

Directors' Report

For the month of April 2023

1. Executive Director

Strategic Planning Meeting

On April 14 and 15, 2023, members of the Senior Leadership Team and Board of Directors came together with facilitator Nolan Crouse, to review the Foundation's 2022-2027 Strategic Plan in preparation of the June 30 Business Plan submission deadline.

The Strategic Planning Session was a resounding success, marked by good and robust conversations among the participants. The topics discussed were highly relevant, and they generated numerous ideas for further research and potential solutions. The participants were fully engaged throughout the session, providing valuable insights and perspectives on the issues at hand. As a result, the session yielded valuable information and recommendations that will be instrumental in guiding the organization's future direction. Overall, the Strategic Planning Session was a great example of how collaborative effort and thoughtful analysis can lead to productive outcomes.

The Strategic Plan has been updated and is included as part of the regular agenda for review and approval.

Asset Transfer

On April 21, 2023, the Foundation received notification that the province is once again in a position to execute the first round of Asset Transfer agreements.

As previously communicated, the transfer agreements are not considered final until executed by the Alberta Social Housing Corporation (ASHC). ASHC proposes to amend the closing date in the Agreement of Purchase and Sale for Real Property to May 31, 2023.

On April 27, the Foundation gave consent to proceed with the transfers as previously agreed upon.

Nominal Sum Properties

We continue to have 2 properties for sale in Grimshaw and have recently shown one of the properties. Although there was interest, we have not received an offer.

Sustainable Remote Housing Initiative (SRHI) - Cadotte Lake Trailers

The Foundation understands that one of the 5 remaining trailers is, unfortunately, a complete write-off. The second trailer that froze in the month of November will be assessed in 2 weeks time after a period of warmer weather. Once the trailer has fully thawed, and the water can be turned back on, our maintenance department will have the opportunity to assess the damage.

Westview Development

Westview Development has been added to the Regular Agenda, under New Business.

Del-Air Lodge Redevelopment

As of April 28, 2023, roof trusses are more than 50% done and crews have started sheathing the flat roof. Earthwork is being done for new elevations around the building. Mechanical rough ins in the crawlspace are done.

The nurse call installation has been awarded and the rekeying of the existing building is in process.

The Foundation has not received final confirmation that the cost of changing the siding of the existing building to match the new wing will be included as part of the project. We have received a quote for re-siding the garage to match the new wing, which will be discounted 50% if siding the existing building is also awarded. The total cost of siding the existing building and the garage, with the discount included, is \$120,621.00, plus GST.

Completion date is scheduled for February 2024.





Regional Needs Assessment

NPHF has received an outline of the scope of work that is currently undergoing review and refinement in order to develop a formal proposal. The work is expected to commence in the fall and will likely take 4 to 5 months to complete.

Garden Court Irrigation System

- The irrigation system is currently being installed:
 - Trenches, burying lines, and the installation of sprinkler heads on the west side of the building is approximately 50% complete.
 - The north side is 80% complete.
 - The east side has not been started.
- Once the system is fully installed, the contractor will seed and fertilize the area.
- The estimated date of completion is May 26, 2023.

Heritage Tower HVAC System Replacement

- The make-up air units are fully installed and are 100% operational, and all deficiencies have been resolved.
- The last condensing unit installation was completed on April 25, 2023.
- Three of the air-conditioning units are pressurized and ready to go. Testing will be scheduled once the warmer weather arrives.
- Phase 3 of the HVAC system replacement was not approved in the 2023/24 Capital Maintenance and Renewal budget as anticipated:
 - The Phase 3 recommendation was to replace the boiler system and provide variable speed pumps for the system, as the boilers have passed their service life span twice over. The estimated budget in June of 2021 was \$403,010.00.
 - A letter sent by the Minister of Seniors and Housing dated July 19, 2021, stated that the Capital Maintenance and Renewal (CMR) budget request for additional phases had been placed on a high priority list for the next fiscal year.
 - On October 24, 2022, Alberta Seniors and Housing, Capital Maintenance and Renewal, sent a preliminary list of CMR projects to review and provide feedback. We requested reallocations based on our list of priorities, which included the addition of the Phase 3 recommendation.
 - On April 12, 2023, we received notification that NPHF did not receive any new CMR projects for the 2023/24 year.

Human Resources

- There are no updates on the Human Resources Manager position.
- Second interviews are scheduled for the Administrative Assistant (Fairview) position.
- We have received a number of resumes for the Community Housing Manager position. We are in the process of short listing and will be scheduling interviews in the upcoming weeks.
- It brings me great pleasure to announce that North Peace Housing Foundation has hired a new Maintenance Worker for the Grimshaw/Peace River area, effective April 11, 2023.

Michael McGillivray brings to the Foundation years of experience in home renovations, carpentry, landscaping, and mechanics. His past experience, friendly nature, background in safety, and ability to work in a variety of settings make him a valuable addition to the maintenance team.

Thank you for joining me in welcoming Michael to the North Peace Housing team and wishing him all the best and much success in his new role.

- The Foundation is pleased to announce that we have been approved for funding for 2 student positions through the Canada Summer Jobs Grant. We continue to advertise for summer students and hope to hire soon.

Avanti Time and Attendance Payroll System

No update to report.

Wi-Fi Availability

We continue to investigate options for providing Wi-Fi to Lodge residents. The Director of IT, Communications, and Stakeholder Relations recently met with another service provider to determine if there are alternative options that may be more cost effective.

2. Director of Housing Operations and Special Projects

The release of the new menu has been delayed until closer to the end of May.

- Meetings specific to the updated menu continue.
- Once complete, the final product will be presented to, reviewed, and approved by a registered dietitian.
- The new menu will include waste tracking to promote more sustainable and responsible food practices benefiting the organization, individuals, and society as a whole.
- Following the new menu and order guides will require significant behaviour changes which will take time. It is anticipated that we will not see the full extent of the benefits of the new menu until the fall.

3. Director of IT, Communications, and Stakeholder Relations

- Preparation for Trade Shows including the development and ordering of promotional Postcards & Meal Cards
- Policy Development
- Continued work on the wireless at Harvest Lodge
- Purchasing and setting up a staff computer at Heritage Tower Lodge
- Attended Northern Sunrise County Residents meeting
- Arranged network upgrades for Heritage Tower Lodge
- Strategic Planning meeting Zoom setup and preparation
- Applied for Microsoft Non-Profit status

4. Director of Finance

Highlights for April:

- Lodge rate increases became effective on April 1st for new residents. Existing residents will be increased in July when their annual reviews take effect.

- Annual Income Reviews are slowly coming in – early indications show a slight uptick in incomes, and therefore, revenues.
- Prepared and presented various financial and demographic charting at the strategic planning session.
- Verification of the records for LAP Grant reporting has been completed and submitted to the Province. Now to await the final determination of LAP funding for this year.

Looking forward:

- Continue processing of income reviews. Letters for Rental Assistance Benefits clients go out in early May.
- The annual power reconciliation cycles have now been completed. Of the 125 households reconciled as of March 31st, 110 will receive credits on their account, with the highest almost \$1000 and the average of \$340. Of the 15 that owe, the highest is just over \$400 and the average is \$180. The significant refunds are attributed to the rebates offered by the Province of Alberta to all household electricity bills.
- Preliminary budgeting for the Business Plan will begin. Focus is on the social housing portfolio as that will demonstrate our needs to the Province in hopes that we will receive additional funding in future years.

5. Maintenance

- Due to the province's decision not to approve additional operating or Capital Maintenance and Renewal (CMR) funding for the Foundation, maintenance will be restricted due to financial limitations.
- The install of the new commercial washer and dryer at the Heritage Tower Lodge is complete.
- Work continues on the conversion of the Del-Air Lodge west wing units, converting 2 lodge rooms into 1-bedroom suites:
 - Electrical work is done.
 - The 1-piece shower stall has come in and will be installed next week, allowing the bathroom walls to be reconstructed.
 - Drywalling, taping, and ceiling work will follow.
 - Cabinets and the bathroom vanity will be ordered next week.
- Electrical engineers are being contacted to provide cost estimates for designing the backup generator for Homesteader Lodge.
- Harvest Lodge:
 - Concrete work in the front of the Lodge will start with warmer weather.
 - The flower bed in the front of the Lodge is being replanted once the concrete work is complete.
 - Parging repairs and landscaping in the courtyard will commence with warmer temperatures.
- Trees are being ordered and will be planted in various locations across the Foundation.

- A number of trees that are infected with black knot disease are scheduled to be removed as soon as we have secured a contractor.
- As previously reported, with an influx of applications in the Peace River area, we are running low on rent-ready units. Maintenance will be focusing their attention on renovating the best, of the most damaged units as required, and as budget allows.
- There are units ready for occupancy across the Foundation and in all programs.

Tammy Menssa
Executive Director