

Directors Report

For the month of September 2022

1. Executive Director

COVID-19 Update

Heritage Tower Lodge remains in outbreak; the Foundation continues to take direction from the Medical Officer of Health and follows all outbreak and infection prevention protocols as directed by AHS.

Nominal Sum Properties

We continue to advertise the 3 remaining properties for sale, but there has been minimal interest.

Cadotte Lake Trailer Disposition

No update at this time.

West View Condominium Project

The Foundation has received 33 responses to the West View development survey. Administration will be reviewing the responses, analyzing the results, and determining next steps in the upcoming weeks.

Del Air Lodge Redevelopment

- Wood framing and concrete formwork continues.
- The work on the basement is on hold until the level of soil contamination is determined, and a reclamation plan is in place, resulting in further delays.
- Our regularly scheduled meeting on September 30 has been cancelled in recognition of National Truth and Reconciliation Day.

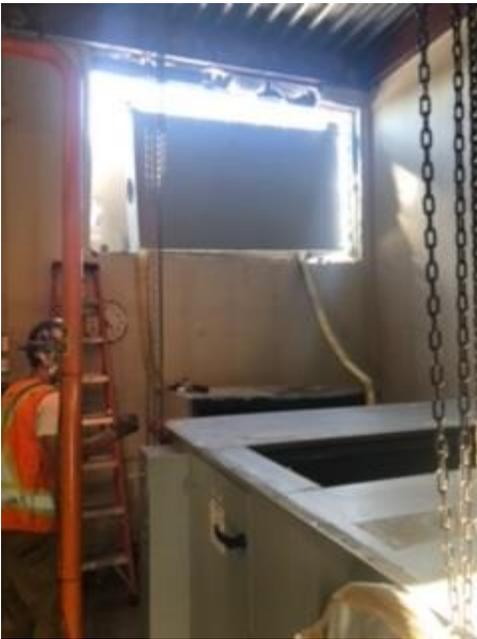
General

Heritage Tower HVAC System Replacement

- Crews arrived on site on Monday, September 26, and started disconnecting the existing system and preparing for the removal of the old equipment. This included assembling scaffolding on the southeast side of the building and opening up the air return to gain access into the 7th floor mechanical room.
- Concrete work for the placement of the new air conditioning units started on the southside of the building on the 26th as well.
- The crane arrived on site on Wednesday, September 28.
 - All residents on the 6th floor of the facility were evacuated as a precautionary measure.
 - The old equipment that had been disassembled previously was lowered down in a basket.

- The new equipment was lifted over the building in pieces and lowered onto the scaffolding located on the roof on the southeast side of the building. The new makeup air unit was then moved (rolled) into the 7th floor mechanical room and assembled.





Human Resources

The Foundation continues to post the Human Resources Manager position, as a suitable candidate has not been found.

We have posted for 2 Administrative Assistant positions: one for the Peace River Senior Portfolio, working out of the Heritage Tower Lodge, and one for the Fairview Senior and Social Housing Portfolio, working

out of the Harvest Lodge. There has been an overwhelming response to the ads and interviews are being scheduled over the upcoming weeks.

2. Director of Housing Operations and Special Projects

- The new application process continues to be monitored and adjusted as required.
- The volunteer application and orientation package are still under review.
- New tablets for the kitchen staff have been delivered. Staff have been trained on the new Complete Purchasing (CPS) Order Guide and inventory process.
 - A meeting has been scheduled for October to gather feedback from staff, as they will have had time to become more comfortable with the new system.
- Health and Safety
 - The annual audit is scheduled for the first week of October.
 - The Committee continues to redevelop the departmental inspections to make them more relevant to our operations.
 - In addition to the legislated H&S Committee member training, the Committee has also received training in incident investigations, inspections, and FOIP.
 - Although only required to meet quarterly, the Committee has met 4 times since April and will continue to meet throughout the remainder of the year.
- A Management and Leadership training program has been developed for Foundation Managers and offered to other north region Housing Management Bodies for a fee.
 - The sessions include the opportunity for networking, a 4-hour training session facilitated by Stacey Messner, HR Professional, as well as a catered lunch.
 - The first full day session was held on September 27.
 - The second session in the series is scheduled for November of this year. Additional sessions will be held in 2023.
- Legion Court Update
 - The Housing Accommodations Manager has sent out a memo to tenants responding to the concerns that were outlined in the recent newspaper article.
 - The RCMP have been contacted with the hope that they will be available to speak with tenants about their current safety concerns and what they can do to protect themselves. We are waiting for a response.

3. Director of IT, Communications, and Stakeholder Relations

Key items:

- Working on policies
- Develop posts for Administrative Assistants
- Responding to information requests
- Create Health & Safety Posters
- Continued advertising for multiple positions across the Foundation

- Updating of photography for Senior's Self-Contained units
- Updates to the Del-Air Redevelopment webpage
- Additional gathering of Westview survey results

4. Director of Finance

Preliminary discussions for the 2023 Lodge and Affordable budgets started mid-September. Meetings will take place regularly over the next month in order to prepare a preliminary budget to be presented at the November board meeting, with the final presentation for approval to follow in December.

We have also been examining the 2022 Social Housing budget/forecast to get an idea of where we will be for year-end. Our early estimates indicate that we could be significantly over-budget. Many factors contribute to this increase, but primarily bad debts, an extended period of higher-than-expected utility costs, and the increased costs of materials. There is still some time to turn things around. We have made some immediate changes in focus to redirect our maintenance staff to focus more on our lodges and affordable programs, and only doing the necessities in our social housing units. This should help us reduce both our maintenance costs and associated HR costs for the remainder of the year and hopefully bring us back closer to budget.

Earlier this month, the province also reached out to a number of Management Bodies asking for some stronger feedback on cost pressures expected for 2023. The implication of this feedback is to present a stronger case to Treasury in hopes of scoring a larger allocation of funds to be used for Social Housing (higher deficit funding) and Lodges (increases to LAP grants). Our responses focused strongly on our bad debts and unsuitable units and how those continue to negatively compound every year they aren't addressed. Hopefully, the purse strings be loosened up and more funding will be made available to better support our inventory.

Lastly, a brief note on the financial reporting of the social housing portfolio. The "Investment Income" from the sales of the homes has been removed from the income statement. It was incorrectly coded as revenue instead of as a deferred grant. When those funds are accessed in the future for development, they will be recorded as revenue at that time.

5. Maintenance

- The air-conditioning unit salvaged from the Autumn Lodge in Berwyn has been installed in the kitchen at the Harvest Lodge in Fairview.
- There are units ready to rent in all programs and in all locations.
- Outdoor landscaping and fall clean-up work continues in all areas while weather permits.
 - Harvest Lodge grounds required landscaping to redirect water away from the building. Additionally, a large flower bed located at the front of the building has been cleaned up and will be replanted in the spring of 2023.

- We hope to complete some necessary concrete work at the Harvest Lodge while the weather holds.
- Maintenance staff will be redirected to the lodge program in the upcoming months, as budget constraints in the Social Housing portfolio are becoming apparent.

Tammy Menssa
Executive Director