



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
October 7, 2015

The Chair, Doug Dallyn called the meeting to order at 4:14 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	Pierson, Taryl
Town of Peace River	Needham, Colin
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

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

Agenda

- 01.10.15 Moved Reintjes agenda be adopted as circulated, with the following additions under New Business;
- i. Rotary House Gala
 - j. Executive Committee Recommendations
- Carried.

Minutes

- a. **Board Meeting Minutes – September 2, 2015**
- 02.10.15 Moved Fletcher minutes of the September 2, 2015 regular Board meeting be approved as presented.
Carried.

b. **Planning & Services Committee Meeting – September 1, 2015**

03.10.15 Moved Needham minutes of the September 1, 2015 Planning & Services Committee meeting be accepted as information.
Carried.

c. **Rural Seniors Housing Initiatives Committee Meeting – September 1, 2015**

04.10.15 Moved Regal minutes of the September 1, 2015 Rural Seniors Housing Initiatives Committee meeting be accepted as information.
Carried.

d. **Executive Committee Meeting – September 2, 2015**

05.10.15 Moved Pierson minutes of the September 2, 2015 Executive Committee meeting be accepted as information.
Carried.

e. **Executive Committee Meeting – September 16, 2015**

06.10.15 Moved Eastman minutes of the September 16, 2015 Executive Committee meeting be accepted as information.
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.

07.10.15 Moved Pierson Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

08.10.15 Moved Eastman Summary of Operations for the month of August, 2015 be accepted as presented.
Carried.

c. **Financial Report**

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

Accounts Payable Ratification

- 10.10.15 Moved Radbourne accounts payable for the month of August, 2015 be ratified as presented.
Carried.

Business Arising Out of the Minutes

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

The Executive Director brought the Board of Directors up to date with the progress on the financing of the Westview Area Infrastructure.

- 11.10.15 Moved Skrepnek receive for information.
Carried.

- 12.10.15 Moved Needham to rescind resolution 07.09.15.
Carried.

b. **Central Office/Rotary House – Subdivision Approval Status**

The Executive Director brought the Board of Directors up to date with the progress on the subdivision approval for the Westview Development Area.

- 13.10.15 Moved Needham accept for information.
Carried.

The Board Meeting recessed for supper at 5:23pm.
The Board Meeting reconvened at 6:00 pm.

c. **Lodge Fire Suppression – Budget Estimate**

- 14.10.15 Moved Radbourne table to the November meeting.
Carried.

d. **2016 Wage and Salary Review**

The Executive Director provided the presentation material from the Executive Committee meeting which included a list of recommendations from the Executive Committee in regards to the 2016 North Peace Housing Foundation compensation and benefits package for the employees of the organization.

- 15.10.15 Moved Pierson approve the recommendation of the Executive Committee as outlined.
Carried.

e. **Executive Director Performance Evaluation**

The Executive Director presented the performance evaluation report as prepared by the Executive Committee as part of the meeting held on September 16, 2015.

16.10.15 Moved Reese meeting move in camera.
Carried.

17.10.15 Moved Eastman meeting move out of camera.
Carried.

18.10.15 Moved Novak accept the Executive Director performance appraisal as presented and approve the recommendations of the Executive Committee as presented.
Carried.

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

The Executive Director presented the tender call opening summary for the replacement of floor coverings at the Autumn Lodge in Berwyn.

19.10.15 Moved Eastman contract Total Flooring & Finishes for the replacement of flooring at the Autumn Lodge in Berwyn for the quoted price of \$60,809.00 plus GST.
Carried.

New Business

a. **Westview Development Area – Infrastructure Tender**

The Executive Director presented the Board of Directors with the Tender Summary Report as prepared by WSP Canada Ltd. A total of seven bids were received for the installation of deep underground services and site preparation and contouring.

20.10.15 Moved Needham upon subdivision approval and completed development agreement with the Town of Peace River, award the contract for the installation of deep underground services and site preparation and contouring to Northern Road Builders, for the quoted price of \$864,700.00 plus GST.
Carried.

b. **2016 Lodge Rate Schedule**

The Executive Director presented the proposed Lodge Rate Structure for 2016/2017.

21.10.15 Moved Reese approve the 2016 North Peace Housing Foundation Lodge Rate Schedule as presented.
Carried.

c. **2016 Lodge Budget**

The Executive Director presented the 2016 Lodge Budget for the Board of Director's consideration. Requisition set at \$2,400,000.00.

- 22.10.15 Moved Pierson approve the 2016 Lodge Budget as presented with requisition set at \$2,400,000.00.
Carried.

Board member Fletcher left the meeting at 7:32pm.

d. **2016 Self-Contained/Family Housing Budget**

The Executive Director presented the 2016 Self-Contained Family Housing Budget for the Board of Director's consideration. An amendment was made to the maintenance budget, spreading the budget allocation more evenly over the next five year period.

- 23.10.15 Moved Eastman approve the 2016 Self-Contained/Family Housing Budget as presented and present to Alberta Seniors for their consideration.
Carried.

e. **2016 – 2020 North Peace Housing Foundation Business Plan**

The Executive Director presented the 2016 – 2020 North Peace Housing Foundation Business Plan to the Board of Directors for their consideration.

- 24.10.15 Moved Reese approve the 2016 – 2020 North Peace Housing Foundation Business Plan as presented.
Carried.

f. **Furniture Replacement– Autumn Villa, Legion Court & Manning Seniors Apartments**

The Housing Operations Manager presented the tender call summary for the replacement of furniture in three seniors apartment buildings.

- 25.10.15 Moved Eastman award the contract for furniture in common area spaces of the Autumn Villa, Legion Court & the Manning Seniors Apartments to Kit Office Plus for the quoted price of \$16,570.76 plus GST.
Carried.

g. **Steamer Purchase-Harvest Lodge**

- 26.10.15 Moved Regal award the contract for replacement of the steamer at Harvest Lodge to Hubert Equipment Supplies for the quoted price of \$9,062.89 plus GST.
Carried.

h. **Satellite System Replacement – Garrison Manor**

27.10.15 Moved Radbourne table the item to the November meeting.
Carried.

i. **Rotary Club Fundraising Gala – Rotary House**

28.10.15 Moved Eastman North Peace Housing Foundation purchase a table of ten for the Rotary Club Gala for \$1,000.00.
Carried.

j. **Executive Committee Recommendation**

Members of the current Executive Committee provided recommendation to the new committee;

- i. Develop a new appraisal form for the Executive Director prior to year-end.
- ii. North Peace Housing Foundation conduct a wage and salary review of like organizations.

29.10.15 Moved Pierson receive recommendations as information.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – October 2015
- b. Lodge Events – October 2015
- c. ANPHA Board of Directors Meeting Minutes – August 7, 2015

30.10.15 Moved Needham accept items for information.
Carried.

Directors' Comments

Board member Eastman reminded the Board of the plan to arrange for a facilitator to assist with the 2016 Board retreat in April. The Executive Director has made contact with a potential facilitator with many years of related experience.

Next Meeting

The next Board of Directors meeting is the Annual General Meeting and Regular Board of Directors Meeting to be held at the central office in Peace River on November 4, 2015 at 4:00 pm.

Adjournment

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


Chairperson


Recording Secretary