

Directors' Report

For the month of February 2024

1. Executive Director

Garden Court Update

The Garden Court annual Tenant meeting, initially planned for November 2023 but delayed due to the flood, successfully took place on the morning of February 29. Tenants expressed that they were happy to be back home and conveyed gratitude for the swift completion of the project.

Capital Maintenance and Renewal (CMR)

Work has begun in the five units recently approved by the province as part of the CMR funding announced in November of 2023, to renovate and repair affordable housing units. We anticipate that the unit renovations will be completed by the end of March, or early April.

At the end of December 2023, the Foundation submitted an additional budget request for a 3-Bedroom unit requiring full mold and asbestos remediation. Although approved, we have been unable to post the project on Alberta Purchasing Connection, as we await notification from the project/procurement team to do so.

Asset Transfer

There have been no updates from the Province.

Nominal Sum Properties

Administration has been actively exploring alternative options for the 2 Nominal Sum properties in Grimshaw that have yet to be sold. We are in the process of preparing a presentation for the Board's review.

Cadotte Lake Trailer

No update to report.

Westview – Fairview Development Committee

Please see items for information for meeting minutes.

Del-Air Lodge Redevelopment

Damage on a side panel of the stainless-steel kitchen equipment was uncovered when the protective covering was peeled off on the morning of February 12. Chandos suspects that it happened sometime

between equipment delivery and final clean in the kitchen; fire alarm VI was completed and was successful; handrails in the corridors have been installed; flooring in the addition is nearing completion; door hardware installation is in progress; HVAC trade is working on Commissioning; the plumber is working on mechanical finishes and laundry machine installation.

JMAA Architects was on site for a regular inspection on February 22. Remedy Engineering was on site on February 28 to inspect the mechanical equipment in the new wing and to meet with NPHF Maintenance about the existing mechanical system. The 3rd party air-balancing report is to be provided by Chandos when complete.

NPHF is waiting for the garage to be cleaned out before accepting the spare parts and maintenance material. Chandos is to address the drywall issue in the garage.

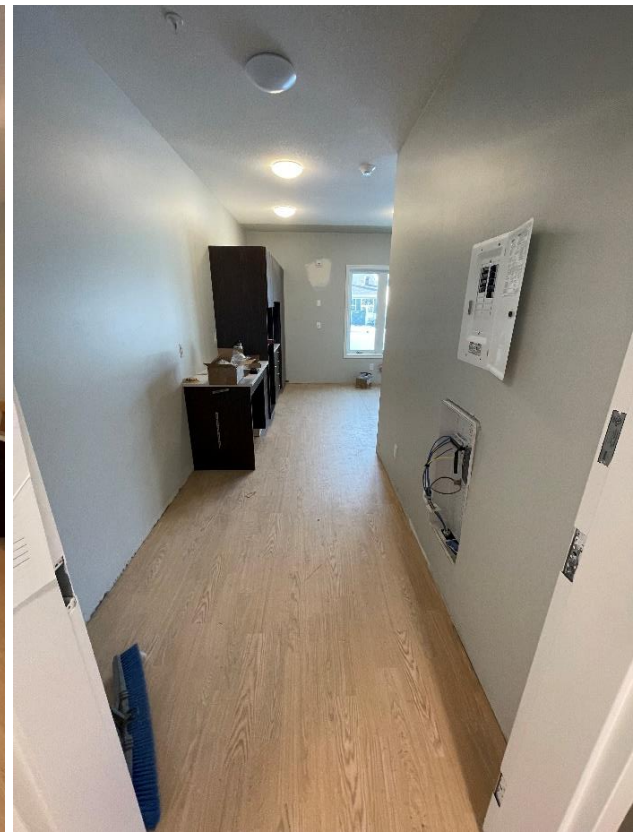
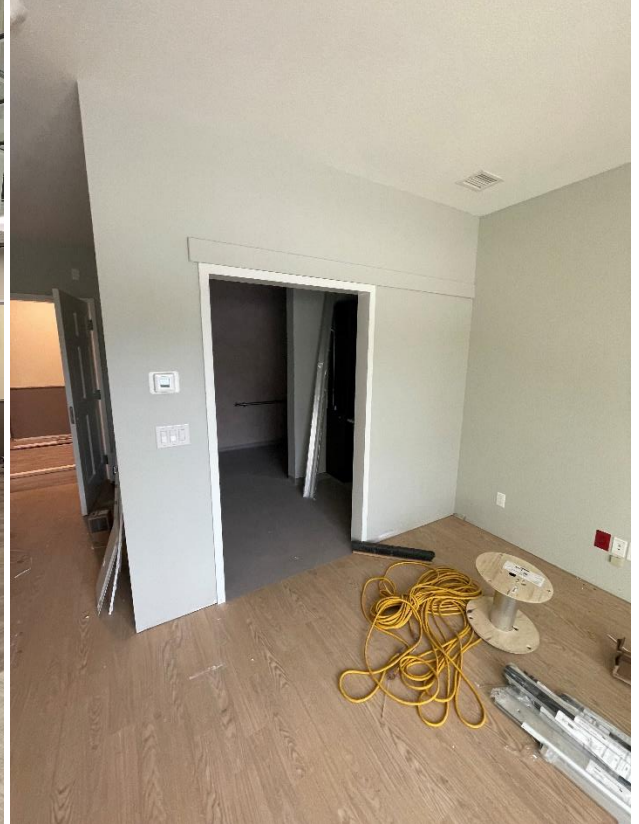
Chandos is to provide a breakdown of the cost associated with extending the heat in the existing dining area and contact NPHF on this matter.

Staff training in the new kitchen took place on February 21, 2024. The Foundation will be requesting that additional training take place as the equipment was not operational at the time of training. Occupancy inspections and move-in into the kitchen are delayed as work is not complete.

Chandos accommodated NPHF and a contractor site visit regarding WIFI setup, which is to be coordinated with Nurse Call scope.

Substantial Completion is scheduled for April 4, 2024. Occupancy is estimated for May/June, 2024.









Regional Needs Assessment

Derek Weiss, Consultant, will be facilitating a Board Workshop on March 6, to review the findings of the Demand Analysis and discuss funding and future development opportunities.

Avanti Time and Attendance Payroll System

The Avanti Team will begin configuring Time & Attendance as early as next week.

Wi-Fi Availability

The Foundation is currently in the process of obtaining a quote for the installation of Wi-Fi at the Del-Air Lodge in Manning. We will be extending this initiative to the Heritage Tower Lodge in Peace River.

Homesteader Lodge Emergency Back-up Generator

The completion of the final electrical work for the generator installation faced a delay as the contractor awaited the shipment of necessary equipment. Fortunately, the equipment arrived on February 28, and work is set to commence shortly.

Harvest/Homesteader/Heritage Tower Lodge Nurse Call System Replacement

ASCCI North Inc. continues with the installation of the Nurse Call system at the Del-Air Lodge in Manning. We are hoping to schedule staff training in the upcoming weeks.

The virtual project kick-off meeting for the Harvest Lodge installation has been scheduled for March 5th. Installation is scheduled to begin on site on March 19th, 2024. The overall installation is estimated to take approximately 3-4 weeks.

The Heritage Tower Lodge site visit is scheduled for the week March 4 to determine the Scope of Work and projected cost.

Construct360

We are pausing conversations with Construct360 until after the Board Workshop with Derek Weiss.

housebrand/garden loft

In early February, Derek Weiss introduced me to John Brown, Architect AAA, FRAIC, of housebrand and Garden Loft. After introductory emails, John invited NPHF to schedule a meeting to discuss the Garden Loft Housing System and to get a better understanding of our needs.

“John Brown is Dean and Professor of Architecture at the University of Calgary’s School of Architecture, Planning and Landscape where he teaches design practice innovation and researches age-in-place housing. He has a PhD in age-in-place design from the Royal Melbourne Institute of Technology.

Working in collaboration with researchers from the Cumming School of Medicine, John’s research team constructed and user-tested two V1 and V2 mock-ups of the portable living unit in the University lab. The results of the tests were used to refine the design of the unit and the physical support features. This work was awarded a City of Calgary Mayor’s Urban Design Award in Housing Innovation.

Housebrand constructed a fully-functioning V3 prototype of the portable living unit that was field-tested on several sites with multiple residents of differing abilities. The findings of the V3 prototype field-testing were incorporated into the current production version of Garden Loft.”

Garden Loft designs prefabricated suites that have spacious, light filled interiors that can be customized with finish and fixture options that compliment individual styles and lifestyles. Currently available in 2 sizes, the suites are designed to be portable living units that can be moved as required.

On Thursday, February 29, Hazel Reintjes, Sandra Eastman, Don Good, Kelly Penner and I met with John at which time he shared a presentation on his work in seniors housing and some of his recent projects. We are very excited that we were able to schedule a tour of one of Garden Loft’s units while at the ASCHA Convention and Trade Show in Calgary in early March.

[Garden Loft](#) [housebrand](#)

2. Director of Housing Operations and Special Projects

- The Annual Tenant meeting was held for Garden Court on February 29. This was postponed from November due to the Garden Court flood.
- We have increased communications of available rent supports on social media and directly to agencies supporting individuals and families with low income. This includes housing options and the Rent Supplement program.
- Internal file audits were completed of Lodge and Community Housing files. Seniors’ housing reviews are under way along with clean-up of the audited files.
- Directors strategic planning meeting was held on February 9, 2024.

3. Director of IT, Communications, and Stakeholder Relations

- Ads for Family Housing and Garden Court Apartments, and special days
- Posting Employment Ads
- Board synopsis and minutes.
- Working on documentation for IT continuity.
- Developed one pager for NPHF Power Plan
- Chaired Health & Safety Meeting

- Responded to resident family member questions regarding Wi-Fi at Harvest Lodge
- Worked on Camera issues at Harvest Lodge
- Responding to client emails
- Assisting with IT and printer issues from Managers and staff
- Attended Garden Court Tenant Meetings
- Attended Zoom meeting with John Brown from Housebrand.ca (with Kelly Penner, Tammy Menssa and Sandra Eastman)
- Wi-Fi is in planning at Del-Air Lodge in Manning. Met with technicians from Mighty Peace Wireless and Larry Bodie, Chandos Site Superintendent, to tour building and existing infrastructure.

4. Director of Finance

Audit 2023

The auditors were on-site February 20th and 21st. This was our first time meeting the new audit team face-to-face. In advance of their on-site portion, A/R and A/P samples were selected and requested for us to send. This seems to have greatly simplified the amount of time and disruptions while on-site. They were very complementary towards our organization and documentation of our files and books. A brief story was shared about how coming to a new client is always full of unknowns – some clients are prepared while some need significant bookkeeping and journalling assistance. We fall into the former category. Asking around the office, everyone seemed pleased with their interactions with the audit team and felt more comfortable than past audits.

As discussed during the previous meeting, the 2022 audit results letter from the Province indicated a few areas of concern. Prior to the audit, I was able to trace back through many of their concerns and they were addressed in our books. Some were simply a matter of presentation, while some were caused by a systemic problem in the way we closed out each year that existed prior to my time in this role. In discussion with our auditors, it was determined that one of the causes of concerns could be addressed by recognizing the revenue from the housing sales and moving those retained earnings into a formal reserve account. Previously, we planned on recognizing the revenue as we drew upon those funds for expenses. This will affect our social housing income statements as we will show an additional million of revenue for 2023, but with the transfer of that surplus to a reserve, the overall impact is negligible.

A draft of the audit should be available by March 15th for Administration to review, with a presentation to be given at the March 29th meeting for acceptance by the Board.

LAP Grants

An early analysis of the lodge residents indicates we may have fewer residents that qualify for the grant than in past years, particularly in comparison to the 2020 count (pre-COVID). That count was used as a benchmark that the Province would fund to at a baseline. Additional residents may end up qualifying based upon their 2023 taxes, but none of those have yet been reviewed. I will note, I budgeted toward

what I believe the February counts would provide, and not to the 2020 baseline, and it appears we may trend a little over budget, but not like in past years.

Upcoming

Annual income review notices will go out by April 1st. New lodge rates will also begin on April 1st for new residents. For existing residents, their new rates will start in conjunction with the new income review rates in July. Now that the Provincial Budget has been released, we should soon receive formal notification of our 2024 Social Housing Operating Budget. From there, the Social Housing Budget will be constructed and updated in the reporting system.

5. Maintenance

- Minor repairs and regular maintenance continue across all projects.
- Vacant units are inspected regularly to secure assets.
- Unit Renovations are in progress in all areas and across all programs.
- No update on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites.
- The heat exchanger in one of the boilers at Garden Court needs to be replaced. We are in the process of getting quotes.
- Contract work is in progress in a number of units across all programs.

Tammy Menssa
Executive Director