

North Peace Housing Foundation

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To: The Board of Directors

From: Tammy Menssa, Acting Executive Director, Director of Human Resources and Housing Operations

Date: June 26, 2019

Re: Response to Alberta Seniors and Housing Regarding Neil Sandboe's Letter to the Board

On June 4, 2019, I received a request from our Housing Advisor, Dora Fitz, for clarification on Neil Sandboe's letter to the North Peace Housing Board that was copied to the Honorable Josephine Pon, Minister of Alberta Seniors and Housing. Dora requested that I provide clarification on the current status of the Autumn Lodge Comfort Club assets. Please see my response below:

Hello Dora,

Below, please find the Board motion mentioned in Neil Sandboe's letter dated June 1, 2019, regarding the Autumn Lodge Comfort Club bus fund:

46.04.19 Moved Montie, to direct administration that the Autumn Lodge Comfort Club Handi-Van (bus) will remain, for the benefit and safety of the residents, primarily at the Heritage Tower Lodge, in the use, care and control of the North Peace Housing Foundation until such time as the Comfort Club is revived and provides clear direction to the Foundation and also that, until that time, the Foundation will continue to maintain registration and insurance on the bus.

Carried.

I have also attached proof of registration of the Comfort Club Handi-van, in which North Peace Housing Foundation is the registered owner; the Handi-van is also insured by the Foundation as one of its fleet vehicles.

As per the Societies Act, the "Friends" are correct in stating that the assets of the Comfort Club are frozen in light of the fact that the Club was officially dissolved on April 30, 2018 (see attached). All physical assets other than the Handi-van, from my knowledge, are currently stored in a locked room at the Autumn Lodge; a list of the Club's assets is included in the financial documents attached.

The Bingo machine that came from the Autumn Lodge, and is currently being used at the Heritage Tower Lodge in Peace River, was donated to the Autumn Lodge, not the Comfort Club.

On January 8, 2019, the Foundation was contacted by Alberta Gaming and Liquor Commission, directing North Peace Housing to assist the seniors in distributing the Casino funds in the amount of \$25,357.48 to the organizations listed in the Bylaws as the designated recipients of the funds in the event the Comfort Club dissolved. After receiving clearance from Corporate Registries, the funds were distributed to The Berwyn Agricultural Society and The Royal Canadian Legion in equal amounts of \$12,678.74 as directed in the Bylaws (please see attached).

The financial documents and Comfort Club cheque book are with the bookkeeper, as she was preparing the Annual Returns for submission to Corporate Registries, a requirement to have the society revived. These completed documents were mailed out on March 11, 2019. The current Treasurer, a Resident of the Heritage Tower Lodge, has the Casino Account cheque book.

North Peace Housing did consult with a Lawyer with regards to the Societies Act and the best way for the members of the club to proceed. I have included the email correspondence between the Foundation and John McDonnell, Brownlee LLP. North Peace Housing is very aware of the fact that we do not own, nor do we have authority over, the assets of the Comfort Club. Foundation staff have worked diligently to ensure that this process was handled properly. It is unfortunate that a member of the Comfort Club signed and submitted the Dissolution document, essentially stalling the entire process, which could have been put to rest months ago. In addition, we were told by Corporate Registries that they are backlogged by approximately 6 months, resulting in even further delays.

Dora responded with a request for further clarification on why the bus was registered under the Foundation and not the Comfort Club. I responded with the following:

Good morning Dora,

Historically, from my understanding, all of the Handi-vans have been registered and insured under the Foundation (except for Homesteader Lodge in Hines Creek, which is registered and insured by the County). I believe it was handled this way for 2 reasons:

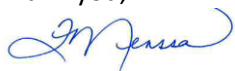
- Cost savings for the Resident's Associations that do not charge back to the Municipalities;*
- In most cases, there is more than one municipality that is responsible for the costs associated with the Handi-vans, and therefore, all costs are handled by the Foundation and charged back to the municipalities at the end of the year.*

Hope this clarifies the situation, but let me know if you need more.

Recommendation:

Accept the Acting Executive Director's response to Alberta Seniors and Housing concerning Neil Sandboe's letter to the Board regarding the Autumn Lodge Comfort Club as information.

Thank you,



Tammy Menssa
Acting Executive Director, Director of Human Resources and Housing Operations