



North Peace Housing Foundation

Box 7050, Peace River, Alberta T8S 1S7
Tel (780) 624-2055 Fax: (780) 624-2065
Email: richard.walisser@northpeacehousing.ca

Board of Directors Meeting
Hines Creek, Alberta
April 2, 2014

Chairperson Friesen called the meeting to order at 6:02 p.m. with the following members present:

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

Regrets: Dan Fletcher, Melody Howell, Cheryl Novak

Also present was Housing Operations Manager Tammy Menssa. Dennis Radbourne acted as recording secretary.

Agenda

01.04.14 Moved Wyness agenda be adopted as circulated.
Carried.

Minutes

a. **Regular Meeting – March 5, 2014**

02.04.14 Moved Nelson minutes of the March 5, 2014 regular Board meeting be approved as presented.
Carried.

b. **Planning & Services Committee Meeting – March 24, 2014**

03.04.14 Moved Nelson minutes of the March 24, 2014 Planning & Services Committee meeting be approved as presented.
Carried.

Reports

a. **Executive Director's Report**

In the absence of the Executive Director, the Housing Operations Manager provided a brief written update of the developments with Garden Court, the Westview Development Area, Northern Lakes College, Habitat for Humanity, and the current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

05.04.14 Moved Reese Summary of Operations for the month of February, 2014 be accepted as presented.
Carried.

c. **Financial Report**

06.04.14 Moved Wyness financial report for the month of February, 2014 be accepted as presented.
Carried.

Accounts Payable Ratification

07.04.14 Moved Nelson accounts payable for the month of February, 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 Housing Operations Manager presented an update on the delay claim from the general contractor. The architectural consultant successfully negotiated a six week extension to the effectively reducing the claim to one-quarter of the original ask.

08.04.14 Moved Needham accept as information.
Carried.

ii. **Garden Court Suite Occupancy Update**

April occupancy at Garden Court stood at 36 with 3 or 4 new inquiries in the last week that may result in tenancies

09.04.14 Moved Wyness accept for information.
Carried.

b. **Lodge Assistance Program Grant – Heritage Tower Update**

The Housing Operation Manager provided correspondence between administration and Alberta Municipal Affairs in regards to the inclusion of the converted lodge suites for the Lodge Assistance Program Grant for 2014. Also presented a letter addressed to Northern Sunrise County requesting their support in this appeal for additional operational funding for Heritage Tower.

10.04.14 Moved Dallyn accept letter for information.
Carried.

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

The Housing Operations Manager presented correspondence from Meyers Norris Penny in regards to the Board of Directors request to warn readers of the changes in scope of the capital project being report, which causes a misrepresentation when documenting the variance from the budget. A formal letter will be drafted to be provided when distributing the statement.

11.04.14 Moved Needham accept the cautionary cover letter as presented.
Carried.

New Business

a. **2014 Board Retreat Draft Agenda**

The Executive Director presented the Board of Directors with a draft agenda for the Board retreat scheduled for April 25th and 26th. Due to renovations at the planned venue for the retreat it was decided by the planning committee to move this year's retreat to Peace River. A block of rooms has been booked at the Peace Valley Inns and the meetings will be held at the North Peace Housing Foundation administration office.

12.04.14 Moved Needham approve the agenda as revised.
Carried.

b. **2014 Market Rent Survey**

The Housing Operations Manager presented the information compiled to date for the 2014 market rate survey. Discussion ensued as to the appropriate rent reduction that should be incorporated in the more remote communities and those with vacancy issues.

13.04.14 Moved Wyness table item until Core Need Income Threshold information is available.
Carried.

c. **Market Renter – Berwyn/Manning**

The Housing Operations Manager presented the Board of Directors with two applicants that have current household income in excess of the 2013 Core Need Income Threshold and would be considered market renters.

14.04.14 Moved Wyness approve the market renter applicant for Berwyn.
Carried.

15.04.14 Moved Nelson approve the market renter applicant for Manning.
Carried.

d. **Application Appeal**

The Housing Operations Manager presented an appeal of an application that was declined.

16.04.04 Moved Nelson the meeting move into camera.
Carried.

17.04.14 Moved Wyness the meeting move out of camera.
Carried.

18.04.14 Moved Wyness support administration recommendation to decline this applicant for housing.
Carried.

e. **Other**

Nil

Items for Information

- a. Happenings – April 2014
- b. Supportive Living Accommodation License – Homesteader Lodge

19.04.14 Moved Wyness accept items for information.
Carried.

Directors' Comments

Board member Reintjes suggested that the Board of Directors ask for a brief review of the audited financial statements at the Board retreat.

Board member Dallyn spoke in regards to Heart River Housing notes in the Executive Directors report.

Board member Reese was pleased to see that the North Peace Housing Foundation Board Chair and members of the administration will be attending an upcoming council meeting to discuss issues of mutual concern regarding the Manning family housing units.

Board Chair Friesen relayed some very positive comments she received from members of the public regarding the central office staff and wished to thank them for their continued efforts in improving our public image.

Next Meeting

20.04.14 Moved Nelson the next Board of Directors Meeting to be held on May 15, 2014 at the Harvest Lodge in Fairview at 5:30 pm.
Carried.

Adjournment

The Chair declared the meeting adjourned at 7:15 pm.

Chairperson

Recording Secretary