

Directors' Report

For the month of March 2024

1. Executive Director

Asset Transfer

There have been no updates from the Province.

Nominal Sum Properties

No update to report.

Cadotte Lake Trailer

No update to report.

Westview – Fairview Development Committee

No update to report.

Del-Air Lodge Redevelopment

Electrical and Mechanical are working on deficiencies; Electrical is also working on connecting door hardware to the Fire Alarm system; Chandos is working on renovations in the staff room and multipurpose room (old arts and crafts room) in the existing Lodge; the fireplace is being installed in the new resident lounge area in the existing Lodge; most of the flooring installation is complete (the existing laundry room and kitchen will be finished once staff move into the rooms in the new wing); kitchen deficiencies are being worked on; the painter has been on site finishing up final painting in the new wing and continuing in the renovation areas; ASCCI North is on site working on the nurse call installation.

The Foundation had concerns with the placement of the emergency shut off in the new kitchen, but it has been confirmed that it cannot be moved or covered. Chandos has relocated the microwave shelf to reduce the likelihood of accidentally hitting the emergency shut off. The kitchen inspector will complete the final inspection once deficiencies are addressed.

The delayed delivery and installation of the fire doors into the new wing is creating project delays. Final inspections cannot be completed until they are installed.

Renovations on the existing Lodge are ongoing.

Chandos has sent the architectural drawings for NPHF and ASHC to review.

The second Fire Alarm VI will be completed once the door hardware has been installed.

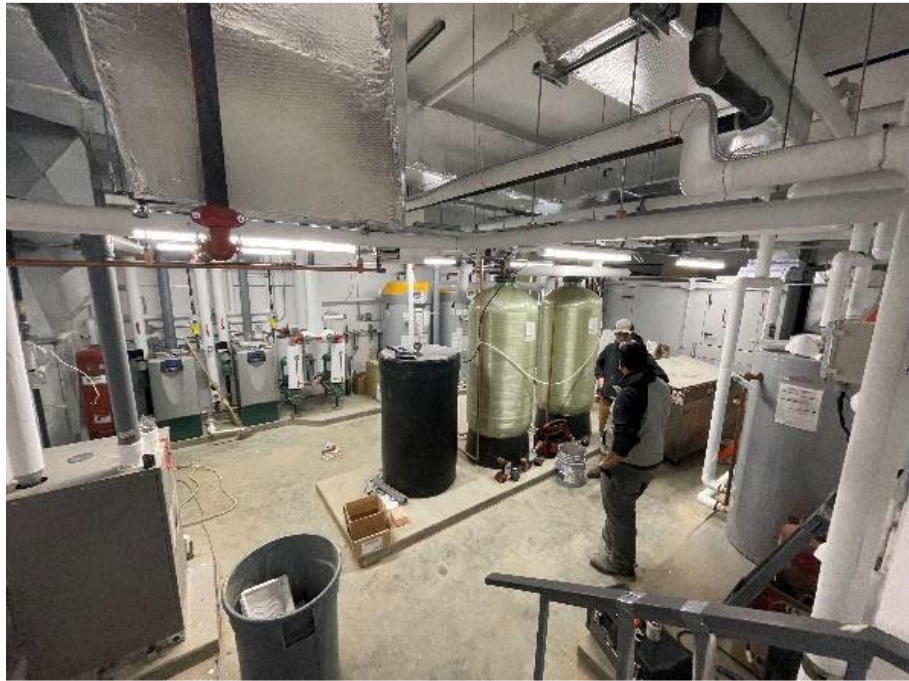
NPHF and Chandos are collaborating to extend the heating system in the dining room following the removal of the corner fireplace and the installation of additional windows. The windows were installed to compensate for the diminished natural lighting caused by the removal of the dining room windows when the new DSL wing was built.

NPHF is testing the roller shades in the new wing to ensure privacy and to determine if blackout drapery is required.

Investigation continues to resolve the vibration issues with the new commercial washing machines. Alberta Laundry will be back on site to determine if settings can be adjusted to reduce the vibration, or if additional structural supports will be required.

Substantial Completion is scheduled for end of April 2024. Occupancy is estimated for June 2024.











Regional Needs Assessment

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

Derek will be working on a number of reports for both internal and external presentation, as well as undertaking revenue modelling to determine if an updated approach may unlock hidden value.

I will be meeting with Derek on Monday, March 25 to discuss next steps.

Avanti Time and Attendance Payroll System

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

Wi-Fi Availability

Mighty Peace Wireless has been awarded the installation of Wi-Fi at the Del-Air Lodge in Manning. The hardware is being ordered but we do not have an estimated date of completion at present.

Homesteader Lodge Emergency Back-up Generator

A delay from the manufacturer of the generator panel for Homesteader Lodge has postponed completion of the project.

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.

The Harvest Lodge installation originally scheduled to begin on March 19, 2024, has been delayed until April 8, due to manpower issues. The overall installation is estimated to take approximately 3-4 weeks.

The Heritage Tower Lodge site visit took place on March 8, to determine the Scope of Work and projected cost.

Construct360

No updates to report.

housebrand/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 Tuesday, March 12, 2024, while at the ASCHA Convention and Trade Show, Sandra Eastman, Don Good, and I met with Carina van Olm, CEO & Interior Designer, Garden Loft, to tour the two Garden Loft units. Although only 378 or 476 square feet in size, the units are very bright, accessible, and comfortable. A great deal of thought has gone into the design and safety features, improving the potential to age in place.

If you click on the link below, you will see the 2 units that we toured while in Calgary.

[Garden Loft](#)

2. Director of Housing Operations and Special Projects

- The furniture orders for Del-Air (existing Lodge and DSL wing) and Homesteader Lodge have been placed with an ETA of 7-8 weeks.
 - Work has begun on orders for Homesteader Lodge and Del-Air window coverings (for the existing Lodge).
 - Linen requirements for Del-Air Lodge (existing and new wing) is under review.
- The Rent Supplement program review is underway to determine if the Foundation should increase the subsidy cap from its current \$400.00 per month.
- Review of existing lease agreements, related paperwork and on-line process streamlining is in progress.

3. Director of IT, Communications, and Stakeholder Relations

- Attended ASCHA Convention in Calgary.
- Worked on scheduling for the Peace River Spring Tradeshow.
- Finalized and ordered new Banner and Retractable Displays for Trade Shows etc.
- Investigated IT-Glue - a Kaseya/Datto program for IT Documentation to assist in succession planning and resiliency.
 - Link to IT Glue - <https://www.itglue.com>
- Assisted in the ServiceMaster/Garden Court Video planning.
- Developed Tenant Insurance Information One-Pager.
- Developed One-Pager Infographic for Carbon Tax Information with Clayton Bober.
- Wi-Fi has been ordered for the Del-Air Lodge.
- Responded to information requests.
- Resolved computer issues at our lodges.

4. Director of Finance

- Interim Financial Statements for February 2024 have not been completed as we are still awaiting a receipt of expected payables. For the same reason, the Financial Dashboard has not been made available either.
- Updates to unit rates/maximums have been made in advance of April's increases (for new tenants). Existing tenants will have their rates adjusted as part of the Annual Income Review.
- Researching additional modules for our property management system, specifically an updated budgeting and forecasting module.
- 2023 GST filing and rebate submission completed – expected \$164k to be recovered.
- Continuing to engage with our insurer following the Garden Court losses. Current estimated value of the loss is more than \$3million.
- Social Housing budget to be reviewed in April and posted prior to the March interim financials are prepared for information at the next Board meeting.

5. Director of Maintenance

- Replaced a furnace and hot water tank in Spruce Court, Peace River.
- Serviced various furnaces in occupied units.
- Completion of unit #12-123 to move tenant from Unit #12-125 before restoration work begins on the unit damaged by excessive moisture (Spruce Court, Peace River).
- Completion of painting and minor repairs in 2 Kaufman units, Peace River.
- Unit Renovations are in progress in all areas and across all programs.
- Units under contract renovation are to be completed by the end of March (1 Community Housing unit in Manning; 2 Community Housing units in Spruce Court, Peace River; 1 senior apartment in Greene Valley, Peace River; 1 senior apartment in Nampa Legion Manor.).
- A second leak has been discovered in the crawl space in Garden Court from the heating glycol line. It is due to be fixed when the new heat exchanger for the boiler arrives.
- Vacant units are inspected regularly to secure assets.

Tammy Menssa
Executive Director