WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
November 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, November 20, 2025, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ *Board Chair*
Hospice Society	D. Dunlop
Strathmore Lions Club	D. Geiger
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier ~ *Zoom*
Wheatland County	R. Laursen
Wheatland County	K. Clayton
Member At Large	J. Aschenbrenner

Attendees Present:

Chief Administrative Officer	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:

Town of Strathmore	R. Wegener
Town of Strathmore	J. Chisholm
Village of Hussar	L. Schultz

Board Chair, **KOESTER**, called the meeting to order at **6:59 PM.**

Read Mission Statement & Vision Statement

Guest – Austin Poffenroth ~ Westview Consulting Ltd.

- Overview of Westview Consulting and the services they provide (reserve fund studies, capital planning, and building system assessments).
- Explanation of the importance of accurate long-term capital planning for housing facilities.
- Review of how reserve fund studies are conducted, including site inspections and financial forecasting.
- Discussion on identifying and prioritizing major building repairs and replacements.
- Overview of reporting requirements and how their assessments support board decision-making.
- Opportunity for board members to ask questions regarding timelines, costs, and recommended planning practices.

RESOLUTION 45-10-01
Westview Consulting Presentation

SMITH MOVED to accept the Westview Consulting Ltd. presentation by Austin Poffenroth as information and to defer to the next meeting upon review of the report.

- Carried Unanimously.

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KOESTER requested an addition to the agenda
G. New Business – 2 Lodge – d) M-3 Meeting Letter *(see Chair report)*

RESOLUTION 45-10-02
Agenda

GEIGER MOVED to accept the agenda as amended.

- Carried Unanimously.

Consent Agenda:

- Regular Meeting Minutes – October 16, 2025
- Board Resolution Action
- Financial Reports – Lodge and Social Housing – September 2025
- Maintenance Reports - Lodge and Social Housing – October 2025
- Social Housing Manager Report - Rita Beveridge
- Site Manager Report - Christi Shworak
- Chief Administrative Officer Report
- Committee Reports N/A

KOESTER requested an addition to the agenda
G. New Business – 2 Lodge – d) M-3 Meeting Letter *(see Chair report)*

COOK requested to remove Board Resolution Action from the consent agenda.
E.2 Board Resolution Action, Attach 3 - Page 8

- 45-09-15 Response to Wheatland County
  - Completed July 10, 2025
- 45-06-11 Response Letter
  - Board rescind the response letter to Wheatland County resolution 45-06-11 and 45-09-15.

RESOLUTION 45-10-03
Board Resolution Action Update

SMITH MOVED to rescind response letter to Wheatland County.

- Carried Unanimously

RESOLUTION 45-10-04
Consent Agenda

CLAYTON MOVED to approve the Consent Agenda as amended.

- Carried Unanimously

Old Business

Social Housing - *N/A*

Lodge
Reserve Fund – Getz Collins and Associates

- Discussion to table until January 2026.

RESOLUTION 45-10-05
Reserve Fund
Getz Collins and Associates

SMITH MOVED to table until January 2026.

- Carried Unanimously

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New Business

Social Housing - N/A
Lodge

Removal of the CUPE Letter of Understanding regarding the Employee Personal Day as of January 1, 2026.

- COOK noted that this change will be offset by a 1% increase to the pension plan.
- Notice has been provided to CUPE President.

RESOLUTION 45-10-06
Removal of CUPE Personal Day

GAUTHIER MOVED to approve the removal of the CUPE Letter of Understanding regarding the Employee Personal Day effective January 1, 2026.

- Carried Unanimously

New Policy Approval I-33 Medical Assistance in Dying Discussion.

- COOK explained a Medical Assistance in Dying (MAID) policy is required to ensure the lodge complies with Alberta legislation and federal MAID requirements. It provides clear guidelines for staff, protects resident rights, and outlines proper procedures to support safe, respectful, and legally compliant practices within the facility.

RESOLUTION 45-10-07
Medical Assistance in Dying Policy approval

SMITH MOVED to approve policy I-33 Medical Assistance in Dying as presented.

- 7 in favour
- 1 opposed

- Carried

New Policy Approval I-34 Family and Visitor Agreement: Palliative Care Resident

- COOK provided an overview of the Family and Visitor Agreement for Palliative Care Residents, explaining its purpose in supporting a respectful, safe, and comforting environment for residents and guiding visitors during end-of-life care.

RESOLUTION 45-10-08
Palliative Care Policy

SMITH MOVED to approve the I-34 Palliative Care Policy as presented.

- Carried Unanimously

Chair Report ~ Glenn Koester

- Email from Daniel Corneau, Property Manager representing Blue Rock Investments, was presented for board discussion.

RESOLUTION 45-10-09
Letter from Daniel Corneau Blue Rock Investments

CLAYTON MOVED to accept email from Daniel Corneau as information.

- Carried Unanimously

Administration was directed to send a letter to the Wheatland Hospice Society requesting financial support for the update of the AHPP application.

RESOLUTION 45-10-10
Letter to Wheatland Hospice

SMITH MOVED for administration to send a letter to the Hospice Society regarding financial support for the AHPP application.

- Carried Unanimously

Administration was directed to send a letter to all municipalities requesting a partnership meeting and a letter of support for the WHMB/Hospice AHPP Application update project.

RESOLUTION 45-10-11
Letter to all Municipalities
Letter of Support

SMITH MOVED that Administration send letters to all municipalities requesting a partnership meeting and a letter of support for the WHMB/Hospice AHPP Application update.

- Carried Unanimously

A municipality meeting will be called for January 2026 with all municipalities for an information session at the Wheatland Lodge, and Derek Weiss from M-3 Developments will be presenting.

RESOLUTION 45-10-12
Municipalities Meeting
January 2026

LAURSEN MOVED that a meeting be called for January 2026 with all municipalities for an information session at the Wheatland Lodge regarding the update of the new WHMB/Hospice build.

- Carried Unanimously

Important Dates

Resident Christmas Party – December 18, 2025

Next Meeting Date

December 18, 2025 ~ *at the call of the Chair*

Following Meeting Dates

January 15, 2026
February 19, 2026

RESOLUTION 45-10-13
Adjournment

GAUTHIER MOVED the meeting adjourn at 8:58 PM.

- Carried Unanimously.

Chair

Terry Duxbury
Recording Secretary

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