



# *North Peace Housing Foundation*

6780 – 103 Ave., Peace River, AB, T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

## **Board of Directors' Meeting**

Wednesday October 2, 2019

Central Office – Peace River

Chairperson Reintjes called the meeting to order at 4:08 PM with the following members present:

County of Northern Lights  
MD of Fairview #136  
Town of Fairview  
Town of Grimshaw  
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  
MacLeod, Gord  
Thompson, Dirk  
Schamehorn, Byron  
Reintjes, Hazel  
Novak, Cheryl  
Montie, Ken  
Greg Rycroft  
Amber Bean (By Phone)  
Eastman, Sandra

Regrets:

Northern Sunrise County

Boisvert, Dan

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

### **Agenda**

114.10.16 Moved Eastman, that the agenda be adopted as amended.  
Carried

Note: Director Bean requested that the discussion around pets be removed from the agenda.

115.10.16 Moved Novak, that the Minutes of the Board Meeting of September 4, 2019 be adopted as amended.  
Carried

### **Consent Agenda**

116.10.19 Moved Schamehorn, that the balance of the Consent Agenda be adopted as amended.  
Carried

- 117.10.19 Moved Thompson, that the Generative Session be received for information  
Carried

**Regular Agenda**

- 118.10.19 Moved Rycroft that the 2020/2021 Lodge Rent Schedule be accepted as presented.  
Carried
- 119.10.16 Moved MacLeod that the 2020/2021 Affordable Rate Schedule be accepted as  
presented.  
Carried
- 120.10.19 Moved Skrepnek that the Operation Review – Action Plan Report be received for  
information and accepted as presented.  
Carried

**Wage & Salary Negotiations**

- 121.10.19 Moved Montie – Re: Annual General Increase - That there be a 1.3% Cost of Living  
adjustment to the wage and salary grids.  
Carried
- 122.10.19 Moved Thompson – Re: Group Benefit Plan/Group Pension Plan/Bonus Structure:  
- That the status quo be maintained.  
Carried
- 123.10.19 Moved Schamehorn Option Re: Request for re-introduction of the Wellness  
Accounts for non-management staff – Give staff the option of having their \$500.00  
allotment placed in a Wellness Account (taxable benefit) or a HSA (non-taxable  
and offer the casual employees a \$50.00 wellness account.  
Carried
- 124.10.19 Moved Eastman – Re: Shift Premium request - That the status quo be maintained.  
Carried
- 125.10.19 Moved Eastman – Re: Long Service Awards – Direct Administration to review and  
make necessary changes to the current Long Service policy to include the  
recognition of casual employees.  
Carried
- 126.10.19 Moved Thompson – Re: Request For An Increase To Personal Days - Maintain  
Status Quo (2 paid Personal Days, prorated to the employee's FTE)  
Carried

Note: Discussion was held regarding the Loyalty program and it was agreed that more information and research is needed prior to making any modifications at this time. No request was being made by anyone at this time.

- 127.10.19 Moved Montie that the meeting go into closed session at 5:56 PM.  
Carried
- 128.10.19 Moved Skrepnek that the meeting return to open session at 5:58 PM  
Carried
- 129.10.19 Moved Thompson – Re: Director’s Personal Health Spending Account - That the status quo be maintained.  
Carried
- 130.10.19 Moved MacLeod – Re: Cell Phone Reimbursement for Use of Personal Devices – That the cell phone allowance be increased to \$45.00 per month.  
Carried
- 131.10.19 Moved Eastman that the agenda be adjusted, and that we proceed to Regular Agenda Item 5 (b) (i) Public Notice regarding the Autumn Lodge Ratification to accommodate the gentleman who came to speak with us regarding Autumn Lodge.  
Carried

The Board had a discussion, regarding the Autumn Lodge, with Robin Sturgeon, resident of Grimshaw. Mr. Sturgeon expressed interest in potentially finding a use for the Autumn Lodge. Mr. Sturgeon was given contacts and thanked for his interest.

Recess for dinner: 6:30 PM  
Return: 7:22 PM

- 132.10.19 Moved Schamehorn that the Public Notice regarding the Autumn Lodge RFP for demolition be ratified.  
Carried
- 133.10.19 Moved Montie, after considered discussion, direct administration to tender an RFP for the demolition of the Autumn Lodge be advertised effective January 1<sup>st</sup>, 2020 and ending at noon on February 28, 2020.  
Carried

**Returned to Regular Agenda Item 5 (a) (v) Tax notices for Nominal Sum Transferred Properties**

- 134.10.19 Moved Eastman, that a letter be written to the affected municipalities asking for tax relief regarding the Tax notices for Nominal Sum transferred properties.  
Carried
- 135.10.19 Moved Thompson that the Condominium Focus Group update and schedule be accepted as presented.  
Carried

Board of Directors' Meeting Minutes

Page 4

October 2, 2019

- 136.10.19 Moved Rycroft that the Governance Update report be accepted as presented.  
Carried
- 137.10.19 Moved MacLeod that the Regular Board Meetings – Generative Sessions policy be accepted as presented and signed.  
Carried
- 138.10.19 Moved Bean that the Board Records and Minutes policy be accepted and brought back for signing approval.  
Carried

**Directors Comments:**

**Adjournment**

Meeting Adjourned – 8.01 PM