



# *North Peace Housing Foundation*

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## **Board of Directors' Meeting**

Wednesday September 4, 2019

Central Office – Peace River

Chairperson Reintjes called the meeting to order at 4:00 PM with the following members present:

County of Northern Lights  
MD of Fairview #136  
Northern Sunrise County  
Town of Fairview  
Town of Peace River  
Village of Hines Creek  
Village of Nampa  
Village of Berwyn  
Town of Manning  
Clear Hills County  
MD of Peace #135

Reese, Brent  
Skrepnek, Ray  
Boisvert, Dan  
MacLeod, Gord  
Schamehorn, Byron (Phone)  
Reintjes, Hazel  
Novak, Cheryl  
Montie, Ken  
Greg Rycroft  
Amber Bean  
Eastman, Sandra

Regrets:

Town of Grimshaw

Thompson, Dirk

Also present was Acting Executive Director, Tammy Menssa - Director of Human Resources and Housing Operations, Director of Finance, Clayton Bober and Director of IT, Communications and Stakeholder Relations, Don Good. Don Good acted as recording secretary

### **Agenda**

95:09:19 Moved MacLeod, that the agenda be adopted as amended.  
Carried

Board Member Boisvert entered the meeting at 4:05 PM

96:09.19 Moved Eastman, that the Minutes of the Board Meeting of July 3, 2019 be adopted as amended.  
Carried

### **Consent Agenda**

97.09.19 Moved Novak, that the Consent Agenda be adopted as amended.  
Carried

**Regular Agenda**

- 98.09.19 Moved Boisvert that interested Board members be authorized to attend the Vision 2030 Seniors Symposium in Edmonton – November 12, 13, 14, 2019  
Carried
- 99.09.19 Moved Eastman that the full principal amount owing to the tenant regarding the error in rent calculation be paid and direct administration to ensure that the income review sheet be updated to include a checklist that includes all exemptions and that it be signed, upon completion, by the interviewer and the tenant or responsible representative.  
Carried
- 100.09.19 Moved Skrepnek that administration be directed to proceed with the Condominium Focus Group consultations.  
Carried
- 101.09.19 Moved MacLeod that the furnace replacement project be awarded to the low bid and proceed as presented.  
Carried
- 102.09.19 Moved Schamehorn that the Minister's visit letter be accepted for information  
Carried
- 103.09.19 Moved MacLeod that the MNP Kick Off Meeting be held, by conference call, on September 9, 2019 at 10:00 AM.  
Carried
- 104.09.19 Moved Rycroft that, as no specific proposals have been received concerning the Autumn Lodge from any interested parties, administration be directed to prepare a public notice and provide this communication to the board by email and that, after approval by email, the communication be ratified at the October 2, 2019 Board Meeting and advising that a motion to proceed with a tender for the demolition of the Autumn Lodge will be discussed at that meeting, if no acceptable offers have been received.  
Carried
- 106.09.19 Moved Boisvert that the July 3, 2019 Minutes be mandated to show that the employment contract for the position of Executive Director be presented as discussed.  
Carried

Meeting recessed for dinner at 5:30 PM – 1:33:00

Meeting resumed at 6:02 PM

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- 107.09.19 Moved Eastman that the contract for the fencing project in Manning be approved as presented.  
Carried
- 108.09.19 Moved Novak that the MNP contract be renewed for a one-year term  
Carried
- 109.09.19 Moved Skrepnek that the Code of Conduct – 4.2 Complaints policy be approved as presented and prepared for signature.  
Carried
- 110.09.19 Moved Rycroft that the Regular Meetings of the Board – Generative Sessions policy be accepted as presented for discussion and brought back to the board for final approval and signing authority. (or at the discretion of the chair.”  
Carried
- 111.09.19 Moved MacLeod that Board Governance – 1.6 Role of the Board Members policy be approved as presented and prepared for signature.  
Carried
- 112.09.19 Moved Schamehorn that the meeting go into closed session to discuss FOIP Division 2, Exceptions to Disclosure, s27 – Privileged Information at 6:29 PM  
Carried
- 113.09.19 Moved MacLeod that the meeting return to open session at 6:38 PM  
Carried
- 114.09.16 Moved Eastman that a policy be developed around Board minutes and presented to the board when ready for discussion.  
Carried

### **Directors Comments:**

Board member Bean has asked that a discussion around a pet policy be added to the agenda for the October Meeting

### **Adjournment**

Meeting Adjourned – 6:40 PM