



North Peace Housing Foundation

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Email: tammy.menssa@nphf.ca

To: The Board of Directors
From: Tammy Menssa, Executive Director
Date: May 28, 2020
Re: Business Plan and NPHF Strategic Planning Survey

As announced on January 22, 2020, business plans have changed to a 3-year cycle. In year 1, a full submission is required and in year 2 and 3, an update on that 3-year plan is required. Last year NPHF provided a full business plan for our 2020-2022 fiscal year, so the requirement this year is to provide an update to specific appendixes within that business plan submission.

Alberta Seniors has provided HMB's with the 2020-22 Business Plan appendixes that we have been asked to complete and return by June 30th, 2020. Given the current environment and with focus shifted towards COVID-19, the province understands this target may not be achievable as staff energy, time and resources may be refocused with the current pandemic and are allowing an extension if required. We do not feel that this will be necessary and are confident that we will have our submission in on time.

Our existing 2020-2022 Business Plan information will be used to evaluate and, if required, develop a business case with the intent of requesting additional funding for our operational needs. A summary of the changes are noted below:

Appendix C - Financial Budget and Forecasts - REVISED

The requested update relates to the Social Housing portfolio and is simplified for 3 pieces of information.

- Complete the 2020 site level as submitted to the department that our bottom line equals our 2020 approved budget.
- Forecast our 2020 fiscal year and identify cost pressures as compared to our 2020 site level budgets.
- Project our 2021 fiscal year and identify cost pressures as compared to our 2020 site level budgets.
- *COVID-19 related items:*
 - COVID-19 "Loss of Rental Revenue", as applicable, will be specifically identified as a cost pressures separate from other loss of revenue items.
 - COVID-19 "Prevention" or "Direct" expenses, as applicable, will be tracked as an "other expense" for the related program.
 - *NOTE: this report does not request COVID-19 loss of revenue or expenses for the lodge program.*

Appendix D - Capital Maintenance and Renewal (CMR)

- NPHF has been provided with a pre-populated Appendix D of all Capital Maintenance projects that have not been approved, as per Alberta Seniors records, and have been asked to add, delete, and update as required.

Appendix E - Capital Priorities

We will be reviewing the previously submitted request for the expansion of the Harvest Lodge and update as required, and have reached out to Lynda Cuppens, Executive Director, Housing Capital Programs Branch (HCP), Housing Division for guidance on the best way to proceed with the redevelopment of Spruce Court. We have not received a response at this time.

Appendix F - Surplus Properties

NPHF does not have additional surplus properties for consideration at this time and will not be submitting a request.

Appendix G – Capital Asset Questionnaire

NPHF does not have Contaminated Sites and/or Asset Impairments at this time and will complete the questionnaire accordingly.

Our updated Business Plan submission will allow the province to align with their quarterly reporting to Treasury Board as it identifies items for consideration. With proper information they will have the ability to quantify needs, review options and develop a plan forward to allow for well informed decision making. Updates to our previously submitted 2020-22 Business Plan will validate our needs, as the province may be going back to Treasury Board & Finance to make a case for additional funding.

We have received further clarification from Housing Operations, Housing Division stating that the updated appendixes do not require Board approval before submission but will be submitted for Board review at the July 8th, 2020 Board meeting.

The body of the Business Plan will be updated and submitted to the Board for review once all Strategic Planning Surveys have been received, compiled, and compared to the existing information.

Recommendation:

Accept as information.



Tammy Menssa
Executive Director