

***Meridian Housing Foundation Board of Directors  
Regular Board Meeting Minutes  
January 26, 2023***

**PRESENT:** Chair, Member at Large Randy Dubord  
Vice Chair, Member at Large Ken Dobransky  
Councillor Stuart Houston, City of Spruce Grove  
Mayor William Choy, Town of Stony Plain  
Councillor Rob Wiedeman, Parkland County  
Member at Large Jopie Belder  
Member at Large Yvan Boutin

**STAFF:** Lori-Anne St. Arnault, Executive Director  
Kevin Capowski, Director of Operations  
Doreen Engelhardt, Controller  
Virginia Mayer, Housing Administrator  
Stephanie Sabadaska, Recording Secretary

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**1. Call To Order**

The Chair called the board meeting of January 26, 2023, to order at 9:05 am.

**2. Addition to / Adoption of Agenda**

**RESOLUTION #001/2023**

**Moved by** Member at Large Jopie Belder to adopt Meridian Housing Foundation agenda as presented.

**Carried Unanimously**

**3. Minutes**

**RESOLUTION #002/2023**

**Moved by** Vice Chair Member at Large Ken Dobransky to accept the November 30, 2022 organizational and regular board meeting minutes.

**Carried Unanimously**

#### 4. Information Reports

- 4.1 Executive Director Report
- 4.2 Housing Administrator Report
- 4.3 Financial Review
- 4.4 Compliance Attestation
- 4.5 Correspondence
  - Letter from AB Seniors, Community and Social Services

Administration provided the board with the letter received from AB Seniors, Community and Social Services.

##### **RESOLUTION #003/2023**

**Moved by** Member at Large Yvan Boutin, that the board received and filed all report items as presented.

**Carried Unanimously**

#### 5. Unfinished Business

##### 5.1 Spruce Grove Lodge

Sign installation was approved at the December 5<sup>th</sup> Council meeting. Once funding is announced for SGL a celebratory sign raising event will be organized.

CMHC notified MHF that the Contributions Only program closed due to exhaustion of funds. MHF can apply for loan funding through the National Co-Investment Fund which requires a Class B budget. Administration recommended advancing the project to meet the requirements of the Class B budget through RFP process for Architectural Prime Consultant services.

Independent Consultant, Derek Weiss submitted an application on behalf of MHF for the Alberta Affordable Housing Partnership program.

The City of Spruce Grove will hear the third reading of bylaw C-1162-21 – land use bylaw amendment, regarding the rezoning of the property, on February 27, 2023. This proposal affects the future site of the Spruce Grove lodge.

##### **RESOLUTION #004/2023**

**Moved by** Councillor Stuart Houston that the board directs Administration to procure a Prime Consultant with qualifications to develop to level of Class B budget.

**Carried Unanimously**

## 5.2 RAB (Rent Assistance Benefit) Program

Meridian Housing Foundation has been provided \$175,000 in funding to administer the RAB program for our member municipalities. Staff training has started and Administration will be developing policies, procedures and forms over the next month. The board will need to approve the maximum rent subsidy when Administration presents the information next month.

### **RESOLUTION #005/2023**

**Moved by** Member at Large Yvan Boutin that the Board approves Meridian Housing Foundation to deliver the Rent Assistance Benefit (RAB) program for our communities.

**Carried Unanimously**

## 5.3 Long-Term Capital Planning

Colliers Project Leaders will be facilitating the planning session and the process will be similar to the one used in developing the strategic plan. A doodle poll will be sent out to select the best date.

## 6. New Business

### 6.1 Health and Safety Policy 2023

Legislation requires that the policy is reviewed and approved annually.

### **RESOLUTION #006/2023**

**Moved by** Vice Chair Member at Large Ken Dobransky that the board approves the Health and Safety Policy 2023 as presented.

**Carried Unanimously**

### 6.2 Maximum Rent Self-Contained Apartments

Legislation requires an annual review of the maximum basic rent charged in the seniors self-contained apartments. Administration recommends increasing the maximum rent in all seniors self-contained.

### **RESOLUTION #007/2023**

**Moved by** Member at Large Jopie Belder that the Board approves the Basic Maximum Rent for Self-Contained Apartments in Spruce Grove and Stony Plain increase by \$15 for a maximum rent of \$910 effective May 1, 2023.

**Carried Unanimously**

**RESOLUTION #008/2023**

**Moved by** Mayor William Choy that the Board approves the Basic Maximum Rent for Self-Contained Apartments in Wabamun increase by \$25 for a maximum rent of \$675 effective May 1, 2023.

**Carried Unanimously**

**7. Closed Session**

None

**8. Round Table****9. Date, Time and Place of Next Meeting**

Monthly board meeting will be held on March 3, 2023 @ 9:00 am at the Meridian Housing Foundation administration office.

**10. Adjournment**

The Chair, Member at Large Randy Dubord, declared the meeting adjourned at 11:45 am.

These minutes were approved on the 3rd day of March, 2023.

  
Chair of the Board

  
Vice Chair