



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Peace River, Alberta  
February 5, 2014

The Board of Directors received a tour of Garden Court, the newly completed seniors affordable housing project in Peace River.

Chairperson Friesen called the meeting to order at 6:50 p.m. with the following members present:

Clear Hills County	Fletcher, Dan
Northern Sunrise County	Dallyn, Doug
County of Northern Lights	Reese, Brent
MD of Peace #135	Friesen, Sandra(via Skype)
MD of Fairview #136	Wyness, Terri
Town of Fairview	Radbourne, Dennis
Town of Grimshaw	Nelson, Nels
Town of Manning	Howell, Melody
Town of Peace River	Needham, Colin(via Skype)
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	

Regrets: Cheryl Novak

Also present was Executive Director Richard Walisser. Dennis Radbourne acted as recording secretary.

## **Agenda**

01.02.14 Moved Nelson agenda be adopted as circulated.  
Carried.

## **Minutes**

### **a. Regular Meeting – December 4, 2013**

02.02.14 Moved Howell minutes of the December 4, 2013 regular Board meeting be approved as presented.  
Carried.

**Reports**

a. **Executive Director's Report**

The Executive Director provided a brief update of the developments in the Peace River Seniors project, and the current North Peace Housing Foundation occupancy levels.

03.02.14 Moved Wyness Executive Director's report be approved as presented.  
Carried.

b. **Summary of Operations**

04.02.14 Moved Wyness Summary of Operations for the month of December, 2013 be accepted as presented.  
Carried.

c. **Financial Report**

05.02.14 Moved Nelson financial report for the month of December, 2013 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

06.02.14 Moved Reese accounts payable for the month of December, 2013 be ratified as presented.  
Carried.

**Business Arising Out of the Minutes**

a. **Peace River Seniors Affordable Housing Project**

i. **Construction Update**

Update provided earlier

ii. **Request for Contract Amendment – Project Delay Claim**

The Executive Director presented a claim from the general contractor for administrative and general expenses that arose due to the extension of the contract because of the issues surrounding the foundation.

07.02.14 Moved Nelson request consultant negotiate with the General Contractor on the claim to a maximum of 10 weeks extension to the contract and the associated general and administrative expenses based on that extension.  
Carried.

iii. Garden Court Suite Occupancy Update

A total of 30 suites were rented in February 2014.

08.02.14 Moved Nelson accept for information.  
Carried.

**New Business**

a. **2013 Audit Service Plan – Meyers Norris Penny**

The Executive Director presented the Board of Directors with documentation surrounding the annual fiscal audit process along with an anticipated timeline for completion of the field work and statements and associated reports.

09.02.14 Moved Dallyn accept the Audit Service Plan for the 2013 North Peace Housing Foundation audit as presented by MNP Chartered Accountants.  
Carried.

b. **2013 Bad Debt Write Off**

The Executive Director present the summary of accounts deemed uncollectible for the 2013 fiscal period.

10.02.14 Moved Vanderklok write-off family housing accounts greater than one year in age for the 2013 fiscal year in the amount of \$23,203.83 and write off accounts greater than one year in age for the sustainable remote housing initiative in the amount of \$15,594.71.  
Carried.

c. **2014 – 2016 North Peace Housing Foundation Business Plan**

The Executive Director presented anticipated timelines for the completion of the 2014-2016 North Peace Housing Foundation Business Plan.

11.02.14 Moved Dallyn accept the timelines as presented and schedule a Board Planning Committee Meeting for the third week of March 2014.  
Carried.

d. **Other**

Nil

**Items for Information**

- a. Supportive Living Accommodation Licensing - Lodges

12.02.14 Moved Wyness accept items for information.  
Carried.

**Directors' Comments**

Board member Reintjes asked for the Executive Director to verify for the Board whom the members of the Planning & Services Committee were for 2014. Chair Friesen, Vice-Chair Wyness, Board members Nelson, Needham, and Reintjes comprise the Planning & Services Committee for 2014.

**Next Meeting**

The next meeting is scheduled for March 5, 2014 at the Central Office in Peace River at 5:30 pm.

**Adjournment**

The Chair declared the meeting adjourned at 8:05 pm.

  
Chairperson

  
Recording Secretary