



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
November 4, 2015

The Chair, Doug Dallyn called the meeting to order at 5:12 p.m. with the following members present:

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

Also present was Executive Director, Richard Walisser. Hazel Reintjes acted as recording secretary.

Agenda

- 01.11.15 Moved Fletcher agenda be adopted as circulated, with the following additions under Business Arising From the Minutes;
- e. Garrison Manor Television Service
 - f. Requisition Summary
- and to New Business;
- c. Legion Court
 - d. Rural Housing Initiatives Committee Meeting Schedule
 - e. Executive Committee Meeting
- Carried.

Minutes

- a. **Board Meeting Minutes – October 7, 2015**
- 02.11.15 Moved Novak minutes of the October 7, 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, financing options now available through ATB Financial, the Cadotte Lake Sustainable Remote Housing Initiative as well as current North Peace Housing Foundation occupancy levels.

03.11.15 Moved Radbourne Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.11.15 Moved Fletcher Summary of Operations for the month of September, 2015 be accepted as presented.
Carried.

c. **Financial Report**

05.11.15 Moved Vanderklok financial report for the month of September, 2015 be accepted as presented.
Carried.

d. **Recreation Report**

06.11.15 Moved Eastman accept the recreation report as information.
Carried.

Accounts Payable Ratification

07.11.15 Moved Radbourne accounts payable for the month of September, 2015 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Signing Authority**

08.11.15 Moved Skrepnek signing authority consist of one of the Chairperson(Doug Dallyn), the Board member from the Town of Peace River(Colin Needham), the Board member from the Town of Grimshaw(Bob Regal)or the Board member from the Northern Sunrise County(Doug Dallyn), and one of the Executive Director(Richard Walisser) or the Operations Manager (Tammy Menssa) with the later in case of emergency only, and further two signatures are required to constitute legal authority.
Carried.

b. **Honorariums and Allowances**

The Executive Director presented a summary of the Board member remuneration policy.

9.11.15 Moved Fletcher Board member allowances and travel expenses effective January 1, 2016 be as follows:

Regular Board Meeting.....	\$150.00
Special Meeting.....	\$100.00
Committee Meeting.....	\$100.00

Further any special or committee meeting with a duration in excess of two hours will be considered a regular meeting.

Board Chair receive an additional \$150.00 per month honorarium.

Travel Allowances will be as follows:

Travel rate is based in accordance to the approved Canada Revenue Agency reasonable per kilometer allowance and \$0.20/km. time allowance or actual fare incurred. Further, Board members travelling as a passenger while serving Board duties, shall receive only the time allowance of \$0.20/km., or actual fare incurred.

Conventions and Conferences be as follows:

Per Diem rate of \$200.00 per day, including day of departure and day of return, with travel allowance based in accordance to the approved Canada Revenue Agency reasonable per kilometer allowance or actual fare incurred.

Further that meal rates be as follows:

Breakfast.....	\$15.00
Lunch.....	\$20.00
Dinner.....	\$25.00

All registration, accommodation, travel expenses and meal allowances to be paid on receipt of claim.

Carried.

c. **Meeting Dates, Times, and Places**

The Executive Director presented a Board meeting schedule for the Board's review and consideration.

10.11.15 Moved Fletcher regular Board of Director meeting schedule be approved as presented. Carried.

d. **Westview Area Development Plan – Letter of Security**

The Executive Director presented a letter to the Town of Peace River ensuring acceptance of any deficiencies within the infrastructure at the Westview Development Area.

11.11.15 Moved Regal accept the letter as presented.
Carried.

e. **Garrison Manor Television Service**

12.11.15 Moved Fletcher contract the installation of the satellite service by Beyond 2000 for the quoted price of \$69,281.00 plus GST, conditional on the approval of the expenditure by Alberta Seniors.
Carried.

f. **2016 Requisition Summary**

The Executive Director provided the Board with a summary of the 2016 Requisition based on the 2016 Equalized Assessment Report.

13.11.15 Moved Radbourne approve the requisition summary as presented for distribution to the municipal offices.
Carried.

New Business

a. **2016 Affordable Housing Rate Schedule**

The Executive Director presented the Board of Directors with the proposed rates for the Garden Court Seniors Affordable Housing project.

14.11.15 Moved Radbourne approved the 2016 Affordable Housing Rate Schedule for presentation to Alberta Seniors.
Carried.

b. **Therapeutic Bathing System Replacement – Heritage Tower**

The Executive Director presented the price quote for the new bathing system at Heritage Tower.

15.11.15 Moved Eastman approve the purchase of the ArjoHuntleigh Rhapsody System 23 bathing system for the quoted price of \$46,865.54 plus GST.
Carried.

c. **Legion Court**

Board Member Vanderklok discussed an ongoing issue at Legion Court and requested a status update.

16.11.15 Moved Vanderklok receive as information.
Carried.

d. **Rural Seniors Housing Initiatives Committee**

Board Chair Dallyn and Committee Member Eastman had a scheduled meeting for November 9th in their calendars, and requested clarification.

17.11.15 Moved Dallyn the next meeting of the Rural Seniors Housing Initiatives Committee is to be held on January 5, 2016 at the Central Office commencing at 1:00pm.
Carried.

e. **Executive Committee Meeting**

18.11.15 Moved Novak an Executive Committee meeting be held on November 30, 2015 at 9:00am. to give consideration to outstanding wage and salary review items and to consider a new evaluation tool for the Chief Administrative Officer.
Carried.

Items for Information

a. **Happenings – Family Housing Newsletter – November 2015**

19.11.15 Moved Novak accept for information.
Carried.

b. **Lodge Events – November 2015**

20.11.15 Moved Eastman accept for information.
Carried.

c. **2015 Lodge Christmas Functions**

Tabled.

d. **ANPHA Board of Directors Meeting Minutes – September 16, 2015**

21.11.15 Moved Regal accept for information.
Carried.

e. **ANPHA Government Relations Strategy - IMPACT Consulting**

22.11.15 Moved Radbourne accept for information.
Carried.

Directors' Comments

Board member Fletcher thanked Chair Dallyn for attending the grand opening of the Cleardale Seniors Development, and commented on the outstanding turnout they had for their event including the MLA, the Hon. Marg McCuaig-Boyd and Peace River MP, Chris Warkentin.

Next Meeting

The next Board of Directors meeting is to be held at the central office in Peace River on December 2, 2015 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 6:30 pm.


Chairperson


Recording Secretary