



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Manning, Alberta  
September 6, 2017

The Chair, Doug Dallyn called the meeting to order at 4:12 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	Radbourne, Dennis
Town of Fairview	Thompson, Dirk
Town of Grimshaw	Kerr, Brenda
Town of Manning	Needham, Colin
Town of Peace River	Vanderklok, Harry
Village of Berwyn	
Village of Hines Creek	
Village of Nampa	Novak, Cheryl

Also present was Executive Director, Richard Walisser and Director of Human Resources and Housing Operations, Tammy Menssa. Tammy Menssa acted as recording secretary.

## **Agenda**

01.09.17 Moved Radbourne agenda be adopted as circulated, with the following addition to Business Arising From the Minutes;

- g. Autumn Lodge Concerns

and to New Business;

- d. Mile Zero News Article Re: Minister Visits Heritage Tower...
- e. FOIP Request

and to In Camera;

- e. Personnel

Carried.

## **Minutes**

a. **Board Meeting Minutes – July 5, 2017**

02.09.17 Moved Reese minutes of the July 5, 2017 regular Board meeting be approved as presented.  
Carried.

b. **Executive Committee Meeting – July 20, 2017**

03.09.17 Moved Skrepnek minutes of the July 20, 2017 Executive Committee meeting be approved as presented.  
Carried.

c. **Special Meeting of the Board of Directors – August 8, 2017**

04.09.17 Moved Radbourne minutes of the August 8, 2017 Special Meeting of the Board of Directors be approved as presented.  
Carried.

d. **Executive Committee Meeting – August 24, 2017**

05.09.17 Moved Skrepnek minutes of the August 24, 2017 Executive 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 Rotary House/Administration Office project, the progress on wind-down at the Autumn Lodge, as well as the current North Peace Housing Foundation occupancy levels.

06.09.17 Moved Needham Executive Director's report be approved as presented.  
Carried.

b. **Summary of Operations**

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

c. **Financial Report**

08.09.17 Moved Radbourne financial report for the month ended July, 2017 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

09.09.17 Moved Vanderklok accounts payable for the month of July, 2017 be ratified as presented.  
Carried.

**Business Arising Out of the Minutes**

a. **Payment of Honoraria & Travel Expenses – Berwyn Public Meeting**

The Executive Director presented the Board with the request for decision on the reimbursement of expenses for Board of Directors attendance at the Berwyn public meeting held on July 27, 2017.

10.09.17 Moved Eastman ratify the payment of honoraria and travel expenses for the members of the Board of Directors that attended the Berwyn public meeting on July 27, 2017.  
Carried.

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

The Executive Director presented the construction review and the meeting minutes of the August 17, 2017 construction meeting for the administration office/Rotary House project.

11.09.17 Moved Radbourne accept the minutes for information.  
Carried.

c. **Westview Storm Drainage – North Side of Development**

The Executive Director provided an update on the westview development and the need to mitigate the storm water issue on the north end of the development. It was hoped that WSP would have had a detailed drawing and cost for the mitigation work, but that is not yet available.

12.09.17 Moved Skrepnek table the decision to the next Board meeting.  
Carried.

d. **Human Resources Manual – Repeal and Replacement**

It was originally intended to bring forward the newly revised version of the Human Resources Manual for consideration by the Board of Directors. It was however noted that a couple of sections are still missing the policy wording.

13.09.17 Moved Skrepnek table the Human Resources Policy Manual to the next Board of Directors meeting.  
Carried.

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

The Del-Air Lodge is nearing completion. We have had contact from the department suggesting they may be able to fund some firing in of the exposed sprinkler lines in the common area. Also received advice from the Ministry in

regards to the exposure of Board members in the event of a fire at Autumn Lodge in the period until closure.

- 14.09.17 Moved Eastman direct administration to investigate Board of Directors exposure to liability with the insurance carrier in the event of a fire at the Autumn Lodge during the wind-down period and provide written details of the efforts taken by North Peace Housing Foundation to mitigate risk during the notice period.  
Carried.

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

The Executive Director has attempted on multiple occasions to obtain an update on the status of this project and have yet to receive a response.

g. **Autumn Lodge Concerns**

Board member Eastman brought several operational issues to the Board of Directors attention including a leak in the roof, accusations of supplies being cut, and speculation of a class action lawsuit that have been circulating. The Executive Director informed the Board that administration is aware of the leak and is dealing with it, the accusations of supply cuts are completely false and the threat of a lawsuit is pure speculation. She also requested clarification on the Board's position about accepting new clients into Autumn Lodge during the notice period.

- 15.09.17 Moved Radbourne that North Peace Housing Foundation accept residents at Autumn Lodge during the notice of closure period, but on a month to month basis, with notice to transfer or vacate being delivered in the event the other lodge residents relocate before the notice period end date.  
Carried.

**New Business**

a. **2018/2019 Lodge Rate Schedule**

- 16.09.17 Moved Radbourne the 2018/2019 Lodge Rate Schedule be accepted as presented.  
Carried.

b. **2018/2019 Seniors Affordable Housing Rate Schedule**

- 17.09.17 Moved Reese the 2018/2019 Seniors Affordable Housing Rate Schedule be accepted as presented.  
Carried.

c. **Shingle Replacement – Manning Family Housing**

The Executive Director presented the tender call opening for the roofing project in Manning.

18.09.17 Moved Novak proceed with the shingle replacement as per the specifications and award the contract to The Rock Carpentry and Renovations for the quoted price of \$8,200.00 + GST. Carried.

d. **Mile Zero News Article**

Board member Thompson requested that details of the Mile Zero News article be clarified by the Board Chair.

e. **FOIP Request**

Board member Eastman informed the Board of a yet to be disclosed FOIP request being delivered to the North Peace Housing Foundation. The Executive Director informed the Board that one of the requests involves disclosure of all correspondence between the Executive Director and all members of the Board of Directors regarding the Autumn Lodge closure since 2009. The Foundation's FOIP Coordinator will be putting together a cost estimate and will be clarifying the scope of the request with the requesting party.

19.09.97 Moved Radbourne administration request an extension if necessary from the Office of the Privacy Commissioner if necessary. Carried.

**In Camera**

20.09.17 Moved Dallyn the meeting move in-camera at 5:23 pm. Carried.

The meeting was recessed for Dinner at 5:25 pm.  
The meeting reconvened at 5:58 pm.

21.09.17 Moved Skrepnek the meeting move out-of-camera at 7:25 pm. Carried.

**Offer to Purchase**

22.09.17 Moved Radbourne Executive Committee of the Board of Directors follow up on the offer for sale of the undisclosed property and write a letter to municipalities for presentation to their councils by North Peace Housing Foundation Board representatives. Carried.

**Board Governance**

- 23.09.17 Moved Thompson to distribute Board agenda information packages out to the Board of Directors 5 days prior to the date of the next Board of Directors meeting.  
Carried.

**Items for Information**

- a. Letter from Hon. Lori Sigurdson, Minister of Seniors and Housing Re: Autumn Lodge
  - b. Letter from the Village of Hines Creek Re: Village of Hines Creek Council
- 24.09.17 Moved Vanderklok accept items for information.  
Carried.

**Directors' Comments**

Nil

**Next Meeting**

Chair, Doug Dallyn called the next Board of Directors meeting for September 19, 2017 at 2:00 pm. at the Central Office in Peace River to review the 2018 – 2022 North Peace Housing Foundation Business Plan.

**Adjournment**

The Chair declared the meeting adjourned at 7:27 pm.

  
Chairperson

  
Recording Secretary