



North Peace Housing Foundation

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To: The Board of Directors

From: Tammy Menssa, Executive Director

Date: November 30, 2023

Re: Approved 2023 Lodge Budget, Project Updates

Total budgeted revenue for 2023 was \$7,742,598.00, up from \$7,490,474.00, budgeted for 2022.

To date, our revenue is 8.4M. Improved revenue can be attributed to a lift in LAP funding (Lodge Assistance Program), as we budgeted low to err on the side of caution. We had anticipated COVID funding to wind down at the end of June, however, the Province continues to fund shortfalls in occupancy compared to a baseline set in 2020. So far in 2023, we have billed the Province \$200,000.00, with 2 months left to report. An additional \$200,000.00 can be attributed to bank account interest, primarily with the DNAs (Demand Notice Accounts).

- ✓ Completed
- × Not completed/required
- In Progress

Foundation Wide

- ✓ Dollars were allocated for the hiring of a Manager of Human Resources – although later in the year than expected, this position has been filled.
- ✓ \$30,000.00 additional budget dollars were added for staff training and development, of which \$8,432.12 was spent in 2023. Going forward, the Manager of Human Resources and Director of Operations will be coordinating staff training and development.

Central Office

- ✓ \$16,200.00 was budgeted for *Avanti Time and Attendance* implementation; the actual cost has been quoted at \$20,000.00. The Foundation was successful in its application for a Community Services Covid Recovery Fund grant in the amount of \$20,000.00; therefore, the implementation will be at no cost to the Foundation.

Del-Air Lodge

- ✓ \$30,000.00 was allocated to the west wing conversion of an existing Lodge room into a one-bedroom suite. \$20,000.00 has been spent to date, with some minor work yet to be completed.
- ✓ \$9,000.00 was budgeted for the replacement/addition of siding and overhead doors for the existing garage, allowing the handi-van to pull through. The doors alone came in overbudget at

“Everyone Has a Place to Call Home”

\$10,900.00. New siding for the existing garage was quoted at \$14,500.00. Total budget overage was \$16,400.00.

- ✓ New siding for the existing building was an unexpected expense and was quoted at \$113,371.00.
- \$225,000.00 was budgeted for suite and common area furnishing for the new DSL wing and the replacement of common area furniture for the existing facility. The furniture scope of work is in progress.

Homesteader Lodge

- ✓ The purchase and installation of a back-up generator is nearing completion. It was originally budgeted at \$125,000.00; the final contracted price was \$207,647.00 plus GST.
- × Installation of a concrete pad for the generator was budgeted at \$5,000.00. The pad was no longer required, as the installation of screw piles was part of backup generator installation.
- \$45,000.00 was budgeted for the replacement of common area furniture. The furniture scope of work is in progress.

Heritage Tower

- × Every year the Foundation allocates budget dollars to replace sealed window units in the dining room/common area and weather-stripping to improve weather seal, as required. In 2023, the Foundation allocated \$10,000.00; however, no units required replacement.

Harvest Lodge

- ✓ \$15,000.00 was budgeted for sidewalk and flower bed concrete/stonework. The project came in under budget at \$ 14,000.00.
- ✓ \$8,000.00 was allocated to landscaping, including clean-up and replanting of flower beds. The project came in over budget at \$9,000.00.
- \$12,500.00 was allocated to the replacement of counter tops in the coffee servery, administrative, and craft areas. The information is ready to put to tender.
- × \$4,000.00 was budgeted for repairing the parging on the south side of the building.
 - ✓ \$4,000.00 was spent on the repair of wind damage to the roof.
- ✓ \$15,000.00 was budgeted to the repair of the existing parking lot, \$4,900.00 was spent.

General Costs

- ✓ \$20,000.00 was budgeted for the replacement of 1 high efficiency commercial washer and \$10,000.00 towards the replacement of 1 high efficiency commercial dryer. The 2 combined came to a total of \$31,000.00
 - ✓ Unexpected costs associated with the delivery and installation of the new appliances (electrical work, HVAC, and equipment to get them into the building) came to an additional \$2,600.00.
- \$200,000.00 was budgeted for upgrading the existing nurse call system at the Harvest and Homesteader Lodges. Harvest has been quoted at \$132,180.00 and Homesteader at \$97,800.00; \$29,980.00 over budget.

- ✓ \$50,000.00 was budgeted for WIFI availability for all residents across the Foundation, with the first location earmarked for installation being Harvest Lodge. The project is nearing completion at \$3,650.00, with an additional \$2,700.00 being considered to add additional access points, if we determine that it is necessary to proceed.

Total budgeted Expenditures: \$7,573,843.00.

To date, our expenses total \$5,978,000.00 with 2 months of utilities, HR costs, operating maintenance, etc.

Recommendation

Accept as information.



Tammy Menssa
Executive Director