

Directors Report

For the month of April 2022

1. Executive Director

COVID-19 Update

Outbreaks:

As reported throughout the month, the most recent outbreak at the Heritage Tower Lodge is still in place, as tenants have continued to either become symptomatic and test positive or are asymptomatic and test positive after prevalence testing. Public Health did prevalence testing on 13 residents on April 27; we are waiting to receive the results.

All Lodges continue to follow the CMOH Orders that are still in place in Health facilities and maintain ongoing Infection Prevention and Control measures as required.

Lodge Visitation:

With the transmissibility of the Omicron variant of the COVID-19 virus and the recent number of outbreaks that we have experienced in our facilities, North Peace Housing Foundation asked visitors to restrict visitation to resident rooms in all our facilities.

The current Health orders in place with regards to visitation are as follows:

CMOH Order 06-2022 states that all "visiting persons must wear a well-fitting surgical/procedure mask OR they may use a well-fitted KN95 or N95 facemask or a respirator...Visiting persons who are spending time with residents with communication challenges (e.g. hearing concerns) where a mask would inhibit communication being provided, can remove mask while in a private space in the building if the resident consents and a distance of two meters is maintained between the visitor and the resident at all times. Masks can be temporarily removed for the purpose of eating and drinking and be replaced immediately after the food/drink is complete. A distance of two meters should be maintained while the mask is removed."

The Foundation takes the safety and security of our residents very seriously, therefore Administration made the decision to request visitation in the resident rooms to reduce the likelihood of the transmission of the COVID-19 virus. When the Homesteader Lodge Residents' Association brought forward concerns regarding our visitation protocol, we responded with the commitment to survey all residents and family members across the Foundation to determine their wishes. If the majority at each facility want to visit outside of their rooms, that is the direction that the Foundation will take.

Due to the size of some of our dining rooms and the requirement to social distance when unmasked while eating or drinking, we are looking at having dedicated visitation space provided in part of the common area to accommodate the residents' and families' wishes, and to continue to comply with the current CMOH orders.

Nominal Sum Properties

The Foundation sold the last available house in Berwyn and have received an official offer for one of the two houses for sale in Blue Sky. We continue to show the houses in Grimshaw.

West View Condominium Project

No update currently.

Del Air Lodge Redevelopment

The design of the project is on schedule.

The construction team continues to work with the design and subtrade teams. Intent is to mobilize to site in the upcoming month.

Current tender and procurement timelines are on schedule.

On April 6, 2022, Alberta Social Housing Corporation posted an add in the Mile Zero Banner Post advertising the sale and removal of the 2 existing houses on Lot 9 and Lot 10 next to the Del Air Lodge to free up land for the development. Successful proponents were to have 30 days to remove the existing houses from the site. The posting closed on April 20, 2022; no bids were received.

General

Heritage Tower HVAC System Replacement

No update currently.

Human Resources

The Housing Accommodations Manager position for the Hines Creek/Worsley portfolio has been posted and we have started to receive resumes. We hope to interview for the position in the upcoming weeks.

Harvest/Garrison Manor Parking

We have received a second quote for the land appraisal and hope to have that work started as schedules permit.

2. Director of Housing Operations and Special Projects

Resident and Tenant Levels

As of the end of March 2022, we had a total of 169 occupied lodge units, down 2 from the previous month. Our lodge unit occupancy at the end of March was 75% of the 224 lodge units.

We had 114 occupied Senior Self-Contained units at the end of March, up 2 from the previous month. Our occupancy rate at the end of March was 87% of the 130 total units.

Garden Court Seniors Apartments had 55 of the 63 units occupied at the end of March, down 1 from the previous month; our occupancy rate was 87%. We had 5 out of the 8 trailers in Cadotte occupied at the end of March.

The Family Housing program had 92 of the 123 units occupied, with an overall occupancy of 74%.

We had 24 Rent Assistance Benefit (RAB) recipients in March. There is currently no availability in the program as it is in line with the forecasted budget.

Annual Resident and Tenant meetings

Our first Resident and Tenant meetings of 2022 were held April 28 in Fairview. We visited both Harvest Lodge and Garrison Manor.

We will be in other communities on the following days:

Manning (Del Air Lodge, Manning Seniors Apartments/Affordable) - May 3

Peace River (Heritage Tower and Greene Valley Apartments) - May 5

Grimshaw (Legion Court, Legion Place, Autumn Villa, and Family Housing) - May 10

Peace River (Garden Court and Family Housing) - May 17

Hines Creek (Homesteader Lodge and Pioneer Village) - May 31

Nampa- June 2

A conference call for anyone available to attend has been scheduled on the evening of May 31.

3. Director of IT, Communications, and Stakeholder Relations

Notable items for the month of April include:

- Resident/Tenant meetings information and posters,
- Home sale promotions,
- Job postings for Mangers and Casuals,

- Modifications to the online-application forms,
- Photographing the two trailers for sale in Cadotte,
- Researching Wireless options for Harvest Lodge

4. Director of Finance

Following the Audit presentation last month by MNP, senior management investigated the proposed write-off of the expenses for the proposed West Hill developments and found the auditor’s recommendation to be fair. LAP (Lodge Assistance Program) Grant submissions were due on April 1st. While the occupancy levels still remain lower than typical, the province has agreed to continue matching the LAP Grant to the better of current or the February 2020 count. With this confirmation, lodge revenues should increase about \$85,000 over the budgeted amounts. The 2022 budget information has been added to the reporting this month, with some changes to the variance reporting now showing the percentage of budget earned/spent. Included in the budget is the recently approved additional funds for the furniture replacement at Heritage Tower that we wanted to accomplish in 2021.

As a response to increasing inflation, the Bank of Canada raised the prime rate in March and once again in April to 1% from 0.25%. This increase, while a boon to the interest earned on our bank accounts affects our loan obligations, increasing the interest rates on those loans to 3.2%, however the Foundation is in a good position to weather this storm. The decision to pay off the line of credit remains the right decision.

From Investopedia.com, “Debt/Equity ratios vary widely between industries. However, regardless of the specific nature of a business, a downward trend over time in the D/E ratio is a good indicator a company is on increasingly solid financial ground.” I am pleased to report our D/E ratio is trending in the downward.

Dec 2015	Dec 2016	Dec 2017	Dec 2018	Dec 2019	Dec 2020	Dec 2021
2.33	2.44	2.69	2.22	1.82	1.67	1.48

The increases to the D/E ratio in 2016 and 2017 were due to the construction of the Office and Rotary House, which was financed through the Line of Credit.

Upcoming events:

- Annual Income Reviews have begun. New rent rates come into effect July 2022.
- Annual power reconciliation cycle has just completed. Individual tenant accounts will be reconciled, and the differences posted to the resident ledgers for June.
- Social Housing budget proposal for 2023 – appendix C of the business plan.