WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
February 19, 2026

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 - 2nd Street, Strathmore, Alberta on Thursday, February 19, 2026, at 6:30pm.

Board Members Present:

Wheatland County	G. Koester ~ Board Chair
Strathmore Lions Club	D. Geiger
Town of Strathmore	R. Wegener
Town of Strathmore	J. Chisholm ~ Zoom
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
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
Recording Secretary	T. Duxbury

Absent:

Hospice Society	D. Dunlop

Board Chair, **KOESTER**, called the meeting to order at 6:32 PM.

Read Mission Statement & Vision Statement

Agenda Addition
F2m) Request received for access to the January 6, 2026, recorded meeting.

RESOLUTION 46-02-01
Agenda

SMITH MOVED to approve the agenda as amended.

- Carried Unanimously.

Consent Agenda

- Organizational Meeting Minutes – November 20, 2025
- Regular Board Meeting Minutes – November 20, 2025
- Special Meeting Minutes – January 6, 2026
- Board Resolution Action
- Financial Reports – Lodge & Social Housing – December 2025
- Maintenance Reports – Lodge & Social Housing – February 2026
- Social Housing Report
- Site Manager Report
- CAO Report
- Committee Reports N/A

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RESOLUTION 46-02-02
Consent Agenda

SMITH MOVED to approve the Consent Agenda as presented.

- Carried Unanimously.

Old Business

Social Housing ~ N/A

Keith Clayton in at 6:44PM

Lodge
Reserve Fund

- The establishment of a reserve fund was discussed. It was agreed that two letters will be issued to all municipalities: one regarding the establishment of accepted reserve fund, and a second requesting a requisition in the amount of $150,000 if agreed upon.

RESOLUTION 46-02-03
Reserve Fund

SMITH MOVED that two letters be issued to all municipalities regarding the establishment of a reserve fund and a potential $150,000 requisition, if agreed upon.

- Carried Unanimously

Financial Support from Wheatland Area Hospice Society

- Wheatland Area Hospice Society approved a $40,000 contribution toward project application updates.
- Costs will be tracked and invoiced as appropriate, with the contribution applied to future obligations.

RESOLUTION 46-02-04
WAHS Financial Support

GAUTHIER MOVED to accept the letter of Financial Support from the Wheatland and Area Hospice Society as information.

- Carried Unanimously

New Business

Social Housing
Budget 2026

- No questions or concerns were raised regarding the Social Housing 2026 Budget.

RESOLUTION 46-02-05
Social Housing Budget 2026

LAURSEN MOVED to approve the 2026 Social Housing Budget as presented.

- Carried Unanimously

Lodge
Budget 2026

- The 2026 Wheatland Lodge budget was reviewed, including discussion on how the figures are determined.
- The audit will be presented at the next Board meeting March 19, 2026.

RESOLUTION 46-02-06
Wheatland Lodge Budget 2026

CLAYTON MOVED to accept the 2026 Wheatland Lodge Budget as presented.

- Carried Unanimously

Bad Debt 2025

- Bad debt was reviewed ~ Social Housing

RESOLUTION 46-02-07
Bad Debt 2025

SCHULTZ MOVED to approve the 2025 Social Housing Bad Debt as presented.

- Carried Unanimously

Richard Wegener in at 6:53PM

Increase Lodge Accommodation Fees and Maximum Rent

- A 5% increase to accommodation fees and maximum total rent amount was proposed, effective July 1, 2026.
- Rent is based on a portion of the residents' reported income and cannot be adjusted.

RESOLUTION 46-02-08
Increase Lodge Fees

WEGENER MOVED to accept the proposed 5% increase to accommodation fees and maximum total rent amount.

- Carried Unanimously

Policy Approval for G-10 Administration – Capital Assets

- Request for an amendment to Capital Assets Policy.

RESOLUTION 46-02-09
Capital Assets Policy Amendment

GAUTHIER MOVED to accept the amendment to the Capital Assets Policy as presented.

- Carried Unanimously

CUPE Pension – Motion Ratification

- During CUPE negotiations, a 1% increase to the CUPE employee pension plan was approved, bringing contributions to 6% employer and 6% employee.
- Due to Income Tax limits under NHRIPP (maximum combined contribution of 10.5%), the settlement terms from the previous round of bargaining will be amended through a Letter of Understanding.
- Revised contributions: Employer 6.0%; Employee 4.5%.
- No wage adjustments; employees will realize cost savings through pension contributions.
- An email vote of the WHMB Board was conducted, and all voting members were in favor of the revised contribution unanimously.

RESOLUTION 46-02-10
CUPE Pension Ratification

SMITH MOVED the Board ratified the prior email vote approving the amended CUPE pension contributions (6.0% employer / 4.5% employee).

- Carried Unanimously

Development Permit Application – Motion Ratification

- An email vote of the WHMB Board was conducted approving authorization for WHMB to submit a Development Permit Application to the Town of Strathmore and payment of the $18,000 application fee, funded by WAHS.
- All voting members were in favor unanimously.

RESOLUTION 46-02-11
Development Permit Application

CLAYTON MOVED to ratify the email motion authorizing submission of the Development Permit application and approval of the $18,000 fee funded by WAHS.

- Carried Unanimously

Meeting Requests

- Two meeting requests were received regarding attendance of WHMB members to council meeting regarding new build information.
- When more information is available, WHMB will hold a joint information session and invite all municipalities.
- A letter of response to be sent stating, WHMB will not attend council meeting rather hold information session when further information is available.

RESOLUTION 46-02-12
Meeting Requests

LAURSEN MOVED to have administration draft a letter in response to meeting requests as discussed.

- Carried Unanimously

Annual Report 2025

- Annual Report 2025 reviewed.

RESOLUTION 46-02-13
Annual Report 2025

SMITH MOVED to approve the 2025 Annual Report as presented and to have administration send out Annual Report 2025, Audited Financial Statement for 2025 and Site Manager Year End Report to all CAO's and Board Members when available.

- Carried Unanimously

Donor Wall Suggestion

- Discussion held regarding the donor wall.
- The Board may consider providing guidance and structure for a fundraiser volunteer, with the Communications Specialist creating an advertisement for a volunteer.

RESOLUTION 46-02-14
Donor Wall Suggestion

WEGENER MOVED to contact the Communication Specialist to create an advertisement seeking a fundraising volunteer.

- Carried Unanimously

Emergency Plan – APP and Funding

- Discussion held on the Emergency Plan.
- Voyent App considered for emergency alerts.
- $100,000 from the operating account allocated for emergency response.
- Funds to be dedicated and fully reserved for this purpose.

RESOLUTION 46-02-15
Emergency Plan

LAURSEN MOVED to allocate $100,000 from operating account for emergency response.

- Carried Unanimously

RBC Signing Authority for Lodge and Social Housing

- To add Chrystal Hickey as a signing authority.

RESOLUTION 46-02-16
RBC Signing Authority

SMITH MOVED to add Chrystal Hickey as a signing authority to all WHMB accounts and to remove Vickey Cook.

- Carried Unanimously

RBC Credit Card

- Vickey Cook's credit amount to be split evenly between Chrystal Hickey and Peter Neufeld's total credit amount.

RESOLUTION 46-02-17
RBC Credit Card

SMITH MOVED to have the credit amount from Vickey Cook's distributed between Chrystal Hickey and Peter Neufeld's credit cards evenly.

- Carried Unanimously

WHMB Employee Communication and Engagement Survey – Summary Results

- Results reviewed and discussed.

RESOLUTION 46-02-18
WHMB Survey Results

LAURSEN MOVED to accepted the WHMB Employee Communication and Engagement Survey, Summary Results as information.

- Carried Unanimously

Agenda Addition
F2m) New Business

- A request was received for the January 6, 2026, meeting recording held at Strathmore Town Hall.
  - As this is contrary to policy, the CAO will forward the applicable WHMB Policy and respond by letter.

RESOLUTION 46-02-19
Recording of Meeting

LAURSEN MOVED to direct administration to write a response letter in regards to request of January 6, 2026 meeting recording, as discussed and provide a copy of the WHMB related policy.

- Carried Unanimously

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Priority Communications Systems (PCS) Upgrade

- The PCS SARA system was reviewed; pull cords, phones, cameras, and related components are outdated and require upgrade.
- Options were considered, from $61,385 to 90,584.

RESOLUTION 46-02-20
PCS – SARA
Upgrade Required

GAUTHIER MOVED to approve the $66,209 option regarding PCS upgrade as the most economical approach and to proceed accordingly.

- Carried Unanimously

Chair Report – verbal
MP David Bexte

- Discussion held with David Bexte, who expressed interest in learning more about the new build applications.
- It was noted that Derek Weiss would be best positioned to provide detailed information.

RESOLUTION 46-02-21
MP Information
New Build

CLAYTON MOVED that Koester would speak with Derek Weiss and put him in contact with MP David Bexte for new build information.

- Carried Unanimously

Green Maple Estates Email

- Correspondence was received from Green Maple Estates regarding a proposed housing project and request for support.
- The Board is open to receiving a presentation.

RESOLUTION 46-02-22
Maple Green Estates

SMITH MOVED that Koester will contact Green Maple Estates and invite them to present to the Board.

- Carried Unanimously

Important Dates

- Wednesday March 4, 2026 - Retirement Party for Vickey Cook at 2:00 pm

Next Meeting Date

- Thursday March 19, 2026

Following Meeting Dates

- Thursday April 16, 2026
- Thursday May 21, 2026

RESOLUTION 46-02-23
Adjournment

KOESTER MOVED the meeting adjourn at 9:15 PM.

- Carried Unanimously.

Chair

Terry Duxbury
Recording Secretary