



North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
October 4, 2017

The Chair, Doug Dallyn called the meeting to order at 4:13 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	
Town of Grimshaw	
Town of Manning	
Town of Peace River	Needham, Colin
Village of Berwyn	Vanderklok, Harry
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

Regrets Dave Janzen, Dirk Thompson and Brenda Kerr.

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

Agenda

01.10.17 Moved Vanderklok agenda be adopted as amended, with the following request to move the in-camera discussion earlier in the agenda.
Carried.

Minutes

a. Board Meeting Minutes – September 19, 2017

02.10.17 Moved Reese minutes of the September 19, 2017 regular Board meeting be approved as presented.
Carried.

b. Executive Committee Meeting Minutes – September 19, 2017

03.10.17 Moved Radbourne minutes of the September 19, 2017 Executive Committee meeting be approved as amended.
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 wind down of operations at the Autumn Lodge in Berwyn, the current North Peace Housing Foundation occupancy levels, and some final words to the group of Board members.

04.10.17 Moved Radbourne Executive Director's report be approved as information.
Carried.

In-Camera

a. Executive Director Performance Review

05.10.17 Moved Skrepnek the meeting move in-camera at 4:43 pm
Carried.

06.10.17 Moved Radbourne the meeting move out of camera at 4:48 pm.
Carried.

07.10.17 Moved Radbourne accept the recommendations of the Executive Committee regarding the Executive Director's Employment Contract.
Carried.

At this point, 4:50pm, Board member Needham excused himself from the rest of the meeting.

b. **Summary of Operations**

08.10.17 Moved Radbourne Summary of Operations for the month of August, 2017 be accepted as presented.
Carried.

c. **Financial Report**

09.10.17 Moved Vanderklok financial report for the month ended August, 2017 be accepted as presented.
Carried.

Accounts Payable Ratification

10.10.17 Moved Radbourne accounts payable for the month of August, 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 meeting minutes of the September 14, 2017 construction meeting for the administration office/Rotary House project.

11.10.17 Moved Novak accept the minutes for information.
Carried.

The meeting was recessed for supper at 5:02 pm.
The meeting was reconvened at 5:29 pm.

b. **Fire Suppression System Upgrade - Update**

The Executive Director gave an update on the completion of the deficiencies of the sprinkler system installation, including the repairs to the ceiling of the lounge at the Homesteader Lodge.

12.10.17 Moved Skrepnek accept for information.
Carried.

c. **Del-Air Lodge Reconfiguration Project Update**

The Executive Director informed the Board of the engagement of a project manager for the project. Mr. Michael Hendry has been hired to act as the lead on the Del-Air project. He is currently reviewing material and background information to bring himself up to speed before he makes contact with the Foundation.

13.10.17 Moved Skrepnek accept the report for information.
Carried.

d. **Letter from the Hon. Lori Sigurdson, Minister of Seniors & Housing Re: Appointment of Special Inspector**

The special inspector has been appointed and has arrived at the North Peace Housing Foundation to begin interviewing the Board of Directors, the administration, the staff and the residents.

14.10.17 Moved Skrepnek accept the item for information.
Carried.

New Business

a. **2018 Lodge Budget**

The Board of Directors reviewed the elements of the 2018 Lodge Budget. The Board discussed the capital plan and the level of requisition set. As it is unclear as to the availability of grants, an amount for the addition to the Harvest Lodge was not included.

15.10.17 Moved Skrepnek approve the 2018 Lodge Budget as amended with the 2018 requisition set at \$2,646,000.00, with a 5% increase.

Board member Eastman requested for the vote to be recorded.

In Favor

Novak
Reintjes
Vanderklok
Reese
Skrepnek
Radbourne
Dallyn

Opposed

Eastman

Carried.

b. **2018 Affordable Housing Budget**

The Board of Directors reviewed the elements of the 2018 Affordable Housing Budget. This budget includes Garden Court and the Cadotte Lake trailers units.

16.10.17 Moved Radbourne approve the 2018 Affordable Housing Budget as presented.
Carried.

c. **2018 Social Housing Budget**

The Board of Directors reviewed the elements of the 2018 Social Housing Budget. This budget includes all self-contained apartments and family housing units in the region.

17.10.17 Moved Radbourne approve the 2018 Social Housing Budget as presented.
Carried.

d. **Window Coverings – NPHF Office**

The Executive Director presented a proposal to install window coverings at the new office.

- 18.10.17 Moved Radbourne approve the contract for the installation of window coverings at the new office by Modern Paint & Décor for the quoted price of \$7,600.00 + GST.
Carried.

e. **New Arjo Therapeutic Tub Chair**

The Executive Director presented a proposal to purchase a spare therapeutic chair for our facilities. It would be used primarily in Heritage Tower and would be a backup if we have a failure at one of the other lodges.

- 19.10.17 Moved Reintjes approve the purchase of the new therapeutic chair from Arjo Hunt-Leigh for the quoted price of \$12,916.00 + GST.
Carried.

f. **Carpet Extractor Replacement**

The Executive Director presented a proposal to replace the obsolete carpet extractor at Heritage Tower.

- 20.10.17 Moved Skrepnek approve the purchase of the new Clarke EX20 100H carpet extractor from Royal Caretaking Supplies for the quoted price of \$3,334.43 + GST.
Carried.

Items for Information

- a. Lodge Events – February 2017

- 21.10.17 Moved Radbourne accept items for information.
Carried.

Directors' Comments

Board members shared their best wishes and pleasantries.

Next Meeting

The next Board of Directors meeting is the Annual General Meeting and the regular scheduled meeting to be held at the Central Office in Peace River on November 1, 2017 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:01 pm.


Chairperson


Recording Secretary