



North Peace Housing Foundation

6780-103 Avenue, Peace River, Alberta T8S 0B6
Tel (780) 624-2055 Fax: (780) 624-2065
Email: richard.walisser@northpeacehousing.ca

Board of Directors Meeting
Peace River, Alberta
December 6, 2017

Chairperson Eastman called the meeting to order at 4:00 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.

Tour of Rotary House commenced and meeting reconvened at 4:16 p.m.

Agenda

- 01.12.17 Moved Good agenda be adopted as circulated, with the following amendments; under Business Arising Out of Minutes:
- f. Communications Policy/Strategy
 - g. Facilitated Engagement
- and under Items for Information:
- e. E-mail Correspondence from Dean Lussier, Executive Director – Housing Operations North – Alberta Seniors and Housing Re: GOA Spending Restraint Carried.

Minutes

a. **Regular Meeting – November 1, 2017**

- 02.12.17 Moved Reese minutes of the November 1, 2017 regular Board meeting be approved as amended.
Carried.

Omission noted by Thompson regarding his motion directing Administration to explore the hiring of a Public Relations Consultant and to obtain 3 quotes for presentation to the Board.

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

- 03.12.17 Moved Thompson minutes of the November 30, 2017 Executive Committee meeting be approved as amended.
Carried.

Eastman clarified that she did not say that the delay of the Inspectors Report was paralyzing operations; regarding the Organizational Chart, the Executive Director informed the Executive Committee rather than the Board of Directors as presented.

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

- 04.12.17 Moved Boisvert minutes of the November 30, 2017 Planning & Services Committee meeting be approved as amended.
Carried.

There was clarification that the meeting dates had been changed from May 8th to the 15th, with the Planning and Services Committee Meeting scheduled for 1:00 p.m. and the Executive Committee Meeting at 3:00 p.m.

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.

- 05.12.17 Moved Good Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

- 06.12.17 Moved Skrepnek Summary of Operations for the month of October, 2017 be accepted as presented.
Carried.

c. **Financial Report**

07.12.17 Moved Novak financial report for the month of October, 2017 be accepted as presented.
Carried.

Accounts Payable Ratification

08.12.17 Moved Reintjes accounts payable for the month of October, 2017 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Letter from Hon. Lori Sigurdson, Minister of Seniors & Housing Re:
Inspection Report into the Closure of Autumn Lodge in Berwyn, Alberta**

09.12.17 Moved Rycroft the Inspection Report be discussed in an open forum.
Carried.

10.12.17 Moved Reintjes to accept the Inspection Report as information.
Carried.

11.12.17 Moved Skrepnek prepare a press release in response to the letter from the Minister and
release the report to the Municipalities, Public, website and media once the press release
is prepared and signed by Chair Eastman.
Carried.

Eastman recesses the meeting for supper at 5:25 p.m.

Eastman reconvenes the meeting at 5:51 p.m.

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

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

12.12.17 Moved Reintjes accept the report for information.
Carried.

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

The Executive Director requested an update from the Executive Director of Capital
Projects, but has not yet received a response.

13.12.17 Moved Thompson accept for information
Carried.

d. **Human Resource Manual Update**

Administration presented the up to date human resource manual reformatted and updated with the current policies.

- 14.12.17 Moved Skrepnek approve the North Peace Housing Foundation Human Resource Manual as presented.
Carried.

e. **2018 Requisition Summary**

The Executive Director presented the 2018 requisition breakdown by community for the Board of Directors information.

- 15.12.17 Moved Reese approve the requisition summary for information.
Carried.

f. **Communication**

The Executive Director has the names of 3 Communication/Public Relations companies out of Edmonton, but did not contact them as he needs more direction from the Board.

g. **Facilitated Engagement**

The last page of the letter from the Ministry stated that they are willing to offer Board Governance training in addition to roles and responsibilities of the Board (e.g. Alberta Housing Act).

- 16.12.17 Moved Monte requests Administration to set training up for February 1st and to get alternate dates if the 1st does not work (including weekends).
Carried.

New Business

a. **Drywall Installation - Sunroom – 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. The second piece is the drywall.

- 17.12.17 Moved Macleod award the contract to install the drywall in the sunroom at the Garrison Manor to Rick Dostaler Construction for the quoted price of \$9,371.00 plus GST and do the required electrical work for the quoted price of \$5,950.00 plus GST.
Carried.

b. **ANPHA Membership Renewal**

The Executive Director presented the 2018 membership renewal for the provincial association.

18.12.17 Moved Thompson we invite both ANPHA and ASCHA to make a presentation to the Board to make a decision on membership.
Carried.

19.12.17 Moved Good to postpone membership until we hear presentations from ANPHA and ASCHA.
Carried

c. **Letter to Chair Eastman from Sue Lorenzen-Morrison Re: Autumn Lodge Closure**

20.12.17 Moved Skrepnek that Eastman send a letter to Sue Lorenzen-Morrison deferring her to the press release.
Carried.

d. **Letter from Lena Williamson Re: Autumn Lodge Closure**

21.12.17 Moved Rycroft to accept letter as information and the Board Chair agreed to send a response letter to Lena as a courtesy.
Carried.

e. **Public Relations**

22.12.17 Moved Bean that going forward we respond to correspondence and keep the lines of communication open.
Carried.

Items for Information

- a. Lodge Events – November 2017
- b. Lodge Christmas Events – 2017
- c. 2018 Provincial Equalized Assessment Report
- d. Guide to Equalized Assessment in Alberta
- e. Letter from Dean Lussier

23.12.17 Moved Macleod accept items for information.
Carried.

Directors' Comments

Nil

Next Meeting

The next meeting is scheduled for February 7, 2018 at the Central Office in Peace River at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 7:38 p.m.


Chairperson


Recording Secretary