

Directors' Report

For the month of May 2024

1. Executive Director

Asset Transfer

Please see 5.c.ii. as part of the Regular Agenda.

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

Update as of May 24, 2024:

The dishwasher in the new kitchen is not coming to temperature due to a valve issue (the new part has been ordered and should be on site next week for replacement); the range needs to be relocated to allow the fire suppression system to have more of an impact; door hardware has been delivered and is being installed; electrical will be onsite to connect the door operators once the door hardware installation is complete; laundry room floor vibration is being worked on (additional supports are being installed) and is expected to be complete by next week; shower drains in the new wing are being inspected to ensure they are draining properly (there have been issues with pooling water in some of the units); spare parts will be turned over to NPHF in the upcoming weeks and will be stored in the garage; work continues on resolving issues with the motion sensors in the hallways of the new wing.

Landscaping including prepping for Hydroseed, finalizing plant locations, and re-ordering the checker plate trench drain and catch basin is underway.

The team is currently in the process of completing a deficiency list for the rooms that have started in the renovation area:

- Multipurpose Room
 - Awaiting countertop for delivery for replacement sink.

- 1 force-flow installed, as radiant panel is working on the other side of the wall; a second unit will be handed over to the Lodge.
- The concrete pad at the north exit will be repoured as it currently does not allow proper egress when cold (heaving).
- Exercise Room
 - Small deficiencies to rectify.
- Main Dining Area
 - Replacement tile for fireplace will be installed next week.
 - Other minor deficiencies to be completed.
- Staff Room
 - Awaiting door and frame for washroom.
- Resident laundry
 - Awaiting baseboard to be installed.
 - Other minor deficiencies to be completed.
- Hair Salon
 - The renovation is being held-up by the new laundry room deficiencies. NPHF will not be granted occupancy until the floor vibration is resolved, at which time the renovation can begin on converting the existing laundry room into the hair salon.
- Recreation Room
 - Awaiting kitchen certification from Public Health so NPHF staff can move into the new kitchen, at which time the renovation can begin on converting the existing kitchen into the new recreation room.

A final clean of the building (existing and new) will be scheduled with a professional cleaner.

Chandos will provide an updated project schedule next week. Currently, substantial completion is estimated for mid-May with an expected occupancy of mid-June, 2024.

Regional Needs Assessment

Derek Weiss, Consultant, attended the Strategic Planning meeting on April 26 and 27 to further review the Demand Analysis findings and guide the Board and Administration through discussions on operational sustainability and long-term capital development planning to support the Foundation's strategic plan.

Avanti Time and Attendance Payroll System

No update to report.

Wi-Fi Availability

Mighty Peace Wireless has completed their work at both the Harvest and Del-Air Lodge.

There are no updates on the projected cost of installation at the Heritage Tower Lodge.

Homesteader Lodge Emergency Back-up Generator

Completed.

Harvest/Homesteader/Heritage Tower Lodge Nurse Call System Replacement

ASCCI North Inc. is wrapping up the installation of the Nurse Call system at the Del-Air Lodge in Manning; the renovations to the existing Lodge have delayed the telephone installation.

The Harvest Lodge installation is close to being complete; the telephone system upgrade is the one item outstanding.

The Homesteader Lodge replacement is scheduled to start on Monday, May 27, 2024.

There are no updates on the Heritage Tower Lodge replacement project.

Insight Facility Advisors Operational Review

Insight Facility Advisors will be at Central Office the week of May 27, 2024, to meet our team and review current processes to fully understand operational expectations and to start visiting Foundation sites. A second trip is scheduled in June to continue with the site visits.

Insight will return in July to meet with the team to discuss areas for development and provide training.

2. Director of Housing Operations and Special Projects

- Review and updating of Lodge wildfire evacuation procedures.
- Continuing with furniture and related orders, delivery begins week of May 27.
- New Spring/Summer menu review and approval by Dietitian.
- Update of smoking policy, and enforcement at Heritage Tower Lodge (especially at the front entrance).
- Lodge Managers' Regional Meeting in Whitecourt, also attended by Sharon Henitiuk, Housing Accommodations Manager, Manning.

3. Director of IT, Communications, and Stakeholder Relations

- Converted and repurposed four older notebooks to ChromeOS Flex for use by our seniors for Zoom Calls, etc.
- Worked with Kaseya representative to resolve issue with Backupify.
- Created ads and posters for a Volunteer Bus driver position.
- Investigated various SharePoint Training programs.

- Contracted with SharePoint Maven Inc. for SharePoint Staff Training.
 - Policies are being developed to facilitate our transition to SharePoint.
 - Directors are taking training first with general roll-out to follow.
- We are getting good response from employees in reacting to phishing emails with more requests for information prior to opening suspicious emails.
- Installation of Wireless Internet completed at both Harvest and Del-Air Lodges. Harvest is fully functional, and Del-Air is being rolled out in co-ordination with the redevelopment.
- Set up phone for new Maintenance Worker.
- Responded to information requests.
- Resolved computer and printer issues at our Lodges.

4. Director of Finance

- An intermediate Social Housing Budget has now been entered. Budget comparisons are now available in the financial dashboard and reporting. A finalized social housing budget for 2024 will be updated by the end of June with the submission of the 2024 Site Budgets to the Province.
- Income reviews are continuing. About ¼ of all reviews have been approved and about half of the total reviews have been received so far. It will be a mad dash to get these approved and updated before the new RGI rents take effect July 1st.
- Insurance recoveries for Garden Court still have not been received.
- Power reconciliations have been completed for the April 2023 – March 2024 period. This is a reconciliation of a tenant’s budgeted amount to their actual usage. The reconciled differences have been posted to all accounts with the exception of Garden Court. Several factors have complicated the review at Garden Court, most notably the discovery of accounts that were defaulted to Direct Energy Regulated (DERS) when tenants dropped their services while they were displaced during the building restoration. It was found that our Premise Vacancy Agreement with DERS didn’t pick up these units, and instead DERS followed-up with Land Titles to identify the owner. It was a “today I learned” moment that you need to explicitly reach out to land titles if the titleholder’s mailing address changes. Ours changed in 2017 when we moved into the new office and closed our PO box. I expect that we’ll have communication out to the Garden Court tenants before the end of the month advising them of their power reconciliation balances.
- The 2024/25 Provincial Budget provided significant increases to the LAP funding schedule. The charts below compare the new funding to the budget and previous years.

2024/25 Total Funding:	\$1,019,310
2024 Budget	\$719,409
Variance to Budget	\$299,901
2023 Funding Received	\$804,365
Variance to Previous Year	\$214,945

Year	Del-Air	Homesteader	Heritage Tower	Harvest
2024/25	\$202,581	\$216,489	\$330,132	\$270,108
2023	\$149,697	\$147,628	\$299,395	\$207,645
Variance	\$52,884	\$68,861	\$30,737	\$62,463
2024 Count	27	17	44	36
2023 Count	30	16	44	38

5. Director of Maintenance

- Garden Court
 - Worked with ServiceMaster to repair deficiencies from the restoration project.
 - Repaired the leak on 3-inch heating line in the crawl space.
- Heritage Tower Lodge
 - Vacant rooms are being prepared for occupancy.
 - Damage to one of the new heat exchangers will be welded by LSM Mechanical & Electrical.
- Del-Air Lodge
 - The siding company is returning to take care of deficiencies.
 - The unit conversion is nearing completion, as we have been waiting on a closet door that was a special-order item.
- Garrison Manor
 - Working on getting quotes for flooring replacement.
- Community Housing:
 - Repaired water leak.
 - Preparing multiple units for occupancy.
 - Fixed roof (patch) in Kaufman units.
- 2 Student Maintenance Workers have been hired for the summer. They have been busy pulling weeds, painting parking lines (Central Office, Garden Court, Heritage Tower, and Senior’s Apartments), and have started cutting grass.

Tammy Menssa
Executive Director