing a WHMB decal on the window.
   b. It was inquired whether the vehicle was purchased within budget, and it was confirmed that it was, at a total cost of $40,000, fully paid and finalized.

2. Lawn/Snow Tractor:
   a. It was noted that the lawn tractor was purchased locally from Home Hardware, in keeping with WHMB's commitment to supporting local businesses.

3. Elevator Repairs:
   a. It was reported that the Wheatland Lodge is tentatively booked for the first week of November 2025 for elevator repairs and an oil change. WHMB is still waiting for the quote on the required parts. The elevator is expected to be out of service for one day during the repair.

4. Lodge Kitchen Floors:
   a. It was reported that the kitchen floor, last replaced in 2012, is now in need of replacement. The kitchen will be closed for one day during the work, and takeout meals will be provided while it is unavailable. It was noted that there is some concern about potential deterioration beneath the existing flooring, which will be assessed during the replacement.

5. Maintenance Staffing:
   a. It was reported that a new handyman was hired to work four days a week, handling smaller jobs around the Lodge and Social Housing. This will allow the maintenance team to focus on larger projects.

RESOLUTION 45-10-03
Maintenance Report
Lodge

CLAYTON MOVED to accept the maintenance report as amended.

- Carried Unanimously

Old Business

Social Housing - N/A

Lodge- N/A

New Business

Social Housing - N/A

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Lodge

Co-Sharing Agreement
Terms of Reference for the WHMB and WAHS Co-Sharing presented and reviewed, upon approval will be signed by Peterson and Laursen. CAO Vickey Cook will fax copy to WAHS.

RESOLUTION 45-10-04
Co-Sharing Agreement

SMITH MOVED to approve signing of the Terms of Reference for the WHMB and WAHS Co-Sharing Committee.

- Carried Unanimously

Discussion on information from Derek Weiss.

- Reviewed email with information regarding AHPP application.
- WHMB hopes to move to a Class A Budget.

RESOLUTION 45-10-05
Derek Weiss
Information

PETERSON MOVED to accept Derek Weiss' email as information.

- Carried Unanimously

Agenda addition, F 2 c) Staff Christmas Gifts.

RESOLUTION 45-10-06
Staff Christmas Gifts

GAUTHIER MOVED to give each employee a maximum of $100.00 as a Christmas gift to be distributed at the discretion of the CAO, Vickey Cook.

- Carried Unanimously

Chair Report ~ N/A

Important Dates
Resident Christmas Party – December 18, 2025

Next Meeting Date
November 20, 2025 – Organizational

Following Meeting Dates
December 18, 2025 ~ *at the call of the Chair*
January 15, 2026

Closed Session

- ATIA 20 2 (d) Personnel

RESOLUTION 45-10-07
Enter Closed Session

KOESTER MOVED to enter closed session at 7:32 PM.

- Carried Unanimously.

RESOLUTION 45-10-08
Exit Closed Session

LAURSEN MOVED to exit closed session at 7:46 PM.

- Carried Unanimously.

RESOLUTION 45-10-09
Employment Contact CAO

PETERSON MOVED the board to approve the proposal for Chrystal Hickey employment contact as discussed in camera.

- Carried Unanimously.

RESOLUTION 45-10-10
Personnel Committee Appoint

PETERSON MOVED that the board appoint CAO Vickey Cook to the Personnel Committee, effective October 16 to March 2026.

- Carried Unanimously.

RESOLUTION 45-10-11
Donate Truck

PETERSON MOVED to approve the donation of the 2004 truck, which is no longer in reliable working condition.

- Carried Unanimously.

RESOLUTION 45-10-12
Adjournment

GAUTHIER MOVED the meeting adjourn at 7:51 PM.

- Carried Unanimously.

Chair

Recording Secretary