



North Peace Housing Foundation

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Board of Directors Meeting
Fairview, Alberta
May 15, 2014

Due to the resignation of Sandra Friesen from her council position, the Chair has been vacated and the Vice-Chair Terri Wyness assumed the position. The meeting was called to order at 6:10 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	Brightwell, George
MD of Fairview #136	Wyness, Terri
Town of Fairview	Chorney, Larry(alternate)
Town of Grimshaw	Nelson, Nels
Town of Manning	Walker, Sunni-Jean(alternate)
Town of Peace River	Needham, Colin
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	

Regrets: Dennis Radbourne, Melody Howell, Cheryl Novak

Also present was Executive Director Richard Walisser. Hazel Reintjes acted as recording secretary.

Agenda

01.05.14 Moved Nelson agenda be adopted as circulated, with the following additions to New Business, Other;
i. Manning Seniors Apartments
Carried.

Minutes

a. Regular Meeting – April 2, 2014

02.05.14 Moved Dallyn minutes of the April 2, 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 with Garden Court, the Westview Development Area, the Heritage Tower conversion, and the current North Peace Housing Foundation occupancy levels.

03.05.14 Moved Nelson Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.05.14 Moved Needham Summary of Operations for the month of March, 2014 be accepted as presented.
Carried.

c. **Financial Report**

05.05.14 Moved Vanderklok financial report for the month of March, 2014 be accepted as presented.
Carried.

Accounts Payable Ratification

06.05.14 Moved Walker accounts payable for the month of March, 2014 be ratified as presented.
Carried.

Business Arising Out of the Minutes

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

i. **Construction Update**

The Executive Director presented an update on the upcoming work schedule from the general contractor. The landscaping sub-contractor will commence shortly and should take about 10 days to complete. The contractor will be on site at the end of May to complete the balance of the deficiencies.

ii. **Garden Court Suite Occupancy Update**

May occupancy at Garden Court stands at 42 with 3 more booked for June 1, 2014.

iii. **Grand Opening**

We have scheduled June 27th for the Grand Opening of the Garden Court Seniors Apartments from 2:00 to 4:00 pm.

b. **Westview Area Structure Plan**

The Executive Director, for reference provided the Board with the initial drawing of the proposed area development plan for the west hill in Peace River.

Also presented were minutes of the meeting held to discuss the location and construction of the proposed doctor's clinic in Peace River.

07.05.14 Moved Nelson the meeting move in camera at 6:47pm.
Carried.

08.05.14 Moved Walker the meeting move out of camera at 7:00pm.
Carried.

09.05.14 Moved Walker the North Peace Housing Foundation approve in principle the sale of land adjacent to the donated parcel at the rate of \$125,000.00 per acre(raw land) adjusted to account for undevelopable acreage, conditional on the developer accepting responsibility for all infrastructure costs to extend all services through the length of the proposed development, including all offsite levies attributable to the site being developed for the Doctors' clinic.
Carried.

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

The Executive Director was pleased to provide correspondence from the remaining three municipalities approving the transition of Heritage Tower to lodge suites. Administration also received correspondence from Alberta Municipal Affairs approving the transition. In addition, those residents under the income cutoff, who were receiving support services as of February 28, 2014 will be included for the 2014 Lodge Assistance Program Grant(\$12.45 per day) and the balance of the apartment clients will receive the cottage rate(\$2.00 per day).

10.05.14 Moved Nelson accept letter for information.
Carried.

d. **Seniors Housing Needs Assessment - Distribution**

The Executive Director presented a request from the Town of Fairview to allow for the distribution of the Seniors Housing Needs Assessment once it is completed.

11.05.14 Moved Chorney to table item to the June 4, 2014 meeting.

e. **Remote Seniors Housing Initiatives Committee**

The Executive Director presented the terms of reference for this committee and asked for a meeting to be called to begin the work discussed at the Board retreat.

12.05.14 Moved Dallyn accept the Terms of Reference for the Remote Seniors Housing Initiatives Committee.
Carried.

13.05.14 Moved Walker that Board member Reese be appointed to the Remote Seniors Housing Initiatives Committee to fill the vacancy on this committee.
Carried.

14.05.14 Moved Nelson hold a meeting of the Remote Seniors Housing Initiatives Committee on June 3, 2014 at the central office in Peace River commencing at 10:00 am.
Carried.

New Business

a. **2014 Market Rent Survey**

The Executive Director presented the information compiled for the 2014 market rate survey. The information was circulated to the Board of Directors in April.

15.05.14 Moved Walker approved the 2014/2015 market rates for approved North Peace Housing Foundation applicants whose income exceeds the Core Need Income Threshold.
Carried.

b. **Dishwasher Replacement – Heritage Tower Lodge**

The Executive Director presented the price quotes for the replacement of the commercial dishwasher at Heritage Tower Lodge.

16.05.14 Moved Chorney contract Russell Food Equipment for the replacement of the commercial dishwasher at Heritage Tower Lodge for the quoted price of \$12,026.00 + GST.
Carried.

c. **Commercial Oven Range Replacement - Autumn Lodge**

The Executive Director presented the price quotes for the replacement of the commercial oven range at Autumn Lodge.

17.05.14 Moved Nelson contract Russell Food Equipment for the replacement of the commercial oven range at Autumn Lodge for the quoted price of \$8,443.00 + GST.
Carried.

d. **Assisted Bathing System Replacement – Homesteader Lodge**

The Executive Director presented the price quotes for the replacement of the assisted bathing system at the Homesteader Lodge.

18.05.14 Moved Fletcher contract ArjoHuntleigh for the replacement of the assisted bathing system at the Homesteader Lodge for the quoted price of \$45,655.00 + GST.
Carried.

e. **Heating System Replacement – Grimshaw Family Housing**

The Executive Director presented the tender call opening summary for the replacement of the heating system at two homes in Grimshaw located at 4506-55 Street and 4514 – 55 Street.

19.05.14 Moved Brightwell contract Fred's Heating for the replacement of the heating systems at 4506 – 55 Street and 4514 – 55 Street in Grimshaw for the quoted price of \$12,700.00 + GST.
Carried.

f. **Building Energy Audit**

Board member Reese requested that the Board of Director consider the value of conducting a building energy audit on the North Peace Housing Foundation properties.

20.05.14 Moved Dallyn that administration research and report to the Board the cost and benefits of conducting energy audits on our buildings.
Carried.

g. **Other**

i. **Manning Seniors Apartments**

Board alternate Walker requested that administration provide the Town of Manning and the Board of Directors an update on the resolution of the ground water issues in the basement of the Manning Seniors Apartments. The Executive Director will request a report and circulate it to the Board by e-mail.

Items for Information

a. **Happenings – May 2014**

21.05.14 Moved Walker accept items for information.
Carried.

Directors' Comments

Board member Needham would like to see more action to resolve the garbage containment issues in the family housing developments in Peace River.

Board alternate Chorney was very impressed with the growth of the organization over the past 25 years and wished the Board much success in their future endeavours.

Board member Reese expressed his gratitude towards the outgoing Board Chair, Sandra Friesen and suggested the Board should recognize her contributions to the organization.

22.05.14 Moved Needham administration be provided up to \$500.00 to arrange for a gift for Sandra Friesen to recognize her outstanding contributions to the North Peace Housing Foundation.
Carried.

Next Meeting

23.05.14 Moved Nelson the next Board of Directors Meeting is to be held on June 4, 2014 at Heritage Tower Lodge in Peace River at 6:30 pm.
Carried.

Adjournment

The Chair declared the meeting adjourned at 7:58 pm.

Chairperson

Recording Secretary