



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Hines Creek, Alberta  
April 5, 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, Robert(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	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. Rhonda Massier acted as recording secretary.

## **Agenda**

01.04.17 Moved Needham agenda be adopted as circulated.  
Carried.

## **Minutes**

### a. **Board Meeting Minutes – March 1, 2017**

02.04.17 Moved Vanderklok minutes of the March 1, 2017 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.

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

b. **Summary of Operations**

04.04.17 Moved Janzen Summary of Operations for the month of February, 2017 be accepted as presented.  
Carried.

c. **Financial Report**

05.04.17 Moved Novak financial report for the month ended February, 2017 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

06.04.17 Moved Vanderklok accounts payable for the month of February, 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 March 16, 2017 construction meeting for the administration office/Rotary House project.

07.04.17 Moved Skrepnek accept the minutes for information.  
Carried.

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

The Del-Air Lodge installation has recommenced, and once again, the workmanship of the installers is unimpressive. We will highlight this with the Executive Director of Capital Initiatives when she visits the lodge next week. We have received the report from RH Services Inc. on the hazardous materials assessment for the Autumn Lodge. We will review the report with Workun Garrick to determine the necessary course of action on the findings in the report.

08.04.17 Moved Radbourne accept for information.  
Carried.

c. **Meeting with Northern Sunrise County Administration Re: Cadotte Lake Re: Cadotte Lake Program/Land**

The Executive Director provided an update from the meeting held with Northern Sunrise County Administration regarding the unresolved issues with the Sustainable Remote Housing Initiative Program at Cadotte Lake and the need for a decision on the ownership of the land.

09.04.17 Moved Needham accept the report for information.  
Carried.

- 10.04.17 Moved Vanderklok draft a letter to Northern Sunrise County making a formal request for a decision on the land title and a request to have the \$50,000.00 deposit on the land returned to North Peace Housing Foundation and the accounts receivable in regards to this transaction be removed from the County's books, and further request payment of the outstanding balance of \$17,000.00 from the commitment by Northern Sunrise County to fund repairs on three trailers.  
Carried.

d. **2017 Social Housing Budget**

The Executive Director presented the 2017 Social Housing Budget provided by Alberta Seniors and Housing.

- 11.04.17 Moved Radbourne accept for information.  
Carried.

**New Business**

a. **2016 Audited Financial Statements Presentation**

The Executive Director presented the Board the financial statement from MNP LLP for the 2016 fiscal year ending December 31, 2016.

- 12.04.17 Moved Reese approve the 2016 financial statements as presented and forward to Alberta Seniors and Housing with a copy to all municipal offices.  
Carried.

b. **Letter to Hon. Sarah Hoffman, Minister of Health – Meeting Request Re: Peace River Homecare/Transfer of Residents to Private DSL**

The Executive Director presented a draft letter to the Minister of Health, Hon. Sarah Hoffman requesting a meeting to discuss Peace River Homecare and the transfer of our residents to designated assisted living.

- 13.04.17 Moved Regal approve the letter as presented.  
Carried.

c. **Fire Panel Replacement – Harvest Lodge**

The Executive Director presented the Board with a price quote for the replacement of the fire panel at the Harvest Lodge in Fairview.

- 14.04.17 Moved Radbourne contract Wild Electric Ltd. for the replacement of the fire panel at the Harvest Lodge in Fairview for the quoted price of \$28,275.00 plus GST.  
Carried.

d. **ANPHA Conference Sponsorship**

The Executive Director presented the Board with the sponsorship information for the upcoming conference in Red Deer.

15.04.17 Moved Radbourne approve the ANPHA signature sponsorship in the amount of \$5,000.00.  
Carried.

e. **ANPHA Non-Profit Housing Conference – June 22, 2017 – Red Deer**

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

16.04.17 Moved Needham approve the attendance of Board members wishing to attend the 2017 ANPHA Non-Profit Housing Conference in Red Deer on June 22, 2017.  
Carried.

**Items for Information**

- a. Lodge Events – March 2017
- b. Partners in Injury Reduction – Final Incentive Calculations Report

17.04.17 Moved Vanderklok accept items for information.  
Carried.

**Directors' Comments**

Nil

**Next Meeting**

The next Board of Directors meeting is scheduled to be held at the Harvest Lodge in Fairview on May 17, 2017 at 4:00 pm.

**Adjournment**

The Chair declared the meeting adjourned at 5:40 pm.

  
Chairperson

  
Recording Secretary