



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
November 2, 2016

Chairperson Dallyn called the meeting to order at 4:45 pm. with the following members present:

Clear Hills County	Janzen, Dave
Northern Sunrise County	Dallyn, Doug
County of Northern Lights	Yasinski, Brenda
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

- 01.11.16 Moved Radbourne agenda be adopted as circulated, with the following amendments; under New Business Other;
- f. ASCHA – Request to Meet
 - g. Recording Secretary
- Carried.

Minutes

- a. **Regular Meeting – September 29, 2016**
- 02.11.16 Moved Vanderklok minutes of the September 29, 2016 regular Board meeting be approved as presented.
- Carried.

b. **Planning & Services Committee Meeting – September 28, 2016**

03.11.16 Moved Regal minutes of the September 28, 2016 Planning & Services Committee meeting be approved as amended.
Carried.

c. **Planning & Services Committee Meeting – October 24, 2016**

04.11.16 Moved Needham minutes of the October 24, 2016 Planning & Services Committee meeting be approved as presented.
Carried.

d. **Executive Committee Meeting – September 28, 2016**

05.11.16 Moved Vanderklok minutes of the September 28, 2016 Executive Committee meeting be approved as amended.
Carried.

Reports

a. **Executive Director's Report**

The Executive Director provided a brief update of the developments within the Westview Development Area, the Rotary House project and the current North Peace Housing Foundation occupancy levels.

06.11.16 Moved Eastman Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

07.11.16 Moved Skrepnek Summary of Operations for the month of September, 2016 be accepted as presented.
Carried.

c. **Financial Report**

08.11.16 Moved Needham financial report for the month of September, 2016 be accepted as presented.
Carried.

The meeting was recessed for dinner at 5:30 pm.

The meeting reconvened at 5:55 pm.

Accounts Payable Ratification

- 09.11.16 Moved Regal accounts payable for the month of September, 2016 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Signing Authority**

- 10.11.16 Moved Radbourne signing authority consist of one of the Chairperson, the Board member from the Town of Peace River(Colin Needham), the Board member from the Town of Grimshaw(Bob Regal)or the Board member from the Northern Sunrise County(Doug Dallyn), and one of the Executive Director(Richard Walisser) or the Operations Manager (Tammy Menssa) with the later in case of emergency only, and further two signatures are required to constitute legal authority.
Carried.

b. **Honorariums and Allowances**

The Executive Director presented a summary of the Board member remuneration policy. Board members requested that a summary of payments be attached to the payment advise itemizing the meetings attended and the travel expense payment.

- 11.11.16 Moved Vanderklok approve Board member remuneration policy as presented.
Carried.

c. **Meeting Dates, Times, and Places**

The Executive Director presented a Board meeting schedule for the Board's review and consideration.

- 12.11.16 Moved Eastman regular Board of Director meeting schedule be approved as presented.
Carried.

d. **Central Office/Rotary House Construction Update**

The Executive Director brought the Board up to date with recent activities related to the development site.

- 13.11.16 Moved Needham approve the update as presented.
Carried.

e. **Planning & Services Committee Meeting – November 7, 2016**

The Executive Director presented the Board of Directors with a notification of a meeting of the Planning & Services Committee Meeting on November 7, 2016 at 9:00am at the central office in Peace River.

- 14.11.16 Moved Radbourne accept for information.
Carried.

New Business

a. **2017 Lodge Budget**

The Executive Director presented the Lodge Budget for consideration by the Board of Directors. The Executive Director recommended setting the 2017 requisition at \$2,600,000.00.

- 15.11.16 Moved Needham approve the 2017 Lodge Budget as presented with requisitions set at 5% above the 2016 level or \$2,520,000.00.
Carried.

b. **2017 Management Body Self-Contained/Family Housing Budget**

The Executive Director presented the preliminary Social Housing Budget as received from Alberta Seniors. Administration reviewed all properties within the portfolio and established their requirements for the upcoming year.

- 16.11.16 Moved Radbourne accept the 2017 Social Housing Budget for presentation and consideration by Alberta Seniors & Housing.
Carried.

c. **2017 – 2021 North Peace Housing Foundation Business Plan**

The Executive Director presented the 2017 – 2021 North Peace Housing Foundation Business Plan for the consideration of the Board of Directors.

- 17.11.16 Moved Vanderklok approve the 2017 – 2021 North Peace Housing Foundation Business Plan as amended, with 2017 requisition set at \$2,520,000.00.
Carried.

d. **2017 ANPHA Membership Renewal**

The Executive Director presented the correspondence from the Alberta Network of Public Housing Agencies in regards to the renewal of membership for the upcoming year.

- 18.11.16 Moved Radbourne approve the renewal of membership with the Alberta Network of Public Housing Agencies for the 2017 membership year.
Carried.

e. **Flooring Replacement – Garden Court Apartments**

The Executive Director presented price quoted from area contractors for the replacement of flooring in the lounge area of the Garden Court Apartments as per the directive from Alberta Health Services Public Health Inspector.

- 19.11.16 Moved Regal contract United Floors to replace the flooring in the tenant lounge at Garden Court Apartments for the quoted price of \$10,137.41 + GST.
Carried.

f. **ASCHA – Request to Meet**

The Executive Director presented e-mail correspondence from the Alberta Seniors Communities & Housing Association(ASCHA) requesting an opportunity to meet and converse on our organizational successes, challenges and concerns.

- 20.11.16 Moved Novak the Executive Director and Board Chair and Vice-Chair meet with the representatives of ASCHA and memorandum of the meeting with the date and time be circulated to the other members of the Board of Directors.
Carried.

g. **Recording Secretary**

As a follow-up to the discussion at the Board of Directors Annual General Meeting, there was a desire to have a staff member record the minutes of Board and Committee meetings to allow all members to fully participate in the discussion and debate.

- 21.11.16 Moved Radbourne administration arrange for the assignment of a staff member to record minutes of all Board and Committee meetings.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – November 2016
- b. Lodge Events – November 2016

22.11.16 Moved Radbourne accept the items for information.
Carried.

Directors' Comments

Board member Kerr highlighted the Christmas light-up in Manning and the participation of the seniors at the Del-Air Lodge

Board Chair Dallyn express his thanks to the Board for their confidence in him for the position of Board Chair.

Next Meeting

The next meeting is scheduled for December 7, 2016 at the Central Office in Peace River at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:30 pm.


Chairperson


Recording Secretary