

North Peace Housing Foundation

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

The Chair, Doug Dallyn called the meeting to order at 4:03 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	
Town of Fairview	
Town of Grimshaw	
Town of Manning	Kerr, Brenda
Town of Peace River	
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

Also present was Executive Director, Richard Walisser. Rhonda Massier acted as recording secretary.

Agenda

- 01.03.17 Moved Vanderklok agenda be adopted as circulated, with the following addition to Business Arising From the Minutes;
- c. Letter of Response from the Minister of Seniors & Housing New Business;
 - d. Commercial Washing Machine Replacement – Harvest Lodge
 - e. Sale of Properties
- Carried.

Minutes

- a. **Board Meeting Minutes – February 1, 2017**
- 02.03.17 Moved Reintjes minutes of the February 1, 2017 regular Board meeting be approved as amended with resolution 9.02.17 meeting out of camera at 4:44 pm.
Carried.

b. **Planning & Services Committee Meeting – February 7, 2017**

- 03.03.17 Moved Vanderklok minutes of the February 7, 2017 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.

- 04.03.17 Moved Skrepnek Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

- 05.03.17 Moved Vanderklok Summary of Operations for the month of January, 2017 be accepted as presented.
Carried.

c. **Financial Report**

- 06.03.17 Moved Reintjes financial report for the month ended January, 2017 be accepted as presented.
Carried.

Accounts Payable Ratification

- 07.03.17 Moved Eastman accounts payable for the month of January, 2017 be ratified as presented.
Carried.

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 February 16, 2017 construction meeting for the administration office/Rotary House project.

- 08.03.17 Moved Reese accept the minutes for information.
Carried.

- 09.03.17 Moved Eastman to draft letter with pictures of concern regarding Homesteader to Minister of Seniors and Housing.
Carried.

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

The Del-Air Lodge remains on hold, and we have commissioned a hazardous materials assessment review for the Autumn Lodge prior to tendering the contract by Workun Garrick.

- 10.03.17 Moved Vanderklok accept for information.
Carried.

c. **Letter of Response from Minister of Seniors & Housing Re: Transfer of Residents to Private DSL Providers**

The Executive Director presented the letter of response from the Hon. Lori Sigurdson, Minister of Seniors and Housing regarding our concerns with residents being transferred out of public housing into private DSL facilities before it is necessary.

- 11.03.17 Moved Kerr accept for the letter for information.
Carried.

New Business

a. **2016 Audited Financial Statements Presentation**

The Executive Director informed the Board that due to delays with the financial statement template from the province there was insufficient time to get them prepared for presentation for this meeting. They will be forwarded electronically once received.

- 12.03.17 Moved Eastman table to the next Board of Directors Meeting.
Carried.

b. **2017 Appointment of Auditing Firm**

The Executive Director indicated that administration is very pleased with the current arrangement and would recommend MNP LLP for the 2017 audit engagement.

- 13.03.17 Moved Reintjes engage MNP LLP as the auditing firm for the 2017 fiscal year.
Carried.

c. **2017 Board Retreat Agenda**

The Executive Director presented the Board with the agenda for the upcoming Board Retreat in April.

14.03.17 Moved Eastman to have two separate options for facilitator for Board Retreat 2018.
Carried.

15.03.17 Moved Novak approve the Board Retreat agenda as presented.
Carried.

d. **Commercial Washing Machine Replacement – Harvest Lodge**

The Executive Director presented the Board with a quotation for the replacement of the commercial washing machine at the Harvest Lodge in Fairview.

16.03.17 Moved Vanderklok approve the purchase of the Electrolux W5280X CO Washer Extractor from Alberta Laundry Systems for the quoted price of \$13,490.00 plus GST.
Carried.

e. **Sale of Properties**

The Executive Director presented the Board with an updated list of the properties that have been identified for eventual disposition, with eighteen properties identified for 2017.

17.03.17 Moved Vanderklok approve the sale of the eighteen properties as identified, and further approve the future disposition of the additional units identified over the course of the next three years.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – Spring 2017
- b. Lodge Events – March 2017
- c. Letter to Northern Sunrise County Re: Cadotte Lake Trailers/Land

18.03.17 Moved Eastman accept items for information.
Carried.

Directors' Comments


Board member Eastman reiterated the importance of the North Peace Housing Foundation realigning its programming to capture or embrace more health care supports in our supportive living options to more effectively allow for aging in place.

Next Meeting

The next Board of Directors meeting is scheduled to be held at the Hines Creek Municipal Office in Hines Creek on April 5, 2017 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 5:45 pm.


Chairperson


Recording Secretary