

# Directors' Report

*For the month of September 2023*

---

## 1. Executive Director

Asset Transfer

No update to report.

Nominal Sum Properties

The Foundation has sold the property located at 5201-42 Avenue in Grimshaw.

We have had interest in the unit located at 4823-45 Street, Grimshaw, with the expectation that we would offer the house at a reduced-price equivalent to the estimated cost of the required remedial work (\$14,030.00).

Westview Development

The Draft Meeting Minutes from the September 13, 2023, meeting is available in *Items for Information*.

Del-Air Lodge Redevelopment

Priming and first coat is finished on north wing, hoods have been installed in the kitchen, plumbers are finishing the rough-ins in the crawlspace, HVAC have been working in the Mechanical room, sprinkler contractors have finished rerouting lines in the existing building.

Now that the floors have been flooded, the building will be very busy with trades. Millwork will be installed soon.

Cable has been delivered and Electrical is working on rough-ins for the nurse call system. The nurse call contractor will be on site the first week of October. Cable for satellite TV has been run from each of the new units and will be connected to the existing panel in the basement.

Concrete work includes a sidewalk connecting the existing building to the new building.

The Foundation will be itemizing equipment in the existing kitchen, as some items will be salvaged for use in other facilities or for parts. Everything remaining will be disposed of by Chandos.

Chandos has provided fabric and washed rock around exterior columns, on south, west, and east side of the building, the remaining areas will be hydroseeded. Weather permitting, trees may still be planted.

Full turn-over continues to be scheduled for February 2024.







## Community Housing Unit Demolition - Fairview

The house demolition in Fairview is underway. The expected date of completion is Friday, October 6, 2023.

## Regional Needs Assessment

Regional Needs Assessment has been moved to the Regular Agenda under 5.a Business Arising Out of the Minutes, i. North Peace Housing Option Analysis and Business Case Update.

## Human Resources

- The Foundation is very happy to introduce Kaitlin Noskey as the newest member of the North Peace Housing Team. Kaitlin accepted the role as Manager of Human Resources effective September 25, 2023. Kaitlin's official introduction can be found in Items for Information.
- The Director - Maintenance and Capital Projects, Zbigniew (Zbe) Golec has officially announced his retirement. Zbe has been with the Foundation for 35 years and has very big shoes to fill. He will be missed! Joel Valles Marchett has accepted the role of Succession, Director - Maintenance and Capital Projects and will start in his new role effective October 1, 2023.
- We have recently interviewed for the Director of Housing Operations and Special Projects position and hope to fill the role soon.

## Avanti Time and Attendance Payroll System

We have entered into a formal agreement with Avanti for the Time and Attendance implementation and are waiting to hear back on a start date.

## Wi-Fi Availability

The Harvest Lodge Wi-Fi project was awarded to Mighty Peace Wireless, located in Fairview. Preliminary work will start soon, and it is expected that the project will be completed in an expedient manner.

## Homesteader Lodge Emergency Back-up Generator

The 130-kW emergency generator is currently being manufactured and will be delivered mid-to-late November 2023.

As previously reported the original electrical company that was awarded the installation contract withdrew from the project. The Foundation has since secured an electrical company to complete the installation.

## Harvest/Homesteader Nurse Call System Replacement

ASCCI (All Systems Communications Contracting Inc.) North has completed their review of the Harvest Lodge building and electrical drawings and have presented a quote for the nurse call upgrade. We have not received any information on the Homesteader Lodge upgrade.

Administration will provide further updates once we have had the opportunity to review the quote in its entirety.

### 2. Director of Housing Operations and Special Projects

No updates to report.

### 3. Director of IT, Communications, and Stakeholder Relations

- ASCHA Housing Directory updates are proceeding.
- Installed automatic patching for Windows on workstations to meet proposed cyber insurance requirements.
- Configured our Endpoint Antivirus/Antimalware system to meet proposed cyber insurance requirements.
- Investigated solutions from multiple providers to meet proposed cyber insurance requirements.
- Responded to Information requests.
- Video created for the Heritage Tower Lodge
- Repaired broken laptop.
- Ads for Resident Service attendants, and other positions
- Bid accepted for the Common Area wireless in Fairview and successful bidder contacted.
- Completed new iPhone setups for Managers.
- Set up new laptop computer for Human Resources and set up an existing laptop for Maintenance.

### 4. Director of Finance

Budget discussions and preparations have been started and a preliminary budget will be ready to present at the November meeting.

### 5. Maintenance

- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites. Progress is slow as we are waiting on contractor availability.
- Preparations for winter have begun in all areas.
- Units across the Foundation and in all programs are being prepared for occupancy.

Tammy Menssa  
Executive Director