



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Fairview, Alberta  
June 3, 2015

Chairman Dallyn called the meeting to order at 6:01 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	Reintjes, Hazel
Village of Hines Creek	Novak, Cheryl
Village of Nampa	

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

## **Agenda**

- 01.06.15 Moved Walker agenda be adopted as circulated, with the following additions under Business Arising from the Minutes;
- f. Terms of Reference – Rural Seniors Housing Initiatives Committee
  - g. Round Table – Board Retreat Action Items
- Carried.

## **Minutes**

- a. **Board Meeting Minutes – April 1, 2015**
- 02.06.15 Moved Reese minutes of the April 1, 2015 regular Board meeting be approved as presented.  
Carried.

b. **Planning & Services Committee Meeting – April 16, 2015**

03.06.15 Moved Needham minutes of the April 16, 2015 Planning & Services Committee meeting be accepted as corrected, removing Sandra Eastman from those in attendance. Carried.

c. **Remote Seniors Housing Initiatives Committee Meeting – April 16, 2015**

04.06.15 Moved Needham minutes of the April 16, 2015 Remote Seniors Housing Initiatives Committee meeting be accepted as presented. Carried.

**Delegation – Peace River Rotary Club – Shell Rotary House Project**

Brent Rostad and Bev Bastell from the Peace River Rotary Club were on hand to present the plans for the Shell Rotary House and their fundraising efforts to date and the partnership with the North Peace Housing Foundation.

Board Chair, Doug Dallyn thanked them for their attendance and looked forward to working with them on this exciting initiative.

**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, current status of balance sheet, the Board Meeting synopsis distribution, as well as current North Peace Housing Foundation occupancy levels.

05.06.15 Moved Walker administration forward letters to municipalities that provided early payment of requisitions. Carried.

06.06.15 Moved Reintjes Executive Director's report be approved as presented. Carried.

b. **Summary of Operations**

07.06.15 Moved Walker the 2015 updated listing of the status of single-family detached dwellings be forwarded to the Ministry of Seniors and request disposition of surplus/inappropriate units as proposed in the North Peace Housing Foundation Business Plan and consistent with the Ministry's Long-Term Real Estate Strategy. Carried.

08.06.15 Moved Skrepnek Summary of Operations for the month of April, 2015 be accepted as presented.  
Carried.

c. **Financial Report**

09.06.15 Moved Reese financial report for the month of April, 2015 be accepted as presented.  
Carried.

10.06.15 Moved Needham administration respond to the May 29, 2015 letter from Northern Sunrise County.  
Carried.

**Accounts Payable Ratification**

11.06.15 Moved Walker accounts payable for the month of April, 2015 be ratified as presented.  
Carried.

**Business Arising Out of the Minutes**

a. **Westview Area Development Plan – Response from Municipalities Re: Financing**

The Executive Director presented the Board of Directors with the responses from municipal councils to the request to allow the Foundation to finance the infrastructure part of the development project. Positive responses to date represent 71.9% of the region's assessment, while those opposed represent 8.6% of the assessment. Two municipalities have yet to respond, representing approximately 19% of the assessment.

12.06.15 Moved Walker draft letter to Hon. Sarah Hoffman, Minister of Alberta Seniors requesting approval to finance the infrastructure costs of the Westview Development Area in Peace River.  
Carried.

b. **Westview Area Development Plan – Tentative Subdivision Plan**

The Executive Director presented the Board of Directors with the tentative subdivision plan for the Westview Development Area. The Plan incorporates additional greenspace as discussed with Town of Peace River council, and includes additional space for the location of the new Peace River medical clinic.

13.06.15 Moved Walker accept the tentative subdivision plan as presented and present to Mackenzie Municipal Services Agency for review.  
Carried.

c. **Central Office/Shell Rotary House Design Contract**

The Executive Director presented a proposal from The Workun Garrick Partnership for architectural services for the design and construction of the Shell Rotary Housing/North Peace Housing Foundation Administration Building.

- 14.06.15 Moved Skrepnek contract The Workun Garrick Partnership Architecture and Interior Design Inc. for the architectural design and construction oversight for the Shell Rotary House and North Peace Housing Foundation administration offices for the rate of 6.5% of final construction costs.  
Carried.

d. **Del-Air Lodge Reconfiguration Design**

The Executive Director presented the Board with a draft reconfiguration design for the Del-Air Lodge in Manning.

- 15.06.15 Moved Eastman proceed to secure a cost estimate for the reconfiguration at Del-Air Lodge and include as part of a proposal to government for funding.  
Carried.

e. **Market Rate Survey**

The Executive Director presented the Board of Directors with the summary of the market rental rate survey completed by our Housing Accommodations Manager along with the recommendations on changes to our market rates.

- 16.06.15 Moved Vanderklok ratify the new market rates for North Peace Housing properties as proposed effective August 1, 2015.  
Carried.

f. **Terms of Reference – Remote Seniors Housing Initiatives Committee**

The Executive Director presented amendments to the Terms of Reference to the Remote Seniors Housing Initiatives Committee as discussed by the committee, including a change to the name of the committee.

- 17.06.15 Moved Needham approve the Terms of Reference for the Rural Seniors Housing Initiatives Committee with amendments to clauses 3 and 8.  
Carried.

g. **Round Table – Retreat Action Items**

The Chair led a roundtable discussion on the items that came out of the Board Retreat and the plan of action on each of these items.

18.06.15 Moved Novak accept report as information.  
Carried.

**New Business**

a. **Communication Plan/Presentation Development/North Peace Housing Foundation in the Media**

The Executive Director presented the Board of Directors with an update on the work that has taken place since the Board Retreat on the communication strategy for the North Peace Housing Foundation. The Board also discussed recent comments, letters to the editor printed in two area publications.

19.06.15 Moved Skrepnek accept the report.  
Carried.

20.06.15 Moved Needham Chair respond to the letter to the editor in the June 3, 2015 edition of the Fairview Post.  
Carried.

b. **Fairview Family Housing – Sale of Property**

21.06.15 Moved Skrepnek advise the Government of Alberta that the North Peace Housing Foundation recommends to sell the property at 10400 – 106 Street in Fairview.  
Carried.

c. **Flooring Replacement – Manning Family Housing**

22.06.15 Moved Reintjes contract Total Flooring & Finishes for the replacement of floor coverings at two family housing units in Manning for the quoted price of \$10,930.00 plus GST.  
Carried.

d. **Executive Committee Meeting**

The Executive Director presented a request by the Chair to hold an Executive Committee meeting to review and update the Board Orientation Booklet and to discuss the Executive Director performance review schedule.

23.06.15 Moved Eastman accept the agenda as presented with meeting scheduled for June 17, 2015 at 1:00 pm.  
Carried.

**Items for Information**

- a. Happenings – Family Housing Newsletter – June 2015
- b. Lodge Events – June 2015
- c. ANPHA Board of Directors Meeting Minutes – April 15, 2015
- d. Seniors Week Activities
- e. WCB Employer Report Card/Surplus Distribution Payment

24.06.15 Moved Reintjes accept items for information.  
Carried.

**Directors' Comments**

Nil

**Next Meeting**

The next meeting is scheduled to be held at the Del-Air Lodge in Manning on July 2, 2015 at 5:30 pm.

**Adjournment**

The Chair declared the meeting adjourned at 9:50 pm.



Chairperson



Recording Secretary