

# Directors' Report

*For the month of April 2024*

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## 1. Executive Director

Asset Transfer

There are no updates from the Province.

Nominal Sum Properties

No update to report.

SRHI (Sustainable Remote Housing Initiative) - Cadotte Lake

No update to report.

Westview – Fairview Development Committee

No update to report.

Del-Air Lodge Redevelopment

Renovations continue on the existing Lodge; Chandos continues to work with NPHF on finding the best route for mechanical and electrical; Chandos continues to work on deficiencies; Painter/Drywaller will be on site next week to address deficiencies. The tile on the fireplace will be installed once it is delivered on-site. The quote to extend the heat in the dining room has not been received.

Chandos is waiting for the remaining fire door hardware to be delivered and will let everyone know when they are ready for the next inspection (after deficiencies are addressed). Public Health will be onsite to do an inspection at that time.

The garage is still being utilized by Chandos. Once it has been transferred back to the Foundation, all spare parts, including extra siding, will be stored there. NPHF will sign off on all spare parts.

The report for the first Fire Alarm VI has been received. The second will be completed once the renovation is completed.

Kitchen training is completed. Chandos will be supplying and installing the built-in oven and cooktop in the sub-kitchen in the new wing.

Building safety and security will be monitored more closely as doors in the new wing have at times been left open throughout the day.

The roller shades in the new wing are acceptable from a privacy perspective; however, Chandos will be contacting the supplier regarding the plastic guards that are on the pull, as they make the operation of the shade very difficult.

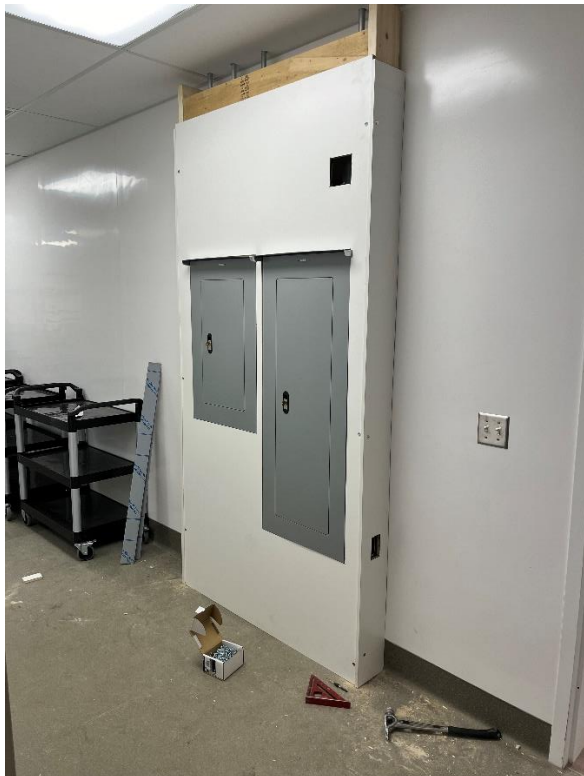
Further investigation is required on the commercial washing machine, as the floor continues to vibrate beyond an acceptable level, even after the RPMs were reduced. Structural changes will be made to ensure that the equipment can be used as it is intended.

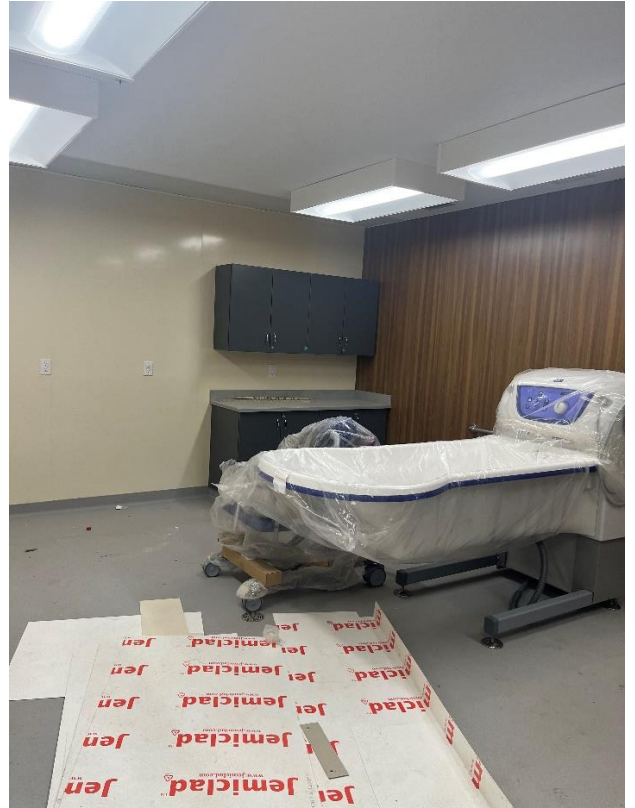
The south commercial washing machine has a water issue (leaking from the back of the machine); laundry chemicals have been connected by Diversey, but there are issues with programming; Chandos and NPHF will connect to communicate the contact info of both parties to get the issues resolved.

The microwave and shelf in the commercial kitchen have been relocated, reducing the risk of accidentally bumping into the emergency shut-down button.

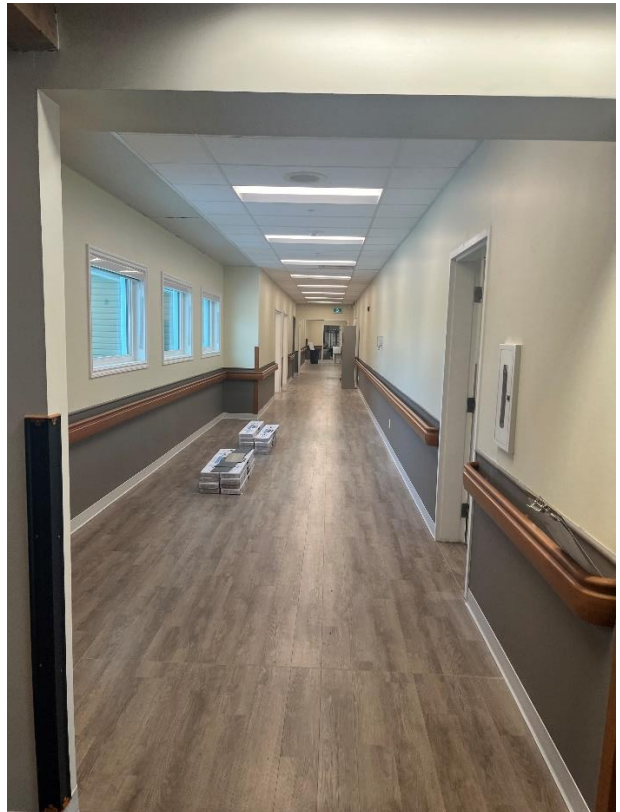
Chandos will provide an updated project schedule once the sneeze guard has been manufactured (the original guard was not to NPHF and Public Health standards) and the door hardware arrives.

Substantial completion is estimated for mid-May with an expected occupancy of mid-June, 2024.















#### Regional Needs Assessment

Derek Weiss, Consultant, will be attending the upcoming Strategic Planning Session to present additional information to support next steps and strategy development.

#### Avanti Time and Attendance Payroll System

The Avanti Team continues to meet with the Foundation to configure Time & Attendance. We do not have a go-live date scheduled at this time.

#### Wi-Fi Availability

Mighty Peace Wireless is continuing work on the Wi-Fi installation at both the Del-Air and Harvest Lodge.

There are no updates on the projected cost of installation at the Heritage Tower Lodge.

#### Homesteader Lodge Emergency Back-up Generator

Kamwin Electric installed the exterior cabinet on April 15, 2024, and have been working on the conduits to interconnect the generator equipment since that time.

On April 24, ATCO Electric was on site as the Lodge had two separate power outages. The first to connect a temporary generator to the existing service and the second to transfer to the new electrical service. Both shutdowns took 30-45 minutes and have been coordinated with the Lodge Manager.

The generator commissioning has been scheduled for April 29 & 30. Part of the commissioning is to complete a power transfer to the generator to ensure that everything is working properly. Training on the new equipment will happen at that time.

The project is due to be completed by the end of April.

#### Harvest/Homesteader/Heritage Tower Lodge Nurse Call System Replacement

ASCCI North Inc. is wrapping up the installation of the Nurse Call system at the Del-Air Lodge in Manning. Training is scheduled for the week of April 22, 2024.

The Harvest Lodge installation is in progress.

There are no updates on the Homesteader or Heritage Tower Lodge replacement project.

#### Construct360

No updates to report.

### 2. Director of Housing Operations and Special Projects

- Furniture delivery at Homesteader and Del-Air is tentatively scheduled to begin in late May.
- Window covering RFP for Homesteader and Del-Air is in progress.
- In Progress:
  - smoking policy updates
  - updating lease agreements
  - updating menu for spring/summer to better reflect actual practice
- Attended Health and Safety Committee quarterly meeting

### 3. Director of IT, Communications, and Stakeholder Relations

- Worked with Clayton and Tammy on presentation for the Board Strategic Planning meeting.
- Assisted in Setup of the Peace River Spring Tradeshow booth.
  - Created Name Tags
  - Developed Video
- Attended the Peace River Spring Tradeshow.
- Investigating email and printer issues.
- Responded to information requests.
- Resolved computer and printer issues at our lodges.

#### 4. Director of Finance

- Social Housing Budget (2024) is still in progress, leaving that section of the Interim Financial Statements without a budget comparison. Similarly, the Dashboard presented this month has no variance to budget for Social Housing, and the overall NPHF variance to budget has been modified this month to exclude the social housing portfolio as the variance was highly inaccurate.
- Annual Income Reviews are coming in – about 1/3 of all reviews due, have been received so far. New rates become effective July 1<sup>st</sup>.
- The insurance recovery for Garden Court has taken longer than expected. Tammy and I had a call with the adjuster this past Wednesday to review some of the submitted invoices and we are hopeful there will be a release of funds coming soon.
- Following the audit, 2023 performance of Garden Court was evaluated and there was approximately \$16k of deficit that was funded through the Lodge Reserve loan. Given two months of lost revenue, this was a far better outcome than expected. The loan has been increased and the 2024 interest payment schedule has been determined.
- First quarter reporting to the Province is due at the end of this month. Site-level budget for Social Housing, annual reports for Cadotte Lake and Garden Court grant funding, and the Business Plan financial updates are all due to the Province on June 30<sup>th</sup>.

#### 5. Director of Maintenance

- Garden Court
  - Replacement of the heat exchanger is complete, and the boiler is fully operational.
  - There are a number of units that have reported deficiencies from the restoration project. The list has been given to ServiceMaster to complete required work.
  - We are waiting for parts to repair the leak on 3-inch heating line.
- Heritage Tower Lodge:
  - Vacant rooms are being prepared in the event they are required due to wildfire evacuations.
  - Repaired a water leak on the main line.
  - There is damage to one of the new make-up air units. It is still under warranty, and we are waiting for parts to fix it.
- Work is being done to finish framing gables on the existing roof on Del- Air Lodge, so siding company can finish siding.
- Community Housing:
  - Preparing two houses for occupancy in Grimshaw.
  - Replaced water heater in West Hill duplex unit.
  - Fixed roof (patch) in West Hill duplex.
  - Installing subfloor in a Spruce Court unit to prepare for new flooring.
- Senior Self-Contained
  - Getting unit ready for occupancy in the Manning Seniors Apartments
  - Cleaning and maintenance on furnace in Nampa Legion Manor unit.
- A new riding mower has been purchased to prepare for grass cutting, as per approved budget.
- New newest member of the maintenance team will start May 1, 2024.

Tammy Menssa  
Executive Director