

North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
June 1, 2016

The Chair, Doug Dallyn called the meeting to order at 4:02 p.m. with the following members present:

Clear Hills County	Dallyn, Doug
Northern Sunrise County	Reese, Brent
County of Northern Lights	Eastman, Sandra
MD of Peace #135	Skrepnek, Ray
MD of Fairview #136	Radbourne, Dennis
Town of Fairview	Regal, Bob
Town of Grimshaw	Kerr, Brenda
Town of Manning	
Town of Peace River	Vanderklok, Harry
Village of Berwyn	Reintjes, Hazel
Village of Hines Creek	Novak, Cheryl
Village of Nampa	

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

Agenda

01.06.16 Moved Regal agenda be adopted as circulated.
Carried.

Minutes

a. Board Meeting Minutes – May 18, 2016

02.06.16 Moved Eastman minutes of the May 18, 2016 regular Board meeting be approved as corrected with Skrepnek inserted as mover of motion 16.05.16.
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, as well as the current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

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

c. **Financial Report**

05.06.16 Moved Skrepnek financial report for the month ended April, 2016 be accepted as presented.
Carried.

Accounts Payable Ratification

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

Business Arising Out of the Minutes

a. **North Peace Housing Foundation Administration Office/Rotary House MOU**

The Executive Director presented the Board of Directors with the Memorandum of Understanding between the Peace River Rotary House, the Peace River & District Health Foundation and the North Peace Housing Foundation.

07.06.16 Moved Radbourne accept as information.
Carried.

b. **2016 Social Housing Operating Budget**

08.06.16 Moved Vanderklok accept for information and for presentation to Alberta Seniors & Housing Ministry staff to determine an appropriate course of action.
Carried.

c. **Garden Court Debt – Municipal Loans Update**

The Executive Director presented the Board with an update on the status of the loans from our municipalities. The final two municipalities have chosen to exit the financing arrangement with a total of \$1,381,917.06 required to pay off the debt to the three municipalities over the coming three months.

- 09.06.16 Moved Eastman accept the update for information and send a letter to Northern Sunrise County to determine if they are interested in assuming the debt at prime + 0% over a fifteen year term.
Carried.

New Business

a. **2016 Market Rate Survey**

The Executive Director presented the Board with compilation of market rental rates in our various municipalities along with recommendations for establishing the market rental rates for our properties in each area.

- 10.06.16 Moved Vanderklok approve the market rental rates as presented.
Carried.

b. **Structured Incentive Program**

The Executive Director presented the Board of Directors with a series of incentives aimed at improving occupancy within our portfolio.

- 11.06.16 Moved Radbourne accept the incentive lists as presented for immediate implementation and review the program after one cycle in August 2017.
Carried.

c. **Local Improvement Project – Town of Fairview**

The Executive Director presented for the Board's consideration a local improvement notification from the Town of Fairview for a pavement overlay on 105th Avenue adjacent to the Harvest Lodge.

- 12.06.16 Moved Regal approve the proposed local improvement for pavement overlay on 105 Avenue as presented by the Town of Fairview and payment of any levy through the prepayment option.
Carried.

d. **Market Renter Application – Town of Grimshaw**

The Executive Director presented for the Board's consideration an application for housing in Grimshaw from an applicant above the Core Need Income Threshold. A total of 14 units remain vacant in Grimshaw at the present time.

13.06.16 Moved Reese approve the market renter for tenancy in Grimshaw.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – June 2016
- b. Lodge Events – June 2016
- c. Seniors Week Activities – June 6 – 12, 2016

14.06.16 Moved Vanderklok accept items for information.
Carried.

Directors' Comments

Board member Eastman asked for an update on the sprinkler system tender. The architect will be dedicating staff to this now that the Rotary House/Administration project has been tendered.

Next Meeting


The next Board of Directors meeting is scheduled to be held at the Del-Air Lodge in Manning on July 6, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 5:36 pm.



Chairperson



Recording Secretary