



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
Manning, Alberta
August 6, 2014

Chair Terri Wyness called the meeting to order via Skype at 6:04 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

Dallyn, Doug
Reese, Brent
Willing, Bob
Wyness, Terri(via Skype)
Radbourne, Dennis
Nelson, Nels
Walker, Sunni-Jean
Needham, Colin
Vanderklok, Harry
Reintjes, Hazel

Regrets: Dan Fletcher, Cheryl Novak

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

Agenda

- 01.08.14 Moved Nelson agenda be adopted as circulated, with the following additions under New Business – Other;
- i. Retroactive Rental Adjustment – Harvest Lodge
 - ii. Request to Have a Long-Term Visitor – Garden Court
- Carried.

Minutes

a. Regular Meeting – June 4, 2014

- 02.08.14 Moved Walker minutes of the June 4, 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.

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

04.08.14 Moved Radbourne Board of Directors send a letter of thanks to staff who help organize and host the Official Opening of Garden Court Seniors Apartments.
Carried.

b. **Summary of Operations**

05.08.14 Moved Dallyn Summary of Operations for the month of June, 2014 be accepted as presented.
Carried.

c. **Financial Report**

06.08.14 Moved Walker financial report for the month of June, 2014 be accepted as presented.
Carried.

Accounts Payable Ratification

07.08.14 Moved Nelson accounts payable for the month of June, 2014 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Westview Area Structure Plan**

The Executive Director presented an update to the design drawing from Mackenzie Municipal Services Agency for the Westview Area Development Plan. Members of the Board of Directors and administration met with the Rotary Club to review the plan and to further discuss a partnership arrangement to construct the central administration office and Rotary House on a joint site.

08.08.14 Moved Walker accept the MMSA Westview Area Development Plan as presented and administration prepare submission to the Town of Peace River to request an amendment to the Westview Area Structure Plan to correspond to plan.
Carried.

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

The Executive Director presented an update on the Foundation's request to include the new suites at Heritage Tower. The province has agreed to include the newly transitioned suites however provided 50% of the total grant as the effective date was July 1, 2014.

09.08.14 Moved Dallyn accept for information.
Carried.

New Business

a. **Avanti Web-based Payroll Solution**

The Executive Director presented a proposal to move the North Peace Housing Foundation payroll system to web-based system to both enhance the system and to provide database protection.

10.08.14 Moved Walker approve the implementation of the Avanti web-based payroll system for the estimated cost of \$15,600.00 plus GST.
Carried.

b. **Parking Lot Power Extension – Garden Court**

The Executive Director provided a quotation from Kenry Electric to extend the power to the west parking lot stall at Garden Court to increase the number of powered stalls by 26 spaces.

11.08.14 Moved Nelson contract Kenry Electric to extend the power and installation of 13 electrical posts to supply power to 26 additional stalls for the quoted price of \$34,750.00 plus GST.
Carried.

c. **Late Payment Administration Fee**

The Executive Director presented a request to increase the late payment administration fee to \$50.00, effective on accounts more than 3 business days in arrears.

12.08.14 Moved Dallyn ratify the increase to the late payment administration fee to \$50.00 on all accounts in arrears after the 3rd business day of the month, effective July 1, 2014.
Carried.

d. **Handicapped Kitchens – Garden Court**

Board member Needham presented a concern regarding the stoves selected for the accessible suites at Garden Court.

- 13.08.14 Moved Nelson administration research potential options and pricing of options to improve the accessibility of the stove and cooktop within the accessible suites at Garden Court.
Carried.

e. **Fence Replacement – Grimshaw Family Housing**

The Executive Director presented the tender call summary sheet to replace fences at two units in Grimshaw.

- 14.08.14 Moved Needham contract Rick Dostaler for the replacement of the fences at 4514 – 55 Street and 4214 – 52 Street in Grimshaw for the quoted price of \$11,308.00 + GST.

f. **Shingle Replacement – Dixonville/Peace River Family Housing**

The Executive Director presented the tender call summary sheet to replace shingles at two units, one in Dixonville and the other in Peace River.

- 15.08.14 Moved Reintjes contract Johnny's Painting and Renovating for the replacement of the shingles at SE 4 13 87 W5 in Dixonville and 9710 – 81 Avenue in Peace River for the quoted price of \$10,192.00 + GST.
Carried.

g. **Flooring Replacement – Garrison Manor**

The Executive Director presented the tender call summary sheet to replace flooring in two suites at Garrison Manor in Fairview.

- 16.08.14 Moved Reese contract Fairview Flooring for the replacement of the flooring in suites 101B and 102A at Garrison Manor in Fairview for the quoted price of \$8,706.96 + GST.
Carried.

h. **Family Hiring – Harvest Lodge**

The Executive Director presented a request for consideration to the Board from the Manager of Harvest Lodge to hire a student who is the relative of another worker at the lodge. Both the Manager and the Human Resources Manager recommend approval.

- 17.08.14 Moved Vanderklok approve the employment of Matthew DeVries at the Harvest Lodge in Fairview.
Carried.

i. **Other**

i. **Retroactive Rental Adjustment - Appeal**

The Executive Director presented a request for consideration to adjust the rent of a resident at Harvest Lodge to July, 2013. The rent for the client was adjusted to include January 2014 rent.

18.08.14 Moved Walker deny the appeal.
Carried.

ii. **Long-term Visitor – Garden Court**

The Executive Director presented a request by a tenant of Garden Court to allow them to have a long term visitor within their suite at Garden Court.

19.08.14 Moved Reese deny the request as per the terms of the lease agreement.
Carried.

Items for Information

- a. Happenings – July/August 2014
- b. Lodge Events – July 2014
- c. Supportive Living Accommodation License – Del-Air Lodge

20.08.14 Moved Vanderklok accept items for information.
Carried.

Directors' Comments

Board member Dallyn was very pleased to report that the meeting with the Rotary Club and the Peace River Community Health Foundation went very well.

Board member Needham echoed that sentiment and is very excited about the plans the Foundation has in the upcoming business cycle.

Board member Reintjes believes that the Foundation should seriously explore initiating its own home care program to allow for assisted living suites within the supportive living accommodation we operate to level the playing field with the private DSL providers.

Next Meeting

The next Board of Directors Meeting is scheduled to be held on September 3, 2014 at Autumn Lodge in Berwyn at 5:30 pm.

Adjournment

The Chair declared the meeting adjourned at 8:00pm.


Chairperson


Recording Secretary