



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
February 3, 2016

In the absence of the Chair and the Vice-Chair, Board member Reese called the meeting to order at 4:05 p.m. with the following members present:

Clear Hills County
Northern Sunrise County
County of Northern Lights
MD of Peace #135
MD of Fairview #136
Town of Fairview
Town of Grimshaw
Town of Manning
Town of Peace River
Village of Berwyn
Village of Hines Creek
Village of Nampa

Fletcher, Dan
Dallyn, Doug(via conference call)
Reese, Brent

Skrepnek, Ray
Radbourne, Dennis
Regal, Bob
Kerr, Brenda

Vanderklok, Harry
Reintjes, Hazel
Novak, Cheryl

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

Agenda

- 01.02.16 Moved Fletcher agenda be adopted as circulated, with the following additions under In Camera;
- a. Del-Air Lodge Handi-Van Operations
 - b. Homesteader Lodge Staffing Concerns
- and under New Business;
- a. Letter to Minister of Seniors and Housing
- Carried.

Minutes

- a. **Board Meeting Minutes – December 2, 2015**
- 02.02.16 Moved Dallyn minutes of the December 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, ATB Financial loan proposal as it relates to Garden Court, as well as a brief discussion on the new Ministry of Seniors and Housing. Also reviewed the current North Peace Housing Foundation occupancy levels.

03.02.16 Moved Dallyn administration consult with WSP engineers on the option to leave 102nd Avenue unpaved for a period of time to allow for settling and pave at a later date.
Carried.

04.02.16 Moved Radbourne administration research legislation on the capacity of the North Peace Housing Foundation to enter into an agreement to defer payment of land & landscaping on the office/Rotary House project.
Carried.

05.02.16 Moved Radbourne Executive Director develop a plan to provide recognition to employees who worked on the implementation of the Yardi Voyageur Property Management system and present to Executive Committee at the March meeting.
Carried.

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

b. **Summary of Operations**

07.02.16 Moved Fletcher Summary of Operations for the months of November and December, 2015 be accepted as presented.
Carried.

c. **Financial Report**

08.02.16 Moved Kerr add an additional staff member at the Homesteader Lodge & the Del-Air Lodge and lobby the provincial government to cover the costs of additional staffing for night coverage until sprinkler systems are installed in their buildings.
Carried.

09.02.16 Moved Skrepnek financial report for the month and year ended December, 2015 be accepted as presented.
Carried.

Accounts Payable Ratification

- 10.02.16 Moved Fletcher accounts payable for the months of November and December, 2015 be ratified as presented.
Carried.

In Camera

a. **Del-Air Lodge Handi-Van Operation**

b. **Homesteader Lodge Staffing Issues**

- 11.02.16 Moved Kerr the meeting move in camera at 5:35pm.
Carried.

- 12.02.16 Moved Skrepnek the meeting move out of camera at 6:14pm.
Carried.

The meeting recess for supper at 6:15pm

The meeting reconvened at 6:35pm.

Business Arising Out of the Minutes

a. **Del-Air Lodge Reconfiguration/Rural DSL Access Project**

The Executive Director presented the Board with an update on the Del-Air Lodge reconfiguration plan including recent discussions with Alberta Health Services.

- 13.02.16 Moved Vanderklok accept the update as information.
Carried.

b. **Garrison Manor Upgrades**

- 14.02.16 Moved Regal accept the upgrade plan as presented and forward to government for budget consideration.
Carried.

c. **2016 Provincial HMB Budgets – Memo from Deputy Minister Marchand**

The Executive Director presented a memorandum from the Deputy Minister of Seniors regarding the status of the 2016 budget process and the advance of the first quarter funding allocation to Housing Management Bodies(HMB).

- 15.02.16 Moved Radbourne accept the memorandum for information.
Carried.

New Business

a. **Capital Asset Purchase – Maintenance Van**

The Executive Director presented the Board of Directors with price quotes from area dealerships on a 2015 maintenance/delivery van.

- 16.02.16 Moved Radbourne purchase the 2015 Chevrolet City Express LT, but administration attempt to negotiate a price reduction.
Carried.

b. **2016 Alberta Network of Public Housing Agencies(ANPHA) Membership**

The Executive Director presented the correspondence from the provincial association, and the membership renewal form.

- 17.02.16 Moved Fletcher approve the ANPHA membership renewal for the 2016 membership year and pay the annual membership fee of \$5,000.00.
Carried.

c. **Executive Committee Meeting**

At the request of the Chair, the Executive Committee is to schedule a meeting to review the Executive Director Performance Appraisal form and to establish the performance goals and priorities for the Executive Director for 2016.

- 18.02.16 Moved Vanderklok the Executive Committee hold a meeting on March 7, 2016 at 9:00 am at the Central Office in Peace River.
Carried.

d. **Town of Manning Amalgamation Study**

The Executive Director presented correspondence from the Town of Manning regarding the initiation of an amalgamation study to be presented to the Minister of Alberta Municipal Affairs.

- 19.02.16 Moved Vanderklok accept the correspondence for information.
Carried.

e. **Security Camera Installation – Harvest Lodge**

The Executive Director presented a price quote from an area supplier of security services for the supply and installation of security cameras.

- 20.02.16 Moved Vanderklok the meeting move in camera at 7:10 pm.
Carried.

- 21.02.16 Moved Skrepnek the meeting move out of camera at 7:18pm.
Carried.

- 22.02.16 Moved Radbourne purchase the security equipment from Beyond 2000 for the quoted price of \$2,850.00 plus GST, and install on second and third floor of Harvest Lodge and furthermore, evaluate the installation of cameras in all other lodges within one year.
Carried.

f. **Letter to Minister of Seniors and Housing**

The Chair of the Board, Doug Dallyn requested that a letter of congratulations and a request for a meeting be sent to the new Minister of Alberta Seniors and Housing, the Honourable Lori Sigurdson.

- 23.02.16 Moved Dallyn the Executive Director draft a letter to the Honourable Lori Sigurdson, Minister of Alberta Seniors and Housing congratulating her on her appointment and to request a meeting to discuss North Peace Housing Foundation business plan.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – February 2016
 - b. Lodge Events – February 2016
 - c. Supportive Living Accommodation Standards – Licensing Certificates
 - d. Provincial Housing Framework/Plan Steering Committee Minutes – January 13, 2016
 - e. ANPHA Board of Directors Meeting Minutes – January 20, 2016
- 24.02.16 Moved Fletcher accept items for information.
Carried.

Directors' Comments

Nil

Next Meeting

The next Board of Directors meeting is to be held at the central office in Peace River on March 2, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:29 pm.


Chairperson


Recording Secretary