



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
Manning, Alberta
July 6, 2016

The Chair, Doug Dallyn called the meeting to order at 4:07 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	Needham, Colin
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

01.07.16 Moved Needham agenda be adopted as circulated.
Carried.

Minutes

a. **Board Meeting Minutes – June 1, 2016**

02.07.16 Moved Reese minutes of the June 1, 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, as well as the current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

04.07.16 Moved Radbourne Summary of Operations for the month of May, 2016 be accepted as presented.
Carried.

c. **Financial Report**

05.07.16 Moved Vanderklok financial report for the month ended May, 2016 be accepted as presented.
Carried.

Accounts Payable Ratification

06.07.16 Moved Vanderklok accounts payable for the month of May, 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 and the North Peace Housing Foundation removing the reference to the Peace River & District Health Foundation.

07.07.16 Moved Needham accept the memorandum of understanding as presented with Chair and CAO to sign on behalf of North Peace Housing Foundation.
Carried.

b. **2016 Social Housing Operating Budget Update**

08.07.16 Moved Radbourne accept update for information.
Carried.

Board member Radbourne called for a recess at 5:12 p.m.
Chair Dallyn reconvened the meeting at 5:47 p.m.

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

The Executive Director presented the Board with an update on the status of the loans from ATB Financial.

09.07.16 Moved Needham accept the update for information.
Carried.

d. **Fire Suppression Systems Update**

The Executive Director presented the Board with an update on the status of the fire suppression systems at Autumn Lodge, Del-Air Lodge and Homesteader Lodge.

10.07.16 Moved Radbourne accept for information.
Carried.

e. **Letter from Hon. Lori Sigurdson, Minister of Seniors and Housing Re: Capital Project Schedule/Maintenance Funding**

The Executive Director presented the Board with a letter from the Hon. Lori Sigurdson, Minister of Alberta Seniors and Housing in response to a request from Board Chair Dallyn regarding the status of capital project funding and maintenance funding.

11.07.16 Moved Radbourne accept for information.
Carried.

New Business

a. **Furniture Purchase – Heritage Tower**

The Executive Director presented the Board with the tender summary report for the purchase of furniture for five rooms at Heritage Tower Lodge.

12.07.16 Moved Vanderklok award the contract to supply and install furniture for five suites at Heritage Tower to Kit Office Plus for the quoted price of \$7,111.13 + GST.
Carried.

b. **Waste Management Contract – MASS Environmental Services Ltd.**

The Executive Director presented the Board of Directors with a proposal to manage the Foundation waste management contract from MASS Environmental Ltd.

13.07.16 Moved Eastman North Peace Housing Foundation enter into an agreement with MASS Environmental Services Ltd. for Contract Negotiation, Cost Control and Avoidance Management, and Administrative Services for a trial period of one year and review at that time.
Carried.

c. **ATCO Power Distribution System – Westhill Development**

The Executive Director presented for the Board's consideration two proposals from ATCO Electric to install the underground mainline power backbone for the westview development area in Peace River and for the installation of LED street lights throughout the subdivision. The engineering firm had allocated \$534,000.00 for the shallow utilities, which includes power, telephone, television and internet services.

- 14.07.16 Moved Radbourne approve the installation of the power distribution system and the installation of the LED street lights at the westview development for the proposed developers contribution of \$264,575.00 plus GST.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – July 2016
- b. Lodge Events – July 2016
- c. ANPHA Board Meeting Minutes – May 11, 2016
- d. Affordable Housing Survey Notification – July 3rd Deadline

- 15.07.16 Moved Vanderklok accept items for information.
Carried.

Directors' Comments

Board member Kerr commented on the social media coverage that appears to be working very well. Also mentioned that the Town of Manning has a slot for announcements in their newsletter that we could access and further increase our coverage.

Next Meeting

The next Board of Directors meeting is scheduled to be held at the Autumn Lodge in Berwyn on September 7, 2016 at 4:00 p.m.

Adjournment

The Chair declared the meeting adjourned at 6:20 p.m.


Chairperson


Recording Secretary