

Directors' Report

For the month of June 2023

1. Executive Director

Asset Transfer

No updates to report.

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.

We have entered into a contract with an engineering firm to complete a foundation assessment on the second unit in Grimshaw, located at 4823-45 Street. We will decide on how best to proceed once we receive the final report on the condition of the foundation.

Westview Development

No update to report.

Del-Air Lodge Redevelopment

As of our last meeting on June 9, 2023, the flat roof is in progress; sanitary connection is completed, and trades are working on water line connections; electricians are on site; framers are installing door frames; surveyors have been on site; and trades are starting to prepare the renovation area. Siding trade is on site and the electrical engineers are finalizing the design of the nurse call system based on existing conditions. Trades are pricing the resident kitchen; work on the road drainage in front of the building continues. Chandos is looking at elevations, the design, and the implications of the drainage.

Chandos is working on finding a contact for TELUS so they can remove their connections, as the old pole needs to be removed from the site.

JMAA is addressing some concerns to move ahead with the renovation.

NPHF has been in contact with Standard Roofing and Exteriors for the exterior residing project at the existing Del-Air Lodge and garage, for the quoted price of \$120,621.00, plus GST. The main building, built in 1976, has the original vinyl siding and is at the end of its useful life, while the west wing addition was sided in 1999. The scope of work will involve the removal of the existing vinyl siding, installing 2 layers of guard wrap to wall area, and installing specified vinyl siding along with j-channel around windows and doors.

Full turn-over is scheduled for February 2024.

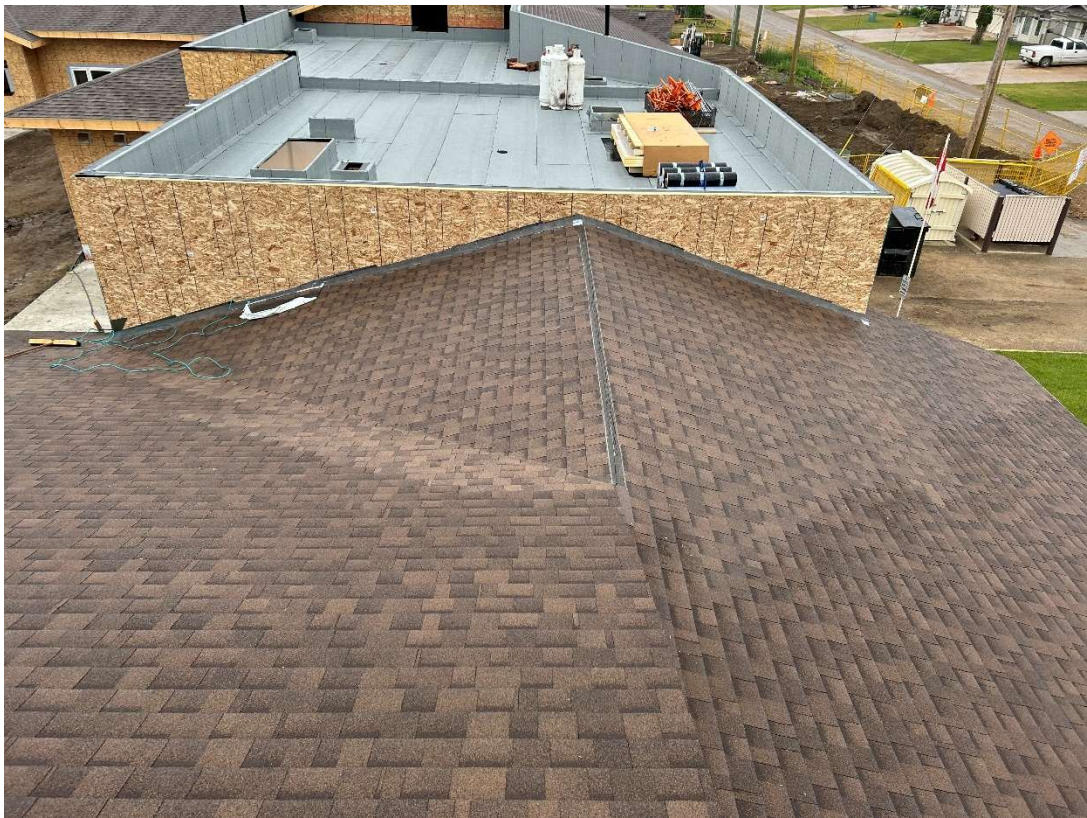














Regional Needs Assessment

No update to report. Work on the Needs Assessment is scheduled to start in the fall, as the consultant is committed to other projects.

Human Resources

- We are in the process of scheduling an interview for the Human Resources Manager position. In the event that the interview does not yield favorable results, we have received proposals from three recruitment firms to explore alternative options.
- There are no updates on the Administrative Assistant (Fairview) position.
- We are delighted to inform you that we have extended an offer to the successful candidate for the Community Housing Manager position, and she has accepted the offer. Her start date is scheduled for August 14, 2023. We will make a formal announcement at the appropriate time.
- The Foundation is pleased to announce the addition of a new team member, Chantale Bouvier, who has been hired as a Summer Student in the Admin role. Chantale will be joining the Central Office Admin team. Please join us in extending a warm welcome to Chantale!

Avanti Time and Attendance Payroll System

No update to report.

Wi-Fi Availability

A meeting will be scheduled with Mighty Peace Wireless during the first week of July at the Harvest Lodge to discuss Wi-Fi availability in the common areas.

2. Director of Housing Operations and Special Projects

Addendum to clarify original report:

Lodge Menu

As previously reported, our new lodge menu was released on June 5, 2023.

The introduction of the new menu has been a significant step forward for our organization.

A noteworthy aspect of the new menu is that it has been thoughtfully planned to reflect the tastes and preferences of our residents. Drawing from the invaluable experience of our Cooks, the menu has been designed to appeal to the diverse tastes of our residents. Furthermore, the menu has been approved by

a dietitian, ensuring that it meets the highest nutritional standards while offering a wide variety of choices, as per Accommodation Standards.

These changes are already showing promising results. One of the key improvements lies in the implementation of order guides, shopping lists, inventory, and wastage tracking systems. These new processes have brought about consistency and efficiencies across the Foundation, leading to a more streamlined operation.

The impact of these efficiencies goes beyond just smoother operations. They have allowed us to gain better insights into our expenses, enabling us to enhance our budgeting and cost estimation on a per person per day basis. By reducing wastage and ensuring consistency in the products ordered, we are anticipating substantial savings across the Foundation, while maintaining high levels of satisfaction.

Feedback from both residents and staff will be used to continuously fine-tune the menu based on their suggestions and preferences.

As we progress through the remaining weeks of the Spring/Summer menu, we will continue to monitor the outcomes and make necessary adjustments as required for the Fall/Winter menu. We look forward to sharing more updates and positive outcomes in the coming months.

End of Addendum

- Lodges are currently in week 4 of the new menu; the menu runs on a 5-week rotation.
 - There have been mixed reviews among staff, as several changes have been implemented. There is an increase in documentation and accountability for ordering, inventory, and wastage tracking.
 - By the fall, we anticipate that staff will be more comfortable with the new system, especially once they see the results of their efforts.
 - Currently the menu is based on a daily cost of \$11.00 per person. The goal is to get the daily cost closer to \$9-9.50 per person, based on occupancy, not full capacity.
 - We anticipate savings of approximately \$50,000.00 with the changes made thus far.

3. Director of IT, Communications, and Stakeholder Relations

- Seniors Residents' meetings regarding security were held in Peace River and Grimshaw with the RCMP
- Attended retirement party for Tina Selvidge at Homesteader Lodge on behalf of Administration
- Sent out Malware/Phishing notices to staff and Board members
- Responded to Information requests
- Developed and distributed Board Skills Matrix online survey
- Worked on Policy revisions
- Attended two webinars on Board Development

- Job postings for RSAs & Student workers
- 10 pendants were sourced to extend the life of the nurse call system in Fairview

4. Director of Finance

- Carbon Levy – Last month I reported upon the effect we are seeing with the latest increase to the Federal Carbon Levy. Within the following week, we received a request from the Province to identify the extent of the levy with respect to heating fuels for 2022. The results are in: \$518k total spend on Natural Gas and Propane -- \$113k of which was carbon levy. 22%. As indicated last month, with the most recent increase in place, we are starting to see the carbon levy around 30%.
 - Here's hoping the Province is pulling together this information to provide additional funding to HMB's to compensate for this extra burden.
- 2023 Annual Reviews
 - The bulk of the 2023 Annual Reviews have now been received and the charges updated for July 1st. The Rent-Geared-to-Income (RGI) calculations for community housing appear to have slightly decreased per month. However, this contrasts with a similar increase per month in the seniors self-contained program. These two programs make up our social housing portfolio, so its fair to consider these changes as a net zero.
 - The lodge program has shown some considerable increases. RGI's have generally increased, and with the increases to the service rates in place, we saw a rent increase of about \$16k/month. The equivalent of adding another 10 residents.
- Audit RFP - The RFP for audit services will likely be sent out in the middle of July, with a closing date in August. The results will be available for the September Board Meeting at which time the appointment of an auditor should be made. I will be reaching out to the municipalities and other HMB's to compile and invite list.

5. Maintenance

- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites:
 - The correct shower has finally arrived and is scheduled to be installed.
 - The framing, drywalling, and taping has been scheduled.
 - Cabinets will be in the first week of July 2023.
 - The laminate for countertops has been ordered.
 - Once the shower is installed, we anticipate that the remaining work will progress quickly.
- Harvest Lodge:
 - The concrete work at the front entrance of the Lodge is completed.
 - The flower bed reconstruction is scheduled to start in the upcoming weeks. We have experienced delays in finding an adequate supply of brick that will coordinate with the existing brick on the building.



- Landscaping across the Foundation continues as weather and time permit.
- Maintenance has re-sealed openings around windows at the Heritage Tower Lodge to help with energy efficiencies
- There are units ready for occupancy across the Foundation and in all programs.

Tammy Mensa
Executive Director