



# *North Peace Housing Foundation*

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

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

Email: tammy.menssa@northpeacehousing.ca

## **Board of Directors' Meeting**

Wednesday June 5, 2019

Heritage Tower Lodge – 10213 – 103 Ave., Peace River, AB, T8S 1J8

Chairperson Reintjes called the meeting to order at 4:03 PM with the following members present:

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

Reese, Brent  
Eastman, Sandra  
Skrepnek, Ray  
Boisvert, Dan  
Thompson, Dirk  
Rycroft, Greg  
Schamehorn, Byron  
Reintjes, Hazel  
Novak, Cheryl

Regrets:

Village of Berwyn  
Clear Hills County  
Town of Fairview

Montie, Ken  
Bean, Amber  
Macleod, Gord

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**

63.06.19 Moved Novak that the agenda be accepted as amended with the addition of 4. Closed Session. b.2: FOIP Division 2, s. 25, Disclosure harmful to economic and other interests of a public body.  
Carried

## **Consent Agenda**

64.06.19 Moved Rycroft, that the Minutes of the Board Meeting of May 10, 2019 be adopted as amended.  
Carried

65.06.19 Moved Eastman, that the Consent Agenda be adopted as amended.  
Carried

### **Regular Agenda**

- 66.06.19 Moved Boisvert, that Administration develop a policy regarding the monthly generative sessions encompassing the following: 1) That the Monthly Generative Session be limited to 15 minutes per meeting, 2) That no subjects, except for those covered by FOIP, be excluded, 3) That items brought up in the Generative Session must be forward thinking, 4) That discussions must not include emergent responses to existing situations, 5) That notes be kept, or not, recording general items of discussion, and 6) That no agenda items may be added, nor motions arise from the Generative Session however, a "Notice of Motion" process may be used to advise that a motion may/will be brought up at the next meeting.  
Carried
- 67.06.19 Moved Reese, that the Long Service Awards Debrief be accepted as information.  
Carried
- 68.06.19 Moved Skrepnek, that Administration develop a policy/procedure to adequately prepare for an emergency event in which there was a loss of essential services or a situation requiring that a successor to the CAO be named, and that a thank you, in general terms to all that assisted, be prepared for the newspaper and social media.  
Carried
- 69.06.19 Moved Boisvert, that the 2019 Business Plan be accepted as amended.  
Carried

The meeting was recessed at 5:30 PM and reconvened at 6:15 PM

- 70.06.19 Moved Reese that Administration proceed with the traditional Annual Resident Survey.  
Carried

### **Governance**

- 71.06.19 Moved Schamehorn that Administration be directed to review the Board Governance Table of Contents as approved and that that two or three items be brought to each Board Meeting depending on the detail of research and information needed to discuss fully. Also that the Director of It, Communications and Stakeholder Relations, in consultation with the CAO, be responsible for researching and recommending a proposed Policy for the consideration and approval of the Board and that any items not approved at that meeting be modified as requested and brought back to the next meeting for discussion and approval.  
Carried

Board of Directors' Meeting Minutes

Page 3

June 5, 2019

**Closed Session**

72.06.19 Moved Novak, that the meeting goes into closed session at 6:48 PM under FOIP Division 2, Exceptions to Disclosure s. 17, Disclosure harmful to personal privacy.  
Carried

73.06.19 Moved Thompson that the meeting return to open session.  
Carried

Meeting returned to open session at 7:48 PM

74.06.19 Moved Rycroft that the Organizational Chart be accepted as presented.  
Carried

75:06.19 Moved Thompson, that the meeting return to closed session at 7:50 PM under FOIP Division 2, s. 25, Disclosure harmful to economic and other interests of a public body.  
Carried

76.06.19 Moved Novak that the meeting return to open session.  
Carried

Meeting returned to open session at 8:03 PM

77.06.19 Moved Thompson that the letter be accepted as information.  
Carried

**Adjournment**

Meeting Adjourned at 8:15 PM

---

Chair

---

Recording Secretary