

***Meridian Housing Foundation Board Of Directors
Regular Board Meeting Minutes
January 27, 2022***

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

STAFF: Lori-Anne St. Arnault, Executive Director
Doreen Engelhardt, Controller
Virginia Mayer, Recording Secretary

Guests: Colliers Project Leaders; David Jackson, Chris Timmons and Independent Consultant, Derek Weiss.

1. Call To Order

The Chairman called the Board Meeting of January 27, 2022 to order at 9:07 am.

2. Addition To / Adoption Of Agenda

RESOLUTION #001/2022

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

Carried Unanimously

3. Minutes

RESOLUTION #002/2022

Moved by Member at Large Ken Dobransky to accept the November 25, 2021 regular board and organizational meeting minutes as presented.

Carried Unanimously

4. Reports of Officers, Board, Standing Committees

- 4.1 Executive Director Report
- 4.2 Resident Wait List
- 4.3 Financial Reports
- 4.4 Correspondence
 - Metrix Group – 2021 Audit Planning Letter
 - How technology can support healthy aging
 - Alberta NDP Letter

Approval was given for finance to write off the receivable in 2021 for uncollected rent in the amount \$ 422.60.

Direction was given to administration to have the audit planning letter presented to the board prior to yearend. Administration will work on an RFP for a three-year term for new auditors for the 2022 audit.

RESOLUTION #003/2022

Moved by Mayor William Choy that the board received and filed all report items as presented.

Carried Unanimously

5. Reports of Special Committees

- 5.1 Capital Campaign Report
 - Current total for Capital Campaign is \$ 223,942.00.
 - Grand Opening is still postponed due to rise in COVID-19 cases.
 - Capital campaign committee members' term officially ended December 31, 2021.
 - Meridian Housing Foundation will continue to research different fundraising models.

6. Unfinished Business and General Orders

- 6.1 Folkstone Manor
 - As part of the Provincial grant agreement an audit is required when the construction project is complete. Following the audit we can expect release of the 10% holdback from the grant.

6.2 Spruce Grove Lodge

- Colliers Project Leaders – Spruce Grove Supportive Living
- Independent Consultant – Spruce Grove Supportive Living

Presentation was held on the completed Spruce Grove Lodge Report and the Spruce Grove Business Plan – Stakeholder Summary Report to the board.

A questions and answer period followed. (Via Zoom 10:00am – 10:45am)

- Member Municipalities Presentations – Capital Requestion

Executive Director Lori-Anne St. Arnault and Board Chairman Randy Dubord gave a presentation to all member municipalities asking for their support for the proposed Spruce Grove Lodge. All three municipalities have provided a letter of support.

Executive Director Lori-Anne St. Arnault will be organizing a meeting with member municipalities CAO's to discuss the future Spruce Grove Lodge.

Executive Director Lori-Anne St. Arnault has met with the Province and with MLA Searle Turton keeping them informed.

Councillor Rob Wiedeman left the meeting @ 12:01pm

6.3 Meridian Housing Foundation Office Space

- Designs are finalized.
- Building permit has been received from the Town of Stony Plain.
- Interior demolition complete.
- Steller is preparing window cut outs.
- Steller has given a completion date of April 28, 2022.

7. New Business

7.1 Organizational/Capacity Review

- Administration reviewed all RFP submissions; the project has been awarded to BadaB Consulting. The organizational/capacity review process is already underway. BadaB Consulting will be conducting staff interview as part of the process.
- Completed report will be presented to the board once completed.

7.2 Banking and Investment Policy 7.01

RESOLUTION #004/2022

MOVED by Mayor William Choy, to approve the Banking and Investment Policy 7.01 as presented.

Carried Unanimously

7.3 Signing Policy 7.02

RESOLUTION #005/2022

MOVED by Member at Large Jopie Belder to approve the Signing Policy 7.02 as amended.

Carried Unanimously

7.4 Reporting Policy 7.06

RESOLUTION #006/2022

MOVED by Member at Large Ken Dobransky to approve the Reporting Policy 7.06 as amended.

Carried Unanimously

7.5 Year-End Operating Surplus Policy 7.08

RESOLUTION #007/2022

MOVED by Member at Large Yvan Boutin to approve the Year-End Operating Surplus Policy 7.08 as presented.

Carried Unanimously

7.6 Reserves Policy 7.09

RESOLUTION #008/2022

MOVED by Mayor William Choy to approve the Reserves Policy 7.09 as presented.

Carried Unanimously

7.7 Board Remuneration and Expenses Policy 8.05

RESOLUTION #009/2022

MOVED by Member at Large Yvan Boutin to approve the Board Remuneration and Expenses Policy 8.05 as amended.

Carried Unanimously

7.8 Health and Safety Policy 2022

RESOLUTION #010/2022

MOVED by Member at Large Ken Dobransky to approve the Health and Safety Policy 2022 as presented.

Carried Unanimously

7.9 Spruce Grove Land Mortgage Renewal

RESOLUTION #011/2022

MOVED by Member at Large Jopie Belder that the board approves the mortgage renewal in the amount of \$1,930,583.21 from Servus Credit union at a rate of 3.10% for three years fixed term.

Carried Unanimously

7.10 Maximum Rent Self-Contained Apartments

RESOLUTION #012/2022

MOVED by Member at Large Stuart Houston that the board approves the Basic Maximum Rent for Self-Contained Apartments in Spruce Grove and Stony Plain; the recommendation is that the basic maximum rent will be \$895.00 effective May 1, 2022 for Spruce Grove and Stony Plain.

Carried Unanimously

RESOLUTION #013/2022

MOVED by Member at Large Ken Dobransky that the board approves the Basic Maximum rent for Self-Contained Apartments in Wabamun; the recommendation is that there is no change for 2022. Basic Maximum Rent is \$650.00 for Foster Manor.

Carried Unanimously

8. Closed Session

- No Closed Session

9. Date, Time And Place Of Next Meeting

Monthly board meeting will be held on February 24, 2022 at 9:00 am at Whispering Waters Manor.

10. Adjournment

The Chairman, Member at Large Randy Dubord declared the meeting adjourned at 1:16 pm.

These minutes were approved on the 24 day of Feb, 2022.


Chairman of the Board


Vice-Chairman