

ORIENTATION BOOKLET
BOARD OF DIRECTORS
NORTH PEACE HOUSING FOUNDATION

Developed: October 2010
Updated: November 2018

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NORTH PEACE HOUSING FOUNDATION

Subsequent to the Foundation's original charter dated 1960 and Ministerial Order H:062/95 and pursuant to the current Ministerial Order No. H:022/16 dated April 2016, North Peace Housing Foundation is established as a Housing Management Body responsible for the provision of supportive and social housing programs within the geographical boundaries of the twelve member municipalities of North Peace Housing Foundation.

In accordance with the Alberta Housing Act, and the regulations that accompany the Act, North Peace Housing Foundation operates four (4) Senior Citizens' Lodges and by Agreement with the Province of Alberta (Alberta Municipal Affairs), manages eleven (11) Seniors' Self Contained Apartment projects, a sixty-three (63) Affordable Housing project, plus, the region's Community Housing, Rural and Native Housing, Sustainable Remote Housing, Private Landlord Rent Supplement and Direct to Tenant Rent Supplement programs.

THE BOARD OF DIRECTORS

The North Peace Housing Foundation Board of Directors is the governing body of the Foundation. It is comprised of twelve (12) Directors each appointed by their respective council of a participating municipality.

Each of the member municipalities will appoint an individual to the Board in a manner each of the municipalities determines to be appropriate. This means they may be an elected official of the municipality or a member-at-large. Council appointments to the Board are made for a term of not less than twelve (12) calendar months.

The North Peace Housing Foundation's Board of Directors is not a Committee of Council, unlike other Committees of Council, which are created and/or authorized under the Municipal Government Act. The Board of Directors of North Peace Housing Foundation is created and authorized under the Alberta Housing Act. In fulfilling their obligation, it is expected that Directors support the mission, purpose, philosophy and vision of the Foundation and remain committed to the provision of supportive and social housing programs within the region and promote the same within the communities served. Regular attendance and participation at meetings of the Board and Committees of the Board to which they are appointed, is a requirement placed upon each director.

PARTICIPATING MUNICIPALITIES - 2018

Clears Hills County
County of Northern Lights
Northern Sunrise County
Municipal District of Fairview #136
Municipal District of Peace #135
Town of Fairview

Town of Grimshaw
Town of Manning
Town of Peace River
Village of Berwyn
Village of Hines Creek
Village of Nampa

ROLE OF THE MEMBERS OF THE BOARD OF DIRECTORS

For the North Peace Housing Foundation, the applicable Ministerial Order, along with other legislation and regulations, sets out the formation of the members of the Management Body, how they are appointed, the municipalities included in the Management Body and the roles and responsibilities of the members of the Board of Directors.

The member municipality, outlined in Section 3.1(a) is to appoint a member to the Board of Directors of the Foundation. Section 3.2 (b) and (d)(ii) – (iii) of the Ministerial Order speak to the term of office of a Director. The appointment occurs at the Municipality's organizational meeting and shall exist from that organizational meeting until the next. Directors may be elected to consecutive terms. The only exception to the term length, described in Section 3(f) of the order, is that if an office is vacated then the municipality may appoint another director to complete the term. There is no right of recall.

The role of a Director does not change or depend on the method of election. For example, the Greater Edmonton Foundation is made up of publicly elected members instead of Municipal Council members and the role of the Directors is identical.

The Board of Directors are charged with the responsibility to ensure the efficient and effective management of the Management Body and the housing properties within their area of responsibility. They are to provide the Province with sufficient documentation to support that they are, in fact, managing in an appropriate manner. Part of that documentation is presentation of a three year business plans which outline the short and long term building maintenance plans, the projected revenue and expenditures and an estimate of any capital expenditures.

It is here where the role of the Board of Directors can come into conflict with the role as a municipal councilor. When developing a business plan, the Board of Directors may endorse a strategic direction that may carry with it the potential for positive and negative effects to one or more individual municipalities.

Because of this possibility, once appointed to the Board of Directors of the management body, it is necessary for the Director to separate the two often distinctive roles and ensure he or she comes unencumbered to the Board table, to review and debate the business of the Board as it relates to the management body's duty to provincial government and the housing clients of the region.

To be sure, this does not mean that the councils cannot discuss the direction the management body is taking and funnel their praise, concerns, opinions, etc. through their representative, but must allow their representative to make decisions unencumbered by the opinions of council.

These positions are supported by Alberta Regulation 243/94, Alberta Housing Act, Management Body Operation and Administration Regulation, the Alberta Business Corporations Act, the Ministerial Order - as well as the Supreme Court of Canada.

Ministerial Order No. H:062/95

3. (1) The Management body shall be governed by a board (hereafter referred to as “the board”), comprised of a maximum of twelve (12) members to the board in the manner each member determines appropriate.
- (a) Each member of the management body shall appoint one member to the board in the manner each member determines appropriate.
- (2) The board shall be appointed as follows:
- (a) The first members of the board shall be appointed as soon as possible following the effective date of this Order.
- (b) Members of the board, except the first members, shall be appointed at the annual organizational meeting of each member of the management body in accordance with this Order and at the times the board requests the member of the management body.
- (c) The term of office for each of the first members of the board shall be from the date appointed until another member is appointed to hold that office, but shall not extend beyond one year.
- (d) The term of office for each member of the board, except the first members:
- (i) Is for a maximum one (1) year term;
- (ii) Shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
- (iii) End the day the appointing member of the management body holds its annual organizational meeting in the year the term expires.
- (e) Members of the board, including the first members appointed under clause (a), may hold consecutive terms of office.

Alberta Housing Act references:

Sections 6 of the Alberta Housing Act sets out the powers and duties of the management body, talks of the powers of a natural person 6(1) and the how it carries out its duties 6(3)

Powers and duties of management body:

6(1) A management body is a corporation and has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

(2) An existing corporation that is established as a management body has for the purpose of exercising its powers and functions and carrying out its duties under this Act the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

(3) A management body shall exercise its powers and functions and carry out its duties in accordance with

- (a) the order establishing it,
- (b) any agreement entered into under this Act, and
- (c) this Act and the regulations. 1994 cA-30.1 s6

Section 7 speaks to the area of requisitions and what may be an acceptable use of requisitioned dollars.

Requisitions:

7(1) On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and,
- (b) any amounts necessary to establish or continue a reserve fund for the management body.

(2) The municipalities requisitioned under subsection (1) may determine the basis on which the total requisition is to be shared, and if the municipalities are unable to make that determination for any year, the total requisition for each year shall be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.

(3) If the Minister considers that a municipality that has not been requisitioned under subsection (1) should contribute to the deficit of the management body arising from the provision of lodge accommodation, the Minister may by order direct that the municipality be requisitioned under subsection (1).

(4) The management body shall supply a copy of its estimates and a copy of its calculation of the requisitioned amount to the municipality.

(5) A municipality shall pay to the management body the amount requisitioned within 90 days after the mailing of the notice by the management body.

(6) If after the 90-day period, the amount of the requisition or any portion of it remains unpaid, the municipality shall pay interest in accordance with the regulations to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body. 1994 cA-30.1 s7

ALBERTA REGULATION 243/94, Alberta Housing Act - Management Body Operations and Administration Regulation references:

Board's duties

(2) A board is responsible for

- (a) ensuring that the management body it governs efficiently operates and administers the housing accommodation under its authority and provides accommodation for those persons in greatest need of that type of housing accommodation,

- (b) developing and evaluating the policies and programs of the management body, and
- (c) carrying out the powers, duties and functions expressly given to it under the Act.

Definitions:

(5) In sections 5.1 to 5.92,

- (h) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting shares” have the meanings given to them in the *Business Corporations Act*;
- (i) “member” means a member of a board;

Alberta Business Corporations Act references:

Part 3 of the Alberta Business Corporations Act:

Capacity of a corporation

16(1) A corporation has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.

(2) A corporation has the capacity to carry on its business, conduct its affairs and exercise its powers in any jurisdiction outside Alberta to the extent that the laws of that jurisdiction permit. 1981 cB-15 s15

Part 9 of the Alberta Business Corporations Act:

Duty of care of directors and officers

122(1) Every director and officer of a corporation in exercising the director’s or officer’s powers and discharging the director’s or officer’s duties shall

(j) act honestly and in good faith with a view to the best interests of the corporation, and

(k) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Supreme Court of Canada Reference:

BCE Inc. v. 1976 Debenture holders, [2008] 3 S.C.R. 560, 2008 SCC 69 -

Where conflicting interests arise, it falls to the directors of the corporation to resolve them in accordance with their fiduciary duty to act in the best interests of the corporation. The cases on oppression, taken as a whole, confirm that this duty comprehends a duty to treat individual stakeholders affected by corporate actions equitably and fairly. There are no absolute rules and no principle that one set of interests should prevail over another. In each case, the question is whether, in all the circumstances, the directors acted in the best interests of the corporation, having regard to all relevant considerations, including — but not confined to — the need to treat affected stakeholders in a fair manner, commensurate with the corporation’s duties as a responsible corporate citizen. Where it is impossible to please all stakeholders, it will be irrelevant that the directors rejected alternative transactions that were no more beneficial than the chosen one. [81-83]

MEETINGS OF THE BOARD

The Board as a whole, meets on a regular basis once each month, with the exception of January and August, beginning at 4:00 pm, normally on the first Wednesday of the month and/or as otherwise called by the Board Chairperson.

Committees of the Board, meet as necessary and at the call of the Committee Chairperson.

ELECTION OF OFFICERS

The Chairperson and Vice Chairperson are elected at the Annual Meeting of the Board which is held in November of each year.

OPERATIONS***SENIORS' LODGES***

Housing Units

Del-Air Lodge	Manning	51 Units
Homesteader Lodge	Hines Creek	27 Units
Heritage Tower Lodge	Peace River	80 Units
Harvest Lodge	Fairview	<u>66 Units</u>
Total Lodge Units		224 Units

SENIORS' APARTMENTS

Autumn Villa	Berwyn	8 Units
Legion Court	Grimshaw	16 Units
Legion Place	Grimshaw	8 Units
Garrison Manor	Fairview	46 Units
Pioneer Village	Worsley	4 Units
Greene Valley Manor	Peace River	20 Units
Manning Seniors Apartments	Manning	16 Units
Nampa Legion Manor I, II, III	Nampa	<u>12 Units</u>
Total Seniors Apartment Units		130 Units

FAMILY HOUSING UNITS

Community Housing	Grimshaw	21 Units
Community Housing	Manning	21 Units
Community Housing	Peace River	81 Units
Rural and Native Housing	Grimshaw/Dixonville/Berwyn	20 Units
Rural and Native Housing	Fairview/Bluesky	11 Units
Rural and Native Housing	Hines Creek	1 Unit
Rural and Native Housing	Manning	3 Units
Rural and Native Housing	Nampa	3 Units
Rural and Native Housing	St. Isidore	<u>2 Units</u>
Total Family Housing Units		163 Units

AFFORDABLE HOUSING UNITS

Sustainable Remote Housing	Cadotte Lake	8 Units
Garden Court	Peace River	<u>63 Units</u>
Total Affordable Housing Units		71 Units

RENT SUPPLEMENT UNITS

Private Landlord Rent Supplement		17 Units
Direct to Tenant Rent Supplement		<u>25 Units</u>
Total Rent Supplement		42 Units

A Senior's Lodge is a supportive housing facility, providing accommodation to the seniors of Alberta. Caring and competent personnel, who are responsible for providing Housekeeping, Meal Services and Recreational programs to the residents, staff the lodges operated by North Peace Housing Foundation. Foundation lodges in conjunction with other public services agencies, offer the daily aids to living required by residents. Lodges are not health care centres. Residents are responsible for arranging their own medical and nursing needs.

A Senior Self Contained Apartment is an apartment complex providing social housing to independent seniors of Alberta. North Peace Housing Foundation provides property management services, including maintenance and janitorial services to its self-contained complexes.

The Community Housing Program is designed to provide affordable rental accommodation to low and moderate-income families, senior citizens, the physically challenged and others who are unable to obtain adequate and affordable housing in the region's private sector market. Housing units under the program may be federally, provincially or municipally owned.

The Rural and Native Housing Program is designed to assist low-income eligible households in obtaining affordable rental accommodation in rural communities, generally, with populations of 2,500 persons or less.

The Affordable Housing Program is designed to assist households in core housing needs with a minimum rent reduction of 10% below market rates. The province assists the approved proponents with a capital development grant upon receiving a 20 year commitment to meet program stipulations with regards to affordable rental rates.

The Private Landlord Rent Supplement Program is aimed at communities that need affordable housing for low and modest income households and individuals, and that have private sector accommodation available. Participating landlords receive through the Province of Alberta, a supplement which covers the difference between the negotiated market rents and the tenants' rent which is determined by their ability to pay.

The Direct to Tenant Rent Supplement Program is aimed at communities that need affordable housing for low and modest income households and individuals, and that have private sector accommodation available. The management body screens and reviews applications and presents them for consideration by the province. If approved, the applicant may receive assistance which covers the difference between the negotiated market rents and the tenants' rent which is determined by their ability to pay up to a predetermined maximum.

NORTH PEACE HOUSING FOUNDATION VISION

Everyone has a place to call home.

NORTH PEACE HOUSING FOUNDATION MISSION

To deliver quality, affordable and supportive housing in healthy, safe and inclusive communities.

NORTH PEACE HOUSING FOUNDATION PURPOSE

- a) to offer affordable accommodation in a home like atmosphere to the region's senior citizens, in conjunction with other community public services agencies, to offer the daily requirements of living to senior citizens and to provide opportunities for residents to participate in leisure, recreation and social activities which foster their continued involvement in family and community life.
- b) according to the applicable Acts and Regulations, to provide a secure and home like atmosphere to those seniors residing within the region's self-contained apartment complexes.
- c) according to the applicable Acts and Regulations, to provide a secure and home like atmosphere to those seniors residing within the region's seniors affordable apartment complex.
- d) to manage the region's Community and Rural & Native Housing Programs according to the applicable Acts and Regulations and, to ensure the residences are properly maintained.
- e) under agreement with the Province, to manage the region's Private Landlord and Direct to Tenant Rent Supplement Programs.

NORTH PEACE HOUSING FOUNDATION PHILOSOPHY

To create the environment and to provide through a holistic team approach, services, programs and encouragement essential to ensure residents maintain and/or attain the highest possible degree of health and independence - physical, psychosocial and spiritual. Residents shall be treated as unique individuals with respect and the right to be regarded with dignity.

NORTH PEACE HOUSING FOUNDATION OPERATIONAL FINANCING AND BUDGETS

The Foundation's Operating Budget Year covers the period, January 1 to December 31.

For Lodges: The Foundation receives its operational funding from three (3) major sources; Resident rents (approx. 47%), Municipal requisitions (approx. 36%) and, Provincial Lodge Assistance Program Grant (approx. 12%) with the remaining approx. 5% derived from other sources.

Within specific guidelines established by the Province (Alberta Seniors & Housing), the Board sets the rates for the lodge accommodation within its region. Rates are set partially in regards to the size of the suite and partially in regards to the income of the resident. Maximum monthly rental rates are established for each room based on room size.

The amount requisitioned against the municipal tax base is established according to equalized assessment. Each municipality's contribution is made proportionally, in accordance to the size of their municipal equalized assessment as a percentage of the total of the equalized assessment for the whole region. Municipalities collect the requisitioned amount and forward the appropriate amount to the Foundation in quarterly installments.

The Lodge Assistance Program (LAP) grant funding amount is established provincially. The current rate has been set at \$13.10 per day per qualifying resident based on the resident's income. The income cut-off is currently set at \$28,650.00 per year.

In addition, there is a supplemental grant for all lodges with a unit count under 35 units of \$7.14/unit per day.

Annual operating and capital budget requests are prepared by the Executive Director with the assistance of the senior management team for review and consideration by the Board of Directors.

At each regular meeting of the Board, the Executive Director presents an un-audited Balance Sheet, a Revenue and Expense Summary as well as a listing of all vendor payments for review and ratification.

For Social Housing Units: Funding for the Seniors Self Contained Apartments and the Community Housing and Rural & Native Housing programs, is cost shared by the Federal and Provincial Governments. Rental rates received are calculated based upon an approved formula, currently set at 30% of the tenant's confirmed gross annual household income.

The process for preparing the annual operating budget submission is the same as that for Lodge Operations. The Foundation's Board approves an operating and capital budget request that is subsequently submitted to Alberta Seniors & Housing for review, consideration, adjustment and approval. Ultimately, funding decisions for social housing programs rest with the provincial government, and management bodies must operate with the resources that they receive.

NORTH PEACE HOUSING FOUNDATION - OPERATING POLICIES AND PROCEDURES

The Foundation has developed and put into place a comprehensive Human Resources Manual that serves as a prime reference for personnel policies, procedures and practices. Under ongoing development is a Corporate Manual that details the operating principles and management policies and practices of North Peace Housing Foundation. It is the over-arching document for the development of all Foundation operational policies, procedures and standards. Finally, the Board of Directors is developing a Board Governance Manual which, in combination with the regulations under the Alberta Housing Act, sets forth the approved practices and policies from which the Board will govern the North Peace Housing Foundation.

As an adjunct, Alberta Seniors has developed a Management Body Handbook for the Senior Citizens Self Contained Apartments, Community Housing, Rural & Native Housing Units and the Rent Supplement Programs. This manual provides, for reference, the legislative boundaries through which management bodies are expected to operate. It also provides program operational guidelines for Management Bodies to follow.

Appendix 1

North Peace Housing Foundation
Ministerial Order H:062/95

IN THE MATTER OF THE
ALBERTA HOUSING ACT
S.A. 1994, C. A-30.1
North Peace Housing Foundation

I, Tom Thurber, Minister of Municipal Affairs, pursuant to section 5 of the *Alberta Housing Act*,
ORDER THAT:

1. North Peace Housing Foundation is established as a management body with all the powers, functions and duties prescribed in the attached Appendix, and replaces:

- Royal Canadian Legion Branch No. 272
- Worsley Nursing Society

with respect to the operation and administration of housing accommodation as identified in Schedule "A" of this order, and any reference in an enactment, order, agreement or document shall be construed accordingly.

- 2.** The assets, property, liabilities, obligations and all other concerns of the Grimshaw Housing Authority, Manning Housing Authority and Peace River Housing Authority, as each is continued under section 37 of the Act, are transferred to and assumed by the North Peace Housing Foundation as established by this order, and any reference in an enactment, order, agreement or document shall be construed accordingly.
- 3.** The assets, property, liabilities, obligations and all other concerns of the North Peace Housing Foundation, deemed a management body under section 38 of the Act, are transferred to and assumed by the North Peace Housing Foundation as established by this Order, and any reference in an enactment, order, agreement or document shall be construed accordingly.
- 4.** Ministerial Order No. 101/73, as amended, incorporating Grimshaw Housing Authority, is repealed.
- 5.** Ministerial Order No. 256/70, as amended, incorporating Manning Housing Authority, is repealed.
- 6.** Ministerial Order No. 174/70, as amended, incorporating Peace River Housing Authority, is repealed.
- 7.** This Order is effective April 1, 1995.

APPENDIX

North Peace Housing Foundation

2. **North Peace Housing Foundation** (hereafter referred to as the “management body”) is hereby established as a management body.

1. The members of the management body are as follows:

- Clear Hills County
- County of Northern Lights
- Northern Sunrise County
- Municipal District of Peace No. 135
- Municipal District of Fairview No. 136
- Town of Fairview
- Town of Grimshaw
- Town of Manning
- Town of Peace River
- Village of Berwyn
- Village of Hines Creek
- Village of Nampa

(1) The Management body shall be governed by a board (hereafter referred to as “the board”), comprised of a maximum of twelve (12) members to the board in the manner each member determines appropriate.

(a) Each member of the management body shall appoint one member to the board in the manner each member determines appropriate.

(2) The board shall be appointed as follows:

(a) Members of the board, shall be appointed at the annual organizational meeting of each member of the management body in accordance with this Order and at the times the board requests the member of the management body.

(b) The term of office for each member of the board;

(i) Is for a maximum one (1) year term;

- (ii) Shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
 - (iii) End the day the appointing member of the management body holds its annual organizational meeting in the year the term expires.
- (c) Members of the board, may hold consecutive terms of office.
- (d) If the office of a board member is vacated, the member of the management body who appointed the vacating member of the board, shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.
- (e) The chairperson, vice-chairperson or any other officers of the board, the board determines necessary, shall be appointed from among the board members in the manner and at the times the board determines appropriate from among the board members at the board's annual organizational meeting in the manner the board determines appropriate.
- (f) The term of office for the chairperson, vice-chairperson or any other officers of the board shall be for a one (1) year term.
- (g) Each member of the board is entitled to deal with all matters arising from the policies and programs, and operation and administration, of the management body, except where otherwise provided under the Act and its Regulations.
- (3) The board is a continuing body.
- (4) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson

4. The board shall:

- (a) Designate the offices of the management body, and
- (b) Immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address for service, and any change in the location of such offices or address for service.

5. For the purposes of providing lodge accommodation, the management body may requisition the following municipalities:

- Clear Hills County
- County of Northern Lights
- Northern Sunrise County (as to 70 percent of its total municipal assessment apportioned and reported by the Northern Sunrise County to the North Peace Housing Foundation)
- Municipal District of Peace No. 135
- Municipal District of Fairview No. 136
- Town of Fairview
- Town of Grimshaw
- Town of Manning
- Town of Peace River
- Village of Berwyn
- Village of Hines Creek
- Village of Nampa

6. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule “A”

(2) In addition to the housing accommodation operated under subsection (1), the management body may operate Rent Supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Program Regulation.

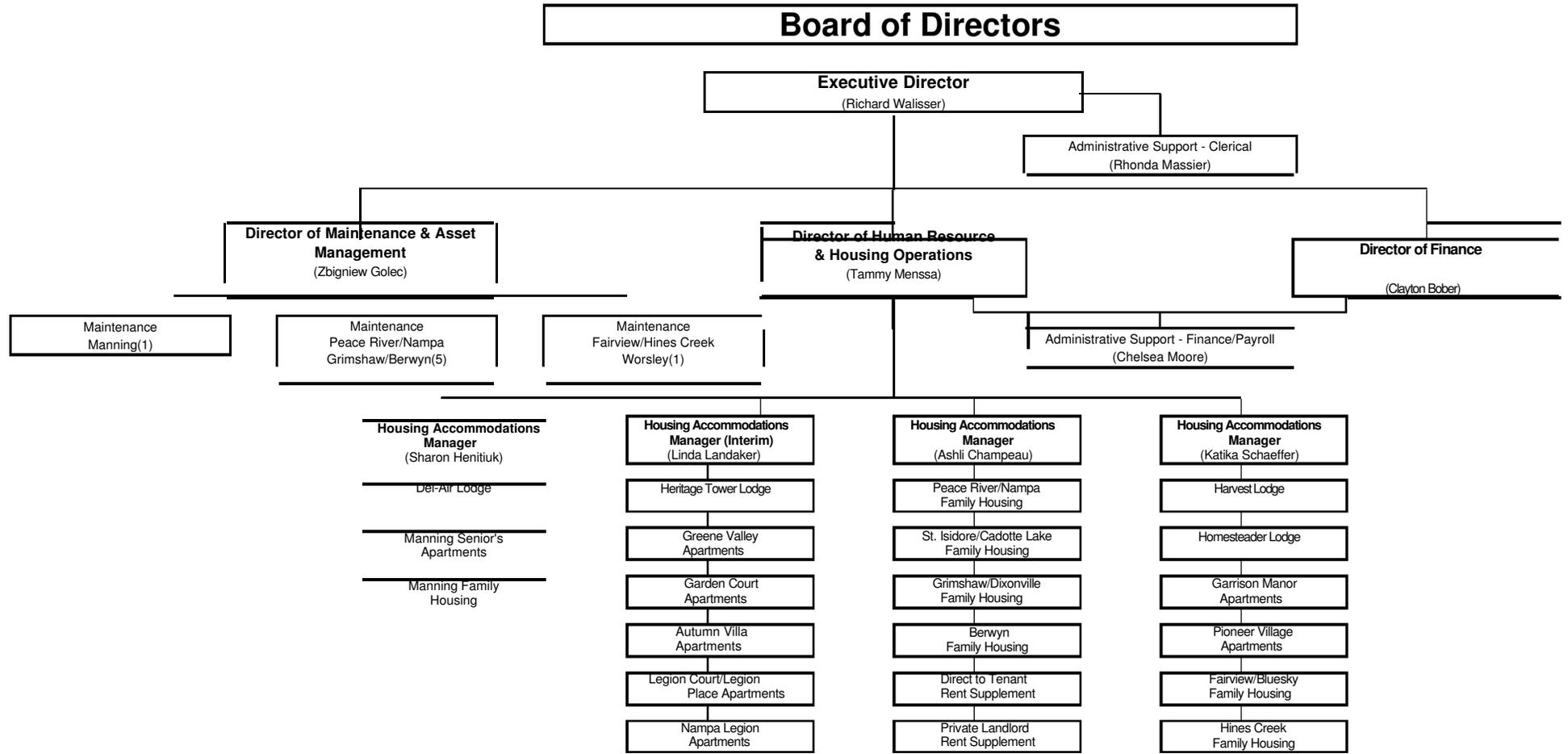
7. For the purposes of the Act, the management body has and is subject to the powers, functions or duties as provided in the following Regulations:

- (a) Management Body Operation and Administration Regulation;
- (b) Social Housing Accommodation Regulation;
- (c) Housing Accommodation Tenancies Regulation;
- (d) Rent Supplement Regulation; and
- (e) Lodge Assistance Program Regulation.

8. For the purposes of the Act, the management body’s reporting date is 90 days from the effective date of this order.

Appendix 2

North Peace Housing Foundation
Organizational Chart



Unit Count:	Lodge	223	51	80		92
	Apartments	130	16	64		50
	Affordable	71		63		
	Family	162	23		8	
	Rent Supp.	41			127	12
Total		627	90	207	176	154

North Peace Housing Foundation

Organizational Chart

Wednesday, November 15, 2017

Appendix 3

North Peace Housing Foundation
Board of Directors Listing

North Peace Housing Foundation
Board of Directors

Municipality	CAO	Board Member
Clear Hills County Box 240 Worsley, AB. T0H 3W0	Allan Rowe CAO Phone 780-685-3925 Fax 780-685-3960 allan@clearhillscounty.ab.ca	Amber Bean PO Box 596 Hines Creek, AB T0H 2A0 780-830-9786(c) messiahsmisfit@hotmail.com
County Of Northern Lights Box 10 Manning, AB. T0H 2M0	Theresa Van Oort CAO Phone 780-836-3348 ext.237 Fax 780-836-3663 cao@countyofnorthernlights.com	Brent Reese Box 153 North Star, AB. T0H 2T0 bgreese@telus.net
Northern Sunrise County Bag 1300 Peace River, AB T8S 1Y9	Cindy Millar CAO Phone 780-624-0013 Fax 780-624-0023 cmillar@nothernsunrise.net	Dan Boisvert 82224 RR221 Northern Sunrise County, AB T0H 2N2 780-618-2112(c) danboisvert2013@gmail.com
M.D. of Fairview #136 Box 189 Fairview, AB T0H 1L0	Sandra Fox CAO Phone 780-835-4903 Fax 780-835-3131 Sandra.fox@mdfairview.ab.ca	Ray Skrepnek Box 8 Whitelaw, AB T0H 3T0 780-835-4452(h) 780-835-8289(c) raymdf@telus.net
M.D. of Peace #135 Box 34 Berwyn, AB T0H 0E0	Barbara Johnson CAO Phone 780-338-3845 Fax 780-338-2222 bjohnson@mdpeace.com	Sandra Eastman Box 1594 Grimshaw, AB T0H 1W0 780-338-2341(h) 780-618-3808(c) seastman@mdpeace.com
Town of Fairview Box 730 Fairview, AB T0H 1L0	Darryl Greenhill CAO Phone 780-835-5461 Fax 780-835-3576 cao@fairview.ca	Gord Macleod PO Box 162 Fairview, AB. T0H 1L0 780-834-6568(c) mayor@fairview.ca
Town of Grimshaw Box 377 Grimshaw, AB T0H 1W0	Brian Allen CAO Phone 780-332-4626 Fax 780-332-1250 cao@grimshaw.ca	Dirk Thompson PO Box 1511 Grimshaw, AB T0H 1W0 780-617-4008(c) dthomp28@outlook.com
Town of Manning Box 125 Manning, AB T0H 2M0	Bob Cardwell CAO Phone 780-836-3606 Fax 780-836-3570 cao@manning.ca	Greg Rycroft PO Box 54 Manning, AB. T0H 2M0 780-836-5421(c) 780-836-3741(h) negr2@telus.net
Town of Peace River Box 6600 Peace River, AB T8S 1S4	Christopher Parker CAO Phone 780-624-2574 Fax 780-624-4664 cparker@peacriver.ca	Byron Schamehorn Peace River, AB 780- bschamehorn@peacriver.ca
Village of Berwyn Box 250 Berwyn, AB T0H 0E0	Cathie Bailey CAO Phone 780-338-3922 Fax 780-338-2224 vberwyn@serbnet.com	Ken Montie Box 146 Berwyn, AB T0H 0E0 780-625-6344(c) krkmontie@hotmail.com
Village of Hines Creek Box 421 Hines Creek, AB T0H 2A0	Leanne Walmsley CAO Phone 780-494-3690 Fax 780-494-3603 Walmsley@abnorth.com	Hazel Reintjes Box 175 Hines Creek, AB T0H 2A0 780-494-2346(h) 780-835-1331(c) 780-494-2510(w) khreintjes@hotmail.com
Village of Nampa Box 69 Nampa, AB T0H 2R0	Dianne Roshuk CAO Phone 780-322-3852 Fax 780-322-2100 cao@nampa.ca	Cheryl Novak Box 126 Nampa, AB T0H 2R0 780-618-6466(c) ford7@serbnet.com

Appendix 4

Mailing Addresses
North Peace Housing Foundation
Operational Centers

NORTH PEACE HOUSING FOUNDATION
6780 103 Avenue, Peace River, AB T8S 0B6
Ph: (780)624-2055 Fax: (780)624-2065 general.inquiries@northpeacehousing.ca
www.northpeacehousing.ca

CENTRAL OFFICE	ADMINISTRATION & SUPPORT	MAINTENANCE
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Tammy Menssa Cell: 780.618.1458 tammy.menssa@northpeacehousing.ca	Rhonda Massier – Admin. Support rhonda.massier@northpeacehousing.ca	Ron Cowan Cell: 780.618.7128
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Clayton Bober Cell: 780.690.1931 clayton.bober@northpeacehousing.ca	Yvonne Thompson Resident Services Cell: 780.617.3659	Radek Hybner Cell: 780.618.3924
		Richard Hodgins Cell: 780.836.8433
		Herb Maenchen Cell: 780.834.7160
		Ben Snisarenko Cell: 780.772.0038
LODGES/COMMUNITY HOUSING		
HERITAGE TOWER LODGE, PEACE RIVER	HARVEST LODGE, FAIRVIEW	
Green Valley/Garden Court/Nampa Seniors Manager: Kathy Nakonechny Phone: 780-624-3919 Fax: 780-624-3918 Cell: 780-618-9272 100, 10123-103 Ave, Peace River, AB. T8S 1J8 kathy.nakonechny@northpeacehousing.ca	Garrison Manor Manager: Katika Schaeffer Phone: 780-835-2862 Fax: 780-835-3882 Cell: 780-835-9790 PO Box 579, 10400 108 St., Fairview, AB. katika.schaeffer@northpeacehousing.ca	
AUTUMN LODGE, BERWYN	HOMESTEADER LODGE, HINES CREEK	
Autumn Villa/Legion Court/Legion Place Manager: Linda Landaker Phone: 780-338-3917 Fax: 780-338-3999 Cell: 780-618-3965 PO Box 130, 5024-52 St. Berwyn, AB T0H 0E0 linda.landaker@northpeacehousing.ca	Manager: Katika Schaeffer Phone: 780-494-3500 Fax: 780-494-3501 Cell: 780-835-9790 PO Box 699, 908-2 Ave., Hines Creek, AB T0H 2A0 katika.schaeffer@northpeacehousing.ca	
DEL-AIR LODGE, MANNING	PIONEER VILLAGE, WORSLEY	
Manning Seniors Manager: Sharon Henitiuk Phone: 780-836-3325 Fax: 780-836-3326 Cell: 780-836-8437 PO Box 100, 202 1 st Ave. SW, Manning, AB T0H 2M0 sharon.henitiuk@northpeacehousing.ca	Manager: Katika Schaeffer Phone: 780-835-2862 Fax: 780-835-3882 Cell: 780-835-9790 katika.schaeffer@northpeacehousing.ca	
COMMUNITY HOUSING	Tenant Services: Caryn Bean Phone: 780-685-2509 Fax: 780-685-2919 Cell: 780-834-0271 PO Box 184, 405 Jubilee St., Worsley, AB. T0H 3W0 beancaryn@yahoo.com	
Peace River, Grimshaw, Nampa, St. Isidore Manager: Ashli Champeau Phone: 780-624-2055 Cell: 780-618-2074 ashli.champeau@northpeacehousing.ca		

Appendix 5

Corporate Policy
Board Remuneration

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PURPOSE: In addition to attending meetings of the Board of Directors and those of its sub-committees, North Peace Housing Foundation appreciates that on occasion, members of the Board of Directors will be required to attend meetings, seminars, conferences, etc. as a representative of the North Peace Housing Foundation and does therefore, support remuneration for personal expenses incurred associated with their attendance.

SCOPE: Based upon a predetermined rate, inclusive of attending meetings of the Board or any of its sub-committees, Directors shall receive remuneration for personal expenses incurred when attending meetings, seminars, conferences, etc. as a representative of the North Peace Housing Foundation. Expenses approved for remuneration include: travel, registration, accommodation and subsistence.

RESTRICTIONS: It is incumbent upon the Director to obtain prior approval for remuneration from the Executive Committee of the Board and/or Board of Directors.

- TERMS:**
- 1.0 The Board of Directors shall approve an annual budget for Board Expenses.
 - 2.0 Requests for attendance and remuneration requests for reimbursement of personal expenses while attending, shall be presented to and reviewed by the Board of Directors.
 - 3.0 Honorariums for attendance of meetings of the Board of Directors are as follows:

Per Diem	\$200.00
Regular Board Meeting	\$150.00
Special/Committee Meeting	\$100.00

Any meeting with a duration in excess of 2 hours shall be at the regular meeting rate.

- 4.0 Remuneration for personal expenses shall be granted based upon the current Board approved rate structure:

Travel – Based on the Canada Revenue Agency’s(CRA) Reasonable Per-Kilometre Travel Allowance plus \$0.20 per kilometer time allowance. When traveling as a passenger in a car-pooling situation, \$0.20 per kilometer. When travel by automobile is deemed to be not practical, air fare, etc. shall be paid.

Accommodation - maximum \$150.00 per over-night stay, unless otherwise pre-authorized.

Subsistence - \$15.00 breakfast
 \$20.00 lunch
 \$25.00 dinner

Registration - 100%

Approved by: _____ **Date:** _____

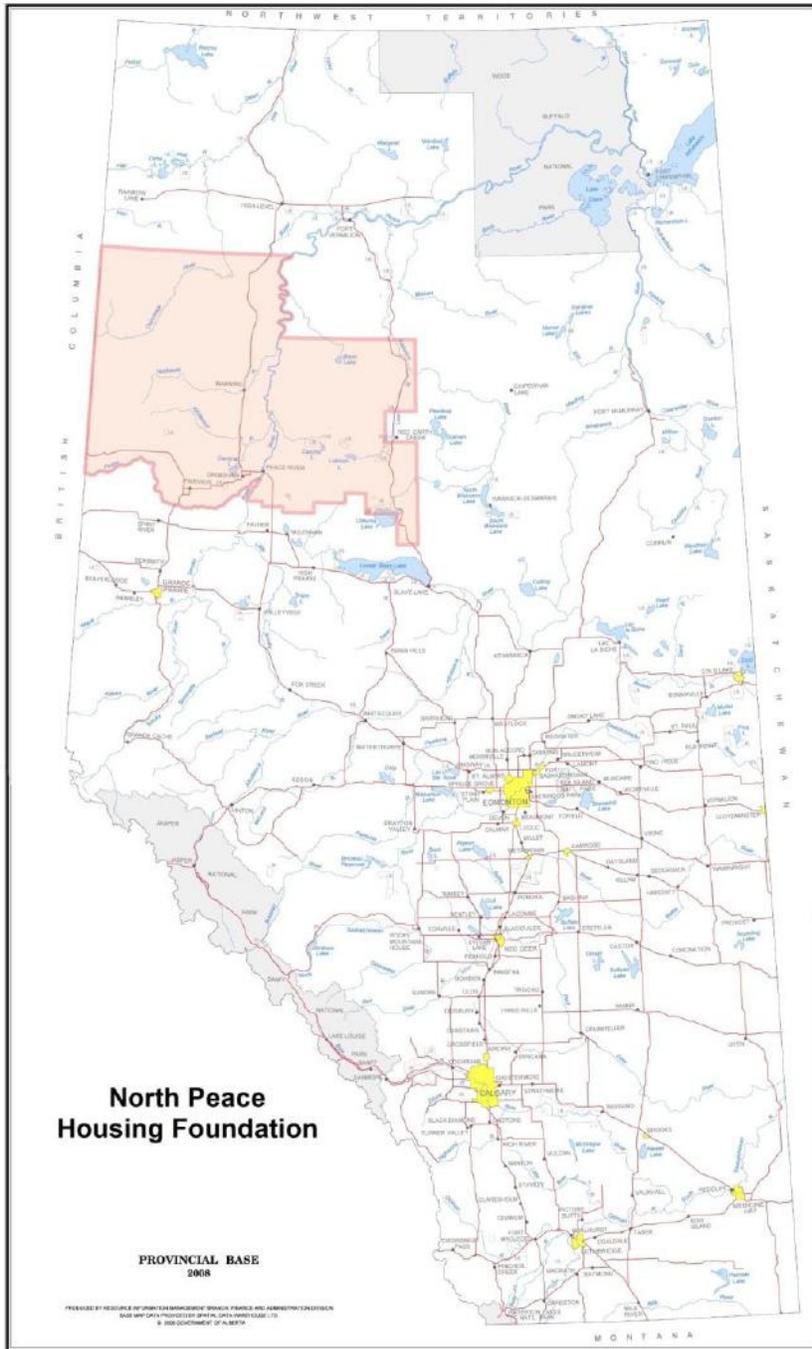
BOARD

REMUNERATION - BOARD MEMBER EXPENSES

- 5.0 The Chair shall receive a monthly honorarium of \$150.00 paid on a quarterly basis.
- 6.0 For conventions and conferences and retreats, Board of Directors shall be paid a per diem rate of \$200.00 per day, including day of departure and day of return, with travel allowance based on the approved CRA Reasonable Per-Kilometre Travel Allowance or actual fare incurred.
- 7.0 Remuneration will be paid by direct deposit on a quarterly basis upon provision of receipts.
- 8.0 Expenses paid by the North Peace Housing Foundation to Directors will be reviewed at a regular meeting of the Board of Directors.

Appendix 6

North Peace Housing Foundation
Boundary Map



**North Peace
Housing Foundation**

**PROVINCIAL BASE
2008**

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