

North Peace Housing Foundation

Box 7050, Peace River, Alberta T8S 1S7
Tel (780) 624-2055 Fax: (780) 624-2065
Email: richard.walisser@northpeacehousing.ca

Board of Directors Meeting
Peace River, Alberta
March 2, 2016

The Chair, Doug Dallyn called the meeting to order at 4:03 p.m. with the following members present:

Clear Hills County	
Northern Sunrise County	Dallyn, Doug
County of Northern Lights	
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	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

- 01.03.16 Moved Eastman agenda be adopted as circulated, with the following additions under New Business;
- e. ATB Loan Proposal – Westview Infrastructure
 - f. Autumn Lodge Sprinkler Install
 - g. Board Retreat Itinerary
 - h. 2015 Audited Financial Statements
- Carried.

Minutes

- a. **Board Meeting Minutes – February 3, 2016**
- 02.03.16 Moved Vanderklok minutes of the February 3, 2016 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, annual audit and reviewed the current North Peace Housing Foundation occupancy levels.

03.03.16 Moved Skrepnek Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

04.03.16 Moved Radbourne operational reports be reviewed at the Board Planning Committee meeting with new format review by the Board at the Board Retreat.
Carried.

05.03.16 Moved Vanderklok Summary of Operations for the month of January, 2016 be accepted as presented.
Carried.

c. **Financial Report**

06.03.16 Moved Radbourne financial report for the month ended January, 2016 be accepted as presented.
Carried.

Accounts Payable Ratification

07.03.16 Moved Regal accounts payable for the month of January, 2016 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Staffing Allocations – Motion 08.02.16**

The Executive Director asked the Board of Directors to reconsider their motion and review important information including the financial impact, prior to the final decision on staffing levels in our lodges.

08.03.16 Moved Radbourne rescind motion 08.02.16.
Carried.

09.03.16 Moved Radbourne ratify letter sent to the Minister of Alberta Seniors and Housing, Hon. Lori Sigurdson requesting clarification on mandatory staffing levels in lodges.
Carried.

10.03.16 Moved Radbourne the meeting be recessed for dinner at 5:13 pm.
Carried.

11.03.16 Moved Radbourne the meeting reconvene at 5:55 pm.
Carried.

b. **2016 Provincial Housing Management Body Budgets – Meeting with Department Staff**

12.03.16 Moved Radbourne accept for information.
Carried.

c. **Garrison Manor Upgrades**

The Executive Director presented a memorandum to the Assistant Deputy Minister of Seniors regarding the status of a request to transfer funding to proceed with the replacement of the cable system with a new satellite system wiring.

13.03.16 Moved Radbourne accept the memorandum for information and instruct administration to make contact with the Minister of Energy, Hon. Marg McCuaig-Boyd, MLA regarding the request.
Carried.

d. **Sale of Properties**

The Executive Director presented a memorandum to the Alberta Seniors & Housing outlining the costs associated with chronically vacant properties and request the sale of same.

14.03.16 Moved Radbourne accept the memorandum for information and request Alberta Seniors and Housing place the twelve properties outlined for sale on the open market with the decision to renovate these homes prior to sale be left with the province at their discretion but offer our services to carry out the work.
Carried.

e. **Capital Asset Purchase**

The Executive Director reviewed the capital asset purchase with the Board.

15.03.16 Moved Regal accept for information.
Carried.

New Business

a. **Westview Development Area- Road Base, Paving and Concrete Work Tender**

The Executive Director informed the Board of Directors that the tender documents are ready for advertising.

16.03.16 Moved Vanderklok tender the Westview Development Area Road Base, Paving and Concrete Work through WSP Canada as recommended.
Carried.

b. **ATB Financial – Loan Rates for Garden Court Debt**

The Executive Director presented the correspondence from ATB Financial on the proposed rates on a variable rate loan to assume the municipal book of loans for the Garden Court project.

17.03.16 Moved Radbourne approach other lenders to shop the proposal to determine if there are better rates and negotiate accordingly, and further once best rate is determined present the offer to municipalities that sponsored loans for the Garden Court project to consider matching the rates being proposed.
Carried.

c. **Fire Alarm Inspection Contract**

The Executive Director presented the tender call opening summary for the inspection of fire alarm systems in our seniors facilities throughout the region. a price quote from an area supplier of security services for the supply and installation of security cameras.

18.03.16 Moved Eastman contract Tyco Integrated Fire and Security for the inspection of fire alarm systems in North Peace Housing Foundation seniors housing facilities for the quoted price of \$10,520.00 plus GST.
Carried.

d. **North Peace Housing Foundation Logo Redesign**

The Executive Director presented correspondence from the graphic design firms offering to redesign the North Peace Housing Foundation logo.

19.03.16 Moved Regal continue with the existing logo for promotional material.
Carried.

e. **ATB Financial – Loan Rate Proposal – Westview Infrastructure**

The Executive Director presented the correspondence from ATB Financial on the proposed rates on a variable rate loan to assume the municipal book of loans for the Westview Infrastructure project.

- 20.03.16 Moved Novak approach other lenders to shop the proposal to determine if there are better rates and negotiate accordingly, and further once best rate is determined present the offer to municipalities that sponsored loans for the Westview Infrastructure project to consider matching the rates being proposed.
Carried.

f. **Autumn Lodge Sprinkler System Installation**

The Executive Director presented the budget details for the installation of fire suppression system at Autumn Lodge from Workun Garrick Partnership.

- 21.03.16 Moved Skrepnek have the Workun Garrick Partnership prepare tender documents for the installation of the sprinkler system at the Autumn Lodge as per the specification provided by the province.
Carried.
- 22.03.16 Moved Kerr enter into conditional grant agreement with the Alberta Social Housing Corporation for the installation of the sprinkler system at the Autumn Lodge.
Carried.

g. **Board Retreat Itinerary**

The Executive Director presented the proposed Board Retreat Itinerary for the upcoming Board Retreat in April.

- 23.03.16 Moved Vanderklok accept the itinerary as presented.
Carried.

h. **2015 North Peace Housing Foundation Financial Statements**

The Executive Director presented the year-end financial statement for the 2015 fiscal year as prepared by MNP LLP.

- 24.03.16 Moved Regal receive the statements for information and poll the Board on Wednesday, March 9, 2016 on a resolution to accept the 2015 financial statements as presented and forward to the province.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – March 2016
- b. Lodge Events – March 2016
- c. Partners in Injury Reduction – Certificate of Recognition
- d. Provincial Housing Framework Blueprint Committee Status Report
- e. ANPHA Board of Directors Meeting Minutes – February 3, 2016

25.03.16 Moved Skrepnek accept items for information.
Carried.

Directors' Comments

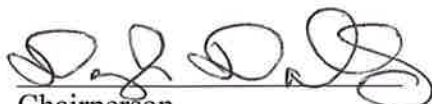
The Board reviewed the dates of the upcoming committee meetings.

Next Meeting

The next Board of Directors meeting is to be held at the Homesteader Lodge in Hines Creek on April 6, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:02 pm.


Chairperson


Recording Secretary