

# Executive Directors Report

*For the month of October 2020*

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## 1. Administration

### COVID-19 Update

The Foundation has been operating under the ordered COVID-19 restrictions and has not experienced any additional outbreaks.

We have continued to complete site-based risk assessments when allowing visits or bringing in volunteers and remain dedicated to being proactive in order to protect the health and well-being of our residents and staff.

On October 29, licensed supportive living, long-term care and hospice operators received a letter from Dr. Deena Hinshaw expressing her concern about the rising case numbers in the province. Her letter was a reminder *to ensure the understanding of site policy and safe visiting practices, including hand hygiene, continuous masking, physical distancing, and symptom screening*. This is critical when considering visits from individuals outside of the North Zone. *Any visiting person who works or lives in and an area of high COVID-19 exposure (e.g. Edmonton, Calgary) is considered higher risk of unknown exposure.*

On the morning of October 30, I was notified of an increase in numbers in the Fairview area and we immediately restricted visits to designated family/support visits only; we understand that their presence is essential to maintaining the residents' mental health. Later that same afternoon, we discovered that the MD of Peace #135 had 10 active cases and made the same decision to restrict visits according to our policy.

### Nominal Sum Properties

Nine of the properties that Alberta Social Housing Corporation transferred title to North Peace Housing Foundation have been listed on our website, along with information sheets and 360 tours, and have "For Sale" signs posted on the front lawn.

We have received 10 calls from interested parties and our Director of Housing Operations and Special Projects, Ashli Champeau, has given 11 tours.

The tenants of the occupied units have been contacted to determine if they are interested in purchasing their unit at 10% below the appraised value, as per the AGREEMENT FOR PURCHASE AND SALE OF LAND entered with Alberta Social Housing Corporation.

We currently have 2 offers on the table.

## Del Air Redevelopment

On October 7<sup>th</sup>, I took part in a call with representatives from Alberta Seniors and Housing Corporation, Alberta Health and Alberta Health Services in which we reviewed and compiled our scoring of the RFP submissions. After much deliberation, we developed a shortlist of 3 proponents to be contacted and scheduled to present on October 26, in Edmonton.

On October 26<sup>th</sup>, the same representatives met in Edmonton to interview the shortlisted candidates. It was a very full and informative day. The final decision has yet to be released.

## West View Condominium Project

We are in the process of making a final decision on the survey platform and questions; we feel confident that there will be the need to complete ongoing community consultations to get a strong sense of what is desired. Interestingly, research has shown that COVID has had an impact on what homeowners are looking for when deciding on a purchase (for example, an area for a home office).

## Yardi 7S

On October 13, 14 and 15, I, along with Clayton Bober, Director of Finance and Ashli Champeau, Director of Housing Operations and Special Projects, took part in Yardi 7S Social Housing Training. It is clear that the existing information in version 6 requires clean up, but once we move into 7S, we do not see that there are drastic changes. We feel confident that the transition to 7S will be relatively smooth.

## General

Our Health and Safety Audit will be taking place over the first week of December. In light of COVID restrictions, the entire audit will be the submission of documentation only; the auditor will not be on site for interviews or observation reports. We will be working diligently over the next month to prepare accordingly.

The Directors have been meeting weekly to discuss not only the Lodge Budget, but the Social Housing Budget to ensure that we get as much work done in the remainder of 2020 as possible.

On October 29<sup>th</sup>, we had the pleasure of meeting the new Property Manager of Rotary House, Crystal Owens. We look forward to working with Crystal and wish her all the very best in her new position.

## 2. Resident and Tenant Levels

As of September 2020, we had a total of 177 lodge residents, down 5 from the month of August. Our lodge unit occupancy at the end of September was 77% of the 224 lodge units occupied.

We had 115 occupied Senior Self-Contained units at the end of September, down 1 from the month of August. Our occupancy rate at the end of September was 88%.

Garden Court Seniors Apartments had 57 out of 63 units occupied at the end of September, consistent with the month of August; our occupancy rate was 90%. We had 5 out of the 8 trailers in Cadotte occupied at the end of September.

The Family Housing program had 77 of the 123 units occupied and 20 of the 40 R&N units occupied, consistent with the month of August, with an overall occupancy of 60%.

We had 37 Rent Supplement recipients in the month of September, down 1 from the month of August. No new applications for rent supplements are being accepted at this time while the existing programs are being reviewed for consistency of benefits and to ensure households that need assistance most are prioritized.

Tammy Menssa  
Executive Director