



North Peace Housing Foundation

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

Chairperson Dallyn called the meeting to order at 6:15pm. 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
Eastman, Sandra
Wyness, Terri(via Skype)
Radbourne, Dennis
Nelson, Nels
Walker, Sunni-Jeanne(alternate)
Needham, Colin
Vanderklok, Harry
Reintjes, Hazel

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

Agenda

- 01.11.14 Moved Fletcher agenda be adopted as circulated, with the following amendments;
under In Camera Items
d. At Risk Tenancies, and under
Business Arising Out of the Minutes
e. Preapproval to Accept Market Rate Tenancies in Manning Family Housing
Carried.

Minutes

- a. **Regular Meeting – October 1, 2014**
- 02.11.14 Moved Reintjes minutes of the October 1, 2014 regular Board meeting be approved as presented.
Carried.

b. **Executive Committee Meeting – September 29, 2014**

03.11.14 Moved Nelson minutes of the September 29, 2014 Executive Committee meeting be approved as presented.
Carried.

Reports

a. **Executive Director's Report**

The Executive Director provided a brief update of the developments within the Westview Development Area, the Rotary House project and the current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

05.11.14 Moved Wyness Summary of Operations for the month of September, 2014 be accepted as presented.
Carried.

c. **Financial Report**

06.11.14 Moved Fletcher financial report for the month of September, 2014 be accepted as presented.
Carried.

d. **Recreation Activities Report**

07.11.14 Moved Wyness the recreation activities report for the month of September, 2014 be accepted as presented.
Carried.

Accounts Payable Ratification

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

In Camera

09.11.14 Moved Needham the meeting move in camera.
Carried.

North Peace Housing Foundation Housing Operations Manager, Tammy Menssa and Family Housing Accommodations Manager Ashli Champeau joined the meeting.

10.11.14 Moved Nelson the meeting move out of camera.
Carried.

a. **Harvest Lodge Resident – Response to Family/Municipalities**

11.11.14 Moved Needham accept the letter for distribution.
Carried.

b. **Manning Family Housing Appeal**

Board members Reese and Walker both declared a possible conflict and excused themselves from the meeting

12.11.14 Moved Wyness accept the terms and conditions under which the North Peace Housing Foundation would accept this tenant for occupancy as they were presented.
Carried.

Board members Reese and Walker rejoined the meeting.

13.11.14 c. **Rotary House/Central Administration Office Cost Estimates**

Moved Radbourne administration seek appropriate financing opportunities for the central administration office building based on the cost estimates provided.
Carried.

d. **At Risk Tenancies**

14.11.14 Moved Nelson approve the proposed correspondence as outlined.
Carried.

Business Arising Out of the Minutes

a. **Signing Authority**

15.11.14 Moved Fletcher signing authority consist of one of the Chairperson, the Board member from the Town of Peace River(Colin Needham), the Board member from the Town of Grimshaw(Nels Nelson)or the Board member from the Northern Sunrise County(Doug Dallyn), and one of the Executive Director(Richard Walisser) or the Operations Manager (Tammy Menssa) with the later in case of emergency only, and further two signatures are required to constitute legal authority.
Carried.

b. **Honorariums and Allowances**

The Executive Director presented a summary of the Board member remuneration policy.

- 16.11.14 Moved Walker approve Board member remuneration policy as presented.
Carried.

c. **Meeting Dates, Times, and Places**

The Executive Director presented a Board meeting schedule for the Board's review and consideration.

- 17.11.14 Moved Vanderklok regular Board of Director meeting schedule be approved as amended.
Carried.

d. **Westview Development Area**

The Executive Director brought the Board up to date with recent activities related to the development site.

- 18.11.14 Moved Needham contract Focus Corporation to complete the tentative plan for the subdivision of the two parcels as designed by the Mackenzie Municipal Services Agency and to provide updated infrastructure costs associated with the planned development.
Carried.

e. **Preapproval for Market Renters in Manning**

The Executive Director requested the Board of Directors provide preapproval to rent up to 25% of the units in Manning to renters whose income may exceed the Core Need Income Threshold.

- 19.11.14 Moved Walker approve the rental of up to 25% of the Manning Family Housing units to renters whose income may exceed the core need income threshold.
Carried.

New Business

a. **2015 Management Body Self-Contained/Family Housing Budget**

The Executive Director presented the preliminary Social Housing Budget as received from Alberta Seniors. Administration reviewed all properties within the portfolio and established their requirements for the upcoming year, attempting to remain within the preliminary budget and the parameters set by the province.

20.11.14 Moved Nelson accept the preliminary Social Housing Budget for presentation and consideration by Alberta Seniors.
Carried.

b. **2015 Affordable Housing Budget**

The Executive Director presented the affordable housing budget for the 2015 fiscal year. It includes a requirement to extend the amortization for the debt from North Peace Housing Foundation lodge reserve to a 20 year term to reduce the quarterly payments to a manageable level.

21.11.14 Moved Wyness approve the 2015 Affordable Housing Budget as presented with the amortization of the North Peace Housing Foundation loan set at 20 years at 2% interest.
Carried.

c. **2015/2016 Lodge Rate Schedule**

The Executive Director presented the proposed rate schedule for lodge services for the upcoming year.

22.11.14 Moved Eastman approve the 2015/2016 lodge rate schedule as presented.
Carried.

d. **Letter to Home Care – Family of Peace River Resident**

The Executive Director presented a letter from a concerned family of a resident at Heritage Tower regarding the refusal to provide insulin injection which will result in the resident requiring to move to a higher level of care.

23.11.14 Moved Radbourne accept the letter for information.
Carried.

e. **Planning & Services Committee Meeting**

The Executive Director requested a meeting of the Planning & Services Committee.

24.11.14 Moved Vanderklok hold a Planning & Services Committee Meeting on December 1, 2014 at 9:00am at the central office in Peace River.
Carried.

f. **2015 Equalized Assessment Report**

The Executive Director presented the 2015 Equalized Assessment Report and reviewed with the Board the mechanics of the requisitioning process.

25.11.14 Moved Wyness accept the report as presented.
Carried.

Items for Information

a. 2014 Lodge Christmas Schedules

26.11.14 Moved Radbourne accept items for information.
Carried.

Directors' Comments

Board member Needham invited the Chair and the CAO to present the new business plan to Town of Peace River council. CAO advised that the plan was to visit all councils to present the new plan.

Next Meeting

The next meeting is scheduled for December 3, 2014 at the Central Office in Peace River at 5:30 pm.

Adjournment

The Chair declared the meeting adjourned at 8:55pm.


Chairperson


Recording Secretary