

North Peace Housing Foundation

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Board of Directors Meeting
Hines Creek, Alberta
September 2, 2015

The Chair, Doug Dallyn called the meeting to order at 4:16 p.m. with the following members present:

Clear Hills County	Fletcher, Dan
Northern Sunrise County	Dallyn, Doug
County of Northern Lights	Yasinski, Brenda(alternate)
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	Pierson, Taryl
Town of Peace River	Needham, Colin
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

Regrets: Brent Reese

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

Agenda

01.09.15 Moved Needham agenda be adopted as circulated.
Carried.

Minutes

a. **Board Meeting Minutes – July 2, 2015**

02.09.15 Moved Skrepnek minutes of the July 2, 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 Del-Air Lodge Reconfiguration, as well as current North Peace Housing Foundation occupancy levels.

03.09.15 Moved Vanderklok Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.09.15 Moved Needham Summary of Operations for the month of July, 2015 be accepted as presented.
Carried.

c. **Financial Report**

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

Accounts Payable Ratification

06.09.15 Moved Fletcher accounts payable for the months of June and July, 2015 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Westview Area Development Plan – Financing**

The Executive Director presented the Board of Directors with the draft financing agreement received from Northern Sunrise County. Northern Sunrise County council gave the lending by-law first reading at the August 25th council meeting.

07.09.15 Moved Needham administration draft a letter to Northern Sunrise County Council questioning the amount of security requested in the draft agreement with an estimated cost of providing the security outlined.
Carried.

b. **Central Office/Shell Rotary House – Subdivision Approval Delay**

The Executive Director presented a request for decision extension from Mackenzie Municipal Services Agency. The Town of Peace River has requested a geotechnical report on the site prior to rendering a decision on the subdivision.

08.09.15 Moved Regal receive for information.
Carried.

The Chair recessed the meeting at 5:30 pm.

The Chair reconvened the meeting at 6:35 pm.

c. **Medical Clinic Update**

The Executive Director gave the Board a brief update on the medical clinic project on the westhill in Peace River. The site has been prepared as part of the subdivision plan in accordance to the needs of the proponents.

09.09.15 Moved Novak receive for information.
Carried.

d. **Lodge Fire Suppression System Grant**

The Executive Director presented correspondence from Alberta Seniors outlining the process for the installation of fire suppression systems in three lodges currently without these systems.

10.09.15 Moved Pierson administration request a budget quotation for the installation of the fire alarm system for information.
Carried.

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

11.09.15 Moved Skrepnek receive for information and prepare tender documents for consideration at the October Board meeting.
Carried.

New Business

a. **Storage Shed Purchase – Harvest Lodge**

The Executive Director presented the tender call opening sheet for the construction and delivery of a 14'X24' storage shed.

12.09.15 Moved Fletcher purchase the storage shed from the Hutterian Brethren Church of Cleardale for the quoted price of \$10,000.00 plus GST.
Carried.

b. **Flooring Replacement – Manning Seniors Apartments**

The Executive Director presented the tender call opening sheet for the replacement of flooring at the Manning Seniors Apartments.

- 13.09.15 Moved Pierson contract Total Flooring & Finishes for the installation of new flooring at the Manning Seniors Apartments for the quoted price of \$19,900.00 plus GST.
Carried.

c. **Window Blinds Replacement – Legion Court/Manning Seniors Apartments**

The Executive Director presented the tender call opening sheet for the replacement of window coverings at the Legion Court Apartments in Grimshaw and at the Manning Seniors Apartments.

- 14.09.15 Moved Reintjes contract Markland Design for the installation of new blinds at the Legion Court in Grimshaw and Manning Seniors Apartments for the quoted price of \$16,196.90 plus GST.
Carried.

d. **Drainage Remediation – Harvest Lodge**

The Executive Director presented the tender call summary for the installation of a catch basin and drainage pipe connection to Town of Fairview storm system at Harvest Lodge site.

- 15.09.15 Moved Eastman contract Steve Szmata and Sons Ltd. for the quoted price of \$30,360.00 plus GST.
Carried.

e. **Concrete Replacement – Harvest Lodge**

The Executive Director presented the tender call summary for the replacement of concrete patios, landings and sidewalks at the west side of the Harvest Lodge in Fairview.

- 16.09.15 Moved Eastman contract Rick Dostaler Contracting for the replacement of concrete at the Harvest Lodge in Fairview for the quoted price of \$83,500.00 plus GST.
Carried.

f. **Executive Committee Meeting**

The Executive Committee of the Board of Directors will be required to hold a meeting prior to the October Board meeting to discuss wage and salary items for the upcoming fiscal year.

- 17.09.15 Moved Reintjes hold Executive Committee meeting on September 16, 2015 at 5:00 pm at the central office in Peace River to discuss wage and salary items for the 2016 fiscal year.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – September 2015
- b. Lodge Events – September 2015
- c. ANPHA Board of Directors Meeting Minutes – July 13, 2015

18.09.15 Moved Skrepnek accept items for information.
Carried.

Directors' Comments


Nil

Next Meeting

The next Board of Directors meeting is scheduled to be held at Heritage Tower Lodge in Peace River on October 7, 2015 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:32 pm.


Chairperson


Recording Secretary