



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
February 4, 2015

Chairman Dallyn called the meeting to order at 5:57 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	Eastman, Sandra
MD of Fairview #136	Skrepnek, Ray
Town of Fairview	Radbourne, Dennis
Town of Grimshaw	Regal, Bob
Town of Manning	Howell, Melody
Town of Peace River	Needham, Colin(via Skype)
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

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

Agenda

- 01.02.15 Moved Reintjes agenda be adopted as circulated, with the following additions under Business Arising From the Minutes;
- 6b. Letters in Regards to Autumn Lodge
 - 6f. Business Plan
- Carried.

Minutes

a. Regular Meeting – December 3, 2014

- 02.02.15 Moved Reese minutes of the December 3, 2014 regular Board meeting be approved as corrected with Board member Reese leaving the meeting at 9:00 pm and Board member Fletcher at 9:20 pm.
- Carried.

Reports

a. **Executive Director's Report**

The Executive Director provided a brief update of the developments with the Westview Area Development Plan, an update on the Rotary House/Administration Office design, Autumn Lodge Relocation Discussions, a recent meeting with the MLAs to provide an briefing on the Foundation's Business Plan, a planned meeting with Manning Stakeholders in regards to care provisions at the Del-Air Lodge, as well as current North Peace Housing Foundation occupancy levels. Lengthy discussion during report. Board member Reese requested that a copy of the Autumn Lodge Condition Analysis Report be forwarded to the Board.

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

b. **Summary of Operations**

04.02.15 Moved Eastman Summary of Operations for the month of December, 2014 be accepted as presented.
Carried.

c. **Financial Report**

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

Accounts Payable Ratification

06.02.15 Moved Fletcher accounts payable for the months of November and December, 2014 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **2015 Requisition - Letter from Mayor, Town of Grimshaw**

The Executive Director provided correspondence that has circulated to region regarding the 2015 requisition that was set as part of the Lodge Budget review in December. Opposition to the size of the increase was expressed by more than one municipal council. Clarification on the impact on the residential taxpayer, and the overall mechanics of the requisition process was provided to the Board of Directors which could be shared with their respective councils. The Executive Director outlined the needs of the North Peace Housing Foundation to provide the Foundation with a reasonable cash operating reserve as well as the upcoming expenditures planned to move forward with the Westview Area Development Plan. Several projects hinge on the Foundation moving forward with the site development including the Administration Office/Rotary House project, the Physicians' Clinic within our development area, as

well as the potential sale of any residential lots or other real estate within the development area.

The Executive Director provided the Board members with an updated financial projection for the five lodge facilities. Some improvements have occurred since the initial lodge budget was presented that would have a positive impact on cashflow, particularly occupancy improvements in Manning and Peace River.

07.02.15 Moved Howell accept as information.
Carried.

08.02.15 Moved Fletcher that duration of the meeting must conclude by 9:00 pm.
Carried.

b. **Autumn Lodge Relocation - Correspondence**

Members of the Board of Directors and administration distributed correspondence received from various stakeholders/individuals in regards to the plan to relocate the Autumn Lodge into the Peace River facility.

09.02.15 Moved Radbourne accept as information.
Carried.

c. **Seniors Housing Needs Assessment**

The Executive Director presented the Seniors Housing Needs Assessment for the Board of Director's consideration and adoption.

10.02.15 Moved Fletcher adopt the Seniors Housing Needs Assessment as presented.
Carried.

d. **Sustainable Remote Housing Initiative – Cadotte Lake**

The Executive Director presented an update on the affordable housing program in Cadotte Lake. Four of the eight units are occupied currently, with two recent eviction notices resulted in two of the four just recently being vacated. We will be travelling to Cadotte to secure those units. We are attempting to host a meeting with the Metis local representative to discuss options with them for the four units. The rest of the units are occupied with tenants who remain current, or tenants who are following a structured payment plan to become current.

11.02.15 Moved Radbourne accept for information.
Carried.

e. **ANPHA Membership**

The Executive Director presented the membership application for the Alberta Network of Public Housing Agencies. 2015 membership for North Peace Housing Foundation will be reduced by part of the contribution previously made by our organization, reducing the membership cost for 2015 from \$7,500.00 to \$5,000.00. A copy of the strategic business plan was included for the Board's perusal.

- 12.02.15 Moved Radbourne North Peace Housing Foundation become a member of the Alberta Network of Public Housing Agencies for the 2015 membership year as presented.
Carried.

f. **Business Plan**

Board member Eastman asked that the North Peace Housing Foundation Business Plan be reviewed as it was felt Board members may not have had adequate time to digest all of the information contained therein.

- 13.02.15 Moved Eastman North Peace Housing Foundation Business Plan be reviewed after the 2015 provincial budget announcement.
Carried.

New Business

a. **Service Agreement – WSP Engineering**

The Executive Director presented a draft service agreement for civil engineering services for the Westview Development Area. The fees are based on the proposed budget, but WSP will proceed only as far as the Foundation is prepared to go. The total costs are based on proceeding to complete the entire project at this time.

- 14.02.15 Moved Reese approve the Agreement for Services with WSP – Focus Corporation for engineering services on the Westview Development Area.
Carried.

- 15.02.15 Moved Eastman extend meeting to 9:30 pm.
Carried.

b. **Westview Area Development Plan Financing**

The Executive Director presented a financing scheduled based on the budgeted infrastructure costs provided by WSP – Focus Corp. for the complete infrastructure plan developed for the Westview Development Area.

- 16.02.15 Moved Fletcher Executive Director draft a letter to the member municipalities requesting support for the proposed financing of the infrastructure for the Westview Development Area based on the budget of \$2,714,100.00.
Carried.

c. **Central Office Financing**

The Executive Director presented a financing scheduled based on the budgeted construction cost estimate provided by the Workun Garrick Partnership Ltd.

- 17.02.15 Moved Reintjes Executive Director draft a letter to the member municipalities requesting support for the proposed financing of the construction costs for the central administration office within the Westview Development Area based on the budget of \$1,800,000.00.
Carried.

d. **ASCHA Peace Zone Meeting**

The Executive Director presented the Board of Directors with an invitation to attend the last Peace Zone meeting of the Alberta Senior Citizens Housing Association to be held in Falher on February 11, 2015. The Association has adopted a new governance structure which reduced the zones to three.

- 18.02.15 Moved Skrepnek that the Executive Director attend on behalf of North Peace Housing Foundation.
Carried.

e. **2014 Audit Engagement**

Meyers Norris Penny presented the 2014 audit engagement letter which outlined the service plan for the audit that was conducted at North Peace Housing Foundation's offices between January 26 – January 29, 2015 for the 2014 fiscal year.

- 19.02.15 Moved Reintjes accept the audit service plan as presented.
Carried.

e. **Other**

Nil.

Items for Information

- a. Supportive Living Accommodation Licensing – Lodges
- b. 2014 Apartment Vacancy and Rental Cost Survey
- c. Transfer of Land – Town of Peace River

20.02.15 Moved Eastman accept items for information.
Carried.

Directors' Comments

Board member Howell indicated that due to a relocation she will be resigning her council seat with the Town of Manning and as such she will be vacating her seat on North Peace Housing Foundation.

Next Meeting

The next Board of Directors Meeting to be held on March 4, 2015 at the central administration office in Peace River at 5:30 pm.

Adjournment

The Chair declared the meeting adjourned at 9:30 pm.


Chairperson


Recording Secretary