



# *North Peace Housing Foundation*

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Board of Directors Meeting  
Wednesday, February 6, 2019  
Central Office, Peace River, Alberta

Chairperson Reintjes called the meeting to order at 2:00 p.m. with the following members present:

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

Bean, Amber  
Boisvert, Dan  
Reese, Brent  
Eastman, Sandra  
Skrepnek, Ray  
Macleod, Gord  
Thompson, Dirk  
*Regrets*  
Schamehorn, Byron  
Montie, Ken  
Reintjes, Hazel  
Novak, Cheryl

Also present was Executive Director, Richard Walisser, Director of Human Resources and Housing Operations, Tammy Menssa and Director of IT, Communications and Stakeholder Relations, Don Good. Tammy Menssa acted as recording secretary.

## **Agenda**

- 01.01.19 Moved Montie the agenda be adopted as amended:  
Added:  
3. Consent Agenda  
4. Items for Information  
f. Housing and Homelessness Conference  
  
4. Regular Agenda  
4. Governance  
b. Policy Availability  
c. Website Update

Carried.

## **Consent Agenda**

1. Adoption of Minutes – Board Meeting – December 5, 2018
2. Reports

- a. Executive Director's Report
  - b. Summary of Operations – December 2018
  - c. Financial Report – December 2018
  - d. Communications and IT Overview Report
3. Accounts Payable Ratification
  4. Items for Information
    - a. 2019 NPHF Social Housing Budget Approvals
    - b. Supportive Living Accommodation Licenses – Harvest Lodge and Homesteader Lodge
    - c. Lodge Events – January 2019
    - d. Lodge Suite Sale
    - e. Garden Court Suite Sale Advertisement
- 02.01.19 Moved Skrepnek the Consent Agenda be approved as circulated. Carried.

**Regular Agenda**

**Closed Session**

- 03.01.19 Moved Eastman the meeting move into closed session at 2:08 p.m. and invite Nolan Crouse into the session. Carried.
- a. **FOIP Division 2, Exceptions to Disclosure s. 19 Confidential Evaluations – Nolan Crouse**
  - b. **FOIP Division 2, Exceptions to Disclosure s. 25 Disclosure harmful to economic and other interests of a public body**

*Recessed Closed Session at 3:05 p.m.*

*Reconvened Closed Session at 3:11 p.m. with Executive Director Richard Walisser Present.*

*Walisser Left the Meeting at 4:00 p.m.*

*Recessed Closed Session at 4:46 p.m.*

*Reconvened Closed Session at 4:55 p.m. with Executive Director, Richard Walisser Present.*

- 04.01.19 Moved Skrepnek the meeting move out of closed session at 5:03 p.m. Carried.

*Walisser Left the Meeting.*

*Reintjes recesses meeting for supper at 5:04 p.m.  
Reintjes reconvenes meeting at 5:38 p.m.*

- 05.01.19 Moved Eastman that the details of the closed session discussion remain confidential pursuant to the Freedom of Information and Protection of Privacy Act (FOIP).  
Carried.
- 06.01.19 Moved Macleod that the Executive Director Performance Appraisal presented in closed session be received as information.  
Carried.
- 07.01.19 Moved Schamehorn the Board vote by secret ballot to determine which option to exercise.  
Carried.
- 08.01.19 Moved Thompson that Board Chair Reintjes, Vice Chair Eastman, and Member Boisvert be instructed to exercise option #1 as discussed in closed session.  
Carried.
- 09.01.19 Moved Boisvert the meeting return into closed session with staff present at 5:43 p.m.  
Carried.
- 10.01.19 Moved Reese the meeting come out of closed session at 5:52 p.m.  
Carried.
- 11.01.19 Moved Macleod receive closed meeting discussion as information.  
Carried.

**Business Arising Out of the Minutes**

**a. 2019 ASCHA Convention**

- 12.01.19 Moved Montie direct Administration to confirm registrations and room bookings for the upcoming ASCHA Conference.  
Carried.

**b. 2019 Board Retreat**

- 13.01.19 Moved Bean direct Administration to speak to the proposed facilitator, Nolan Crouse, about alternate dates for the Spring Retreat in April.  
Carried.

**c. RFD – Facebook**

- 14.01.19 Moved Reese the Board accept the recommended Facebook policy as presented.  
Carried.

**d. RFD – Paperless Agendas, Memorandums & Minutes**

- 15.01.19 Moved Skrepnek direct Administration to continue going paperless except to have a paper copy of the Agenda available at each meeting and in the event there are in camera items that require discussion.  
Carried.

**New Business**

**a. 2019 Board Meeting Schedule**

- 16.01.19 Move Reese to accept the meeting schedule as presented.  
Carried.

**b. Snow Removal Equipment Purchase**

- 17.01.19 Move Reese to defer the purchase of the snow removal equipment until the next meeting and direct Administration to provide more information so that the Board can make a fully informed decision.  
Carried.

*Thompson leaves the meeting at 6:36 p.m.*

**c. 2018 Audit Presentation**

- 18.01.19 Move Boisvert have the 2018 Audit Presentation presented via teleconference/SKYPE.  
Carried.

**Governance**

**a. Procurement Policy**

- 19.01.19 Move Bean direct Administration to revisit the Procurement Policy and make necessary updates to be in-line with current procedures.  
Carried.

**b. Policy Availability**

- 20.01.19 Moved Bean direct Administration to upload all updated policies onto the new website.  
Carried.

**c. Website Update**

Don Good gave an update on the new website development.

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- 21.01.19 Move Montie the meeting return to closed session at 6:50 p.m. Don Good and Clayton Bober were asked to leave the meeting.  
Carried.
- 22.01.19 Move Reese the meeting come out of closed session at 7:09 p.m.
- 23.01.19 Move Skrepnek the Board appoint Tammy Menssa as Acting CAO, effective immediately.  
Carried.

**Directors Comments**

**Next Meeting**

The next meeting is scheduled for March 6, 2019 at 4:00 p.m. at the Central Office in Peace River.

**Adjournment**

The Chair declared the meeting adjourned at 7:11 p.m.

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Chairperson

\_\_\_\_\_  
Recording Secretary