

North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
February 1, 2017

The Chair, Doug Dallyn called the meeting to order at 4:00 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	Willing, Bob (Alternate)
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	
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	

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

Agenda

- 01.02.17 Moved Radbourne agenda be adopted as circulated, with the following addition to New Business;
- d. Canadian Housing and Renewal Association Membership
 - e. CHRA Annual Housing Congress – Halifax, Nova Scotia May 2 -5, 2017.
- Carried.

Minutes

- a. **Board Meeting Minutes – December 7, 2016**
- 02.02.17 Moved Skrepnek minutes of the December 7, 2016 regular Board meeting be approved as presented, and as amended with correcting motion 22:12:16 Radbourne moved items for information.
- 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.

03.02.17 Moved Reese to draft letter to Northern Sunrise County regarding homes in Cadotte Lake and the reconciliation of expended funds on those units.
Carried

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

b. **Summary of Operations**

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

c. **Financial Report**

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

Accounts Payable Ratification

07.02.17 Moved Regal accounts payable for the months of November and December, 2016 be ratified as presented.
Carried.

In Camera

08.02.17 Moved Radbourne the meeting move in-camera at 4:32 pm.
Carried.

09.02.17 Moved Reese the meeting move out of camera @ 4:44 pm 
Carried.

10.02.17 Moved Radbourne accept the proposed changes to the organizational structure as presented, effective April 1, 2017.

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 January 19, 2017 construction meeting for the administration office/Rotary House project, as well as a letter from the Peace River Rotary Club.

11.02.17 Moved Radbourne accept the minutes for information.
Carried.

b. **Westview Infrastructure - Final Inspection/Certificate of Substantial Completion**

The Executive Director presented the minutes of the final inspection meeting carried out on June 8, 2016 on the contract for water, sanitary and storm sewer servicing and pre-grading with Northern Road Builders.

12.02.17 Moved Regal approve the minutes as information.
Carried.

c. **Letter to Minister Sigurdson Re: Transfer of Lodge Residents to Private DSL Facilities**

The Executive Director presented the letter forwarded to Alberta Seniors and Housing Minister, the Hon. Lori Sigurdson regarding the transfer of lodge residents from our buildings to private DSL facilities.

13.02.17 Moved Radbourne accept the letter for information.
Carried.

d. **Meeting with Alberta Seniors Communities and Housing Association**

The Chair and the Executive Director provided the Board with a brief review of the contents of the discussions between ASCHA and the Board members and the Executive Director when they visited our offices on January 16, 2017.

14.02.17 Moved Radbourne accept report for information.
Carried.

15.02.17 Moved Reese up to two members of the Board of Directors and the Executive Director attend the ASCHA Convention and Trade Show March 22 – 24, 2017.
Carried.

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

Work on the Homesteader Lodge installation is complete. The Del-Air Lodge remains on hold, and the Autumn Lodge contract has not yet been tendered by Workun Garrick.

16.02.17 Moved Janzen accept for information.
Carried.

New Business

a. **2017 Board Retreat Facilitation**

The Executive Director presented the Board with correspondence from our 2016 Board Retreat facilitator, indicating that he was unavailable for the 2017 dates as scheduled.

17.02.17 Moved Radbourne hold in-house on planned dates.
Carried.

b. **Maintenance Vehicle Replacement/Replacement Schedule**

The Executive Director presented a proposal to replace the two oldest maintenance trucks.

18.02.17 Moved Reese to approach Adventure Auto for a quote and advise board and conduct an e-mail poll to determine purchase direction.
Carried.

19.02.17 Moved Radbourne adopt a maintenance vehicle replacement schedule guideline of 10 years of age or 200,000 kilometres.
Carried.

c. **Carbon Monoxide Detection Equipment Installation**

The Executive Director presented the Board with the tender summary report for the installation of carbon monoxide detection equipment in all social housing properties under our jurisdiction. Funding for this initiative comes from a special grant received from the province.

20.02.17 Moved Radbourne approve the awarding of the contract to install the carbon monoxide detection equipment to Kenry Electric for the quoted price of \$19,900.00 plus GST.
Carried.

d. **Canadian Housing & Renewal Association Membership**

The Executive Director presented the Board with the membership fees schedule and the list of membership benefits for the Canadian Housing & Renewal Association.

- 21.02.17 Moved Skrepnek approve the membership in the Canadian Housing & Renewal Association for the membership fee of \$1,371.45 + GST.
Carried.

e. **2017 CHRA Annual Congress – Halifax May 2 – 5, 2017**

The Executive Director presented the Board with conference information and registration fee schedule.

- 22.02.17 Moved Reese register one member of the Board of Directors and the CAO for the CHRA Annual Congress.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – February 2017
 - b. Lodge Events – February 2017
 - c. Capital Improvements Program Investment Funding
 - d. Budget 2017 Memo – Robert Lee, Executive Director – Alberta Seniors and Housing
 - e. Supportive Living Accommodation Licenses - Lodges
- 23.02.17 Moved Radbourne accept items for information.
Carried.

Directors' Comments


Board Member Kerr requested an update on the reconfiguration proposal for the Del-Air Lodge

Next Meeting

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

Adjournment

The Chair declared the meeting adjourned at 6:10 pm.


Chairperson


Recording Secretary