Agenda
Village of Nampa
Council Meeting
September 15, 2026
Village of Nampa Council Chambers
7:00 p.m.

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**1. Call the meeting to order**

**2. Adoption of the agenda**

**3. Adoption of Previous Minutes**

3.1 Minutes of the Regular Council Meeting held August 18, 2026

**4. Business Arising out of the Minutes**

**5 New Business**

5.1 RFD: Jared Anderst, Senior Manager, District Operations Northwest, ATCO Gas & Pipelines Ltd, August 14, 2026 Re: Natural Gas Franchise Fee Estimate for 2027 - Nampa
5.2 RFD: Shauna Clark - Marlow, Customer Service Representative, NW Region, Electricity, August 27, 2026 Re: ATCO Electric Distribution Revenue Forecast for 2027 Franchise Fee
5.3 RFD: Lac Cardinal Regional Economic Development Board (LCREDB) Invitation to Join Board

6. Reports

6.1a Cheque Listing for Council #20260296-20260313 August18 - August 26
6.1b June & July Bank Recs
6.2 CAO Report
6.3 Public Works Report
6.4 Mayor/Deputy Mayor/Councillor Reports & Upcoming Meetings

**7. Correspondence**

**7.1** North Peace Housing Foundation, Board Meeting Synopsis July 8, 2026
**7.2** Peace Regional Healthcare Attraction and Retention Committee Meeting Minutes, August 4, 2026
**7.3** Thank You Card from the Pow Wow Planning Committee,

**8. Closed Session**

8.1 Disclosure Harmful to Economic and Other Interests of a Public Body ATIA Section 30
8.2 Disclosure Harmful to Business Interests of a Third Party ATIA Section 19
8.3 Local Public Body Confides Section 28

**9 Adjournment**

August 14, 2026

Village of Nampa
PO Box 69
Nampa, AB
T0H 2R0

**Attention: Ms. Dianne Roshuk, Chief Administrative Officer**

**Re: Natural Gas Franchise Fee Estimate for 2027 - Nampa**

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO Gas) and the Village of Nampa, ATCO Gas pays the Village of Nampa a franchise fee. The franchise fee is calculated as a percentage of ATCO Gas' revenue derived from the delivery tariff and is collected from gas customers within Nampa.

The franchise agreement requires that we provide ATCO Gas' total revenues derived from the delivery tariff within Nampa for 2025 and an estimate of total revenues to be derived from the delivery tariff within Nampa for 2027. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2027 calendar year.

| ATCO's Delivery Tariff Revenue in 2025 | ATCO's Estimated Delivery Tariff Revenue for 2027 | Your Current Franchise Fee Percentage | Your Estimated Franchise Fees for 2027 |
|---|---|---|---|
| $ 160,802.50 | $ 170,000 | 16.84% | $ 29,000 |

Please note that the estimated delivery tariff revenue for 2027 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2027 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Village of Nampa has the option of changing the franchise fee percentage for 2027. If you are considering changing the franchise fee in 2027, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which prescribes the required process, timelines, and public notice requirements. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO Gas by October 23rd, 2026.

Finally, to support cash flow planning and financial management we have attached a franchise fee payment schedule showing the anticipated payment dates for 2027.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at Jared.Anderst@atco.com.

Yours truly,



Jared Anderst
Senior Manager, District Operations Northwest
ATCO Gas & Pipelines Ltd.

**ATCO Gas and Pipelines Ltd.**
**2027 Anticipated Franchise Fee Payment Schedule**

| Franchise Fee Month | Anticipated Payment Date |
|---|---|
| January 2027 | March 1, 2027 |
| February 2027 | March 31, 2027 |
| March | April 29, 2027 |
| April | May 28, 2027 |
| May | June 29, 2027 |
| June | July 30, 2027 |
| July | August 27, 2027 |
| August | September 29, 2027 |
| September | October 29, 2027 |
| October | November 29, 2027 |
| November | December 30, 2027 |
| December | January 28, 2028 |

ATCO Energy Systems™

August 27, 2026

Village of Nampa
Box 69
Nampa, Alberta T0H 2R0

**Attention: Dianne Roshuk**

**Re: ATCO Electric Distribution Revenue Forecast for 2027 Franchise Fee**

As per the electric distribution system franchise agreement between ATCO Electric (ATCO) and the Village of Nampa, ATCO pays the Village of Nampa a franchise fee. The franchise fee is collected from customers within the Village of Nampa that receive electric distribution service and is calculated as a percentage of ATCO's revenue derived from the distribution tariff.

The franchise agreement requires that we provide you with ATCO's total revenues derived from the distribution tariff within the Village of Nampa for 2025 and an estimate of total revenues to be derived from the distribution tariff within the Village of Nampa for 2027. The chart below provides this information as well as the estimated franchise fees for the Village of Nampa in 2027.

| ATCO's Delivery Tariff Revenue in 2025 | ATCO's Estimated Delivery Tariff Revenue for 2027 | Your Current Franchise Fee Percentage | Your Estimated Franchise Fees for 2027 |
|---|---|---|---|
| $740,845.29 | $828,732.27 | 2% | $16,574.65 |

The estimates above are based on the best information currently available. These estimates are subject to change due to final approval of tariffs by the Alberta Utilities Commission, weather variations, and changes in customer consumption.

Under the franchise agreement, the Village of Nampa has the option of changing its franchise fee percentage for 2027. If you are considering changing the franchise fee in 2027, please contact us as soon as possible to learn about the process and timing requirements. We will guide you through the process and file an application with the Alberta Utilities Commission for approval. A request to change the franchise fee must be made in writing and submitted to ATCO, along with all required documentation, on or before October 30, 2026.

Should you have any questions or require anything further, please do not hesitate to contact me at 780-833-1633.

Yours truly,

**Shauna Clark-Marlow**
Customer Support Representative, NW Region
Electricity

August 26, 2026

County of Northern Lights
Northern Sunrise County
Town of Peace River
Town of Manning
Village of Nampa

On behalf of the three current member municipalities of the Lac Cardinal Regional Economic Development Board (LCREDB) — the Town of Grimshaw, the Village of Berwyn, and the Municipal District of Peace No. 135 — we are writing to invite the remaining municipal members of the Peace Regional Energy Alliance (PREA) to consider joining the LCREDB as part of an expanded regional economic development partnership.

The LCREDB was created to advance short- and long-term promotional and economic development goals for our member municipalities. We see an opportunity to build on that foundation by rebranding and marketing ourselves as a stronger, broader regional board serving the wider Peace Region. As part of this transition, we would rename the board so that its name reflects and encompasses the whole region.

As PREA has already demonstrated, there is significant value in municipalities speaking with one unified regional voice on major projects, advocacy, communications, public engagement, and opportunities tied to future growth. A regional economic development board would allow us to extend that same collaborative approach into broader economic development planning, grant applications, business attraction, and community capacity-building.

Our vision is to transition the LCREDB into a more regional model that would eventually include council representatives from each participating municipality, along with business leaders and community members. This broader structure would strengthen local input, improve communication between municipalities, and create a coordinated regional strategy for economic development.

As part of this approach, we would look at employing two to three Economic Development Officers. This could include retaining the two EDO positions currently in place and, if supported and financially feasible, hiring one additional EDO to help serve the expanded region. Pooling our municipal funding would give us greater capacity to undertake meaningful regional work than any one municipality could reasonably accomplish on its own.

One of the first priorities of the expanded board would be to complete a full inventory of municipal assets, land, infrastructure, services, utilities, workforce strengths, and future capacities across the region. This would help us better understand which types of development are best suited to each location and allow us to respond more strategically when opportunities arise. By knowing what we have, where capacity exists, and what gaps need to be addressed, we can better position the region for appropriate and sustainable growth.

A larger regional partnership would also improve our ability to access grants and advocate to the provincial government. Together, we would have a stronger voice, a broader base of support, and greater ability to demonstrate regional impact. This would make us more competitive for funding and better able to advance projects that benefit our communities collectively.

Our current agreement runs from January 1, 2024, to December 31, 2026, but to allow time to explore this opportunity properly, the current LCREDB member municipalities are prepared to consider extending the existing agreement for one additional year beyond December 31, 2026. This extension would provide the time needed to develop the structure, funding model, membership, governance framework, and terms of reference for a larger regional board.

At this stage, we are seeking an expression of interest from PREA municipal members to determine whether there is enough support to proceed in this direction. A firm commitment at this time would also be welcomed; however, an expression of interest is sufficient to help us assess whether the concept should move forward.

Please provide your expression of interest, or a firm commitment if your municipality is ready to do so, by October 15, 2026. Responses may be directed to Mayor Messner, Mayor Johnson and/or Reeve Willing.

We believe this is an important opportunity to build on the collaboration already happening through PREA and to create a stronger, more coordinated economic development presence for the region. We welcome your consideration and look forward to discussing this opportunity further.

Sincerely,

Stacey Messner, Mayor, Town of Grimshaw
Nicole Johnson, Mayor, Village of Berwyn
Robert Willing, Reeve, Municipal District of Peace No. 135

**Chief Administrative Officer Report** **6.2**

**August 19, 2026 - September 15, 2026**

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**Meetings/Events Attended**

Aug 18 - Regular Council Meeting

Sept 3 - CAO Evaluation
Sept 10 - Peace Regional Energy Alliance (PREA) Meeting in Manning (attended by zoom)
Sept 15 - Regular Council Meeting

**VON/NSC Christmas Social** - NSC are the hosts this year, preferred date of November 18. Does this work for council?

**Land Use Bylaw-** The update of the revised Bylaw has been in the works for the last three years. We have finally received a DRAFT copy for Administration's review. Will be working with MMSA to get it finalized and passed.

**Upcoming Meetings/Events**

Sept 20 - Regular Council Meeting
Sept 22 - 25 - ABmunis Conference in Edmonton (office will be closed)

Public Works Report 6.3

August/September Mid-Month Report

Added Monthly Chemicals to the Lagoon.

Replaced the Governor on the Grader.

Changed out the Blower Motor in the Lift Station, motor was shot so we had to buy a new one.

Got the Fuel Tanks topped up.

Cut the Grass around town, Weed wacked and sprayed weeds. (Behind office)

Got Sewer Line Flushing done using Danoe Vac, also sucked out the Shop Sump.

Cleaned out and organized our sheds.

Built new back road beside 10005 101st

Completed all the MMSA editing work. All Valves and Hydrants are Updated.

Filled in all the Holes at each location there was work done.

Cleaned up and put away some of the lawn mowers.

Removed Rocks by the Walking path. Getting prepared for Posts. Should be a next week Project.

Drove to Grande Prairie to Pick up Fencing for around walking path.

Blew out all Lines at the Campground and got it winterized.

**Councillor Committee Report** **6.4**

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Name: Agnes Roshuk

Date: 09/10/2026

Meetings/Events Attended:

08/31/26: CAO Evaluation Meeting

09/01/26: Village of Nampa Library Board.

-Will be doing some fundraising to replace some windows and the west side of the roof needs new shingles.

- attendance in the library has been on a steady incline, the new Librairian has some good plans coming in the fall and winter. Different Author tours and displays. But now she is busy rearranging the books for this Bill 28 that will be coming into the mix here.

09/10/26- Nampa and District Ag Society

Will report at meeting

Upcoming Meetings/Events:

09/15/26- Regular Council

The Village of Nampa
A Place Close To The Heart

## Councillor Committee Report 6.4

**Name:** Evan Matiasiewich

**Date:** September 9, 2026

**Meetings/Events Attended:**
August 31/26 – CAO Evaluation
September 3/26 CAO Meeting
September 8/26 – Nampa Historical Society Meeting:

- Next Meeting Nov 10
- Donor's Table to be repaired
- Rucka's house is oiled and sealed
- Reno Church 80th Celebration went well
- 1000 Facebook followers
- 860 people have gone through the museum this year
- Miniature thresher machine & sawmill to be moved out of seacan
- November 5 - Donor Wine & Cheese appreciation 6:30 - 8:00
- Museum Back grand opening planned for spring 2027
- Work bee for Christmas lights Oct 5/26
- Casino Oct 16/17

**Upcoming Meeting/Events**
IC Meeting September 14/26
Regular Council September 15/26
RCMP CAC - September 16/26
Golden Pioneers September 17/26

**Councillor Committee Report** **6.4**

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Name: Darcy Mitchell

Date:September 10 2026

Meetings/Events Attended: Aug 18 Regular Council Meeting

Aug 31 Special Meeting

Sept 10 MMSA Meeting via Zoom

Upcoming Meetings/Events:Reg Council Meeting Sept 15

The Village of Nampa

**Councillor Committee Report** 6.4

Name: Perry Skrlik

Date:

Meetings/Events Attended:

Aug 27/2026 PR WMC
Aug 31/2026 CAD evaluation
Sept 1/2026 Daycare meeting
Sept 2/2026 NPHF
Sept 3/ 2026 Waste management Board of Directors meeting
Sept 4/ 2026 PREDA zoom meeting.
Sept 10/ 2026 PREA zoom meeting.
Sept 15/ 2026 Village council meeting

Upcoming Meetings/Events:

Oct 2/2026 NPHF
oct 6/8/2026 RHPAP conference
Oct 20/2026 Village council meeting

# *North Peace Housing Foundation*

6780 – 103 Ave., Peace River, AB, T8S 0B6
Tel: (780) 624-2055 Fax: (780) 624-2065
Email: tammy.menssa@nphf.ca


**North Peace Housing Foundation**
**Board Meeting Synopsis – July 8, 2026**

## Executive Director

**Manning Seniors Apartments – Skylight Replacement:**

The Foundation has submitted a Capital Budget Request to Assisted Living and Social Services (ALSS) to address ongoing water infiltration issues resulting from the deterioration of the original skylights at the Manning Seniors Apartments. The proposed project would remove the aging skylights, which have become a recurring source of moisture intrusion, and replace them with light tunnels while completing the associated roof and interior restoration work required to protect the building envelope.

Recognizing the importance of addressing the issue, the project has also been identified in the Foundation's Capital Maintenance and Renewal (CMR) - Appendix D, as part of our Business Plan submission to ALSS, should the Capital Budget Request not be approved.

**Garrison Manor:**

Asbestos Removal and Flooring Replacement

Funding has been approved for the replacement of vinyl flooring in the two stairwells leading to the third floor at Garrison Manor. During project planning, it was determined that the existing flooring contains asbestos and has reached the end of its service life. The project will remove the asbestos-containing flooring and install new vinyl flooring, improving safety while renewing this original building component.

Unit 102 Accessibility Conversion

Funding has also been approved for the comprehensive renewal of Unit 102, which has been vacant since March 2023 due to its deteriorated condition. In addition to completing a full suite renovation, the project will convert the unit into an accessible suite. This will create the first fully accessible unit within the building, allowing a current wheelchair user residing on the second floor to relocate to a more suitable main-floor unit with improved access to the building entrance, laundry facilities, and common areas. The project supports both the long-term renewal of the asset and improved accessibility for current and future residents.

**Heritage Tower Lodge – Elevator Outage Update:**

The main elevator at Heritage Tower Lodge was successfully returned to service by TK Elevators on June 23, following extensive troubleshooting and repairs. The collaborative efforts between TK Elevators and

Otis proved instrumental in resolving the complex mechanical issues that had kept the elevator out of service since April 5.

On June 24, several minor issues were identified with the elevator doors. As Otis holds the existing service contract for the Foundation, they attended the site to investigate and completed the necessary adjustments. Since those repairs were completed, the elevator has been operating without incident.

With the elevator restored to service, the temporary operational measures implemented during the outage, including additional staffing supports, and meal delivery assistance have been discontinued.

In parallel, the Province is continuing to advance the planned elevator modernization project previously approved under the Capital Maintenance and Renewal (CMR) program. The Province is proceeding with posting the modernization project on Alberta Purchasing Connection for contractor procurement. The pre-bid site meeting is scheduled for July 8.

Once the specifications are complete, the procurement process to engage a contractor is expected to take approximately four to six weeks. Following contract award, additional time will be required for shop drawing reviews, material procurement, and equipment manufacturing, with current lead times estimated at 10 to 14 weeks before construction can commence. The timeline for the new elevator to be installed is currently unknown but expected to be significant. We have begun planning for this to minimize disruption to residents.

**Harvest Lodge:**

<u>Water Event Restoration</u>

Restoration of Harvest Lodge is now in its final stages, with the project substantially complete and preparations underway for the return of residents.

Residents and families have been advised that move-back planning has commenced. Lodge staff have been coordinating with residents and families to facilitate the return of furniture, personal belongings, and household items to resident suites in advance of occupancy. This approach is intended to reduce the time required for residents to transition back to the Lodge.

All repairs to the fire suppression and fire alarm systems have now been completed, including replacement of damaged devices, system programming, testing, and required inspections. We have received final occupancy clearance and expect that residents will start returning to the Harvest Lodge during the coming week. Home Care will coordinate move-in schedules for residents receiving services, while Lodge staff will coordinate the return of all other residents.

While the restoration project is nearing completion, several minor items remain outstanding:

Remaining Restoration Items (First Onsite):

- Installation of first-floor light fixtures upon receipt of replacement fixtures.

- A small amount of tile work in the first-floor janitorial room.
- Door adjustments required in 4 or 5 rooms due to flooring transition heights.

Foundation Work:

- Removal of the damaged tile flooring in the front vestibule has been completed. Vinyl sheet flooring will be installed once the replacement material has been received.
- We are working towards the replacement of the cabinet doors within the dining room area to address damage and improve the overall appearance of the space. The material has been ordered and should be delivered in approximately 4 weeks.

The Foundation recognizes the significant impact the extended restoration has had on residents, families, and staff. Throughout the past month, communication with residents and families has increased considerably through regular written updates and meetings intended to provide greater transparency regarding project status, remaining work, and move-back planning. Feedback received has been valuable and will be incorporated into the Foundation's review of emergency response, communication practices, and business continuity planning following completion of the project.

NPHF will continue to monitor the remaining work closely and will advise the Board once residents have successfully returned to the Lodge.

**Garden Court:**

Pre-Action System Installation

Delays with the installation of the pre-action system continue. North Peace Housing met with the engineer last week and are waiting to hear back on their scheduled start date.

Ice Damming and Subsequent Water Issues

Restoration work is complete. There will be no further updates.

**Garrison Manor:**

Ice Damming and Subsequent Water Issues

Restoration work on the 2 damaged units is complete. Minor renovations not covered by insurance will be completed by the Foundation in the upcoming weeks.

There will be no further updates.

**Nominal Sum Properties:**

The tenders for the foundation repairs, and roof and eavestrough replacement at 4823–45 Street in Grimshaw will be released on July 6, 2026.

**SRHI (Sustainable Remote Housing Initiative) - Cadotte Lake:**

The Foundation has engaged with an organization that may be interested in purchasing the 4 remaining manufactured homes. We are expecting an update by July 10, 2026.

**Westview – Fairview Development Committee:**

The Westview-Fairview Development Committee has a meeting scheduled for Wednesday, July 8, 2026, at 2:00 pm.

**Del-Air Lodge Redevelopment:**

LSM Lee's Sheet Metal has completed the required venting relocation work and remaining mechanical deficiencies. We are waiting on a date for the replacement of the siding on the east side of the building where the venting was originally located.

The guardrail has been installed along the existing sidewalk on the north side of the building.

A date for the paving deficiencies has yet to be scheduled.

***Board Actions: From the July 8, 2026, Board Meeting***

The Board directed that the Board of Directors approve the North Peace Housing Foundation's 2027–2029 Business Plan update, as presented, for submission to the Ministry of Assisted Living and Social Service.

The Board directed that the letter to ADM David Williams Re: Operational Observations and Recommendations Regarding Continuing Care Transitions and Implementation of Ministerial Order No. 2026-005 be sent as presented.

The Board directed that the North Peace Housing Foundation (NPHF) Development Committee be created as an Ad Hoc Committee of the Board to explore the development of properties in the NPHF region.

The Board directed that the Board of Directors approve the reallocation of up to $30,000 plus GST, from the previously approved Heritage Tower Lodge scooter storage project to the Heritage Tower Lodge landscaping project, increasing the landscaping budget to $130,000 plus GST, to complete the landscaping improvements around the entire perimeter of the building.

The Board directed that the Board of Directors Approve and adopt 6.12 The Technical Standards for AI-Assisted Transcription and Summarization Services Policy as presented.

The Board directed that the Board of Directors Approve and adopt 3.12 The Treatment of Assessment Appeal Impacts on Municipal Requisitions Policy as presented.

The Board directed that the Board of Directors receive the Governance Framework Review: Statutory Fiduciary Duties, Board Solidarity and the Role of Directors under the Management Body Operation and Administration Regulation (MBOAR) for information, endorse the governance principles contained therein, adopt the document as a Board Governance Reference to support Director orientation and ongoing governance education, and forward to municipal Councils for information. *Please see attached.*

Tammy Menssa
Executive Director

**Attached as per direction:**
**Governance Framework Review: Statutory Fiduciary Duties and Board Solidarity Under the MBOAR (Management Body Operation and Administration Regulation)**

Recent discussions surrounding Bill 28, municipal requisitions, and the respective roles of municipal councils and the North Peace Housing Foundation (NPHF) Board of Directors have highlighted the importance of reaffirming the governance framework under which the Foundation operates.

While Bill 28 introduces several positive changes for Housing Management Bodies (HMBs), it also increases the likelihood that Directors may experience competing responsibilities between their role as municipal elected officials and their role as Directors of the Foundation. As implementation of these legislative changes continues, it is important that all Directors share a common understanding of their statutory responsibilities, fiduciary obligations, and collective governance expectations.

At the request of the Board, Administration has prepared this briefing note to summarize the legislative framework governing the Foundation, clarify the fiduciary duties of Directors, and reaffirm the governance principles that support effective Board decision-making.

Legislative Context

The Municipal Affairs and Housing Statutes Amendment Act, 2026 (Bill 28) introduced several amendments affecting Housing Management Bodies operating under the Alberta Housing Act.
Key changes include:

- Establishment of Capital Maintenance Reserve Funds, Capital Reserve Funds, and Operating Reserve Funds for lodge accommodation.
- Expanded authority for Housing Management Bodies to requisition municipalities for approved reserve funding related to lodge operations.
- Clarification of the Minister's authority respecting municipal contributions to lodge reserve funds.
- Transition of lodge rate-setting provisions from the Act to regulation, while maintaining the Province's authority over resident affordability.

These amendments strengthen the long-term financial sustainability of Housing Management Bodies and provide greater flexibility in planning for future capital and operational needs.

Importantly, Bill 28 does not change the legal status of Housing Management Bodies or the fiduciary obligations of Directors. The North Peace Housing Foundation remains a corporation established under the Alberta Housing Act, and Directors continue to be governed by the same statutory and common law duties that have always applied.

Governance Framework

The governance responsibilities of Directors are established through several complementary sources of authority. Understanding this hierarchy is important because the Board's obligations exist independently of any internal governance policies adopted by the Foundation.

| Governance Authority | Purpose |
|---|---|
| Common Law | Establishes the fiduciary duties owed by corporate directors, including duties of loyalty, care, and avoidance of conflicts of interest. |
| Alberta Housing Act | Establishes Housing Management Bodies as corporations and provides their legislative mandate. |
| Management Body Operation and Administration Regulation (MBOAR) | Prescribes governance, financial management, conflicts of interest, and operational responsibilities. |
| Business Corporations Act *(as incorporated through MBOAR, s. 35(1))* | Provides guidance regarding director standards, indemnification, and corporate governance principles. |
| Ministerial Order H:062/95 | Establishes the North Peace Housing Foundation and defines its regional mandate. |
| NPHF Governance Policies | Provide operational guidance that supports and reinforces legislative requirements. |

Fiduciary Duties of Directors

As Directors of a corporation established under the Alberta Housing Act, Board members owe their fiduciary duty to the North Peace Housing Foundation itself. This responsibility exists regardless of the municipality from which a Director has been appointed and applies equally to every Director around the Board table.

- Duty of Loyalty
  Directors must act honestly, in good faith, and in the best interests of the Foundation. Decisions should promote the long-term sustainability of the organization and its ability to fulfill its legislated mandate rather than the interests of any individual municipality or stakeholder.
- Duty of Care
  Directors are expected to exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. This includes preparing for meetings, understanding information presented, asking questions where necessary, and making informed decisions.
- Duty of Obedience
  Directors must ensure that the Foundation operates within its legislative authority and complies with applicable legislation, regulations, Ministerial Orders, and Board policies.

- Duty to Avoid Conflicts of Interest
  Directors must avoid situations where personal, financial, or external interests conflict, or could reasonably be perceived to conflict, with the interests of the Foundation. Where a pecuniary interest exists, the requirements of the MBOAR must be followed through declaration of the conflict, abstention from discussion and voting, and withdrawal from the meeting as required.

For the North Peace Housing Foundation, acting in the "best interests of the Foundation" means advancing the Foundation's statutory mandate to provide affordable and supportive housing throughout its service region. Decisions should be evaluated based on their impact on the organization as a whole rather than their impact on any individual municipality or community.

Serving Two Public Roles

NPHF Directors also serve as elected municipal officials. These are complementary public service roles; however, they carry different legal responsibilities.

| As a Municipal Councillor | As an NPHF Director |
|---|---|
| Represents the interests of a municipality and its residents. | Represents the interests of the Foundation as a whole. |
| Accountable to municipal electors and Council. | Accountable to the Foundation and its legislated mandate. |
| Focuses on local municipal priorities. | Focuses on regional housing priorities across the Foundation's service area. |
| Governed by municipal legislation. | Governed by the Alberta Housing Act, MBOAR, common law, and Board governance policies. |

Municipal perspectives are valuable and should inform Board discussion; however, once Directors participate in Foundation governance, their fiduciary obligation is to the Foundation. Accordingly, Directors should not advocate solely for the interests of an individual municipality, where doing so would conflict with the best interests of the Foundation or its ability to fulfill its legislated mandate.

This expectation is consistent with Board Governance Policy 1.6, which affirms that Directors have a fiduciary responsibility to act in the best interests of the Foundation rather than any individual municipality.

Governance Expectations

Speaking with One Voice

- The Board functions as a collective decision-making body. Directors are encouraged to openly express differing opinions during discussion and debate. Once the Board has made a decision, however, that decision becomes the decision of the corporation.

- Consistent with Board Governance Policy 4.1, Directors are expected to support Board decisions publicly, regardless of how they voted during deliberations. Where a Director cannot personally support a decision, they are expected to respect and uphold the Board's authority to make majority decisions.
- Publicly advocating against approved Board decisions or advancing conflicting positions in another forum may undermine Board effectiveness, weaken the Foundation's credibility, and compromise its ability to fulfill its regional mandate.

Confidentiality

- Board discussions often involve confidential information relating to residents, employees, legal matters, negotiations, and strategic planning.
- Both Board Governance Policy 4.1 and Section 5.6(1)(e) of the MBOAR require Directors to maintain confidentiality. Disclosure of confidential information may constitute grounds for disqualification as a Director.
- Confidential Board deliberations should not be shared with municipal councils or other external parties unless authorized by the Board or required by law.

Governance and Management

- The Board governs through policy, strategic direction, and oversight.
- Administration, under the leadership of the Chief Administrative Officer (CAO), is responsible for the day-to-day management and operation of the Foundation and for implementing the strategic direction established by the Board.
- Consistent with Board Governance Policy 1.6, individual Directors do not direct Foundation staff or request operational action outside the authority delegated by the Board. Information requests relating to Foundation business should be directed through the CAO, who may designate staff to respond as appropriate.
- Maintaining this governance-management distinction preserves accountability, ensures consistent communication, and protects the integrity of the organization's chain of command.

Managing External Concerns

- Directors are frequently approached by residents, families, municipal officials, and members of the public regarding Foundation matters.
- To ensure consistency and fairness, Board Governance Policy 4.4 – External Concerns establishes that Directors should:
    - Acknowledge concerns respectfully.
    - Avoid offering personal opinions, commitments, or solutions.
    - Forward concerns to the Chief Administrative Officer for appropriate review.
    - Utilize the communication protocols adopted by the Board.
- This process allows concerns to be addressed consistently while ensuring the Foundation speaks with one voice.

The North Peace Housing Foundation operates within a well-established legislative and governance framework that clearly defines the responsibilities of its Board of Directors.

Although Bill 28 introduces important financial and operational changes for Housing Management Bodies, it does not alter the fundamental fiduciary obligations of Directors. Those responsibilities continue to require Directors to act honestly, in good faith, and in the best interests of the Foundation while supporting the Board's collective decisions and maintaining the distinction between municipal responsibilities and Foundation governance.

Effective governance depends upon a shared understanding of these principles. By continuing to act in accordance with the Alberta Housing Act, the Management Body Operation and Administration Regulation, Ministerial Order H:062/95, and the Foundation's Governance Policies, the Board strengthens its ability to provide strategic leadership, maintain public confidence, and fulfill the Foundation's regional mandate on behalf of the residents and communities it serves.

MINUTES OF THE PEACE REGIONAL HEALTHCARE ATTRACTION AND RETENTION COMMITTEE MEETING HELD ON AUGUST 4, 2026 IN THE COUNCIL CHAMBERS

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**PRESENT:**

Shelly Shannon - Chair, Town of Peace River
Ken Herlinveaux - MD of Peace 135
Dan Boisvert - Public Member at Large
Kayla Parsons - Interim Chief Administrative Officer
Ken Drysdale - Maskwa Medical Center, Chairman
Brent Hoyseth - Maskwa Medical Center

by Zoom:
Kyle Dziengielewski - Northern Sunrise County
Perry Skrlik - Village of Nampa
Cheryl Anderson - Public Member at Large

**REGRETS:**

Gary These - County of Northern Lights
Lana deBoon - Peace River Medical Clinic
Crystal Owens - Public Member at Large
Corey Brunham - Manager, EMS Clinical Operations, North Zone

**RECORDING SECRETARY:**

Kelinda MacRoberts - Corporate Services Administrative Assistant

DRAFT

**I CALL TO ORDER**

**1** Meeting called to order at 6:59 pm.

**II ADOPTION OF AGENDA**

**1** Additions: New Business - Members at Large Conference Attendance

**2** Deletions: None.

**Motion-2026-13** **K. Herlinveaux moved to accept the agenda of the August 4, 2026 Peace Regional Healthcare Attraction and Retention Committee, as amended.**
**CARRIED**

MINUTES OF THE PEACE REGIONAL HEALTHCARE ATTRACTION AND RETENTION COMMITTEE MEETING HELD ON AUGUST 4, 2026 IN THE COUNCIL CHAMBERS

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**III** **ADOPTION OF MINUTES**

**1** Minutes of the May 5, 2026 Peace Regional Healthcare Attraction and Retention Committee

**Motion-2026-14** **P. Skrlik moved to accept the minutes of the May 5, 2026 Peace Regional Healthcare Attraction and Retention Committee, as presented.**
**CARRIED**

**IV** **DELEGATION PRESENTATIONS**

**1** Maskwa Medical Centre
Ken Drysdale and Brent Hoyseth complete presentation to the Committee.

**V** **UNFINISHED BUSINESS**

**1** May 20, 2026 Hospital BBQ Cost Overages

**Motion-2026-15** **D. Boisvert moved to approve the overages of $43.86 for the cake from Freson Market Ltd. and $300.00 for the catering with Board n Barrel.**
**CARRIED**

**2** RHPAP Conference Update - October 6, 7, 8, 2026
Busses are needed for a staggered shuttle to Lac Cardinal Park, 164 registered guests, 200 swag bags are collected.

**3** Door Prizes for RHPAP Conference
Twenty-five door prizes are required for the Conference. Prizes collected thus far are honey, a cooler, basket and a picture. Local consumables are preferred.

**VI** **NEW BUSINESS**

**1** Update by Healthcare Providers
Peace River received four new learners from July 2, 2026 to September 20, 2026. These four worked under the Doctors at the Peace River Medical Clinic.

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**2** Public Member at Large Resignation
Will advertise for two vacant positions with the Peace Regional Health Attraction & Retention Committee.

**3** Members at Large Conference Attendance

**Motion-2026-16** **P. Skrlik moves to approve reimbursement of the RHPAP conference registration fees for Public at Large Committee members that attend the conference.**
**CARRIED**

## VII REPORTS

**1** Financial Report as of July 13, 2026

**Motion-2026-17** **K. Dziengielewski moves that the Peace Regional Health Attraction and Retention Committee accept the Schedule of Expenditures and Revenues, as at July 13, 2026.**
**CARRIED**

## VIII INFORMATION

**1** Next Meeting will be held on November 10, 2026

**Motion-2026-18** **K. Dziengielewski moves to reschedule the next Peace Regional Health Attraction & Retention Committee meeting from November 3, 2026 to November 10, 2026.**
**CARRIED**

## IX ADJOURNMENT

**1** Meeting adjourned at 8:17 pm.

**Chairperson**

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PEACE RIVER

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TRADITIONAL

POWWOW

Dear Esteemed Sponsors,

We extend our heartfelt appreciation for your invaluable support of the Peace River Traditional Pow Wow.
Your generous contribution greatly enhanced the celebration, and your participation in Indigenous traditions cultivated cultural unity within our community, and for that, we are grateful.

The success of the past year fuels our excitement for the upcoming Pow Wow. Plans for next year are already in motion, and your involvement fosters an immersive and authentic experience. We will continue to grow the Pow Wow and find innovative ways to grow this grassroots custom. The collaboration of communities and organizations coming together to make this Pow Wow happen every year is synonymous with Truth and Reconciliation in Peace River and the surrounding area.

Thank you for being an integral part of this journey.

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(Thank you all, I am grateful to you all)

The Pow Wow Planning Committee