



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Peace River, Alberta  
November 1, 2017

Chairperson Eastman called the meeting to order at 5:19 pm. with the following members present:

Clear Hills County	Bean, Amber
Northern Sunrise County	Boisvert, Dan
County of Northern Lights	Reese, Brent
MD of Peace #135	Eastman, Sandra
MD of Fairview #136	Skrepnek, Ray
Town of Fairview	Macleod, Gord
Town of Grimshaw	Thompson, Dirk
Town of Manning	Rycroft, Greg
Town of Peace River	Good, Don
Village of Berwyn	Montie, Ken
Village of Hines Creek	Reintjes, Hazel
Village of Nampa	Novak, Cheryl

Also present was Executive Director Richard Walisser. Tammy Menssa acted as recording secretary.

## **Agenda**

- 01.11.17 Moved Novak agenda be adopted as circulated, with the following amendments; under New Business:
- d. Public Relations
  - e. Tour of Facilities
- Carried.

## **Minutes**

### a. **Regular Meeting – October 4, 2017**

- 02.11.17 Moved Reintjes minutes of the October 4, 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 Autumn Lodge closure, the Westview Development Area, the Rotary House project and the current North Peace Housing Foundation occupancy levels.

03.11.17 Moved Skrepnek Executive Director's report be approved as presented.  
Carried.

b. **Summary of Operations**

04.11.17 Moved Good Summary of Operations for the month of September, 2017 be accepted as presented.  
Carried.

c. **Financial Report**

05.11.17 Moved Reese financial report for the month of September, 2017 be accepted as presented.  
Carried.

**Accounts Payable Ratification**

06.11.17 Moved Boisvert accounts payable for the month of September, 2017 be ratified as presented.  
Carried.

**Business Arising Out of the Minutes**

a. **Signing Authority**

07.11.17 Moved Reese signing authority consist of one of the Chairperson (Sandra Eastman), the Board member from the Town of Peace River (Don Good), the Board member from the Town of Grimshaw (Dirk Thompson) or the Board member from the Northern Sunrise County (Dan Boisvert), and one of the Executive Director (Richard Walisser) or the Operations Manager (Tammy Menssa) with the later in case of emergency only, and further two signatures are required to constitute legal authority.  
Carried.

b. **Honorariums and Allowances**

The Executive Director presented a summary of the Board member remuneration policy.

08.11.17 Moved Good to increase each per diem amount by \$25 for each meeting, including Chair and Conventions and Conferences. Meals and travel are to remain unchanged. Carried.

c. **Meeting Dates, Times, and Places**

The Executive Director presented a Board meeting schedule for the Board's review and consideration.

Accepted as information.

d. **Central Office/Rotary House Project – Construction Update**

The Executive Director brought the Board up to date with recent activities related to the development site.

09.11.17 Moved Reintjes accept the report for information. Carried.

e. **Planning & Services Committee Meeting – November 30, 2017**

The Executive Director requested a meeting of the Planning & Services Committee to begin to look at the strategy to move the 2018 – 2022 Business Plan forward.

10.11.17 Moved Thompson hold a meeting of the Planning & Services Committee on November 30, 2017 from 1:00 pm to 3:00 pm at the central office in Peace River. Carried.

f. **Executive Committee Meeting – November 30, 2017**

The Executive Director requested a meeting of the Executive Committee to begin to look at the strategy to move the 2018 – 2022 Business Plan forward.

11.11.17 Moved Thompson hold a meeting of the Executive Committee on November 30, 2017 from 3:00 pm to 5:00 pm at the central office in Peace River. Carried.

**New Business**

a. **Storm Sewer Construction – Westview Development Area**

The Executive Director presented the tender call opening summary for the installation of a storm sewer main line along the north boundary of the westview development area. The line is required to mitigate run-off entering the street and to mitigate erosion on the property from the heavy water flow coming off of the slope of the westhill of the Peace River valley.

- 12.11.17 Moved Good ratify the award of the contract to Glen Armstrong Construction for the quoted price of \$128,084.80 which includes GST.  
Carried.

b. **Concrete Floor Repair – Garrison Manor**

The Executive Director presented the design documents for the redesign of the sunroom at the Garrison Manor in Fairview. Because of budget restraints, the Executive Director recommended proceeding with the project in pieces starting with the repair to the concrete floor.

- 13.11.17 Moved Boisvert ratify the award of the contract to repair the concrete floor in the sunroom at the Garrison Manor to Rick Dostaler Construction for the quoted price of \$8,800.00 plus GST.  
Carried.

c. **Human Resource Manual**

Manuals were presented to the new Board members and will be reviewed and discussed at a future meeting. The Executive Director will forward a PDF version of the document to all members.

d. **Public Relations**

The Board discussed the possibility of hiring a Public Relations Coordinator to help Administration and the Board respond to situations before they become negative issues and repair damage that has occurred as a result of the announcement of the closure of the Autumn Lodge.

- 14.11.17 Moved Thompson Administration explore the hiring of a Public Relations Consultant and obtain 3 quotes for presentation to the Board.  
Carried.

e. **Facility Tours**

Board members agree that it would be worthwhile to tour different NPHF properties when the weather is favourable.

**Items for Information**

- a. Lodge Events – November 2017
- b. Letter from MD of Fairview to Hon. Lori Sigurdson Minister of Seniors & Housing
- c. Letter from Residents of Harvest Lodge Re: Vacant Manager Position
- d. Letter from Friends of the Berwyn Autumn Lodge Re: Staffing Levels
- e. Letter from Gail Sandboe Re: Cleardale Development/Garden Court Bed Bugs

15.11.17 Moved Novak accept items for information.  
Carried.

**Directors' Comments**

**Next Meeting**

The next meeting is scheduled for December 6, 2017 at the New Central Office in Peace River at 4:00 pm.

**Adjournment**

The Chair declared the meeting adjourned at 7:47 pm.

  
Chairperson

  
Recording Secretary