



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
July 5, 2017

The Chair, Doug Dallyn called the meeting to order at 4:00 p.m. with the following members present:

Clear Hills County
Northern Sunrise County
County of Northern Lights
MD of Peace #135
MD of Fairview #136
Town of Fairview
Town of Grimshaw
Town of Manning
Town of Peace River
Village of Berwyn
Village of Hines Creek
Village of Nampa

Janzen, Dave
Dallyn, Doug

Eastman, Sandra
Skrepnek, Ray
Radbourne, Dennis (via telephone)
Regal, Bob
Kerr, Brenda

Vanderklok, Harry
MacKenzie, Jim (alternate)

Regrets Brent Reese, Colin Needham, and Cheryl Novak

Also present was Executive Director, Richard Walisser; Director of Human Resources and Housing Operations, Tammy Menssa; and Elaine O'Reilly, Human Resources Manager. Rhonda Massier acted as recording secretary.

Agenda

01.07.17 Moved Skrepnek agenda be adopted as circulated.
Carried.

Minutes

a. Board Meeting Minutes – June 7, 2017

02.07.17 Moved Regal minutes of the June 7, 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 Rotary House/Administration Office project, the progress on repairs to the Cadotte Lake units, as well as the current North Peace Housing Foundation occupancy levels.

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

b. **Summary of Operations**

04.07.17 Moved Vanderklok Summary of Operations for the month of May, 2017 be accepted as presented.
Carried.

c. **Financial Report**

05.07.17 Moved Janzen financial report for the month ended May, 2017 be accepted as presented.
Carried.

Accounts Payable Ratification

06.07.17 Moved Regal accounts payable for the month of May, 2017 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **North Peace Housing Foundation Seniors Housing Needs Assessment**

The Executive Director presented the Board with the seniors affordable housing needs assessment based on the Canadian Census information from 2016.

07.07.17 Moved Vanderklok approve the North Peace Housing Foundation Seniors Affordable Housing Needs Assessment as presented.
Carried.

The meeting was recessed for supper at 5:58 p.m.
The meeting was reconvened at 6:20 p.m.

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

The Executive Director presented the construction review and the meeting minutes of the June 22, 2017 construction meeting for the administration office/Rotary House project.

08.07.17 Moved Skrepnek accept the minutes for information.
Carried.

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

The Del-Air Lodge is nearing completion, with the contractor securing a painting contractor to paint the piping. We continue to reserve our decision on the installation of the Autumn Lodge sprinklers.

09.07.17 Moved Vanderklok accept for information.
Carried.

d. **Del-Air Lodge Reconfiguration Project**

The Executive Director had no new update on the status of the reconfiguration project. An e-mail request to the Executive Director has not yet been replied to as of yet. Our last update indicated that Alberta Health Services and Alberta Seniors and Housing have still not agreed to the building code requirements for this level of care facility.

10.07.17 Moved Janzen accept the letter for information.
Carried.

In Camera Discussions

a. **Autumn Lodge – In Camera**

11.07.17 Moved Skrepnek the meeting move in-camera at 6:42 p.m.
Carried.

12.07.17 Moved Regal the meeting move out-of-camera at 7:45 p.m.
Carried.

13.07.17 Moved Dallyn to proceed ahead with the winding down of operations at Autumn Lodge in Berwyn.

Board member Skrepnek requested a recorded vote.

In Favor

Janzen
Regal
Kerr
Radbourne
Dallyn
Carried.

Opposed

Skrepnek
Eastman
Mackenzie
Vanderklok

New Business

a. **Executive Committee Meetings – Policy Review**

The Executive Director noted that the Human Resources Policies are being updated, and a date set of July 20, 2017 for Executive Committee to begin reviewing.

b. **Central Office Photocopier Replacement**

The Executive Director presented information regarding quotes on replacing existing photocopier. The unit currently being used is 7 years old with 900,000 copies logged.

15.07.17 Moved Vanderklok to purchase new Canon irC5535i MFP photocopier from Hi-Tech Business Systems for the quoted price of \$13,140.80 + GST.
Carried.

c. **Letter to Hon. Lori Sigurdson, Minister of Alberta Seniors and Housing
Re: Autumn Lodge Wind Down Transfer to Heritage Tower**

The Executive Director presented a draft letter to the Minister of Alberta Seniors and Housing, Hon. Lori Sigurdson regarding the Wind-Down of Operations at Autumn Lodge –Transfer to Heritage Tower.

Board member Eastman asked that mention be made in the letter to the Minister that, in the Business Plan, it is outlined that North Peace Housing Foundation has intentions for building a new lodge.

16.07.17 Moved Kerr send letter to Minister as amended.
Carried.

Items for Information

- a. Lodge Events – July 2017
- b. Alberta Affordable Housing Strategy

17.07.17 Moved Kerr accept items for information.
Carried.

Directors' Comments

Board member Janzen thanked and appreciated the interest and support from our members and the Executive Director regarding the opening of the Cleardale Seniors residence. He also expressed interest in meeting with Executive Director about funding mechanisms used by Heart River Housing to assist with the operations of the Ridgevalley Seniors Home.

Next Meeting

The next Board of Directors meeting is scheduled to be held at the Del-Air Lodge in Manning on September 6, 2017 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 8:20 pm.


Chairperson


Recording Secretary