

# *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  
Berwyn, Alberta  
September 3, 2014

Chair Terri Wyness called the meeting to order at 6:10 p.m. with the following members present:

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

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

## **Agenda**

01.09.14 Moved Reintjes agenda be adopted as circulated.  
Carried.

## **Minutes**

### **a. Regular Meeting – August 6, 2014**

02.09.14 Moved Nelson minutes of the August 8, 2014 regular Board meeting be approved as amended, with addition to motion 19.08.14 adding the words “as per the terms of the lease agreement.”  
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, the Harvest Lodge land ownership transfer and the current North Peace Housing Foundation occupancy levels.

03.09.14 Moved Howell Executive Director's report be approved as presented.  
Carried.

b. **Summary of Operations**

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

c. **Financial Report**

05.09.14 Moved Nelson financial report for the month of July, 2014 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

06.09.14 Moved Vanderklok accounts payable for the month of July, 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. The Town of Peace River has agreed to the closure of 102<sup>nd</sup> Avenue west of 68<sup>th</sup> Street and the bylaw received second and third reading at the September 2, 2014 council meeting.

07.09.14 Moved Vanderklok administration draft a letter to the Town of Peace River requesting transfer of the title to the closed portion of 102 Avenue west of 68 Street and amalgamate with one of the adjoining parcels owned by North Peace Housing Foundation in preparation for a new subdivision application.  
Carried.

b. **Rotary House/NPHF Administration Office**

Members of the Board of Directors and administration had a second meeting 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.

08.09.14 Moved Dallyn seek consultation with legal counsel on the appropriate ownership structure including reserve structure and structure for dissolution and to develop a joint operating agreement for the Rotary House/North Peace Housing Foundation administration office project.

Carried.

09.09.14 Moved Reintjes contact The Workun Garrick Partnership to proceed with the architectural design and costing of the North Peace Housing Foundation Administration Office/Rotary House project.

Carried.

c. **ANPHA Update**

The Executive Director presented an update on the activities of the association in preparation for the inaugural Annual General Meeting sometime in the fall.

10.09.14 Moved Vanderklok accept for information.

Carried.

**New Business**

a. **2015 Affordable Housing Rate Schedule**

The Executive Director presented a proposed rate schedule for the Garden Court Seniors Apartments for the 2015 fiscal year.

11.09.14 Moved Nelson approve the 2015 affordable housing rate schedule for implementation on tenant anniversary dates in 2015.

Carried.

b. **Executive Committee Meeting - 2015 Wage and Salary Review**

The Executive Director requested an Executive Committee Meeting be called in mid-October to review the Wage and Salary items for the upcoming year.

12.09.14 Moved Eastman hold an Executive Committee Meeting on September 29, 2014 at 9:30am at the central administration office in Peace River.

Carried.

c. **Replacement of Intercom/Entry System – Garrison Manor**

The Executive Director presented the tender call summary sheet to replace the intercom system at Garrison Manor in Fairview

13.09.14 Moved Reintjes contract Can-Tech Electrical Services for the replacement of the intercom/entry system at Garrison Manor for the quoted price of \$8,486.00 + GST.

Carried.

d. **Flooring Replacement – Garrison Manor**

The Executive Director presented the tender call summary sheet to replace flooring in the main floor common area at Garrison Manor in Fairview.

14.09.14 Moved Dallyn contract Fairview Flooring for the replacement of the flooring in main floor common area at Garrison Manor in Fairview for the quoted price of \$19,535.38 + GST.  
Carried.

e. **Other**

Nil

**Items for Information**

- a. WCB Employer Report Card
- b. Happenings – July/August 2014
- c. Lodge Events – July 2014

15.09.14 Moved Howell accept items for information.  
Carried.

**Directors' Comments**

Board member Reese notice in the ANPHA report that the Housing Access Link project has been suspended. Richard brought the Board up to date on the history and the issues in implementing the system across the province. A meeting has been called for Wednesday, September 10 to discuss.

The Executive Director informed the Board members that the Board agendas and minutes are now being posted to the website upon approval.

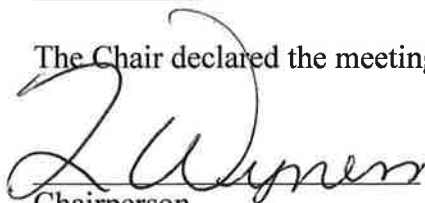
**Next Meeting**

The next Board of Directors Meeting is scheduled to be held on October 1, 2014 at the central administration office in Peace River at 5:30 pm.

Carried.

**Adjournment**

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

  
Chairperson

  
Recording Secretary