

**Meridian Housing Foundation Board of Directors**  
**Regular Board Meeting Minutes**  
**March 3, 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

*Guest: Auditor, Curtis Friesen of Metrix Group LLP – 2022 Year End Audit Presentation*

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**1. Call To Order**

The Chair called the board meeting of March 3, 2023, to order at 9:02 am.

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

**RESOLUTION #009/2023**

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

**Carried Unanimously**

**3. Minutes**

**RESOLUTION #010/2023**

**Moved by** Vice Chair Member at Large Ken Dobransky to accept the January 26, 2023, regular board meeting minutes.

**Carried Unanimously**

#### 4. 2022 Year End Audit

Curtis Friesen presented the 2022 Year End Audited financial statements for Meridian Housing Foundation and Seniors Self-Contained to the Board of Directors.

##### **Closed Session**

Financial Matter

##### **RESOLUTION #011/2023**

**Moved by** Member at Large Yvan Boutin, that the board moves into closed session with the auditor at 9:36 am.

**Carried Unanimously**

##### **RESOLUTION #012/2023**

**Moved by** Member at Large Yvan Boutin, that the board moves out of closed session at 9:55 am.

**Carried Unanimously**

##### **RESOLUTION #013/2023**

**Moved by** Mayor William Choy, that the board approves the reserve transfer as per the Internally Restricted Net Assets report review by auditor.

**Carried Unanimously**

##### **RESOLUTION #014/2023**

**Moved by** Member at Large Jopie Belder, that the board accepts and approves the Meridian Housing Foundation 2022 Year End Financial Statements as presented.

**Carried Unanimously**

##### **RESOLUTION #015/2023**

**Moved by** Councillor Rob Wiedeman, that the board accepts and approves the Self-Contained 2022 Year End Financial Statements as presented.

**Carried Unanimously**

## 5. Information Reports

- 5.1 Executive Director Report
- 5.2 Financial Review
- 5.3 Compliance Attestation
- 5.4 Correspondence
  - ASCHA Convention & Trade Show

Administration provided the board with the flyer from ASCHA regarding convention and trade show registration.

### **RESOLUTION #016/2023**

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

**Carried Unanimously**

## 6. Unfinished Business

### 6.1 Spruce Grove Lodge

The City of Spruce Grove changed the date of the third reading of bylaw C-1162-21 – land use bylaw amendment, regarding the rezoning of the property, to March 27, 2023. This proposal affects the future site of the Spruce Grove lodge.

As requested by the board, Colliers Project Leaders was retained as consultant for the procurement of an Prime Consultant (Architect). The RFP was posted on Alberta Purchasing Connection on February 28<sup>th</sup>. The close date is March 23, 2023 and the award date is March 30, 2023.

Advocacy with the province for funding through AHPP has continued. The Executive Director has had several conversations with representatives of the province and is hopeful for a funding announcement. The ministry is pleased that the project is for a 100% subsidized lodge rather than mixed model.

6.2 RAB (Rent Assistance Benefit) Program

Meridian Housing Foundation staff have been attending training and developing the policies and forms required to administer this program. The ministry has indicated that the budget will be increased as well as an additional one-time funding amount.

**RESOLUTION #017/2023**

**Moved by** Mayor William Choy, that the board approves Operations 13.01: Rent Assistance Benefit (RAB) Program policy as presented.

**Carried Unanimously**

5.3 Long-Term Capital Planning

The dates selected for the workshop facilitated by Colliers Project Leaders is April 26 and April 27, 2023.

The facilitator will be contacting board members as preparation for the workshop, much like the process for the strategic plan workshop.

**7. New Business**

7.1 Appointment of Auditor

**RESOLUTION #018/2023**

**Moved by** Vice Chair Member at Large Ken Dobransky that the board appoints Mextrix Group LLP to be the auditor for the Meridian Housing Foundation 2023 financials, and issue an RFQ for the following year's audit.

**In Favour:** Chairman, Member at Large Randy Dubord,  
Vice Chairman, Member at Large Ken Dobransky  
Councillor Stuart Houston, City of Spruce Grove  
Councillor Rob Wiedeman, Parkland County  
Member at Large Jopie Belder

**Opposed:** Member at Large, Yvan Boutin

7.2 Policy: FIN 3.01 Procurement

**RESOLUTION #019/2023**

**Moved by** Member at Large Jopie Belder that the Board approves the Finance 3.01: Procurement policy as presented.

**Carried Unanimously**

7.3 Policy: FIN 3.02 Purchasing Authority

**RESOLUTION #020/2023**

**Moved by** Member at Large Jopie Belder that the Board approves the Finance 3.02: Purchasing Authority policy as presented.

**Carried Unanimously**

7.4 Policy: FIN 3.05 Credit Card Usage

Referred to administration for revision.

7.5 Policy: FIN 3.07 Procurement Process

**RESOLUTION #021/2023**

**Moved by** Vice Chair Member at Large Ken Dobransky that the Board approves the Finance 3.07 Procurement Process policy as presented.

**Carried Unanimously**

7.6 Policy: FIN 3.11 Emergency Purchases

**RESOLUTION #022/2023**

**Moved by** Councillor Rob Wiedeman that the Board approves the Finance 3.11 Emergency Purchases policy as presented.

**Carried Unanimously**

7.7 Policy: BG 5.06 Asset Protection

**RESOLUTION #023/2023**

**Moved by** Member at Large Yvan Boutin that the Board approves the Board Governance 5.06 Asset Protection policy as presented.

**Carried Unanimously**

7.8 Policy: BG 7.04 Foundation Issued Credit Cards

Referred to administration for revision.

**7. Closed Session**

None

**8. Round Table**

**9. Date, Time and Place of Next Meeting**

The next regular board meeting will be held on April 27, 2023 at the MHF administration office. The meeting scheduled on March 23, 2023 has been cancelled.

## 10. Adjournment

The Chair, Member at Large Randy Dubord, declared the meeting adjourned at 11:52 am.

These minutes were approved on the 27 day of April, 2023.

  
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**Chair of the Board**

  
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**Vice-Chair**