

Directors' Report

For the month of July/August 2023

1. Executive Director

Asset Transfer

The Asset Transfer process for the 2 approved units in Peace River is complete and the Foundation has received the first installment (\$56,000.00) of the Capital Maintenance Reserve totalling \$70,000.00.

The Facility Condition Assessment (FCA) Report for one of the units cited fence deterioration as one of the capital maintenance components requiring remediation. Large sections of the fence were found to have

weathered beyond repair, therefore, it was determined that the fence had reached the end of lifecycle and needed to be replaced. This contract has been awarded and will be completed this fall.

Nominal Sum Properties

We have not received any offers on the property located at 5201-42 Avenue in Grimshaw; we continue to advertise this house for sale.

The engineering firm has assessed the substantial deflection and cracking in the basement concrete foundation wall at the unit located at 4823-45 Street, Grimshaw. The total estimated cost of completion of the remedial work is \$14,030.00. Administration will present information to the Board once we have had the opportunity to fully investigate options.

Westview Development

Refer to Items for Information for Committee Meeting Minutes.

Del-Air Lodge Redevelopment

The last project meeting was held on August 18, and our regular meeting scheduled for Friday, September 1, 2023, was cancelled due to vacation schedules and the long weekend.

Drywallers are working on boarding and taping the south wing, taping the north wing, and starting T-bar installation; Mechanical is working on installing the fire dampers; the sprinkler contractor did not show up as per schedule, so follow up is required; concrete work for the assisted bath and commercial washer pad is complete; asphalt is scheduled the last week of August 2023 and will be installed prior to the curbs; Electrical is completing rough-ins in the hallways and is working on relocating lines in the renovation area; painters are scheduled to return on August 27, 2023, to start on the North wing and cost the fir columns on the building exterior; exterior door installation has started; backing in the kitchen is ongoing;

demolition in Phase 1 reno area is complete and framing is ongoing; exterior sitework was delayed due to ongoing rain in Manning.

Electrical rough ins for the nurse call system continue while we wait for the cable to be delivered; regular inspections are ongoing; the swale for proper road drainage has been installed; ATCO power installation is ongoing; the architects and electrical engineers are working on cabling the individual suites for TV; renovations are on hold until the sprinkler contractor can confirm modifications to meet the renovation design.

Full turn-over is scheduled for February 2024.











Community Housing Unit Demolition - Fairview

All utilities to the building have been disconnected. The contractor will start demolition in early September.

Regional Needs Assessment

Regional Needs Assessment has been moved to the Regular Agenda under New Business, i. North Peace Housing Option Analysis and Business Case for Consideration.

Human Resources

- We have made an official offer of employment for the Manager of Human Resources position and await a response.
- We are happy to announce that Zoe Worobetz has accepted the Administrative Assistant (Fairview) position temporarily, until we can find a permanent candidate. Zoe has worked with the Foundation since April 9, 2020, and has supported the Manager in a number of capacities including Health and Safety, COVID protocols, and other administrative duties.
- We are happy to announce that Karina Girard of Peace River started in the Community Housing Manager position on August 14, 2023. Please see Items for Information for her official announcement.
- Ashli Champeau resigned from the Director of Housing Operations and Special Projects position; her last day was August 25, 2023. The position has been posted and will remain open until we find a suitable candidate. We wish Ashli all the best in her future endeavours.

Avanti Time and Attendance Payroll System

Administration met with the Avanti team to finalize the Scope of Work and have formally entered into a service agreement for Time and Attendance implementation. We anticipate that work on the project will be starting soon.

Wi-Fi Availability

An RFP for the Harvest Lodge Wi-Fi project was released with a closing date of August 31, 2023. The Foundation received three bids which are currently under review. An update will be provided once the review process is complete and a decision on the successful proponent has been made.

Homesteader Lodge Emergency Back-up Generator

The 130-kW emergency generator has been ordered and is currently in the design stage; we do not have confirmation on the manufacture or delivery date. The Foundation ordered the generator and transfer

switch to speed up the process of manufacturing and to save on administrative fees. The total cost of the generator and transfer switch is \$84,767.00 plus GST.

The electrical company that was awarded the installation contract withdrew from the project, so we are reaching out for additional quotes and hope to have the information in by the second week of September.

Harvest/Homesteader Nurse Call System Replacement

Administration has been working with the ASCCI (All Systems Communications Contracting Inc.) North on the replacement of the Harvest Lodge Nurse Call system and determining what will be required with the existing phone and paging/intercom system. Much of the existing hardware is obsolete; however, there may be components that will integrate with the new equipment, allowing for cost savings.

After initial review, it has been suggested that the existing budget may allow for the replacement of both the Harvest and Homesteader Lodge Nurse Call Systems in 2023. ASCCI North is currently reviewing building and electrical drawings to determine a combined project cost.

2. Director of Housing Operations and Special Projects

Health and Safety

The Foundation's Health and Safety audit took place the week of August 21, 2023. Overall, the audit went very well and based on auditor feedback, we anticipate that our score will improve over the 89% that we achieved in 2022.

3. Director of IT, Communications, and Stakeholder Relations

- The Shared Files from the Server have been moved to SharePoint (Cloud)
- Electronic Signatures and new signature process set up for faster, more convenient, signing of Policies and Minutes
- ASCHA Housing Directory updates are proceeding.
- Updates to the <https://www.nphf.ca/seniors-lodges.html> webpages
- Updated Bing search engine to remove old listings in Grimshaw and Peace River
- Responded to Information requests
- Updated Meal and Recreation Surveys
- Lots of Photography (Drone & Standard) Worsley, Fairview, Peace River, Hines Creek
- Ads for student workers, Resident Service attendants
- Installed new staff computers at Harvest Lodge and Homesteader Lodge
- Tendered for the Common Area wireless in Fairview

- Repaired wireless mesh Internet issue in Homesteader Lodge AHS Office caused by power outage (Onsite Service call)
- Installed new Admin Assistant Computer at Harvest Lodge
- Posted opening for the Director of Housing Operations and Special Projects position on Indeed, ASCHA, APHAA, our Website and Facebook
- Provisioned laptop for the new Community Housing Manager

4. Director of Finance

- The last of the 2023 annual income reviews are expected to wrap up in the early part of September. The absence of a community housing manager during the typical collection period has led to several delays with tenant follow-ups. The recent addition of Karina to the team has turned things around, and we are hopeful to have it all done soon.
- The Request for Proposals for Audit Services has been released. I anticipate providing the Board with the proposals and recommendations during the last week of September, for discussion and a decision at the October meeting. The RFP package has been included with the agenda package for your information.
- An error in the previous calculations for the Debt-Equity Ratio presented in the dashboard has been identified. The calculations have been adjusted and new numbers reported on the dashboard. While the ratios have changed, they are all still trending the same way – decreasing.
- Our energy brokers, 8760, shared a market report in early July that I have attached for information. They have also provided the following commentary on our current and future contracts:

North Peace Housing is in a fantastic position with respect to utilities both now and into the future. Conservatively North Peace Housing has saved \$325,000 on utility costs over the past 12 months vs market.

Current/Future Electricity Contract Info:

i **Start:** Jan 1, 2022 **End:** Dec 31, 2023 **Retailer:** [TransCanada](#) **Product:** Load Following 100% **Price:** \$0.05946

i **Start:** Jan 1, 2024 **End:** Dec 31, 2025 **Retailer:** [Direct Energy](#) **Product:** SPP 100% **Price:** \$0.05357

[Business](#)

Current/Future Natural Gas Contract Info:

i **Start:** Jan 1, 2023 **End:** Dec 31, 2027 **Retailer:** [Campus Energy](#) **Product:** Block 75% **Price:** \$2.55

One final note to keep in mind – we are always monitoring the future price curve to look for opportunities to manage your electricity and natural gas positions into the future. We believe there is really good value starting to appear in the 2026 – 2028 portion of the electricity futures in particular. With that in mind, we intend to be in touch early in the new year regarding an opportunity to extend out on electricity through a Spring 2024 public tender.

5. Maintenance

- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites:
 - The walk-in shower has been installed.
 - Mudding and taping near completion.
 - Painting, and flooring and cabinet installation will follow.





- Harvest Lodge:
 - The flower bed reconstruction is well on its way and is due to be complete in the upcoming weeks.





- The Harvest Lodge parking lot asphalt repair was completed the last week of August.



- Units across the Foundation and in all programs are being prepared for occupancy.
 - Rent ready units in the Senior Self-Contained program have been assigned or in the process of being occupied. The Foundation is currently in the position where we have a waitlist for Senior Self-Contained units while we work on getting units ready.
 - Rent ready units are available in Community Housing.

Tammy Mensa
Executive Director