

Directors Report

For the month of May 2022

1. Executive Director

COVID-19 Update

Outbreaks:

The outbreak at Heritage Tower Lodge was officially declared over on May 17, 2022, after being on outbreak status since April 5. All regular activities have resumed.

All Foundation Lodges continue to follow the CMOH Orders that are in place in Health facilities and maintain ongoing Infection Prevention and Control measures as required.

Lodge Visitation:

As reported at the last Board meeting, when the Homesteader Lodge Residents' Association brought forward concerns regarding our decision to restrict visitation to residents' rooms, we responded with the commitment to survey all residents and family members across the Foundation to determine their wishes.

Due to the size of some of our dining rooms and the requirement to social distance when unmasked while eating or drinking, we determined that we would designate space in part of the common area in each of our facilities to accommodate the residents' and families' wishes, and to continue to comply with the current CMOH orders.

To date, both Homesteader and Harvest Lodge have moved to designated visiting areas, as per the wishes of the majority of their residents and families. Del Air and Heritage Tower Lodge are still surveying residents and families to determine their preference.

Nominal Sum Properties

Over the last month, the Foundation has sold 2 more houses, 1 in Bluesky and 1 in Grimshaw.

Of the 15 houses that ownership was transferred to the Foundation:

- We have successfully sold 8
- 3 continue to be listed for sale (1 in Bluesky and 2 in Grimshaw)
- 2 are occupied (St. Isidore and Dixonville)
- 2 properties in Fairview are slated for future development and will not be sold

Cadotte Lake Trailer Disposition

On May 11, the Foundation posted the sale of the 2 derelict trailers in the Hamlet of Cadotte Lake on social media. They were posted for sale, to be moved, with offers to be made by closed bid. Offers to purchase were to be

received by 2:00 p.m. on May 24, at which time offers were reviewed. North Peace Housing received one bid for Unit #6, which is now sold. The deadline for moving the trailer is June 30, 2022, however, the purchaser hopes to move it the first week of June.

We will be reposting the remaining unit with hopes that it will eventually sell.

West View Condominium Project

Our first community consultation is scheduled for June 8.

Del Air Lodge Redevelopment

The project team met on May 27, 2022. The construction team reports that they have received good coverage for bids received, with some being local.

The mechanical design has been approved and building permits have been applied for. Drawings should be issued by the middle of next week.

The construction team hopes to mobilize the middle-to-end of the week of June 6, depending on tender results and availability. Demolition of the 2 houses next to the Del-Air Lodge will be the first order of business. The team is working on a letter of intent to move the existing Del-Air garage in order to start site work and excavation.

Pricing is being finalized for the electrical work on the campground sites and washhouse as requested by the Town of Manning.

A list of required kitchen equipment is being finalized at which time we will have another "Everything Kitchen" meeting.

There was further discussion around scheduling regular bi-weekly meetings once construction starts in addition to using the west-wing of the Del-Air Lodge for project meeting space and storage.

General

Meeting with MLA Dan Williams

On Monday, May 16, MLA Dan Williams visited North Peace Housing's Central Office, where we had the opportunity to share our updated Strategic Plan outlining our priorities for 2022-2027. Discussion also included the effects of COVID on the region and our industry, the current economic climate, and our appreciation of the support and funding that our industry has received from the province throughout the pandemic.

Also present were Board Chair, Hazel Reintjes, and Director of IT, Communications and Stakeholder Relations, Don Good.

Heritage Tower HVAC System Replacement

On May 20, we received notification that the contract for the demolition of 4 existing condensing units and refrigeration lines, and provision and installation of 4 new condensing units with refrigeration lines to existing air handling units and make up air unit, in the amount of \$179,950.00, was awarded to LSM Lee's Sheet Metal of Grande Prairie. We anticipate work to start in September of this year, with an expected completion date of October 29, 2022.

Human Resources

Interviews are underway for the Hines Creek/Worsley Housing Accommodations Manager position.

We will not be posting the Recreation Attendant position at Homesteader Lodge for the time being. It is currently being filled by a casual Resident Service Attendant.

The Recreation Attendant position at the Del Air Lodge will be posted this week as Jessica Klapecki-Boos recently resigned after 7 years with the organization. The Foundation wishes her all the very best in her future endeavours.

Harvest/Garrison Manor Parking

We have entered into a contract with Plant and Associates Appraisal Services Inc. for the land appraisal to determine if the expansion of the Harvest Lodge parking lot is a possibility.

2. Director of Housing Operations and Special Projects

Resident and Tenant Levels

As of the end of April 2022, we had a total of 165 occupied lodge units, down 4 from the previous month. Our lodge unit occupancy at the end of April was 73% of the 224 lodge units.

We had 114 occupied Senior Self-Contained units at the end of April, consistent with the previous month. Our occupancy rate at the end of April was 87% of the 130 total units.

Garden Court Seniors Apartments had 55 of the 63 units occupied at the end of April, consistent with the previous month, our occupancy rate was 87%. We had 5 out of the 8 trailers in Cadotte occupied at the end of April.

The Family Housing program had 92 of the 123 units occupied, with an overall occupancy of 74%.

We had 27 Rent Assistance Benefit (RAB) recipients in April. There is currently no availability in the program as it is in line with the forecasted budget.

Annual Resident and Tenant Meetings

Resident and Tenant meetings are wrapping up, with only Homesteader Lodge, Nampa, and a teleconference left:

- Homesteader Lodge and Pioneer Village - May 31, at 9:30 a.m. at the Homesteader Lodge
- Nampa Seniors - June 2, at 1:30 p.m. at the Nampa Golden Pioneers Drop-In Centre
- A conference call for anyone available to attend is yet to be scheduled.

New Application Process

As of February, the new application process saw a centralized and consistent intake. After piloting for a few months, we are now adjusting to better suit the needs of our clients and create more efficiencies for staff. This process will continue to be reviewed and adjusted as needed.

Health and Safety Committee

The Foundation-wide Health and Safety Committee met for their first meeting in May. Meetings will be held monthly until participants feel confident in their roles, at which time they will be held quarterly as legislated. There is representation from each lodge, the maintenance department, recreation, admin support, and management, on this committee.

3. Director of IT, Communications, and Stakeholder Relations

Key items:

- Resident & Tenant meetings
- Onboarding new employees - phones & PCs
- Advertising for Sale of Cadotte Trailers
- Setting up phones and tablets for Recreation & Kitchen
- Installation of Mesh Wireless system in Hines Creek
- Interview and working with Alberta Forest Products re: Mercer iPad donation
- Hairdresser Ads for Fairview & Hines Creek
- Updates to Online Application Form after user/staff input

4. Director of Finance

As reported last month, inflation rates continue to stay high. There have been no interest rate changes since last month, but the Bank of Canada is set to provide its next Interest Rate Announcement on June 1, 2022. We will continue to monitor this situation.

LAP Grant verifications for the 2022/2023 (Provincial) fiscal year have been completed. As our occupancy (specifically of our lower-income residents) has yet to recover since COVID-19 our grant funding remains lower than typical. Thankfully, the Province is once again topping-up the grant for each lodge to the better of the current grant amount, or the 2020 count. The top-up for this year wasn't confirmed at the time of the 2022 budget presentation so caution was chosen, and we budgeted for the lower occupancy/grant funding. With the top-up, this will add an additional \$86,920 of unbudgeted revenue for the lodge program.

Social Housing budgets and income reviews continue to be the priorities leading into next month.