

Directors' Report

For the month of May 2023

1. Executive Director

Wildfire Update

On Friday, May 5, we received a call from staff at the Homesteader Lodge stating that there were houses on fire in Hines Creek and there was concern for the Lodge. At that time, we had not received any notifications to be on watch or evacuation alerts regarding the wildfire that was classified as being out of control in Clear Hills County. The Foundation, in consultation with Home Care, made the decision to evacuate 10 Homesteader Residents and 1 Tenant from the Pioneer Village in Worsley to Heritage Tower Lodge in Peace River, as there was enough room to accommodate all evacuees. One Resident chose to evacuate to Fairview.

Late afternoon on Saturday, May 6, we received word that there was a fire just outside of the Town of Fairview that was a cause for concern; at that time, the Town was on watch and some areas were being evacuated. Family contacts were called and asked to collect their loved ones, while the remaining Residents were on standby in the dining room. 43 Residents went home with family, 4 were in hospital, 1 was away, and 13 were on standby. We made the call to evacuate the Lodge and had the Residents on the road to the Heritage Tower Lodge by 7:50 pm. Shortly thereafter the evacuation order and alert for the Town of Fairview was lifted. Evacuees were notified that they were able to return home, however residents of Fairview were asked to remain vigilant.

The decision was made to continue with the evacuation as planned, due to the time required to fully evacuate the Lodge and anticipating that there was the potential to go through the same scenario if the winds picked up or shifted.

Ten Residents were evacuated to the Heritage Tower Lodge and 3 Residents stayed at the Sawridge Hotel in Peace River. All available rooms at the Heritage Tower Lodge were full.

On Sunday, May 7, Homesteader and Harvest Lodge Residents were happily headed home once it was determined that there was no risk to the Residents and that the gas was turned back on at the Homesteader Lodge.

On May 15, the Foundation was contacted by Heart River Housing to see if we had availability to accept 5 individuals from the Red Willow Lodge in Valleyview. Later that evening, we welcomed 4 residents and 1 staff member. The 5 evacuees stayed with the Foundation until Thursday, May 18, when it was determined that they could return home safely.

In all cases, Heritage Tower Lodge staff went above and beyond to get rooms ready for the evacuees and did an exceptional job making their visitors feel welcomed.

Asset Transfer

The Asset Transfer agreements have been fully executed and are now considered final. The Foundation anticipates that we will be receiving the first payment of the Capital Maintenance Reserves in the upcoming weeks.

Nominal Sum Properties

Although there is ongoing interest in the properties, we have not yet received any offers. However, there is a specific property in Grimshaw that requires attention before we can resume advertising it for sale. During a recent showing, it came to our attention that the house may have foundation issues that need to be addressed. We will continue to investigate.

Sustainable Remote Housing Initiative (SRHI) - Cadotte Lake Trailers

Upon thorough investigation, we have determined that one of the units that experienced complete freezing over the winter is indeed salvageable. While the hot water tank and toilet will require replacement, we are pleased to report that no additional damage or water leaks have been identified.

Westview Development

The Westview Development Ad Hoc Committee was created by Board Motion at the May 3, 2023, meeting. Information about the existing Westview Development plan will be shared with the Committee in the upcoming weeks.

Del-Air Lodge Redevelopment

As of May 26, 2023, asphalt shingles are approximately 45% done; framers are working on the last shed roof and finishing the flat roof; drywallers will be starting next week; crews are working on concrete on the front entrance and the back sidewalk; additional site work is being done, as well. Windows are currently being installed.

Chandos is working on finding a contact for TELUS, as an old pole needs to be removed after TELUS remove their connections.

JMAA is to provide Chandos with updated renovation drawings due to several unforeseen factors that required careful consideration.

Completion date is scheduled for February 2024.







Regional Needs Assessment

No updates to report.

Garden Court Irrigation System

The installation of the irrigation system is nearing completion, with only the electrical work remaining to be done. Once the electrical work is completed, the system will be fully operational. The final phase of the project will involve the necessary grounds work, including the addition of topsoil where required, seeding, and implementing weed control measures.

Heritage Tower HVAC System Replacement

- The final inspection is complete, and the Engineer has signed off on the project.

Human Resources

- There are no updates on the Human Resources Manager position. Three recruiting firms have been contacted and we are waiting on one remaining proposal submission before proceeding.
- The Administrative Assistant (Fairview) position was offered to the successful applicant, but the offer was declined.
- We have completed the interviews for the Community Housing Manager positions and are in the process of making an offer to the successful candidate. An announcement will be made when it is appropriate to do so.

- The Foundation is pleased to announce that we have hired a student for the Summer Student – Maintenance position. Jackson McGillivray is the newest member of the Maintenance team. Welcome Jackson.
- We are currently advertising for the Summer Student – Admin position and have started to receive applications.

Avanti Time and Attendance Payroll System

The Foundation has heard back from the Avanti team who will be providing next steps in the near future.

Wi-Fi Availability

No updates to report.

2. Director of Housing Operations and Special Projects

The new menu will be released the week of June 5, 2023.

3. Director of IT, Communications, and Stakeholder Relations

- Completed network upgrade for Heritage Towers to recreation office and Staff Room
- Policy Work on Security Cameras in the workplace
- Continued work on the wireless at Harvest Lodge
- Employment Ads
- Drone shots at Heritage Tower Lodge
- Attended Trade Show in Peace River
- Confirmed residents meeting with RCMP for Peace River and Grimshaw - June 7 Grimshaw and June 9, Peace River
- Worked on training procedures for Microsoft SharePoint
- Put together Elevator Pitch and Goals 1 Pager

4. Director of Finance

2023 LAP Grant and the Lodge Budget

The final counts and verifications for the 2023 LAP Grant has been settled. It is based upon the number of residents with an annual income below \$29,865 at each lodge. With the occupancy levels having changed dramatically since COVID-19, the Province is comparing the 2023 count against the 2020 count and granting the better of the two amounts. Only Homesteader Lodge's occupancy matches with 2020, while all the others remain below. As a result, we will continue to receive the same level of funding we received in 2020 (and successive years since then).

With respect to the Grant, we qualified for \$804k based upon the 2020 count. Our reduced numbers for 2023 would only qualify us for \$688k, so we will see an increase of \$116k as a result. The 2023 Lodge Budget estimated the LAP amount at \$712k, which provides us a surplus of \$92k, effectively taking our \$65k deficit budget and turning it into a \$27k surplus budget.

Forward looking, we still do not know if the Province will continue to fund future years against the 2020 established baseline, so increasing occupancy, especially for Heritage Tower, should remain a priority.

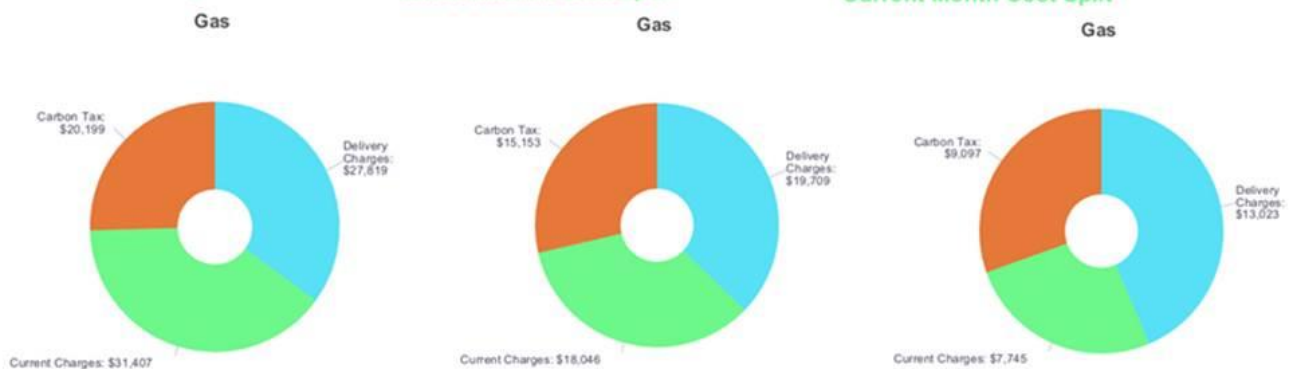
2023 Federal Carbon Levy – April Increase

We have received our first natural gas invoice since the April increase to the Federal Carbon Levy came into place. The following charts were included in our monthly invoices for our bulk natural gas contract (approximately 150 sites). I've included December 2022, March 2023, and April 2023's charts for comparison. The orange wedge represents the proportion of the total invoice going to the Carbon Levy. Green represents the retailer portion – the only portion we have control over, negotiated and under contract through 2027. Blue is the "fixed" portion due to the Distributors. The visual observation I wish to make is that increased proportion of the orange wedge against the green wedge in April, versus the prior periods. We are now at a point where the Carbon Levy is a greater cost than the retail cost of natural gas consumed.

With the assistance of our energy broker, we will continue to monitor the effects of the Carbon Levy on our budgets.

December // March // April

Current Month Cost Split



2023 Annual Reviews

The annual reviews continue to trickle in. There remains approximately 75 annual reviews to be completed with about 50 of those as non-responsive. These need to be completed before the July rent is processed, so any non-responsive tenants will be placed at market. Hopefully this provides the incentive needed to get those reviews completed. Please note, we do reduce the rents and credit back when necessary.

5. Maintenance

- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites:
 - Drywalling, ceiling repair, and stippling have begun
 - Rough-in of electrical is complete
 - Rough-in of plumbing is complete
 - The original walk-in shower that was shipped did not have the proper grab bar. We are waiting on another shipment.
 - Cupboards have been ordered



- Harvest Lodge:
 - Concrete work and landscaping have begun.
- Trees planting is in progress.
- Diseased trees at the Autumn Villa in Berwyn have been removed. New trees will be planted to replace those removed.
- Maintenance has been busy with grass cutting and preparing units for new tenancies.
- There are units ready for occupancy across the Foundation and in all programs.

Tammy Menssa
Executive Director