

Directors' Report

For the month of June 2024

1. Executive Director

Asset Transfer

No update to report.

Nominal Sum Properties

No update to report.

SRHI (Sustainable Remote Housing Initiative) - Cadotte Lake

No update to report.

Westview – Fairview Development Committee

No update to report.

Del-Air Lodge Redevelopment

On June 13, 2024, a formal site inspection was completed at the Del-Air Lodge. Present were representatives from Alberta Seniors, Community and Social Services (SCSS), Chandos Construction Ltd., JMAA Architecture, and North Peace Housing Foundation.

A letter of Substantial Performance was issued by SCSS on June 19, 2024. Please see Items for Information for the letter and attached deficiency reports.

Regional Needs Assessment

No update to report.

Avanti Time and Attendance Payroll System

The Time and Attendance project is gaining momentum, with most of the structure already in place as we enter the scenario testing phase. Simultaneously, we will conduct Time and Attendance training (train the trainer), allowing NPHF to collaborate with the Avanti team to address questions and provide clarification. This approach aims to equip us with the necessary knowledge and understanding of the system, reducing our need for future assistance.

The current schedule has us parallel testing in mid-July, training staff into the beginning of August and going live for the August 15 pay run. Project close out is scheduled for the end of August 2024.

Wi-Fi Availability

Mighty Peace Wireless will be on-site at Heritage Tower Lodge on Friday July 5, 2024, to determine the requirements of the Wi-Fi installation.

Harvest/Homesteader/Heritage Tower Lodge Nurse Call System Replacement

ASCCI North Inc. has completed the installation of the Nurse Call and telephone systems at the Harvest and Homesteader Lodge. The systems are fully operational.

The installation at Heritage Tower Lodge is scheduled for the month of August. Equipment is currently being ordered in preparation for the project.

Insight Facility Advisors Operational Review

Insight Facility Advisors completed their review of NPHF sites and had the opportunity to meet with Maintenance and Administrative teams to get a better understanding of the history of the buildings' mechanical elements, processes, and operator skill level.

Insight will return in July to provide a Site Report including site level ratings for equipment and operations, individual equipment analysis, site summaries, and capital replacement cost budgets; an Executive Report including operational recommendations and a summarized compilation of capital budget projections. Staff training and development, including tasking and field technical training, and Yardi (Property Management Software) Quality Assurance Quality Control implementation will take place at that time.

2. Director of Housing Operations and Special Projects

- New furniture has been installed at Homesteader Lodge; new furniture was delivered to Del-Air Lodge and will be installed once the redevelopment is complete.
- The updated Spring/Summer menu was approved by the Dietitian and rolled out to the Lodges.
- The new nurse call systems are in operation at Harvest and Homesteader Lodge; the nurse call system has been installed in the Del-Air Lodge, but the phone installations are delayed due to a line issue. The project will be completed once Telus installs a new line. The nurse call replacement is scheduled for Heritage Tower in August.
- Attention to Resident family concerns at Harvest Lodge.
- Participation in budget, staffing and asset discussions and planning.
- Annual Income Reviews are being wrapped up for July 1, 2024 implementation.

3. Director of IT, Communications, and Stakeholder Relations

- Cybersecurity training has been initiated for Office 365 users.
- SharePoint Training will be rolled out to staff over the summer.
- Resolved issue with door schedules and card errors at Central Office.
- Canada Day Facebook Post.
- Advised of priority Chrome and Edge Browser updates.
- Resolved remote access issue for users.

- Distributed Board Skills Matrix.
- Responded to information requests.
- Resolved computer and printer issues at our Lodges.

4. Director of Finance

June Activities:

- Social Housing budget completed with the site budgets submitted to the Province ahead of schedule.
- Annual grant reporting (Garden Court, Cadotte Lake) submitted to the Province.
- Appendix C of the Business Plan completed for approval and submission to the Province. This includes a forecast through the end of 2024 and an early draft budget for 2025 for each program.
- Annual Reviews have been completed. There are still a small handful of tenants/residents that have not responded to our notices – their rent has been increased to Market as of July 1st. Once they have responded, we will adjust their rent as necessary back to July 1st. A brief summary of the review follows.

	AR Count	Non-Responsive	Average Rent (excluding Lodge Fees)	Gross Monthly Increase following AR (includes Lodge Fees)
Total	411	8	\$ 746.66	
Lodge	168	5	\$ 802.29	\$19,500
Social Housing	191	3	\$ 656.50	
SSC	106	0	\$ 674.34	\$2,977
Community	85	3	\$ 634.26	\$6,277
Affordable	52	0	-	

Coming up:

- Understand the reporting requirements for Del-Air Lodge, Aurora Place so that we can accurately split the revenues and expenses for the two programs. The Continuing Care program reports back to AB Health, whereas the Lodge (and everything else we do) reports back to AB Seniors, Community and Social Services.
- Holidays (it's been a long time coming)
- 2025 Budget Planning

5. Director of Maintenance

- Heritage Tower Lodge
 - Generator and 7th floor mechanical rooms have been cleaned and painted.
 - Vacant rooms are being painted and prepared for occupancy.

- Del-Air Lodge
 - The west wing unit conversion is complete.
- Senior Self-Contained Apartments
 - Vacant rooms are being prepared for occupancy in Greene Valley Apartments – Peace River.
 - Parking lines are finished at Nampa senior apartments, Legion Court in Grimshaw, and Autumn Villa in Berwyn.
 - A Legion Court unit in Grimshaw is being prepared for occupancy.
- Community Housing
 - Work continues to prepare vacant houses in Fairview for occupancy.
 - Seasonal work continues in Peace River and Manning including fence and roof repairs.
 - Units are being prepared for occupancy in Grimshaw, Manning, and Peace River.
 - New maintenance worker starts in Fairview harvest lodge,
 - Miscellaneous work orders across all properties - Lodge, Senior Self-Contained apartments, and Community Housing units.

Tammy Menssa
Executive Director