



Meridian Housing Foundation Board of Directors

Regular Meeting Minutes

November 27, 2025 at 10:00 am

Present: Board Chair, Member at Large Stuart Houston
Vice Chair, Councillor Melanie Loyns, Town of Stony Plain
Councillor Jan Gillett, City of Spruce Grove
Councillor Ben Jespersen, Parkland County
Member at Large Randy Dubord
Member at Large Cheryl Budzinski
Member at Large Yvan Boutin

Staff: Lori-Anne St. Arnault, Executive Director
Doreen Engelhardt, Director of Finance
Virginia Mayer, Director of Housing
Stuart Fehr, Director of Maintenance & Asset Management
Tera Innes, Recording Secretary

1. Call to order

The Chair, Member at Large Stuart Houston called the regular meeting of November 27, 2025 to order at 10:23 am.

2. Adoption of agenda

Resolution #070/2025:

Moved by Councillor Melanie Loyns to adopt the November 27, 2025 regular board meeting agenda as presented.

Carried unanimously

3. Reading and approval of minutes

3.1 Meridian Housing Foundation September 18, 2025 special board meeting minutes

Resolution #071/2025:

Moved by Councillor Ben Jespersen to approve the September 18, 2025 special board meeting minutes as presented.

Carried unanimously

3.2 Meridian Housing Foundation October 2, 2025 regular board meeting minutes

Resolution #072/2025:

Moved by Member at Large Cheryl Budzinski to approve the October 2, 2025 regular

board meeting minutes as amended.

Carried unanimously

- 3.3 Meridian Housing Foundation October 17, 2025 special board meeting minutes

Resolution #073/2025:

Moved by Member at Large Yvan Boutin to approve the October 17, 2025 special board meeting minutes as presented.

Carried unanimously

4. Information reports

- 4.1 Executive Director report
- 4.2 Housing Director report
- 4.3 Financial report
- 4.4 Compliance attestation
- 4.5 Correspondence: Spruce Grove Lodge funding update letter October 2025

Resolution #074/2025:

Moved by Councillor Melanie Loyns to receive and file all report items as information.

Carried unanimously

5. Unfinished business

- 5.1 2026 Year-End Auditing Services

Member at Large Yvan Boutin updated the Board on the request-for-proposal process for year-end external auditor services.

- 5.2 Horizon View Lodge

Administration provided an update on construction progress for the Horizon View Lodge project. Due to provincial requirements, the project encountered slight delays and is now reflecting an estimated completion date of October 2026.

- 5.3 Spruce Grove Family Affordable Housing

Administration provided an update on the preliminary project work that has been

taking place with the Prime Consultant.

Resolution #075/2025:

Moved by Councillor Jan Gillett to accept for information the unfinished business reports.

Carried unanimously

6. New business

6.1 2026 Health & Safety Commitment

Resolution #076/2025:

Moved by Councillor Ben Jespersen to approve the 2026 Health & Safety Commitment as presented.

Carried unanimously

6.2 BG 2.01 Purpose, Values and Priorities

Resolution #077/2025:

Moved by Member at Large Cheryl Budzinski to approve the Board Governance Policy 2.01: Purpose, Values and Priorities as presented.

Carried unanimously

6.3 Meridian Housing Foundation Bylaws

Administration brought forward the Meridian Housing Foundation Bylaws, last updated in 2021. Administration recommended minor revisions to reflect the updated title of Chief Executive Officer, meeting dates, and the Foundation's updated purpose.

Resolution #078/2025:

Moved by Councillor Melanie Loyns to table discussion on the Meridian Housing Foundation Bylaws.

Carried unanimously

6.4 Executive Director Title

Resolution #079/2025:

Moved by Councillor Ben Jespersen to formally acknowledge that the titles Chief Executive Officer (CEO), Chief Administrative Officer (CAO), and Executive Director (ED) designate the same position, which serves as the sole employee accountable to the Board of Directors.

Carried unanimously

7. Closed session

Resolution #080/2025:

Moved by Member at Large Yvan Boutin to enter closed session at 11:49 am.

Carried Unanimously

Resolution #081/2025:

Moved by Councillor Melanie Loyns to exit closed session at 12:51 pm.

Carried Unanimously


8. Date, time and place of next meeting

Meridian Housing Foundation's next regular board meeting will be held on March 12, 2026 at 9:00 am at Meridian Housing Foundation's Administration Office.

9. Adjournment

The Chair, Member at Large Stuart Houston declared the meeting adjourned at 12:53 pm.

These minutes were approved on the 12 day of March, 2026.



Chair of the Board



Vice-Chair