



North Peace Housing Foundation

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Board of Directors Meeting
Manning, Alberta
July 2, 2015

The Chair, Doug Dallyn called the meeting to order at 4:27 p.m. with the following members present:

Clear Hills County	Dallyn, Doug(via phone)
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	Pierson, Taryl
Town of Manning	
Town of Peace River	Vanderklok, Harry
Village of Berwyn	Reintjes, Hazel
Village of Hines Creek	Novak, Cheryl
Village of Nampa	

Regrets: Dan Fletcher, Colin Needham

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

Chairman Dallyn asked Board member Reese to assume the Chair for the meeting.

Agenda

01.07.15 Moved Skrepnek agenda be adopted as circulated, with the following additions under New Business;
m. Signing Authority
Carried.

Minutes

a. Board Meeting Minutes – June 3, 2015

02.07.15 Moved Reintjes minutes of the June 3, 2015 regular Board meeting be approved as presented.
Carried.

b. **Executive Committee Meeting – June 17, 2015**

03.07.15 Moved Reintjes minutes of the June 17, 2015 Executive Committee meeting be accepted as presented.
Carried.

c. **Planning & Services Committee Meeting – June 22, 2015**

04.07.15 Moved Regal minutes of the June 22, 2015 Planning & Services Committee meeting be accepted as presented.
Carried.

c. **Remote Seniors Housing Initiatives Committee Meeting – June 22, 2015**

05.07.15 Moved Radbourne minutes of the June 22, 2015 Remote Seniors Housing Initiatives Committee meeting be accepted 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, as well as current North Peace Housing Foundation occupancy levels. Discussion regarding additional support to the Peace River Rotary Club for the Rotary House initiative, with the consensus being to hold off making any commitments at this time.

06.07.15 Moved Eastman Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

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

c. **Financial Report**

08.07.15 Moved Pierson financial report for the month of May, 2015 be accepted as presented.
Carried.

Accounts Payable Ratification

09.07.15 Moved Regal accounts payable for the month of May, 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 final two municipal councils to the request to allow the Foundation to finance the infrastructure part of the development project. A draft letter to Hon. Sarah Hoffman, Minister of Alberta Seniors was also attached for review.

10.07.15 Moved Vanderklok forward the letter, with amendment to the term of the financing to 15 years, 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 – Financing**

The Executive Director presented the Board of Directors with a letter to Northern Sunrise County requesting support in the financing of the balance of the funds required to complete the infrastructure plan for the Westview Development Area.

11.07.15 Moved Radbourne accept the letter and forward to Northern Sunrise County council for consideration. Carried.

c. **Del-Air Lodge Reconfiguration Proposal**

12.07.15 Moved Pierson prepare a proposal for presentation to Alberta Seniors requesting consideration in the reconfiguration of the Del-Air Lodge to support higher care seniors for funding under the Rural Lodge Renewal Program. Carried.

d. **Central Office/Shell Rotary House**

The Executive Director presented a proposal to fund the construction of the administration office using requisition funds collected over the next three years.

13.07.15 Moved Radbourne finance the cost of the North Peace Housing Foundation administration building using a combination of requisitioned funds and short term debt over the next three year period. Carried.

d. **Autumn Lodge Renewal – Flooring Replacement**

14.07.15 Moved Reintjes table the resolution to the September Board meeting.
Carried.

New Business

a. **North Peace Housing Foundation – Employee Satisfaction Survey**

The Executive Director presented the Board of Directors with an updated survey of our employees.

15.07.15 Moved Skrepnek accept for information.
Carried.

b. **Yardi Voyager Property Management Software**

The Executive Director presented a proposal to purchase property management software in line with the Housing Access Link initiative.

16.07.15 Moved Eastman North Peace Housing Foundation implement the Yardi Property Management Software application for the quoted price of \$40,400.00 plus GST.
Carried.

c. **Maintenance Vehicle Purchase**

17.07.15 Moved Regal send a request for proposals to all area dealerships within the North Peace Housing Foundation region for a transit delivery van and a double cab, half-ton pick-up truck.
Carried.

Meeting adjourned for supper at 5:50 pm.

Meeting reconvened at 6:25 pm.

d. **Shingle Replacement – Grimshaw/Fairview Family Housing**

The Executive Director presented the tender call summary for the replacement of shingles on two houses in Grimshaw and one house in Fairview.

18.07.15 Moved Vanderklok contract Empire Home Building Centre for the replacement of shingles at 4212 – 52 Street and 4814- 46 Street in Grimshaw and 10802 – 114 Street in Fairview for the quoted price of \$19,340.00 plus GST.
Carried.

e. **Satellite Installation – Harvest Lodge**

The Executive Director presented the tender call summary for the installation of satellite service to the Harvest Lodge in Fairview.

19.07.15 Moved Regal contract Beyond 2000 for the installation of satellite service to the Harvest Lodge in Fairview for the quoted price of \$20,684.00 plus GST.
Carried.

20.07.15 Moved Vanderklok enable administration to proceed with the installation of satellite service to the Garrison Manor Seniors Apartments, pending approval from the province for funding this project.
Carried.

f. **Painting – Manning Seniors Apartments**

The Executive Director presented the tender call summary for the re-painting of the common areas at the Manning Seniors Apartments.

21.07.15 Moved Eastman contract Empire Home Building Centre for the repainting of the common areas at the Manning Seniors Apartments for the quoted price of \$34,000.00 plus GST.
Carried.

g. **Security Deposits**

22.07.15 Moved Pierson North Peace Housing Foundation institute a security deposit for seniors self-contained apartments equal to one month's rent, on all new tenants, effective July 3, 2015.
Carried.

h. **Non-Smoking Policy – Seniors Self-Contained Apartments**

23.07.15 Moved Eastman the North Peace Housing Foundation proceed with the implementation of a Foundation wide non-smoking policy in senior citizen apartment with date of implementation at the discretion of administration.
Carried.

i. **Flooring Replacement – Heritage Tower**

The Executive Director presented the tender call summary for the replacement of flooring at Heritage Tower Lodge in Peace River.

24.07.15 Moved Eastman contract Total Flooring and Finishes for the replacement of flooring in common areas at Heritage Tower Lodge for the quoted price of \$57,500.00 plus GST.
Carried.

j. **Board Meeting – Time of Commencement**

After a review by the Executive Committee of the volume of information being presented at Board of Directors meetings, it was recommended that the Board of Directors consider amending the start time of the Board meetings to 4:00 pm.

25.07.15 Moved Eastman Board of Directors' Meeting commencement time be moved to 4:00pm., effective immediately.
Carried.

k. **Executive Committee Meeting**

26.07.15 Moved Eastman the Executive Committee meet on September 2, 2015 at 2:00pm to conduct the Executive Director Performance Appraisal, to review the Board Orientation Booklet Update, and to conduct the wage and salary review for 2016 budget year.
Carried.

l. **Market Renter – Grimshaw Family Housing**

27.07.15 Moved Regal ratify the approval of the market renter application for tenancy in a family housing unit in Grimshaw.
Carried.

m. **Signing Authority – Member from the Town of Grimshaw**

28.07.15 Moved Reintjes replace Nels Nelson with Bob Regal as a North Peace Housing Foundation signing authority from the Town of Grimshaw.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – July 2015
- b. Lodge Events – July 2015
- c. ANPHA Board of Directors Meeting Minutes – May 20, 2015/June 17, 2015

29.07.15 Moved Pierson accept items for information.
Carried.

Directors' Comments

Board member Reintjes informed the Board of a reported fire alarm signal at the Harvest Lodge and would like administration to investigate the incident and report back to the Board.

Next Meeting

The next Board of Directors meeting is to be held at the Homesteader Lodge in Hines Creek on September 2, 2015 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:20 pm.

Members of the Board of Directors joined the Executive Director on a tour of the housing properties within the Town of Manning. Board members had an opportunity to meet with some of the tenants at the Manning Seniors Apartments and to see the interiors of some of the recently renovated properties, including the redesign of the family units for occupancy by seniors.


Chairperson


Recording Secretary