



North Peace Housing Foundation

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

Chairperson Friesen called the meeting to order at 5:50 p.m. with the following members present:

Clear Hills County
Northern Sunrise County
County of Northern Lights
MD of Peace #135
MD of Fairview #136
Town of Fairview
Town of Grimshaw
Town of Manning
Town of Peace River
Village of Berwyn
Village of Hines Creek
Village of Nampa

Fletcher, Dan
Dallyn, Doug
Reese, Brent
Friesen, Sandra(via Skype)

Radbourne, Dennis
Nelson, Nels

Needham, Colin
Vanderklok, Harry
Reintjes, Hazel

Regrets: Terri Wyness, Melody Howell, Cheryl Novak.

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

Agenda

- 01.03.14 Moved Nelson agenda be adopted as circulated with the following addition to New Business, Other;
i. Board Retreat Conflict
Carried.

Minutes

a. Regular Meeting – February 5, 2014

- 02.03.14 Moved Dallyn minutes of the February 5, 2014 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.

03.03.14 Moved Needham Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.03.14 Moved Nelson Summary of Operations for the month of January, 2014 be accepted as presented.
Carried.

c. **Financial Report**

05.03.14 Moved Reese financial report for the month of January, 2014 be accepted as presented.
Carried.

Accounts Payable Ratification

06.03.14 Moved Vanderklok accounts payable for the month of January, 2014 be ratified as presented.
Carried.

Business Arising Out of the Minutes

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

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

The Executive Director presented an update on the delay claim from the general contractor. The architectural consultant continues to negotiate with the contractor and does not yet have a new counter proposal to consider.

07.03.14 Moved Nelson accept as information.
Carried.

ii. **Garden Court Suite Occupancy Update**

March occupancy at Garden Court total 33 suites.

08.03.14 Moved Needham accept for information.
Carried.

b. **Alberta Non-Profit Housing Association**

The group has completed the bylaws for the association and have filed them with the province. A three year strategic plan has been developed for the association and connections have been made with the other provincial non-profit housing associations in Ontario, British Columbia, and New Brunswick, as well as the Canadian Housing and Renewal Association. Meetings are planned with department heads at Alberta Municipal Affairs and Alberta Human Services to introduce the association and to begin to strengthen our rapport with the provincial government.

- 09.03.14 Moved Reintjes to accept the Alberta Non-Profit Housing Association by-laws and strategic plan for information.
Carried.

New Business

a. **2013 Audited Financial Statements**

The Executive Director presented the Board of Directors with the Audited Consolidated Financial Statements for the 2013 fiscal year ended December 31, 2013 as prepared by MNP LLP.

- 10.03.14 Moved Fletcher accept the Audited Consolidated Financial Statements for the 2013 fiscal year ended December 31, 2013 as prepared by MNP LLP.
Carried.

b. **Schedule of Final Capital Costs – Garden Court Apartments**

The Executive Director present the Schedule of Final Capital Costs for the Garden Court Apartments as prepared by MNP LLP as a requirement of the Affordable Housing Initiative Grant.

- 11.03.14 Moved Nelson accept the Schedule of Final Capital Costs for the Garden Court Apartments as prepared by MNP LLP.
Carried.

- 12.03.04 Moved Reintjes contact the auditing firm to request a note to the financial statements be included to indicate that the cost estimates in the original grant application and the audit report were based on the original scope of work and indicate in the note that the scope of work has significantly changed from what the original estimates were based.
Carried.

c. **2014 Audit Appointment**

13.03.14 Moved Dallyn engage MNP LLP to conduct the audit of the North Peace Housing Foundation financial statements for the 2014 fiscal year ending December 31, 2014. Carried.

d. **2013 Bad Debt Write Off - Lodges**

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

14.03.14 Moved Dallyn write-off lodge accounts greater than one year in age for the 2013 fiscal year in the amount of \$5,504.91
Carried.

e. **Application – Market Renter**

The Executive Director presented an application to house a market renter for a vacant house in St. Isidore.

15.03.14 Moved Vanderklok approve the application on the condition approval is received from Alberta Municipal Affairs.
Carried.

f. **Other**

i. **Board Retreat Conflict**

Board member Needham alerted the Board to a potential timing conflict for the North Peace Housing Foundation Board Retreat and a session being delivered by Alberta Municipal Affairs on Friday April 25th regarding the Municipal Government Act review.

Items for Information

- a. Happenings – March 2014
- b. Supportive Living Accommodation License – Heritage Tower
- c. 2013-2014 Government of Alberta Third Quarter Fiscal Update

16.03.14 Moved Reintjes accept items for information.
Carried.

Directors' Comments

Board member Reese, County Council and North Peace Housing Foundation received correspondence from a resident of County of Northern Lights in concern to the lack of promotional material for the Foundation that is out in the community, and the need to increase the marketing of the services provided by the Foundation.

Board member Fletcher suggested that the Foundation develop a full promotional package and attend the various regional trade shows to improve the profile and awareness of the Foundation and the services we offer.

Chair Friesen suggested that this is an excellent topic for discussion at the Board Retreat in April.

Next Meeting

The next meeting is scheduled for April 2, 2014 at the Central Office in ^{Hines Creek}~~Peace River~~ at 5:30 pm.

Adjournment

The Chair declared the meeting adjourned at 7:25 pm.


Chairperson


Recording Secretary