

**Meridian Housing Foundation Board of Directors**  
**Minutes of the Organizational Meeting**  
**November 28, 2019**

PRESENT: Chairman Councillor Jackie McCuaig, Parkland County  
Vice-Chairman Councillor Judy Bennett, Town of Stony Plain  
Councillor Chantal McKenzie, City of Spruce Grove  
Councillor Jocelyn Wiggins, Village of Wabamun

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

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**1. Call To Order**

Executive Director, Lori-Anne St-Arnault called the meeting to order at 9:00 am.

**2. Election of Officers**

Executive Director Lori-Anne St. Arnault asked for nominations for Chairman.

Councillor Jackie McCuaig nominated Councillor Chantal McKenzie for the Chairman position. Councillor Chantal McKenzie respectfully declined the Chairman position.

Councillor Chantal McKenzie nominated Councillor Judy Bennett for the Chairman position.

Executive Director Lori-Anne St. Arnault asked if there were any more nominations 2<sup>nd</sup> and 3<sup>rd</sup> time, no more nominations were put forward.

Councillor Judy Bennett accepted the position of Chairman.

Executive Director Lori-Anne St. Arnault asked for nominations for Vice Chairman.

Councillor Jocelyn Wiggins nominated Councillor Chantal McKenzie for Vice Chairman.

Executive Director Lori-Anne St. Arnault asked if there were any more nominations 2<sup>nd</sup> and 3<sup>rd</sup> time, no more nominations were put forward.

Councillor Chantal McKenzie accepted the position of Vice Chairman.

**RESOLUTION # 099/2019**

**MOVED** by Councillor Chantal McKenzie, that Councillor Judy Bennett has accepted the position of Chairman for the 2019/2020 term.

**Carried Unanimously**

**RESOLUTION # 100/2019**

**MOVED** by Councillor Jocelyn Wiggins that Councillor Chantal McKenzie has accepted the position of Vice Chairman for the 2019/2020 term

**Carried Unanimously**

**RESOLUTION # 100/2019**

**MOVED** by Councillor Jocelyn Wiggins that the Meridian Housing Foundation board members for the term 2019/2020 are: Chairman Councillor Judy Bennett, Vice-Chairman Councillor Chantal Mckenzie, Councillor Jackie McCuaig, and Councillor Jocelyn Wiggins.

**Carried Unanimously**

### **3. Establishment Of Board Remuneration**

**RESOLUTION # 101/2019**

**MOVED** by Councillor Jocelyn Wiggins, that the following board remuneration rates are accepted for the 2019- 2020 term. The rates will take effect on November 28, 2019.

- Monthly Chairman Honorarium \$ 100.00
- Monthly Vice-Chairman Honorarium \$ 50.00
- Regular Board Meeting (up to 8 hours) \$ 150.00
- Special Meeting (over 4 hours) \$ 150.00
- Special Meeting (under 4 hours) \$ 50.00
- Workshop full day (over 4 hours) \$ 150.00
- Workshop half day (under 4 hours) \$ 100.00
- Signing Alternate Honorarium \$ 50.00
- Mileage - @ .55 km

**Carried Unanimously**

#### 4. Banking

##### 4.1 Bank Signing Authority

**RESOLUTION # 102/2019**

**MOVED by** Councillor Jocelyn Wiggins that the following signing authority is as follows:

All Board Members, Chairman Councillor Judy Bennett, Vice Chairman Councillor Chantal McKenzie, Councillor Jocelyn Wiggins, Councillor Jackie McCuaig, Executive Director Lori-Anne St. Arnault, and/or the Controller have signing authority on behalf of the Meridian Housing Foundation. Two signatures are required; the two signatures must be one Board Member, the Executive Director or the Controller.

**Carried Unanimously**

##### 4.2 Authority for Banking Transfers

**RESOLUTION# 103/2019**

**MOVED by** Councillor Jackie McCuaig, that Executive Director Lori-Anne St. Arnault and/or accounting/payroll/controller personnel have authority on behalf of Meridian Housing Foundation for bank transfers and banking inquires.

**Carried Unanimously**

##### 4.3 Open and Close Bank Accounts

**RESOLUTION# 104/2019**

**MOVED by** Councillor Vice Chairman Chantal McKenzie that the following Board Members, Chairman Councillor Judy Bennett, Vice Chairman, Councillor Chantal McKenzie, Councillor Jocelyn Wiggins, Councillor Jackie McCuaig and Executive Director Lori-Anne St. Arnault, have authority on behalf of Meridian Housing Foundation to open and close bank accounts. Two signatures are required; the two signatures must be one Board Member and the Executive Director.

**Carried Unanimously**

**5. Scheduling of Regular Board Meeting for 4<sup>th</sup> Thursday of each month.  
RESOLUTION # 105/2019**

**MOVED** by Councillor Jocelyn Wiggins, that the regular board meetings will be held at 9:00 am on the fourth (4) Thursday of each calendar month unless amended by the board.

**Carried Unanimously**

**6. Adjournment**

The Chairman Councillor Judy Bennett declared the meeting adjourned at 9:25 am.

These minutes were approved on the 23 day of Jan., 2020.

Judy Bennett  
Chairman

Chckenzie  
Vice-Chairman

**Meridian Housing Foundation Board Of Directors**  
**Regular Board Meeting Minutes**  
**November 28, 2019**

**PRESENT:** Chairman Councillor Judy Bennett, Town of Stony Plain  
Vice Chairman Councillor Chantal McKenzie, City of Spruce Grove  
Councillor Jackie McCuaig, Parkland County  
Councillor Jocelyn Wiggins, Village of Wabamun

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

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**1. Call To Order**

The Chairman called the Board Meeting of November 28, 2019 to order at 9:25 am.

**2. Addition To / Adoption Of Agenda**

**RESOLUTION #106/2019**

**MOVED** by Councillor Chantal McKenzie, to adopt Meridian Housing Foundation Agenda as presented.

**Carried Unanimously**

**3. Minutes**

**RESOLUTION #107/2019**

**MOVED** by Councillor Jackie McCuaig, to accept the October 18, 2019 Meridian Housing Foundation regular board meeting minutes as presented.

**Carried Unanimously**

**4. Reports of Officers, Board, Standing Committees**

- Executive Director Report
- Resident Wait List
- Financial Reports
- Correspondence – none

**RESOLUTION #108/2019**

**MOVED** by Councillor Jocelyn Wiggins that the board received and filed all report items as presented.

**Carried Unanimously**

## 5. Reports of Special Committees

### 5.1 Capital Campaign Report

- Executive Director Lori-Anne St. Arnault gave the board an update on the Capital Campaign progress; some concerns that the committee members had on the terms of reference were brought forward and shared with the Board of Directors. The board was comfortable with the extent of research done on the terms of reference and no further changes will take place. The next Committee meeting will be held on December 9, 2019 at Something Else Restaurant as a volunteer appreciation lunch for all Campaign Committee Members.

#### **RESOLUTION #109/2019**

**MOVED** by Councillor Jackie McCuaig that the board received the Capital Campaign report as information.

**Carried Unanimously**

## 6. Unfinished Business and General Orders

### 6.1 Folkstone Manor

- Executive Director Lori-Anne St. Arnault is working to obtain an exemption for New Home Buyer Protection System (NHBPS) for the Town of Stony Plain to issue a building permit.
- Executive Director Lori-Anne St. Arnault met with Town of Stony Plain Town Manager to discuss when Meridian Housing Foundation could expect to receive the Town of Stony Plain's financial contribution.
- Executive Director Lori-Anne St. Arnault had a meeting with Jen-Col Construction to discuss the project, Najfeldt Architect has provided CCDC-2 contracts for both parties to review and sign off.

### 6.2 Board Composition

- Executive Director has been in contact with Alberta Seniors and Housing in regards to Meridian Housing Foundation making changes to the board composition. Alberta Seniors and Housing has requested a letter of support from all member municipalities.
- After further board discussion the board has decided to rescind motion #020/2019.

#### **RESOLUTION #110/2019**

**MOVED** by Councillor Chantal McKenzie that the board rescind resolution #020/2019:

**RESOLUTION # 020/2019**

**MOVED** by Councillor Chantal McKenzie that the management body shall be governed by a board comprised of a maximum of seven (7) members appointed as follows: each member municipality shall appoint one Elected Official and up to three (3) members of the board shall be appointed by the members of the board in the manner each determines appropriate.

**Carried Unanimously**

**RESOLUTION #111/2019**

**MOVED** by Councillor Chantal McKenzie that the management body shall be governed by a board comprised of a maximum of seven (7) members appointed as follows: each member municipality shall appoint one Elected Official and the remaining members shall be appointed by the members of the board in the manner each determines appropriate.

**Carried Unanimously**

- Direction was given to Executive Director Lori-Anne St. Arnault to send a letter to each member municipalities asking for a letter of support for the board composition changes.

### 6.3 Spruce Grove Lodge

- Executive Director Lori-Anne St. Arnault continues to research land opportunities in Spruce Grove.

### 6.4 RFP for Housing Needs Assessment

- Executive Director Lori-Anne St. Arnault provided the board with four proposals for a Housing Needs Assessment. The Board reviewed the proposals and direction was given to Executive Director Lori-Anne St. Arnault to call references and bring a recommendation to the Board by email in order to award the project in December 2019 to start the process.

## 7. New Business

### 7.1 Signing Authority Policy 7.02

- The board was provided with the amended Signing Authority Policy 7.02, after reviewing the policy the board has given administration further direction. Administration will make the changes and bring them back to the January 2020 board meeting for approval.

## 7.2 Collaborative Session Communication

- Executive Director Lori-Anne St. Arnault has found a facilitator for the Collaborative Session Communication with all member municipalities, the board and administration have decided that the session will be held in early 2020.

## 7.3 Parkland County Presentation

- Executive Director Lori-Anne St. Arnault was invited to attend the November 18, 2019 special council meeting to provide a presentation to mayor and council. Council had asked that the presentation speak to the governance review and capital submission.
- Executive Director Lori-Anne St. Arnault provided the board with an overview on the presentation. The Board and administration held a discussion.
- Administration made the board aware that invoices for the \$1M dollar capital requisition will be sent to all four member municipalities in March 2020.

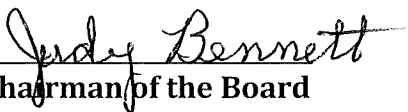
## 8. Date, Time And Place Of Next Meeting

Regular board meeting will be held on January 23, 2020 at 9:00am at Whispering Waters Manor.

## 9. Adjournment

The Chairman, Councillor Judy Bennett declared the meeting adjourned at 12:45 am.

These minutes were approved on the 23 day of Jan., 2020

  
Chairman of the Board

  
Vice-Chairman