



**Meridian Housing Foundation Board of Directors
Regular Board Meeting Minutes**

April 25, 2024

PRESENT: Chair, Member at Large Randy Dubord
Vice Chair, Member at Large Yvan Boutin
Councillor Stuart Houston, City of Spruce Grove
Councillor Rob Wiedeman, Parkland County
Member at Large Jopie Belder
Member at Large Cheryl Budzinski

Mayor William Choy, Town of Stony Plain – Ex Officiary Member

STAFF: Lori-Anne St. Arnault, Executive Director
Doreen Engelhardt, Controller
Stuart Fehr, Facilities and Asset Manager
Tera Innes, Recording Secretary
Stephanie Sabadaska, Director of Operations
Virginia Mayer, Housing Administrator

REGRETS: Councillor Melanie Loyns, Town of Stony Plain

GUEST: Tom Goulden, Stony Plain Town Manager– Town of Stony Plain Strategic Plan Presentation

1. Call To Order

The Chair, Member at Large Randy Dubord called the board meeting of April 25, 2024 to order at 9:08 am.

2. Addition to / Adoption of Agenda

RESOLUTION #024/2024

Moved by Member at Large, Jopie Belder to adopt the April 25, 2024 agenda as presented.

Carried Unanimously

3. Minutes

RESOLUTION #025/2024

Moved by Member at Large, Cheryl Budzinski to accept the March 6, 2024 regular board meeting minutes as presented.

Carried Unanimously

4. Town of Stony Plain Strategic Plan Presentation

Town Manager, Tom Goulden presented the Town of Stony Plain 2024-2027 Strategic Plan. The presentation was concluded following a brief question and answer period on the presented plan.

Tom Goulden left the meeting at 9:48 am.

5. Postponed Presentation

Administration advised the Board that the scheduled presentation by Colliers Project Leaders was postponed until the June 2024 Board meeting.

6. Information Reports

RESOLUTION #026/2024

Moved by Councillor Rob Wiedeman to receive and file all report items as information.

Carried Unanimously

7. Unfinished Business and General Orders

7.1 Spruce Grove Lodge

Administration provided a comprehensive update on the Spruce Grove Supportive Living Lodge project progress, highlighting the approval of the development permit and receipt of a conditional letter of intent from CMHC.

7.2 Reserve Transfer

Following the Board's direction to collect more information on the cost to develop a maintenance garage and storage area, Administration brought forward their findings. Administration advised that the informal contractor quotes collected fluctuated between \$80,000-\$190,000 dependent on the project deliverables. To narrow the project scope and clarify building costs, MHF proceeded with engaging an architect for designs of the maintenance garage and storage area.

RESOLUTION #27/2024

Moved by Member at Large, Jopie Belder to approve a budget of up to \$185,000 for the construction of a company maintenance garage and storage area from the general administration account.

Carried Unanimously

8. New Business

8.1 BG 8.11 Financial Audit Policy Revisions

Administration presented a revised audit policy to the Board. The Board directed administration to make further revisions to the policy and bring it forward for approval at the next regular board meeting.

8.2 2023 Annual Report

RESOLUTION #028/2024

Moved by Member at Large, Yvan Boutin to approve the 2023 Annual Report as amended.

Carried Unanimously

8.3 Board Member Skills Matrix

Each year the province requires housing management bodies to submit business plans. Templates are provided by the province. The templates include a board member skills matrix. Each board member is requested to complete the form. Data will only be shown as an aggregate in the business plan.

8. Closed Session

9. Date, Time and Place of Next Meeting

MHF's next regular board meeting will be held on June 26, 2024 at 9:00 am at the MHF administration office.

10. Adjournment

The Chair, Member at Large Randy Dubord, declared the meeting adjourned at 11:37 am.

These minutes were approved on the 26 day of June, 2024.



Chair of the Board



Vice-Chair