



# *North Peace Housing Foundation*

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

Chairman Dallyn called the meeting to order at 5:41 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	Walker, Sunni-Jean
Town of Peace River	Tarpey, Tom
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

Also present was Housing Operations Manager, Tammy Menssa. Dennis Radbourne acted as recording secretary.

## **Agenda**

01.03.15 Moved Walker agenda be adopted as circulated, with the following additions under New Business;

- d. Market Renter - Grimshaw
- e. Garden Court

Carried.

## **Minutes**

### **a. Role of the Recording Secretary**

Prior to the review and adoption of the minutes the recording secretary, Dennis Radbourne clarified the assistance provided by the Executive Director in preparing the minutes for recording. The minutes are however recorded as a transcript of the business transacted at the meeting as perceived by the recording secretary.

Board member Fletcher felt Board agenda packages are too big and more time is needed prior to meeting in order to fully digest the content.

02.03.15 Moved Walker accept report for information.  
Carried.

b. **Regular Meeting – February 4, 2015**

03.03.15 Moved Walker minutes of the February 4, 2015 regular Board meeting be approved as presented.  
Carried.

**Reports**

a. **Executive Director's Report**

The Executive Director provided a brief written update of the developments with the Westview Area Development Plan, an update on the Rotary House/Administration Office design, Autumn Lodge Relocation Discussions, the 2014 financial audit, as well as current North Peace Housing Foundation occupancy levels.

04.03.15 Moved Regal Executive Director's report be approved as presented.  
Carried.

b. **Summary of Operations**

05.03.15 Moved Vanderklok Summary of Operations for the month of January, 2015 be accepted as presented.  
Carried.

c. **Financial Report**

06.03.15 Moved Fletcher financial report for the month of January, 2015 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

07.03.15 Moved Reese accounts payable for the month of January, 2015 be ratified as presented.  
Carried.

**Business Arising Out of the Minutes**

a. **2015 Requisition - Meeting held at Town of Grimshaw**

The Executive Director provided correspondence that was circulated to region summarizing the debate regarding the 2015 requisition held in Grimshaw on February 5, 2015. 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.

08.03.15 Moved Walker administration draft a meeting synopsis for Board members to communicate to the municipal councils on North Peace Housing Foundation action items no more the one week after Board meeting.  
Carried.

09.03.15 Moved Walker accept recommendation to hold the requisition at \$2,200,000.00 for the 2015 fiscal year.  
Carried.

b. **Three-year Lodge Financial Plan Update**

The Executive Director presented a three year lodge financial plan update which charts out the planned developments and the impact on the financial position, as well as outlines the financing requirements for development completion.

10.03.15 Moved Skrepnek receive the financial plan as information.  
Carried.

c. **Autumn Lodge Relocation – Correspondence/Response from Board**

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. A draft response from the Chairman of the Board of Directors was also distributed for the Board's perusal.

11.03.15 Moved Walker approve the draft letter of response as amended and distribute to the concerned citizens and stakeholders.  
Carried.

d. **Sprinkler System Funding – Autumn Lodge/Homesteader Lodge**

The Executive Director presented the letter of thanks to the Minister of Seniors for the consideration for funding fire protection systems at the Autumn Lodge in Berwyn and the Homesteader Lodge in Hines Creek. The Board Chair was pleased to report, that after consultation with the Assistant Deputy Minister, Del-Air Lodge in Manning will also be included in the first round of funding.

12.03.15 Moved Skrepnek receive the letter as information and add to the agenda of the Board retreat scheduled for April 24 and 25, 2015.  
Carried.

e. **Westview Area Structure Plan/Rezoning Request**

The Executive Director presented an update on the infrastructure plan for the westview area in Peace River, as well as a request for an amendment to a land use bylaw for the purposes of re-zoning part of the area to R4.

13.03.15 Moved Fletcher approve the amended Westview Area Infrastructure Plan as presented. Carried.

f. **Central Office/Rotary House Cost Estimate Update**

The Executive Director presented the updated cost estimate for the construction of the Rotary House/central administration office, accounting for the changes in the scope of the Rotary House portion of the building and the completed office design.

14.03.15 Moved Walker request The Workun Garrick Partnership begin the detailed design drawings for the office in preparation for a late June target construction date. Carried.

g. **GST – CRA Response to Notice of Objection**

The Executive Director presented with a letter of ruling on our objection to the assessment of the rebate application for the 2009 fiscal year. The Foundation appeal was heard and the rebate that was withheld has been received by North Peace Housing with interest.

15.03.15 Moved Reese receive GST correspondence as information. Carried.

**New Business**

a. **Del-Air Lodge Reconfiguration**

The Executive Director presented an update on the developments with the proposal to reconfigure Del-Air Lodge to allow for higher care seniors.

16.03.15 Moved Eastman contact The Workun Garrick Partnership to conduct a building analysis to identify the requirements to bring the Del-Air Lodge to a B2 occupancy class, identify any building layout changes that would be necessary to accommodate this higher care group, and provide a cost estimate to complete the reconfiguration. Carried.

b. **Family Housing Tenant Information Request - Administration Fee**

The Executive Director presented a request from administration to have the Board of Directors consider a proposed administration fee for tenant information requests.

17.03.15 Moved Eastman approve a \$10.00 administration fee for processing information requests as presented, effective immediately. Carried.

c. **Meeting with Honourable Jeff Johnson, Minister of Alberta Seniors**

The Board Chair provided the Board of Directors with a summary of the discussion held with the Minister of Seniors and the northern Alberta Management Body representatives at a meeting held in Athabasca on March 3, 2015.

18.03.15 Moved Fletcher receive the report as information.  
Carried.

d. **Market Renter - Grimshaw**

The Housing Operations Manager provided information in regard to an applicant in Grimshaw that would fall under market rent criteria.

19.03.15 Moved Reese accept the market renter for tenancy in Grimshaw.  
Carried.

e. **Garden Court Concerns**

Board member Reese brought forward a concern that some tenant are having at Garden Court.

20.03.15 Moved Walker meeting move in-camera.  
Carried.

21.03.15 Moved Eastman meeting move out-of-camera.  
Carried.

**Items for Information**

- a. Supportive Living Accommodation Licensing – Autumn Lodge
- b. Happenings – Family Housing Newsletter – March 2015
- c. Lodge Events – March 2015
- d. Transfer of Land – Town of Peace River
- e. ANPHA Board of Directors Meeting Minutes

22.03.15 Moved Fletcher receive items for information.  
Carried.

**Directors' Comments**

Nil

**Next Meeting**

The Executive Director requested that the next meeting be held at the Autumn Lodge in Berwyn.

23.03.15 Moved Reintjes the next Board Meeting be held on April 1, 2015 at the Autumn Lodge in Berwyn at 5:30 pm.  
Carried.

**Adjournment**

The Chair declared the meeting adjourned at 9:04 pm.

  
Chairperson

  
Recording Secretary