

Directors' Report

For the month of March 2023

1. Executive Director

Asset Transfer

On March 24, we received an email from the province thanking the Foundation for our collaboration throughout the implementation of asset transfers under the Affordable Housing Asset Management Framework.

As previously communicated, the transfer agreements are not considered final until executed by the Alberta Social Housing Corporation (ASHC). Unfortunately, due to unforeseen circumstances, ASHC is unable to execute the asset transfer agreements by March 31, 2023, as previously committed. ASHC will remain the property owner until the agreements are fully executed.

We expect to have an updated timeline for the transfer agreement execution in the upcoming weeks.

The Foundation has not received word on when the second round of transfers will be initiated.

Nominal Sum Properties

No update to report.

Sustainable Remote Housing Initiative (SRHI) - Cadotte Lake Trailers

No update to report.

West View Condominium Project

No update to report.

Del-Air Lodge Redevelopment

The nurse call RFP submissions have been received and 3 bid packages are under review. We will be meeting on Thursday, March 30 for final review.

The new Grade Beam in the building has been completed; installation of Radon membrane, foundation membrane, weeping tile, insulation, and drainage membrane is ongoing; steel beams are scheduled and framing pre-fabrication is ongoing; framing installation has started; mechanical rough-ins are being worked on; mechanical room rough-ins are completed; and the front entrance grade beams and slabs will be poured.

North Peace Housing has reviewed appliances for the sub kitchen, tub room, and the commercial laundry room. We wanted to utilize existing brands for the commercial washer and dryer, as well as for the assisted bathing system.

JMAA is in the process of producing color boards which will be delivered at the next in-person site meeting on April 28. This will allow the Foundation to color match the converted 1-bedroom west wing units.

The Foundation has made the project team aware that there is a dip in the main road at the front of the Lodge that is causing water to accumulate. Chandos has agreed to investigate further during the spring months when asphalt repairs are being done.

JMAA is also looking into new exterior signage.

Completion date is scheduled for April 4, 2024.

Regional Needs Assessment

The Foundation has requested a follow-up meeting with a consultant and are waiting for a scheduled date.

General

Heritage Tower HVAC System Replacement

- The kitchen unit installation is complete and has undergone final inspection. There are minor deficiencies that are being resolved before the contract is fulfilled.
- The new condensing units are in place and installation is in progress.

Human Resources

The Foundation continues to post the Human Resources Manager position, as a suitable candidate has not been found. We are investigating other options, such as a talent management firm, to assist in our recruitment efforts.

Interviews are scheduled for the Administrative Assistant (Fairview) position.

The Community Housing Manager position has been posted.

We have interviewed for the Maintenance Worker position and have made an offer. A formal announcement will be made once it is appropriate to do so.

We continue to advertise for summer students to assist with groundskeeping and maintenance and hope to receive Canada Summer Jobs Grant funding for 3 positions.

Avanti Time and Attendance Payroll System

There is no update on the Community Services Recovery Fund grant application.

We have had our first scope of work call with the Avanti Time and Attendance project team and hope to hear back from them soon with the cost of the implementation and a schedule.

Wi-Fi Availability

An update on Wi-Fi Availability has been moved to 4.a.ii. as part of the Regular Agenda.

2. Director of Housing Operations and Special Projects

No update at this time.

3. Director of IT, Communications, and Stakeholder Relations

- Working on 2FA & MFA Authentication options for Office 365
- Creating and posting employment ads
- Updated family email contacts
- Responding to online information requests
- Designing postcards & meal cards for Trade shows
- Sent out numerous security alerts
- Downloaded all raw promotional videos from ASCHA
- Presented new draft letterheads for consideration
- Policy work

4. Director of Finance

Highlights for March:

- With the release of the Provincial budget, we received confirmation of our social housing budget for the year. No changes. Capital Maintenance and Renewal funding has not yet been announced. An increase of \$33k to the Rental Assistance Benefit budget was given, along with a one-time \$41k to assist even more families. The budget increase should allow us to provide subsidies for another 6-7 households each year.
- GST Return and Rebate was submitted.
- LAP Grant reporting has been submitted to the province. Next step is to assist them with records verifications.
- Attended a virtual conference for Yardi, learning some useful tips and tricks along the way.

Looking forward:

- Annual Income Review letters have been issued to households. The process has been simplified this year as income will generally be determined by the Notice of Assessment. As the Annual

Reviews are conducted by the respective managers, I will review and approve. This process is also tied to the approved increases in the resident services component. We hope to have the majority of reviews completed by mid-May to be effective in July.

- A long-overdue project to digitize our delinquent tenant files will be starting in April. This will allow us to quickly identify past tenants with balances owing should they attempt to apply again.

5. Maintenance

- We patiently await our Capital Maintenance and Renewal (CMR) funding approval from the province, providing direction on where we need to focus our efforts in the upcoming budget year.
- After 17 years of service, the commercial laundry equipment at Heritage Tower Lodge failed; the dryer quit, and the washing machine drum sprung a leak. The old equipment has been disconnected and is being removed. The new equipment will be installed on Tuesday, March 28th, which will require the removal of the window in order to move the new, bigger equipment in.
- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites. Demolition in the first 2 units has begun and a floor plan is being designed.
 - A 1-piece shower stall has been ordered and will be installed before the bathroom walls are reconstructed .





- With an influx of applications in Peace River, we are running low on rent-ready units. Maintenance will be focusing their attention on renovating the best, of the most damaged units.
- There are units ready for occupancy across the Foundation.

Tammy Menssa
Executive Director