

# *North Peace Housing Foundation*

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Board of Directors Meeting  
Peace River, Alberta  
September 19, 2017

The Chair, Doug Dallyn called the meeting to order at 2:17 p.m. with the following members present:

Clear Hills County	Janzen, Dave
Northern Sunrise County	Dallyn, Doug
County of Northern Lights	Reese, Brent
MD of Peace #135	Eastman, Sandra
MD of Fairview #136	Skrepnek, Ray
Town of Fairview	Radbourne, Dennis
Town of Grimshaw	Thompson, Dirk
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; Director of Human Resources and Housing Operations, Tammy Menssa; Elaine O'Reilly, Human Resources Manager; and public at large. Rhonda Massier acted as recording secretary.

## **Agenda**

01.09.17 Moved Skrepnek agenda be adopted as circulated.  
Carried.

## **Minutes**

### a. **Board Meeting Minutes – September 6, 2017**

02.09.17 Moved Novak minutes of the September 6, 2017 regular Board meeting be approved as presented.  
Carried.

b. **Executive Committee Meeting I Minutes – September 6, 2017**

02.09.17 Moved Needham minutes of the September 6, 2017 Executive Committee meeting be approved as presented.  
Carried.

c. **Executive Committee Meeting II Minutes – September 6, 2017**

03.09.17 Moved Needham minutes of the September 6, 2017 Executive Committee meeting be approved 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 meeting minutes of the August 31, 2017 construction meeting for the administration office/Rotary House project.

04.09.17 Moved Radbourne accept the minutes for information.  
Carried.

b. **Storm Sewer Installation – Westview Development Area**

The Executive Director presented the budget estimate for the completion of the storm sewer infrastructure along 101 st Avenue in Peace River along the north end of the westview development.

05.09.17 Moved Needham North Peace Housing Foundation proceed to tender the project.  
Carried.

c. **Wage and Salary Review**

The Executive Director presented the summary matrix of the salary and wage items presented to the Executive Committee along with the recommendation made by the Executive at the September 6<sup>th</sup> meeting.

06.09.17 Moved Janzen accept the wage and salary review items as recommended by the Executive Committee.  
Carried.

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

The Executive Director presented the update on the project as per previous correspondence.

07.09.17 Moved Novak accept the report for information.  
Carried.

**New Business**

a. **Fence Replacement – Grimshaw Family Units**

08.09.17 Moved Eastman award the contract for the replacement of fences in Grimshaw for the quoted price of \$22,874.00 + GST.  
Carried.

b. **Cooler Condenser Replacement – Homesteader Lodge**

09.09.17 Moved Reese award the contract for the replacement of condenser unit to Redko Refrigeration Ltd. for the quoted price of \$8,900.00 + GST.  
Carried.

c. **2018 – 2022 North Peace Housing Foundation Business Plan**

The Executive Director presented the 2018 – 2022 North Peace Housing Foundation Business Plan for the consideration of the Board of Directors.

The meeting was recessed for break at 3:33 p.m.  
The meeting was reconvened at 3:46 p.m.

10.09.17 Moved Radbourne approve the Business Plan as ammended and add the budget information into the plan after the Board has reviewed and approved.  
Carried.

11.09.17 Moved Needham administration, Chair, and board member schedule meeting with Minister, MLA and Senior Government regarding capital projects.  
Carried.

**In Camera**

a. Offer to Purchase

12.09.17 Moved Radbourne the meeting move into camera at 4:52 pm.  
Carried.

The meeting was recessed for break at 4:55 p.m.  
The meeting was reconvened at 5:01 p.m.

- 13.09.17 Moved Skrepnek the meeting move out of camera at 5:33 pm.  
Carried.
- 14.09.17 Moved Skrepnek pursue opportunities to purchase Stone Brook by (1) appointing ATB – approved appraisers to determine the value of the property, and (2) approach Alberta Health Services to see if current funding arrangements with Accredited Supportive Living Services are transferrable.  
Carried.
- 15.09.17 Moved Reintjes contact Meyers Norris Penny to find financial viability of Stone Brook operation.  
Carried
- 16.09.17 Moved Thompson that Shannon Websdale be approached to authorize preliminary investigation of Stone Brooks financials.  
Carried.

#### **Directors' Comments**


Nil

#### **Next Meeting**

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

#### **Adjournment**

The Chair declared the meeting adjourned at 5:39 pm.

  
Chairperson

  
Recording Secretary