



# *North Peace Housing Foundation*

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

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Board of Directors Meeting  
Peace River, Alberta  
December 7, 2016

The Chair, Doug Dallyn called the meeting to order at 4:01 p.m. with the following members present:

Clear Hills County	Janzen, David
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	
Town of Manning	
Town of Peace River	Needham, Colin
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	

Also present was Executive Director, Richard Walisser. Tobey Andersen acted as recording secretary.

## **Agenda**

- 01.12.16 Moved Radbourne agenda be adopted as circulated, with the following addition to New Business;
- g. In Camera – Organizational Chart
  - h. Market Rent/Rent Ceiling – Family Housing
- Carried.

## **Minutes**

- a. **Board Meeting Minutes – November 2, 2016**
- 02.12.16 Moved Needham minutes of the November 2, 2016 regular Board meeting be approved as presented.  
Carried.
- b. **Planning & Services Committee Meeting Minutes – November 7, 2016**
- 03.12.16 Moved Vanderklok minutes of the November 7, 2016 Planning & Services 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, as well as the current North Peace Housing Foundation occupancy levels. Recent staff changes will be covered in the in camera session.

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

b. **Summary of Operations**

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

c. **Financial Report**

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

**Accounts Payable Ratification**

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

Colin Needham leaves at 5:54 p.m.

**Business Arising Out of the Minutes**

a. **Central Office/Rotary House Project Update**

The Executive Director presented the construction review and the minutes of the November 10, 2016 construction meeting for the administration office/Rotary House project.

08.12.16 Moved Radbourne accept the minutes for information.  
Carried.

b. **Lodge Fire Suppression Systems Installation Project Update**

Work on the Homesteader Lodge installation is going well. The Del-Air Lodge has been placed on hold, and the Autumn Lodge contract will be put out to tender shortly by Workun Garrick.

09.12.16 Moved Janzen accept the update for information.  
Carried.

c. **Hines Creek Seniors' Handi Bus – Letter from Clear Hills County**

The Executive Director presented a letter from Clear Hills County offering to support the operation of the handi-bus to allow for additional participation in community and recreational outing that require transportation.

10.12.16 Moved Radbourne send a letter to Clear Hills County thanking them for their support and arrange a meeting to discuss implementation and more details for 2017.  
Carried.

d. **Peace River Medical Clinic Update**

The Executive Director presented the most recent update on the Peace River medical clinic.

11.12.16 Moved Radbourne accept for information.  
Carried.

**New Business**

a. **2017 Affordable Housing Rate Schedule**

The Executive Director presented the Board with a draft rate schedule for the Garden Court Apartments for the 2017 fiscal year.

12.12.16 Moved Reese approve the rate schedule as presented for the 2017 fiscal year.  
Carried.

b. **2017 Affordable Housing Budget**

The Executive Director presented the proposed budget for the affordable housing programs for the 2017 fiscal year.

13.12.16 Moved Radbourne approve the 2017 affordable housing budget as presented.  
Carried.

c. **Draperies – Del-Air Lodge/Heritage Tower Lodge**

The Executive Director presented the Board with the tender summary report for the replacement of draperies in two lodges.

- 14.12.16 Moved Eastman approve the awarding of the contract to replace the draperies to Allwest Commercial Furnishings for the quoted price of \$23,715.30 plus GST. Carried.

d. **Letter to Minister Sigurdson Re: Resident Transfers from Lodge to Privates**

The Executive Director presented the Board with a draft letter outlining concerns the Foundation has with the procedures and protocols surrounding the transfer of residents from Heritage Tower Lodge and Autumn Lodge.

- 15.12.16 Moved Radbourne send letter from Chair to the Hon. Lori Sigurdson, Minister of Seniors and Housing regarding the transfer of residents from Heritage Tower Lodge and Autumn Lodge to private designated supportive living facilities and to add the letter to the synopsis and further request that municipalities send letters to further the support. Carried.

e. **Carbon Monoxide Detection Equipment Installation Funding**

The Executive Director presented the Board with a memorandum from Alberta Seniors and Housing regarding the priority installation or replacement of carbon monoxide devices.

- 16.12.16 Moved Reintjes accept the memorandum for information. Carried.

f. **Capital Improvement Investment Funding**

The Executive Director presented the Board with a memorandum from Alberta Seniors and Housing regarding the approval of funding for priority capital improvement items yet to be itemized.

- 17.12.16 Moved Radbourne accept the memorandum for information. Carried.

g. **In Camera – Organizational Chart**

- 18.12.16 Moved Radbourne the meeting move in-camera at 6:50 p.m. Carried.

- 19.12.16 Moved Reese the meeting move out of camera at 7:28 p.m.  
Carried.
- 20.12.16 Moved Radbourne accept the proposed changes to the organizational structure as proposed.  
Carried.

d. **Market Maximum Rent/Rent Ceiling – Family Housing**

The Operations Manager and the Facilities Manager presented a memorandum to the Board regarding the rental rates in our family housing units and the difficulty that those rates are creating for some of our families.

- 21.12.16 Moved Radbourne direct administration to follow up the presentation and forward to the provincial government for their consideration.  
Carried.

**Items for Information**

- a. Happenings – Family Housing Newsletter – July 2016
- b. Lodge Events – July 2016
- c. 2016 Lodge Christmas Festivities
- d. ANPHA Board of Directors Meeting Minutes – November 9, 2016.
- 22.12.16 Moved ~~Dalyn~~ <sup>RADBOURNE Board</sup> accept items for information.  
Carried.

**Directors' Comments**

Directors exchanged holiday greetings.

**Next Meeting**

The next Board of Directors meeting is scheduled to be held at the Central Office in Peace River on February 1, 2017 at 4:00 pm.

**Adjournment**

The Chair declared the meeting adjourned at 7:38 pm.



Chairperson



Recording Secretary