

# **Boreal Housing Foundation**

**Regular Board Meeting**  
**March 27, 2017 – 12:30 A.M.**  
**Conference Room in High Level**

**In Attendance:** George Friesen  
John W Driedger  
Peter H. Wieler – via Teleconference  
Michelle Farris  
Crystal McAteer  
Paul Driedger- via Teleconference  
Wally Olorenshaw  
Clark McAskile  
Wanda Beland

**Missing:** Joe Pastion  
Trevor Mercredi  
Gus Loonskin  
Ray Toews

**Administration:** Mary Mercredi, Chief Administrative Officer  
Evelyn Peters, Executive Assistant

**Call to Order:** Chair George Friesen called the meeting to order at 12:38 pm

**Agenda:** **Approval of Agenda**

17-31 Moved by Crystal McAteer

That the agenda be amended to include  
6.7 Health Care Policies

Carried

**Minutes:** **February 23, 2017 Regular Board Meeting**

17-32 Moved by Clark McAskile

That the February 23, 2017 Regular board meeting minutes be approved as distributed.

Carried

17-33 **March 13, 2017 Special Board Meeting**

Moved by Crystal McAteer

That the March 13, 2017 Special board meeting notes be approved as distributed.

Carried

**Reports:** **CAO Report**

17-34 Moved by Wally Olorenshaw

That the Chief Administrative Officer report be received for information.

Carried

**In Camera:** **Legal**

17-35 Moved by Wally Olorenshaw

That the meeting move to in camera at 1:00 pm.

Carried

17-36 Moved by Clark McAskile

That meeting move out of in camera at 1:43 p.m.

Carried

17-37 Moved by John W Driedger

That the Audited Financial Statements be approved as presented by Meyers Norris Penny.

Carried Unanimously

## **Financial Reports**

### **Lodge Financial Reports – February 28, 2017**

17-38 Moved by Wally Olorenshaw

That the February 28, 2017 Lodge financial report be received for information.

Carried

### **High Level Lodge Reports – February 28, 2017**

17-39 Moved by Peter Wieler

That the February 28, 2017 High Level Lodge financial report be received for information.

Carried

### **Assisted Care Financial Reports – February 28, 2017**

17-40 Moved by Paul Driedger

That the February 28, 2017 Assisted Care financial report be received for information.

Carried

### **Housing Financial Reports – February 28, 2017**

17-41 Moved by Wally Olorenshaw

That February 28, 2017 Housing financial report be received for information.

Carried

**Arrears Report to February 28, 2017**

No Report

**New Business**

**Budget Recalculation Adjustments**

That the proposed 2017 lodge budget discussed and received as information

Carried

**Market Rent**

17-42

Moved by Wally Olorenshaw

That no changes to the market rent in High Level, but the market rent for La Crete and Fort Vermilion be set as follows:  
Seniors = \$650, 1 Bdrm = \$750, 2 Bdrm = \$900,  
3 Bdrm = \$1000 and 4 to 5 Bdrm = \$1050 per month.

17-43

Moved by Peter Wieler

That the Cap for Direct to Tenant be phased in by reducing High Level Cap to \$450.00 in 2017 and to \$400.00 in 2018. La Crete and Fort Vermilion to remain at \$400.00

Carried

**Administration Policies**

17-44

Moved by Crystal McAteer

That Boreal Housing Foundation Administration Policies, ADM-001, ADM-002, ADM-003, ADM-004, ADM-005, ADM-006, ADM-007, ADM-008, ADM-009, ADM-010, ADM-011, ADM-012, ADM-013, ADM-048, be approved as presented.

Carried

17-45 Moved by Crystal McAteer

That Mackenzie Housing Management Administration Policies, Adm-001, Adm-002, Adm-003, Adm-004, Adm-005, Adm-006, Adm-007, Adm-008, Adm-048 be rescinded effective immediately.

Carried

**Lodge Policies**

17-46 Moved by Clark McAskile

That Boreal Housing Foundation Lodge Policies, LDG-001, LDG-002, LDG-003, LDG-004, LDG-005, LDG-006, LDG-007, LDG-008, LDG-009, LDG-010, LDG-011, LDG-012, LDG-013, LDG-014, LDG-015, LDG-016, LDG-017, LDG-018, LDG-019, LDG-020, LDG-021, LDG-022, LDG-023, LDG-024, LDG-025 and LDG-026 be approved as presented.

Carried

**Health and Safety Policies**

17-47 Moved by Crystal McAteer

That Boreal Housing Foundation Health and Safety Policies, H&S-001, H&S-002, H&S-003, H&S-004, H&S-005, H&S-006, H&S-007, H&S-008, H&S-009, H&S-010, and H&S-011, be approved as amended.

Carried

17-48 Moved by Crystal McAteer

That Mackenzie Housing Management Health and Safety Policies, H&S-001, H&S-002, H&S-003, H&S-004, H&S-005, H&S-006, H&S-007 and H&S-008 be rescinded effective immediately.

Carried

### **Organizational Chart**

17-49

Moved by Wally Olorenshaw

That the proposed organizational chart be approved as distributed.

Carried

### **Nursing Policies**

17-50

Moved by Clark McAskile

That Boreal Housing Foundation Nursing Policies, NUR-01, NUR-02, NUR-03, NUR-04, NUR-05, NUR-06, NUR-07, NUR-08, NUR-09, NUR-10, NUR-11, NUR-12, NUR-13, NUR-14, NUR-15, NUR-16, NUR-17, NUR-18, NUR-19, NUR-20, NUR-21, NUR-22, NUR-23, NUR-24, NUR-25, NUR-26, NUR-27, NUR-28, NUR-29, NUR-30, NUR-31, NUR-32, NUR-33, NUR-34, NUR-35, NUR-36, NUR-37, NUR-38, NUR-39, NUR-40, NUR-41, NUR-42, NUR-43, NUR-44, NUR-45, NUR-46, NUR-47, NUR-50, NUR-51, NUR-52, NUR-53 and NUR-54 be approved as presented.

17-51

Moved by Clark McAskile

That Mackenzie Housing Management Nursing Policies CCP-002, CCP-003, CCP-004, CCP-005, CCP-006, CCP-007, CCP-008, CCP-009, CCP-010, CCP-011, CCP-012, CCP-013, CCP-014, CCP-015, CCP-016, CCP-017, CCP-018, CCP-019, CCP-020, CCP-021, CCP-022, CCP-023, CCP-024, Medication Administration, MRSA, Narcotic Keys, Narcotic & Controlled Drugs Nursing, Needle Stick Injury, NUR-25, NUR-26, Nur-27, NUR-204, NUR-205, NUR-206, NUR-207, NUR-207, NUR-208, NUR-209, NUR-210, NUR-211, Nur-212, NUR-212, NUR-213, NUR-214, NUR-215, NUR-216, NUR-217, NUR-218, NUR-219, NUR-223, NUR-224, NUR-225, Outbreak Management Protocol, Return Narcotic Meds to Pharmacy, VRE, Wasting Narcotic Drugs, be rescinded effective immediately.

17-52 Moved by Clark McAskile

That Mackenzie Housing Management Lodge policies LDG-001, LDG-002, LDG-003, LDG-004, LDG-005, LDG-006, LDG-007, LDG-008, LDG-009, LDG-010, LDG-011, LDG-012, LDG-013, LDG-014, LDG-015, LDG-018, LDG-19, LDG-020, LDG-021, LDG-022, LDG-024, LDG-025, LDG-28, LDG-029, LDG-030, LDG-031, LDG-032, LDG-033, LDG-34, LDG-035, LDG-036, and LDG-038 be rescinded effective immediately.

Carried

**Information:**

**Information items**

17-53 Moved by Crystal McAteer

That the following items be accepted for information:

- ) Bank reconciliations for February 28, 2017
- ) Letter to Fort Vermilion Seniors and Elders
- ) Alberta Health - Continuing Care Health Service Standards Audit
- ) Food Handling Permit

Carried

**Next Meeting Date:** Regular Board Meeting – April 27, 2017  
Fireside Room – Phase I Heimstaed Lodge

**Adjournment:**

17-54 Moved by Crystal McAteer

That the meeting of March 27, 2017 be adjourned at 2:17 pm.

Carried