

Directors' Report

For the month of October 2022

1. Executive Director

COVID-19 Update

No update at this time.

Nominal Sum Properties

We have had one showing of the remaining house in Bluesky but have not received a formal offer.

We continue to advertise the 3 remaining properties for sale.

Cadotte Lake Trailer Disposition

The second trailer in Cadotte has been moved off site. The Foundation has arranged to have an auto wrecker remove the derelict vehicles off the lot, at no cost to the Foundation.

West View Condominium Project

No update at this time.

Del-Air Lodge Redevelopment

Construction has been put on hold until the project team can determine the most cost-effective way to proceed. There are several options on the table that are being investigated.

General

Heritage Tower HVAC System Replacement

- The make-up air equipment that was loaded into the 7th floor mechanical room is fully operational.
- The second-floor equipment has been installed and is fully operational as of October 26.
- The dining room equipment is in the process of being changed out and the kitchen equipment will follow.
- Concrete work for the new condensing units is complete.



- The old condensing units, with the exception of the kitchen A/C unit, which is still being used, have been removed and disposed of.
- The new condensing units will be delivered in mid-November and will be in place before the end of the year.
- The contractors will be back in the spring to test and start-up the condensing unit.

Human Resources

The Foundation continues to post the Human Resources Manager position, as a suitable candidate has not been found.

Administration has interviewed several candidates for the 2 Administrative Assistant positions, one working out of the Heritage Tower Lodge and the second out of the Harvest Lodge. There are more interviews scheduled and we hope to have the final decision made by mid-November.

The Foundation would like to welcome Dakota Buck as the new part time Recreation and Volunteer Attendant at the Homesteader Lodge. Dakota has been a casual employee of the Foundation since November of 2020 at both the Harvest and Homesteader Lodge.

We wish Dakota much success in her new position.

2. Director of Housing Operations and Special Projects

- Health and Safety
 - The 2022 Audit was wrapped up on October 6 and initial feedback was positive. The final summary and score should be received mid to late November.
 - Administration is in the process of developing the 2023 meeting guidelines for the site level meetings.
- Annual Recreation and Meal surveys are being done at each Lodge. A dedicated staff member has been assigned to travel to each facility to meet with residents and complete the questionnaires online, allowing for consistency and easy analysis of the results.
- The second Management and Leadership session is scheduled for November 2.
 - Additional sessions will be held in 2023.
- Legion Court Update
 - Maintenance has added a security plate on the front entrance door frame to prevent break-ins.
 - Management has been unsuccessful in attempts to schedule a session with the RCMP to address the safety concerns of the tenants.

3. Director of IT, Communications, and Stakeholder Relations

Key items:

- Update Project - Lodge info for ASCHA website and Alberta Housing
- Updating Videos created by ASCHA - replacing beginning with more attractive intro
- Scam, Phishing warnings due to increased activity
- Maintaining employment ads
- Responding to information requests
- Inventory and identification of all devices on our office network
- Resolving backup issues
- Harvest Lodge Wireless - continuing with project.

4. Director of Finance

Discussions for the 2023 Lodge and Affordable budgets continued. A preliminary budget will be presented to the Board during the November meeting with a final presentation for approval to be delivered in December.

Last month, our early indications were that the 2022 Social Housing budget was on track to be significantly over-budget. Measures were taken to try and limit the non-critical maintenance work to reduce expenses. Increasing occupancy/revenues along with the delayed onsite of the cold weather have also proven to help our bottom line. I am still projecting a budget deficit, but one that is about 60% less than previously thought. With two months remaining, we might still be able to hit our targets.

5. Maintenance

- Outdoor landscaping at the Harvest Lodge continues while weather permits.
- Door lock change outs at the Manning Seniors Apartments are 80% complete.
- The tie-ins for the irrigation system at Garden Court are complete.
- Furnaces in the Seniors Apartments and vacant units are being serviced.
- Maintenance staff continue to be redirected to the Lodge program as much as possible, while we continue to have budget constraints in the Social Housing portfolio.
- There are units ready to rent in all programs and in all locations.

Tammy Menssa
Executive Director