



North Peace Housing Foundation

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Board of Directors Meeting
Hines Creek, Alberta
April 6, 2016

The Chair, Doug Dallyn called the meeting to order at 3:58 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	Kerr, Brenda
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. Hazel Reintjes acted as recording secretary.

Agenda

01.04.16 Moved Reese agenda be adopted as circulated.
Carried.

Minutes

a. Board Meeting Minutes – March 2, 2016

02.04.16 Moved Fletcher minutes of the March 2, 2016 regular Board meeting be approved as presented.
Carried.

b. Planning & Services Committee Meeting Minutes – January 5, 2016

03.04.16 Moved Regal minutes of the January 5, 2016 Planning & Services Committee meeting be approved as presented.
Carried.

c. **Rural Seniors Housing Initiatives Committee Meeting Minutes – January 5, 2016**

04.04.16 Moved Reintjes minutes of the January 5, 2016 regular Board meeting be approved as presented.
Carried.

d. **Executive Committee Meeting Minutes – March 7, 2016**

05.04.16 Moved Vanderklok minutes of the March 7, 2016 Executive Committee 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.

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

b. **Summary of Operations**

07.04.16 Moved Needham Summary of Operations for the month of February, 2016 be accepted as presented.
Carried.

c. **Financial Report**

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

Accounts Payable Ratification

09.04.16 Moved Vanderklok accounts payable for the month of February, 2016 be ratified as presented.
Carried.

Business Arising Out of the Minutes

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

The Executive Director presented the Board of Directors with the tender opening summary documents along with the recommendation from WSP Canada Ltd.

- 10.04.16 Moved Radbourne award the contract for the Westview Development Area Road Base, Paving and Concrete Work as recommended by WSP Canada Ltd. to Ruel Bros. Contracting, Division of E Construction Ltd. for an amount of \$642,722.99 plus GST.
Carried.

b. **2015 North Peace Housing Foundation Audited Financial Statements**

- 11.04.16 Moved Radbourne approve the 2015 audited financial statements as presented and forward a copy to each municipal office for their records.
Carried.

- 12.04.16 Moved Vanderklok appoint MNP LLP as the auditing firm for the 2016 fiscal year.
Carried.

c. **Cadotte Lake Trailer**

The Executive Director presented a quote for repairs to two manufactured homes in Cadotte Lake. The Executive Director suggested that using our own forces over the course of the next four months, we can complete these repairs and reduce costs down to a manageable level, while at the same time provide the manpower to tackle the maintenance demands throughout the Foundation, particularly in the summer months.

- 13.04.16 Moved Radbourne complete the repairs in Cadotte Lake Units #4 and #7 over the next two months using our own forces by adding summer maintenance labourers, if funds are available.
Carried.

d. **Management Body Compliance Report and Action Plan**

The Executive Director presented the report coming from the audit in October 2015 along with a requirement for the Housing Management Body to respond to the areas of concern by development of an action plan.

- 14.04.16 Moved Needham accept the compliance report and action plan as presented.
Carried.

e. **Rural Seniors Housing Initiatives Committee – Amended Terms of Reference**

The Executive Director presented an amended terms of reference for consideration of the Board.

- 15.04.16 Moved Fletcher accept the amended terms of reference for the Rural Seniors Housing Initiatives Committee as presented.
Carried.

New Business

a. **New Dishwasher – Homesteader Lodge**

The Executive Director presented a quote from suppliers for the replacement of the dishwasher at Homesteader Lodge in Hines Creek.

- 16.04.16 Moved Vanderklok approve the purchase of the Hobart AM15-2 Commercial Dishwasher from Amalgamated Food Equipment Sales for the quoted price of \$14,897.00 plus GST.
Carried.

b. **Window Coverings – Autumn Lodge/Homesteader Lodge/Heritage Tower**

The Executive Director presented the tender call opening summary for the replacement of window coverings at three lodges.

- 17.04.16 Moved Reese approve the purchase and installation of window coverings as specified from Markland Design for the quoted price of \$13,112.86 plus GST.
Carried.

c. **Video Surveillance Policy**

The Executive Director presented for the Board's consideration a video surveillance policy to provide the parameters around the use of the security equipment within the North Peace Housing Foundation facilities and property.

- 18.04.16 Moved Skrepnek accept the content of the video surveillance policy as presented for immediate implementation.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – April 2016
- b. Lodge Events – April 2016
- c. Provincial Housing Blueprint Steering Committee Meeting Minutes – March 3, 2016
- d. Provincial Housing Blueprint Steering Committee Meeting Minutes – March 15, 2016
- e. ANPHA Board of Directors Meeting Minutes – March 2, 2016
- f. WCB Final Incentive Calculation Report – PIR

19.04.16 Moved Kerr accept items for information.
Carried.

Directors' Comments

Board member Eastman enquired about the status of the tender documents for the Autumn Lodge fire suppression system installation. The Executive Director has informed the architectural firm to proceed with the preparation of the documents for tender and the North Peace Housing Foundation has signed and forwarded the conditional funding agreement with the province to Alberta Seniors and Housing.

Next Meeting

The next Board of Directors meeting is to be held at the Harvest Lodge in Fairview on May 18, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 5:32 pm.


Chairperson


Recording Secretary