



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
December 2, 2015

The Chair, Doug Dallyn called the meeting to order at 4:03 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	
Town of Manning	Kerr, Brenda
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

- 01.12.15 Moved Radbourne agenda be adopted as circulated, with the following additions under Business Arising from the Minutes;
- f. Business Plan Distribution
- and under New Business;
- d. Market Renter – Peace River
 - e. Refugee Resettlement
- Carried.

Minutes

- a. **Board Meeting Minutes – November 4, 2015**
- 02.12.15 Moved Reese minutes of the November 4, 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, ATB Financial loan proposal as it relates to Garden Court, as well as current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

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

c. **Financial Report**

05.12.15 Moved Fletcher financial report for the month of October, 2015 be accepted as presented.
Carried.

Accounts Payable Ratification

06.12.15 Moved Vanderklok accounts payable for the month of October, 2015 be ratified as presented.
Carried.

Business Arising Out of the Minutes

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

The Executive Director presented the Board with the letter from the Hon. Sarah Hoffman, Minister of Alberta Seniors given approval for the North Peace Housing Foundation to borrow up to \$3.3 million over 15 years for the completion of the infrastructure for the Westview Development Area.

07.12.15 Moved Eastman accept the letter as presented.
Carried.

08.12.15 Moved Radbourne a letter of appreciation be sent to all three municipalities that agreed to provide financing support as that funding is accessed.
Carried.

b. **Westview Area Development Plan – Development Agreement**

09.12.15 Moved Radbourne to table.
Carried.

c. **Meeting with the Hon. Sarah Hoffman, Minister of Alberta Seniors**

The Executive Director presented a letter from the Minister confirming that she is planning a trip to the Peace River area and wishes to meet with the North Peace Housing Foundation to discuss the issues and challenges we face.

10.12.15 Moved Radbourne accept the letter for information.
Carried.

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

The Executive Director presented a price estimate received from Tyco Integrated Fire & Security along with an estimate to supply a 3” supply line to the sprinkler system at the lodge.

11.12.15 Moved Vanderklok accept the quote as information.
Carried.

12.12.15 Moved Eastman North Peace Housing Foundation to approach The Workun Garrick Partnership to provide the scope of work and pricing to engineer and install a complete sprinkler system at Autumn Lodge in Berwyn.
Carried.

e. **2016 Wage and Salary Review – Outstanding Items**

The Executive Director presented the Board with the analysis compiled by our Human Resource Manager and presented to the Executive Committee on November 30, 2015. The Executive Committee recommendation were noted on the updated document.

13.12.15 Moved Fletcher accept the recommendations of the Executive Committee for implementation on January 1, 2016.
Carried.

14.12.15 Moved Reese the 2016 Lodge Budget be amended by \$120,000.00 to include the increases to wages resulting from the wage grid restructuring.
Carried.

f. **Business Plan Distribution**

Business Plans made available for distribution to respective municipal offices were inadvertently left behind at the last meeting.

15.12.15 Moved Vanderklok all Board members ensure a hard copy is distributed to the municipal offices and further that administration provide an electronic copy of the plan to the Board members and their respective municipal offices.
Carried.

16.12.15 Moved Radbourne recess for supper at 5:50 pm.
Carried.

17.12.15 Moved Radbourne reconvene the meeting at 6:17 pm.
Carried.

New Business

a. **2016 Affordable Housing Interim Budget**

The Executive Director presented the Board of Directors with an interim Affordable Housing Budget for 2016 based on the 2015 Budget.

18.12.15 Moved Vanderklok approve the 2016 Affordable Housing Interim Budget as presented.
Carried.

b. **Capital Asset Disposal – Maintenance Vans**

The Executive Director presented the asset disposal request for the disposition of two 2001 maintenance vans by consignment.

19.12.15 Moved Kerr approve the disposition of two Chevrolet Venture maintenance vans by consignment.
Carried.

c. **Continuing Care Safety Association – Audit Report**

The Executive Director presented the audit report on the North Peace Housing Foundation's Workplace Health and Safety Program. The Foundation scored 88%.

20.12.15 Moved Skrepnek accept the report for information.
Carried.

d. **Market Renter – Peace River**

The Housing Operations Manager provided information in regard to an applicant in Peace River that would fall under market rent criteria.

21.12.15 Moved Reese accept the market renter for tenancy in Peace River.
Carried.

e. **Refugee Resettlement**

The Executive Director presented the Board of Directors with a proposal to providing housing accommodation for two Syrian refugee families which are being considered for relocation to Peace River.

22.12.15 Moved Eastman North Peace Housing Foundation offer accommodation assistance to the two refugee families being considered for relocation to Peace River provided the renters meet all eligibility criteria.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – November 2015
- b. Lodge Events – November 2015
- c. 2015 Lodge Christmas Functions
- d. ANPHA Board of Directors Meeting Minutes – October 14, 2015

23.12.15 Moved Vanderklok accept items for information.
Carried.

Directors' Comments

Board member Radbourne assured the former members of the Executive Committee that items recommended from the previous appraisal process will be considered in the new year.

Board member Kerr informed the group that the Town of Manning will be hold a municipal by-election for the two vacant positions on council in December, 2015.

Next Meeting

The next Board of Directors meeting is scheduled to be held at the central office in Peace River on February 3, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 6:43 pm.

Chairperson

Recording Secretary