



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
April 1, 2015

Chairman Dallyn called the meeting to order at 6:17 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	Skrepnek, Ray
MD of Fairview #136	Radbourne, Dennis
Town of Fairview	Regal, Bob
Town of Grimshaw	Walker, Sunni-Jean
Town of Manning	Needham, Colin
Town of Peace River	Vanderklok, Harry
Village of Berwyn	MacKenzie, Jim
Village of Hines Creek	Novak, Cheryl
Village of Nampa	

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

Agenda

- 01.04.15 Moved Needham agenda be adopted as circulated, with the following additions under New Business;
- i. Other - Flooring Replacement – Nampa Legion Manor III
- And to Items for Information:
- e. Memorandum from Minister of Alberta Seniors, Hon. Jeff Johnson Re: Budget 2015
 - f. Letter from Alberta Seniors Re: One Time Maintenance Grant 2015 Budget
 - g. 2014-2015 ASLI Grant Recipients
 - h. Media Event Notification – Alberta Health Re: Primary Care Network
 - i. Letter from Alberta Seniors Re: Adjusted LAP Grant for Heritage Tower.
- Carried.

Minutes

- a. **Board Meeting Minutes – March 4, 2015**
- 02.04.15 Moved Eastman minutes of the March 4, 2015 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 the Westview Area Development Plan, an update on the Rotary House/Administration Office project, the Board Meeting synopsis distribution, as well as current North Peace Housing Foundation occupancy levels.

03.04.15 Moved Skrepnek Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.04.15 Moved Reese Summary of Operations for the month of February, 2015 be accepted as presented.
Carried.

c. **Financial Report**

05.04.15 Moved Walker financial report for the month of February, 2015 be accepted as presented.
Carried.

Accounts Payable Ratification

06.04.15 Moved Eastman accounts payable for the month of February, 2015 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Westview Area Development Plan – Cost Estimate Update**

The Executive Director presented the Board of Directors with the updated cost estimates for the infrastructure installation within the westview area development plan. A draft letter to municipalities requesting approval to finance the project was presented to the Board of Directors for their review.

07.04.15 Moved Radbourne accept the update cost estimate as information and present the letter requesting approval to finance the project to our member municipalities for their consideration.
Carried.

b. **Central Office/Rotary House Decision**

The Executive Director presented the Board with an update of the recent discussions with the Peace River Rotary Club in regards to the joint initiative to build the Rotary House together with the North Peace Housing Foundation central administration office.

08.04.15 Moved Needham receive as information.
Carried.

c. **Letters of Response from Minister of Alberta Seniors, Hon. Jeff Johnson**

The Executive Director presented the copies of letters of response from the Minister in relation to the planned relocation and subsequent closure of the Autumn Lodge in Berwyn.

09.04.15 Moved Needham receive the letters as information.
Carried.

d. **Garden Court Tenant Relations**

The Executive Director presented a report from the Operations Manager, Tammy Menssa in regards to the tenant issues that have arisen at Garden Court over the course of the past twelve months as well as the correspondence distributed and posted for the tenants at Garden Court.

10.04.15 Moved Eastman receive the report for information.
Carried.

New Business

a. **North Peace Housing Foundation 2014 Audited Financial Statements**

The Executive Director presented the Board of Directors with the Audited Consolidated Financial Statements for the 2013 fiscal year ended December 31, 2013 as prepared by MNP LLP.

11.04.15 Moved Walker accept the draft Audited Consolidated Financial Statements for the 2014 fiscal year ended December 31, 2014 as prepared by MNP LLP with items needing correction and page 16 missing from the document.
Carried.

b. **2015 Auditor Appointment**

12.04.15 Moved Eastman appoint MNP LLP as the auditing firm for the 2015 fiscal year.
Carried.

c. **2015 Market Rate Survey**

13.04.15 Moved Regal table the 2015 market rate survey to the June Board meeting.
Carried.

d. **Board of Directors Retreat Agenda**

The Executive Director presented the draft Board Retreat agenda for the upcoming retreat on April 24th and 25th. Further adjustments to time allotted could occur as deemed appropriate at the retreat.

14.04.15 Moved Radbourne accept the agenda as presented.
Carried.

15.04.15 Moved Eastman administration to research having an outside consultant facilitate strategic planning session in 2016.
Carried.

e. **Planning & Services Committee Meeting**

The Executive Director requested that members of the Planning & Services Committee meet to review the presentation material for the Board retreat.

16.04.15 Moved Needham schedule a meeting of the Planning & Services Committee for April 16, 2015 at the central office in Peace River commencing at 9:00am.
Carried.

f. **Remote Seniors Housing Initiatives Committee Meeting**

The Executive Director requested that members of the Remote Seniors Housing Initiatives Committee meet to review the presentation material for the Board retreat.

17.04.15 Moved Radbourne schedule a meeting of the Remote Seniors Housing Initiatives Committee for April 16, 2015 at the central office in Peace River commencing at 1:00 pm.
Carried.

g. **Fairview Family Housing Fire – Rebuild Decision**

The Executive Director brought the Board of Directors up to speed in regards to a house fire in one of the family housing units in Fairview. Alberta Seniors is requesting that the Board of Directors consider their alternatives and present the department with their intentions.

18.04.15 Moved Walker include as an item on the Planning and Services Committee agenda and discuss options in regards to this unit.
Carried.

h. **North Peace Housing Foundation Pet Policy**

The Executive Director presented a letter from a concerned citizen regarding the North Peace Housing Foundation's policies in regards to pets within our seniors apartment facilities as well as the section of the lease agreement that covers the overall pet policy for tenancies and the current pet policy of the Foundation.

- 19.04.15 Moved Needham draft a letter to the concerned citizen clarifying the North Peace Housing Foundation's pet policy.
Carried.

i. **Flooring Replacement – Nampa Legion Manor III**

The Executive Director presented the tender call opening summary for the replacement of flooring in two senior apartments at Nampa Legion Manor III.

- 20.04.15 Moved Reese contract Total Flooring & Finishes for the replacement of the flooring in suites 2 and 3 at Nampa Legion Manor III in Nampa for the quoted price of \$7,894.00 + GST.
Carried.

Items for Information

- a. Supportive Living Accommodation Licensing – Harvest Lodge/Autumn Lodge
- b. Happenings – Family Housing Newsletter – April 2015
- c. Lodge Events – April 2015
- d. ANPHA Board of Directors Meeting Minutes – March 18, 2015
- e. Memorandum from Minister of Alberta Seniors, Hon. Jeff Johnson Re: Budget 2015
- f. Letter from Alberta Seniors Re: One Time Maintenance Grant 2015 Budget
- g. 2014-2015 ASLI Grant Recipients
- h. Media Event Notification – Alberta Health Re: Primary Care Network
- i. Letter from Alberta Seniors Re: Adjusted LAP Grant for Heritage Tower

- 20.04.15 Moved Walker accept items for information.
Carried.

Directors' Comments

Nil

Next Meeting

The Executive Director requested that the next meeting be held at the Harvest Lodge in Fairview on June 3, 2015 at 5:30 pm.

Adjournment

The Chair declared the meeting adjourned at 9:00 pm.


Chairperson


Recording Secretary