

# Executive Directors Report

*November 2019  
(For the month of October 2019)*

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## 1. Administration

A great deal of focus over the month of October has been on preparing for our annual Health and Safety audit, which included an ergonomic assessment of our office and workspaces. On October 1<sup>st</sup>, I had the pleasure of meeting with North Zone CAO's in Hythe to discuss current and ongoing housing issues/concerns/strategies; I, along with the other Directors, have been interviewed by MNP who have been gathering input and ideas as to how to improve on our financial and operational reporting; our Director of Housing Operations and Special Projects, Ashli Champeau, and I attended a Poverty Reduction/Homelessness Meeting in Peace River, in addition to the P.E.A.C.E Foundation's Open House; Our Director of Finance, Clayton Bober, and I have been involved in several teleconference meetings with other Management Bodies regarding the implementation of Yardi 7, an upgrade to our existing Property Management software; I was invited to the Harvest Lodge to make a presentation to staff and share my ideas on organizational goals and values; Ashli Champeau and I attended the Annual APHAA Fall Conference in Banff – the primary focus being on Innovation in Leadership, but there were great networking opportunities both with other housing providers and government.

## 2. Resident and Tenant Levels

As of September 30, 2019, we had a total of 180 lodge residents, down 3 from the month of August. Our lodge unit occupancy currently equates to 79% occupied of the 224 lodge units.

We had 121 occupied senior apartment suites at the end of September, up one from the month of August. Our occupancy rate at the end of September was 93%.

Garden Court Seniors Apartments had 59 out of 63 units occupied at the end of September, up one unit from the month of August; our occupancy rate was 94% at Garden Court. We continue to have 6 out of the 8 trailers in Cadotte occupied and have had recent inquiries into their availability.

The Family Housing program had 79 of the 123 units occupied, down 2 from the month of August, and 24 of the 40 R&N units occupied, down one from the month of August, with an overall occupancy of 63%.

Rent Supplement tenancies remained unchanged over the month of September. We are currently at our maximum capacity, as determined by our Rent Supplement budget and the total amount of monthly subsidies that are being allocated at this time.



Tammy Menssa  
Executive Director