



**Taber & District
HOUSING FOUNDATION**

Provide individuals, families and seniors with affordable and caring accommodation.

AGENDA
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, September 20, 2018 @ 1:30 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – August 17, 2018
3. **Business Arising:**
 - a) Commercial Washer & Dryer
 - b) Taber and District Health Foundation Grant – Tub & Lift
 - c) Business Plan Submission
 - d) Administration Office Renovations
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For August 31, 2018 - Bank Reconciliations, Income statements, and current cheque listing issued up to Meeting date *(a list will be handed out at the meeting)*.
5. **Reports**
 - a) Lodge Manager Report
 - b) Maintenance Manager Report
 - c) Placement Officer Report
 - d) Financial Administrator Report
 - e) Chief Administrative Officer Report
6. **New Business:**
 - a) Policy T- 61: Assistance Animals
 - b) Deanna Killinger – Stepping Down as Member-at-Large
 - c) Potential Member-at-Large candidates
 - d) Capital Maintenance & Renewal Projects – Social Housing
 - e) Capital Maintenance Funding – Clearview Lodge
 - f) Scholarship Opportunity –
 - g) ASCHA Region Voting Form – October 2018
7. **Information**
 - a) AHS Report: DSL Residents – April 2018
 - b) Pioneer Lodge Announcements & Information – Fort Macleod
8. **Adjournment**

Next Meeting: TDHF Board ????? 1:30 pm TDHF Boardroom



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

**MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Friday, August 17, 2018
Clearview Lodge – Activity Room**

ATTENDANCE

Board: Rosanne Horrocks Linda English Tamara Miyanaga
Deanna Killinger Joe Strojwas Deb Hansen

Administration: Tim Janzen (CAO), Joan Hart (Lodge Manager), Kristin Skiba (Placement Officer)

Absent:

Rosanne Horrocks, Chairman, called the Regular monthly meeting to order at 1:37 p.m.

1. Approval of Agenda

Motion 2018-96

MOVED by J. Strojwas to approve the Agenda.

CARRIED

2. Approval of Minutes

Motion 2018-97

MOVED by D. Killinger to accept the minutes from the Regular Board Meeting of Thursday, July 19, 2018.

CARRIED

3. Business Arising

- a) **Commercial Washer & Dryer** - CAO reported that the delivery of the washer and dryer had been delayed to the week of August 20th.
- b) **8760 RFP – Natural Gas 2022 - 2027** – CAO reported that the RFP has been completed. The prices for natural gas (per GJ) are reported as: 01/2022 – 12/2022 \$1.71; and 01/2023 – 12/2027 \$2.56
- c) **TDHF Website Update & Email Issues** – CAO reported that the new website is operational and looks great. The email issues seem to be resolved but there may be some cost for monthly subscription fees.
- d) **Business Plan Submission** – Amber Gallant, Seniors and Housing Portfolio Advisor, had contacted CAO and set up a meeting with Corey Beck, Maintenance Manager, and Beverly Mikalson, Financial Administrator, to discuss the business. Amber made a number of suggestions and recommendations to improve the plan.

4. Approval of Financial Statements and Reports:

Motion 2018-98

MOVED by L. English to accept for information the financial information for the month of July 2018 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2018-99

MOVED by T. Miyanaga to accept the Lodge Manager's report, as presented.

CARRIED

- b) Maintenance Manager's Report

Motion 2018-100

MOVED by D. Killinger to accept the Maintenance Manager's report, as presented.

CARRIED

- c) Placement Officer Report

Motion 2018-101

MOVED by L. English to accept the Placement Manager's report, as presented.

CARRIED

- d) Financial Administrator Report

Motion 2018-102

MOVED by D. Hansen to accept the Financial Administrator's report, as presented.

CARRIED

- e) Chief Administrative Officer Report

Motion 2018-103

MOVED by T. Miyanaga to accept the Chief Administrative Officer's report, as presented.

CARRIED

6. New Business

- a) **Pets in Housing Units –**

CAO presented several policy documents suggesting options for service animals and pets. There was considerable discussion around the effect on other residents/tenants, potential damage to units, effect on staff workload and morale, and the potential positive benefits for applicants.

Motion 2018-104

MOVED by J. Strojwas to accept Policy T - 62: Pets with amendments.

WITHDRAWN

Motion 2018-105

MOVED by J. Strojwas that Administration rework Policy T – 62: Support Animals, with policy designed to accept support animals into specific TDHF properties.

CARRIED

b) Renovations Proposal to TDHF Admin Office building Landlord

CAO presented a copy of a quote from VHL Construction to upgrade the heating system in the front half of the TDHF Admin office by increasing the airflow to the front of the building and install insulation in the ceiling attic space. The total estimate was presented as \$13,400 + GST to be covered by the landlord. CAO reported that the landlord had recently approved the renovations and therefore the work would be scheduled as soon as possible.

c) Resolution with MD of Taber re: Carbon Levy and Housing Management Bodies

Motion 2018-106

MOVED by T. Miyanaga that TDHF is willing to have MD of Taber Council prepare a resolution regarding carbon levy being charged to Housing Management Bodies in Alberta. The resolution to be presented at the Rural Municipalities of Alberta Fall 2018 Convention.

CARRIED

d) Change in Proposed Meeting Date – TDHF Board of Director Meetings

Motion 2018-107

MOVED by D. Hansen that the Board Calendar be amended, that effective immediately, future TDHF Board of Director meetings will be held on the last Thursday of every month at 1:30 pm.

CARRIED

7. Other Information

- a) Letter from Taber and District Chamber of Commerce

8. Adjournment

Motion 2018-108

MOVED by D. Killinger to adjourn this meeting at 3:18 pm

CARRIED

Next Meeting – Thursday, September 20, 2018

TDHF Admin Office

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Tim Janzen

From: Tim Janzen
Sent: Thursday, September 13, 2018 2:36 PM
To: 'Victoria Koersen'
Subject: Taber and District Housing Foundation - Funding Request for Tub & Lift

Dear Victoria & TDHF Board of Directors:

Please accept this email as confirmation of my September 13th telephone discussion with you and notification that the capital funding for a tub and lift are no longer required.

On September 7th, we received notification that our capital budget request of a tub and lift for Clearview Lodge would be funded by Alberta Seniors and Housing, as part of the 2018/20 Capital Maintenance and Renewal Project List. Normally, we would receive this information in April or May of the fiscal year. We believed that our initial request with the government had been denied and as a result, we applied with your organization.

I am sorry for any inconvenience or confusion we may now be causing but our approval from the government allows you to allocate these funds to another use in the Taber community.

We are hopeful that, in time, we will have another suitable project and will submit an application for your consideration.

If you require any additional information, please feel free to contact me.

Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 – 48 Ave.
Taber AB T1G 1S2
Work: (403) 223 - 2767 Ext 7
Cell: (403) 382 – 7098
FAX: (403) 223 - 2189



**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING AUGUST 31, 2018

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		567,624.22
RECEIPTED DEPOSITS FOR THE MONTH		152,619.80
PADS		121,310.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		796.79
LESS DISBURSMENTS FOR THE MONTH		
	Checks	(73,355.26)
	RBC Express	(47,656.97)
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	(134,297.20)
	RRSP	(8,162.52)
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		(139.10)
PAD return NSF		(1,398.00)
CHR Funding - Direct Deposit		45,461.35
Misc		0.00
DRSP - PDS		-2,331.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$620,472.11</u>
 <u>BALANCE PER BANK STATEMENT</u>		 641,914.52
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(21,442.41)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
 <u>NET BALANCE END OF MONTH</u>		 <u>\$620,472.11</u>



ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

RBBDA30000_4609147 E D 09179 00125

TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

July 31, 2018 to August 31, 2018

Account number: 09179 100-146-0

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
4818 53RD ST, TABER, AB T1G 1W4

Opening balance on July 31, 2018	\$584,203.37
Total deposits & credits (9)	+ 320,187.94
Total cheques & debits (61)	- 262,476.79
Closing balance on August 31, 2018	= \$641,914.52

Account Activity Details

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
	Opening balance				584,203.37
01 Aug	Direct Payment (PAD's) service total GRADS1097890000			121,310.00	705,513.37
	Misc Payment ALBERTA HEALTH			45,461.35	
	Insurance ENCON GROUP INC INSURANCE		9,904.67		
	Cheque Serial #	179.82 18792	788.80 18800	1,159.62 18799	
	Cheque Serial #	6,948.51 18794			731,993.30
	Deposit interest			796.79	732,790.09
02 Aug	Cheque Serial #	62.44 18804	63.53 18785	85.87 18803	732,578.25
03 Aug	Deposit 0028			459.80	
	Bill payment - 6403 WCB-ALBERTA		5,447.38		

Business Account Statement



July 31, 2018 to August 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
03 Aug	Cheque Serial #	505.78 18796	619.99 18793	5,000.00 18791	721,464.90
06 Aug	Pre-authorised payment returns GRADS1097890000			1,398.00	
	Activity fee			139.10	719,927.80
08 Aug	COMMERCIAL TAXES EMPTX 7343114		39,804.84		680,122.96
10 Aug	Deposit 0029			1,572.15	681,695.11
13 Aug	Cheque Serial #	981.75 18789			680,713.36
14 Aug	Cheque Serial #	65.04 18790			680,648.32
15 Aug	Bill payment - 5719 TELUS COMMUNICA		176.96		
	Bill payment - 5718 SHAW CABLE		289.73		
	Direct Deposits (PDS) service total GRADS7204090000		1,558.44		
	Cheque Serial #	20.00 18786			678,603.19
16 Aug	Direct Deposits (PDS) service total GRADS7204090000		11,500.00		
	Cheque Serial #	15.00 18807	86.05 18809		667,002.14
17 Aug	Deposit 0030			1,312.15	
	Cheque Serial #	79.80 18813	1,811.63 18831	2,496.55 18814	663,926.31
20 Aug	Cheque Serial #	7.67 18839	103.32 18823	224.00 18838	
	Cheque Serial #	249.90 18828	781.00 18829	964.10 18816	
	Cheque Serial #	1,373.84 18821	6,705.29 18833		653,517.19
21 Aug	Cheque Serial #	89.25 18827	237.66 18819	441.28 18836	
	Cheque Serial #	5,817.02 18824			646,931.98
22 Aug	Account transfer Jun Jul 2018			148,408.25	795,340.23
	Direct Deposits (PDS) service total GRADS7204090000			1,864.15	
	ACCOUNT TRANSFER 9823491226			220.00	
	Cheque Serial #	10.00 18812	65.84 18818	92.23 18808	



ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

July 31, 2018 to August 31, 2018

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
22 Aug	Cheque	115.50	176.45	2,000.00	
	Serial #	18822	18834	18820	790,796.06
23 Aug	Cheque	190.29			
	Serial #	18835			790,605.77
24 Aug	Deposit 0031			505.40	
	Cheque	954.18	5,269.89		
	Serial #	18825	18830		784,887.10
27 Aug	Cheque	71.98	234.48		
	Serial #	18817	18837		784,580.64
28 Aug	Misc Payment RBC PAYROLL		8,162.52		776,418.12
29 Aug	Bill payment - 9902 SHAW CABLE		1,718.06		
	Direct Deposits (PDS) service total GRADS7204090000		120,933.05		
	Misc Payment AUMA/AMSC AMSC18-1025041		7,838.05		
	Cheque	450.45			
	Serial #	18815			645,478.51
30 Aug	Direct Deposits (PDS) service total GRADS7204090000		2,331.00		
	Cheque	150.00			
	Serial #	18826			642,997.51
31 Aug	Deposit 0032			362.05	
	Misc Payment TOWN OF TABER Pre-Author		1,320.69		
	Cheque	124.35			
	Serial #	18867			641,914.52
	Closing balance				641,914.52

Deposit Interest Earned: \$796.79

Account Fees: \$139.10

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Taber and District Housing Foundation - cvlodge **Comparative Income Statement**

	Actual Jan 01, 2018 to Aug 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
REVENUE			
Rental Revenue			
Resident Rent	899,536.00	1,356,765.00	-33.70
Lodge Fees	800.00	500.00	60.00
Rent Rebates	-7,238.00	-12,000.00	-39.68
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	893,098.00	1,345,265.00	-33.61
Resident Services			
Parking	1,793.00	2,500.00	-28.28
Laundry	7,260.00	12,000.00	-39.50
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	10,239.00	17,000.00	-39.77
Resident Fundraising	819.00	1,000.00	-18.10
Therapeutic Bath	0.00	0.00	0.00
Transporation Fee	0.00	2,000.00	-100.00
Activity Fee	0.00	500.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	2,927.00	3,600.00	-18.69
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	13,985.00	24,100.00	-41.97
Tenant Maintenance Recovery	210.00	500.00	-58.00
Total Resident Services	23,248.00	39,100.00	-40.54
Non Resident Services			
Facility Rental	1,375.00	1,500.00	-8.33
Meals on Wheels	14,121.00	36,000.00	-60.78
Other Meal Services	15,923.55	0.00	0.00
Guest Meals	6,201.00	12,000.00	-48.33
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,883.05	2,000.00	-5.85
Total Other Meal Services	24,007.60	14,000.00	71.48
Tuck Shop	1,264.00	3,500.00	-63.89
Catering	25.00	0.00	0.00
Sundry Revenue	50.00	0.00	0.00
Total Non Resident Services	40,842.60	55,000.00	-25.74
Grants			
ASHC Grants	0.00	0.00	0.00
ASHC Maintenance Grant	0.00	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00	0.00
ASHC LAP Grant	191,259.98	283,879.00	-32.63
Total ASHC Grants	191,259.98	283,879.00	-32.63
Provincial Grants	0.00	2,000.00	-100.00
Federal Grants	0.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	6,800.41	0.00	0.00
Total Federal Grants	6,800.41	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	198,060.39	285,879.00	-30.72
Operation Funding			
Health Funding	362,338.80	540,132.00	-32.92
Other Funding	0.00	0.00	0.00

Taber and District Housing Foundation - cvlodge **Comparative Income Statement**

	Actual Jan 01, 2018 to Aug 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Requisition Revenue	206,021.35	309,032.00	-33.33
Total Operation Funding	568,360.15	849,164.00	-33.07
Management & Administration			
Management Fee	0.00	0.00	0.00
Intercompany Recovery	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Other Recovery	0.00	2,300.00	-100.00
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00	0.00
NSF/Late Fees	25.00	0.00	0.00
Sundry Revenue	11,321.91	1,221.00	827.27
Total Management and Admini...	11,346.91	3,521.00	222.26
Investment Income			
Interest	4,781.20	2,500.00	91.25
Amort of Deferred Cap. Contrib	0.00	0.00	0.00
Total Investment Income	4,781.20	2,500.00	91.25
Charitable Revenue			
Donations	124.65	0.00	0.00
Resticted Donations	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	124.65	0.00	0.00
TOTAL REVENUE	1,739,861.90	2,580,429.00	-32.57
EXPENSE			
Utilities			
Heating	38,040.71	59,500.00	-36.07
Electricity	43,667.16	65,000.00	-32.82
Water & Sewer	8,824.36	17,000.00	-48.09
Waste Removal	1,260.56	2,000.00	-36.97
Telephone	4,973.14	7,100.00	-29.96
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	11,819.50	17,094.00	-30.86
Total Utilities	108,585.43	167,694.00	-35.25
Operating			
Bakery	13,816.18	20,000.00	-30.92
Dairy	28,499.91	44,000.00	-35.23
Groceries	73,250.31	125,000.00	-41.40
Juice	0.00	0.00	0.00
Meat	41,710.91	67,000.00	-37.74
Total Food	157,277.31	256,000.00	-38.56
Food Supplies	8,371.99	20,000.00	-58.14
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	24,077.11	37,926.00	-36.52
Laundry	3,504.29	3,700.00	-5.29
Linen Supplies	4,686.50	4,800.00	-2.36
Total Cleaning	32,267.90	46,426.00	-30.50
Equipment & Furn Purchase	14,682.17	18,650.00	-21.28
Equipment & Furn Repairs	1,729.28	1,000.00	72.93
Insurance	4,767.48	9,200.00	-48.18
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	209.11	250.00	-16.36
Entertainment Supplies	2,080.68	3,300.00	-36.95
Trip Expenses	1,130.63	2,000.00	-43.47

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Taber and District Housing Foundation - cvlodge **Comparative Income Statement**

	Actual Jan 01, 2018 to Aug 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Recreation Supplies (Vol Apprec)	3,300.35	5,700.00	-42.10
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	6,720.77	11,250.00	-40.26
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	2,532.99	2,750.00	-7.89
Pest Control	0.00	2,500.00	-100.00
Sundry	332.40	525.00	-36.69
Total Operating	228,682.29	368,301.00	-37.91
Operating Maintenance			
Appliances	3,773.11	4,800.00	-21.39
Bldg Safety & Security Systems	10,859.56	18,140.00	-40.13
Sundry	0.00	150.00	-100.00
Vehicles	327.64	900.00	-63.60
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	6,000.00	-100.00
Building Interior Painting Units	4,442.26	4,500.00	-1.28
Building Interior Flooring	5,279.53	5,900.00	-10.52
Building Interior Suite Reno	12,183.33	3,600.00	238.43
Building Exterior	7,930.29	9,850.00	-19.49
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	3,088.50	10,400.00	-70.30
Plumbing	7,839.89	7,300.00	7.40
Electrical	3,343.17	5,070.00	-34.06
Grounds & Maintenance	6,663.70	12,000.00	-44.47
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	159.36	1,000.00	-84.06
Maintenance Equipment - Purch...	109.00	8,900.00	-98.78
Maintenance - Tools & Supplies	260.06	1,000.00	-73.99
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	66,259.40	99,510.00	-33.41
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	159,938.81	241,616.00	-33.80
Housekeeping Salaries	154,784.74	250,813.00	-38.29
Food Service Salaries	322,307.35	472,084.00	-31.73
Maintenance Salaries	45,869.84	69,466.00	-33.97
Resident Care Salaries	57,941.31	79,833.00	-27.42
Total Salaries & Wages	740,842.05	1,113,812.00	-33.49
Benefits	0.00	0.00	0.00
CPP	30,998.07	51,615.00	-39.94
EI	15,778.73	23,836.00	-33.80
EE Benefits	32,599.33	49,801.00	-34.54
Other Pension Contributions	17,658.88	33,644.00	-47.51
WCB	15,057.08	18,058.00	-16.62
Total Benefits	112,092.09	176,954.00	-36.65
Contract Employment	0.00	0.00	0.00
Personal Recruitment	64.29	0.00	0.00
Staff Functions & Recognition	1,710.33	4,800.00	-64.37
Training & Development	7,552.21	24,744.00	-69.48
Health & Safety	6,931.18	8,651.00	-19.88
Legal Fees	2,943.25	4,000.00	-26.42
Labour Relations	0.00	0.00	0.00
Total Human Resources	872,135.40	1,332,961.00	-34.57
Administration			
Bank Charges	1,124.10	1,650.00	-31.87
Courier & Postage	489.85	1,200.00	-59.18
Stationery & Other Supplies	2,925.02	7,000.00	-58.21
Office Rent	5,563.18	8,116.00	-31.45

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Taber and District Housing Foundation - cvlodge **Comparative Income Statement**

	Actual Jan 01, 2018 to Aug 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Office Equipment & Furn Purchase	3,730.89	1,500.00	148.73
Office Equipment & Furn Repairs	480.09	1,100.00	-56.36
Vehicle & Travel	1,549.55	2,610.00	-40.63
Board Expenses	1,499.02	7,000.00	-78.59
Association Fees	3,568.12	3,990.00	-10.57
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	9,500.00	9,750.00	-2.56
Consulting Fees	21,570.17	1,200.00	1,697.51
IT Services	5,180.49	10,525.00	-50.78
Sundry	140.02	750.00	-81.33
Accreditation	0.00	750.00	-100.00
Total Administration	57,320.50	57,291.00	0.05
Health Expenditures			
Salaries - Resident Care	318,359.07	493,740.00	-35.52
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	318,359.07	493,740.00	-35.52
Benefits - Resident Care	46,727.63	80,731.00	-42.12
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	46,727.63	80,731.00	-42.12
Materials & Supplies Resident C...	5,007.06	9,740.00	-48.59
Total Health Expenditures	370,093.76	584,211.00	-36.65
Interest & Bank Charges			
Long Term Interest	0.00	0.00	0.00
Extraordinary Expenses	0.00	0.00	0.00
Amortization	0.00	0.00	0.00
Total Interest & Bank Charges	0.00	0.00	0.00
Capital Maintenance			
Bldg Safety/Security Systems (C...	0.00	0.00	0.00
Building Interior (Cap)	0.00	0.00	0.00
Building Exterior (Cap)	5,018.94	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00	0.00
Painting (Cap)	0.00	0.00	0.00
Electrical (Cap)	0.00	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00	0.00
Elevator (Cap)	0.00	0.00	0.00
Total Capital Maintenance	5,018.94	0.00	0.00
TOTAL EXPENSE	1,708,095.72	2,609,968.00	-34.55
NET INCOME	31,766.18	-29,539.00	-207.54

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING FOUNDATION**

SOCIAL HOUSING
Month ending August 31, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} \$166,388.95

RECEIPTED DEPOSITS FOR THE MONTH	\$	12,642.69
Deposit	\$	2,458.75
Interac	\$	10,183.94
PAD's(pre-authorized Debit)		\$52,521.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$9,563.00
Govt of AB		\$340.00
DRSP Claim		\$2,936.00
DEPOSIT INTEREST		\$335.77
RBC Express		\$1,689.07
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$192,130.75)
PAD return / NSF		\$0.00
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS Aug		(\$65.43)
RBC Activity Fee		(\$122.50)
Cheque reversed		\$0.00
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE \$54,097.80

ENDING BALANCE PER BANK STATEMENT \$57,516.48

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$3,418.68)
PLUS OUTSTANDING DEPOSIT \$0.00

RECONCILED BANK BALANCE \$54,097.80



ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

RBBD30000_4609147 E D 09179

00122

TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

July 31, 2018 to August 31, 2018

Account number: 09179 100-106-4

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
4818 53RD ST, TABER, AB T1G 1W4

Opening balance on July 31, 2018	\$166,961.99
Total deposits & credits (29)	+ 80,045.03
Total cheques & debits (80)	- 189,490.54
Closing balance on August 31, 2018	= \$57,516.48

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			166,961.99
01 Aug	EF0801 01071695		1,732.00	
	Misc Payment COINAMATIC CANA	56.70		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	157.50		
	Misc Payment COINAMATIC CANA	157.50		
	Misc Payment COINAMATIC CANA	1,417.50		
	Cheque 208.51 Serial # 14033			166,538.78
	Deposit interest		335.77	166,874.55
02 Aug	Direct Payment (PAD's) service total GRADS8751490000		52,359.00	219,233.55
	EF0802 01071695		260.00	



Business Account Statement

July 31, 2018 to August 31, 2018

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
02 Aug	Bill payment - 9495 TELUS MOBILITY	194.96		
	Cheque 138.43			
	Serial # 14032			219,160.16
03 Aug	Deposit 0042		486.00	
	EF0803 01071695		212.00	219,858.16
06 Aug	Activity fee	140.00		219,718.16
08 Aug	EF0808 01071695		25.00	219,743.16
09 Aug	Direct Payment (PAD's) service total GRADS8751490000		162.00	219,905.16
	EF0809 01071695		25.00	219,930.16
10 Aug	Deposit 0043		197.00	
	Cheque 205.10			
	Serial # 14031			219,922.06
14 Aug	Account Payable Pmt ALBERTA GOVT		260.00	
	EF0814 01071695		318.88	
	Utility Bill Pmt EPCOR	384.16		220,116.78
15 Aug	Bill payment - 5715 TELUS COMMUNICA	69.86		
	Bill payment - 5717 TELUS COMMUNICA	107.10		
	Bill payment - 5713 SHAW CABLE	171.91		
	Bill payment - 5716 TELUS COMMUNICA	349.30		219,418.61
16 Aug	Bill payment - 2254 VAUXHALL-UTIL	81.84		
	Bill payment - 2249 BARNWELL-VIL-UT	86.82		
	Bill payment - 2256 VAUXHALL-UTIL	118.76		
	Bill payment - 2261 MUN OF TABER-TX	256.79		
	Bill payment - 2252 VAUXHALL-UTIL	443.83		
	Bill payment - 2250 BARNWELL-VIL-UT	633.67		217,796.90
17 Aug	EF0817 01071695		125.70	
	Cheque 1,172.15			
	Serial # 14037			216,750.45
20 Aug	EF0820 01071695		632.94	
	Cheque 15.75	232.47		
	Serial # 14040	14044		217,135.17
21 Aug	Account Payable Pmt ALBERTA GOVT		2,936.00	
	EF0821 01071695		260.00	220,331.17
22 Aug	Reversed service fee		17.50	
	Account transfer SD00001-SD00008		1,689.07	222,037.74
	EF0822 01071695		1,131.00	
	Account transfer ACTR7823400593	148,408.25		



ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

July 31, 2018 to August 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
22 Aug	ACCOUNT TRANSFER 9823491225		754.93		
	Cheque 25.00	326.00	561.17		
	Serial # 14046	14038	14049		
	Cheque 5,806.40				
	Serial # 14047				67,286.99
23 Aug	EF0823 01071695			335.42	67,622.41
24 Aug	EF0824 01071695			1,508.00	
	Cheque 25.00	67.94	110.24		
	Serial # 14048	14045	14043		
	Cheque 945.00	5,386.50			
	Serial # 14035	14042			62,595.73
27 Aug	EF0827 01071695			260.00	62,855.73
28 Aug	Account Payable Pmt ALBERTA GOVT			80.00	
	EF0828 01071695			1,021.00	
	Bill payment - 3349 TABER, ALTA-UTL	162.33			
	Bill payment - 3344 BLUEWAVE ENERGY	503.75			63,290.65
29 Aug	EF0829 01071695			87.00	
	Bill payment - 9892 SHAW CABLE	52.50			
	Bill payment - 9896 SHAW CABLE	52.50			
	Bill payment - 9898 SHAW CABLE	52.50			
	Misc Payment AUMA/AMSC AMSC18-1025036	8,661.99			
	Cheque 914.55	954.45			
	Serial # 14039	14041			52,689.16
30 Aug	Account Payable Pmt ALBERTA GOVT			9,563.00	
	EF0830 01071695			474.00	62,726.16
31 Aug	Deposit 0044			1,775.75	
	EF0831 01071695			1,776.00	
	INTERAC FEES	7.98			
	MON FEE01071695	57.45			
	Misc Payment TOWN OF TABER Pre-Author	94.51			
	Misc Payment TOWN OF TABER Pre-Author	94.66			
	Misc Payment TOWN OF TABER Pre-Author	99.67			
	Misc Payment TOWN OF TABER Pre-Author	113.18			
	Misc Payment TOWN OF TABER Pre-Author	115.83			
	Misc Payment TOWN OF TABER Pre-Author	115.87			
	Misc Payment TOWN OF TABER Pre-Author	116.77			
	Misc Payment TOWN OF TABER Pre-Author	118.46			



Business Account Statement

July 31, 2018 to August 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Aug	Misc Payment TOWN OF TABER Pre-Author	120.52		
	Misc Payment TOWN OF TABER Pre-Author	122.73		
	Misc Payment TOWN OF TABER Pre-Author	128.39		
	Misc Payment TOWN OF TABER Pre-Author	129.48		
	Misc Payment TOWN OF TABER Pre-Author	135.09		
	Misc Payment TOWN OF TABER Pre-Author	136.37		
	Misc Payment TOWN OF TABER Pre-Author	137.29		
	Misc Payment TOWN OF TABER Pre-Author	143.48		
	Misc Payment TOWN OF TABER Pre-Author	148.51		
	Misc Payment TOWN OF TABER Pre-Author	151.52		
	Misc Payment TOWN OF TABER Pre-Author	161.13		
	Misc Payment TOWN OF TABER Pre-Author	167.02		
	Misc Payment TOWN OF TABER Pre-Author	171.16		
	Misc Payment TOWN OF TABER Pre-Author	180.32		
	Misc Payment TOWN OF TABER Pre-Author	180.80		
	Misc Payment TOWN OF TABER Pre-Author	189.21		
	Misc Payment TOWN OF TABER Pre-Author	196.34		
	Misc Payment TOWN OF TABER Pre-Author	202.74		
	Misc Payment TOWN OF TABER Pre-Author	205.27		
	Misc Payment TOWN OF TABER Pre-Author	238.89		
	Misc Payment TOWN OF TABER Pre-Author	259.96		
	Misc Payment TOWN OF TABER Pre-Author	269.06		
	Misc Payment TOWN OF TABER Pre-Author	284.40		
	Misc Payment TOWN OF TABER Pre-Author	1,107.37		
	Misc Payment TOWN OF TABER Pre-Author	1,178.13		
	Misc Payment TOWN OF TABER Pre-Author	1,481.87		57,516.48
	Closing balance			57,516.48

Deposit Interest Earned: \$335.77

Account Fees: \$122.50

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending August 31, 2018

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$33,952.66
RECEIPTED DEPOSITS FOR THE MONTH	\$897.00
	\$0.00
DEPOSIT INTEREST	\$47.20
TOTAL DEPOSITS	\$944.20
<u>Cheques written or Transfers out to Current Account</u>	(\$2,045.67)
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u>\$32,851.19</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$33,366.68
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$515.49)
<u>NET BALANCE END OF MONTH</u>	<u>\$32,851.19</u>

4.a) xiv



ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

RBBDA30000_4609147 E D 09179 00128

TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

July 31, 2018 to August 31, 2018

Account number: 09179 100-158-5

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal®2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
4818 53RD ST, TABER, AB T1G 1W4

Opening balance on July 31, 2018	\$34,668.48
Total deposits & credits (4)	+ 944.20
Total cheques & debits (4)	- 2,246.00
Closing balance on August 31, 2018	= \$33,366.68

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			34,668.48
01 Aug	Deposit interest		47.20	34,715.68
03 Aug	Cheque Serial #	224.93 563		34,490.75
10 Aug	Deposit 0287		377.00	34,867.75
17 Aug	Deposit 0288		260.00	35,127.75
22 Aug	Account transfer ACTR7823400592	1,689.07 ✓		33,438.68
24 Aug	Deposit 0289		260.00	33,698.68
28 Aug	Cheque Serial #	200.00 557		33,498.68



Business Account Statement

July 31, 2018 to August 31, 2018
Account number: 09179 100-158-5

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Aug	Cheque	132.00		
	Serial #	561		33,366.68
	Closing balance			33,366.68
Deposit Interest Earned: \$47.20				

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to Aug 31, 2018**

REVENUE

Rental Revenue	
Resident Rent	451,911.21
Rent Rebates	-344.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>451,567.21</u>
Resident Services	
Parking	7,376.97
Utility Recovery	27,550.75
Sundry Resident Revenue	8,112.50
Tenant Maintenance Recovery	3,453.10
Total Resident Services	<u>46,493.32</u>
Non Resident Services	
Sundry Revenue	5,122.81
Total Non Resident Services	<u>5,122.81</u>
Management & Administration	
PCMgntFee	2,378.75
Total Management & Administr...	<u>2,378.75</u>
Charitable Revenue	
Restricted Donations	13,501.10
Total Charitable Revenue	<u>13,501.10</u>
TOTAL REVENUE	<u>519,063.19</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	57,176.33
Electricity	43,999.28
Water & Sewer	62,397.82
Waste Removal	10,077.60
Telephone	6,487.90
Total Utilities	<u>180,138.93</u>
Operating	
Cleaning	3,309.26
Equipment & Furniture Purchase	605.00
Equipment & Furniture Repairs	0.00
Insurance	2,146.72
Resident/Volunteer Programs	850.00
Bad Debt Expense	0.00
Publicity & Promotion	309.68
Pest Control	570.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>7,790.66</u>
Operating Maintenance	
Appliances	4,707.84
Bldg Safety & Security Systems	2,298.82
Sundry	59.90
Vehicles	1,310.51
Building Int Painting Common Area	0.00
Building Interior Painting Units	8,057.23
Building Interior Flooring	3,916.95
Building Interior Suite Reno	1,964.29
Building Exterior	395.62
Building Remediation	0.00

4. a) xvii

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to Aug 31, 2018**

Heating, Ventilation & A/C	15,389.85	
Plumbing	5,449.69	
Electrical	1,800.77	
Grounds & Maintenance	18,083.10	
Elevators	4,252.30	
Maintenance Equipment - Repair	324.54	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	700.47	
Facility Condition Inspection	675.00	
Total Maintenance	<u>69,386.88</u>	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	81,611.73	
Maintenance Salaries	105,883.58	
Total Salaries & Wages	<u>187,495.31</u>	
Benefits	0.00	
CPP	8,867.92	
EI	4,557.07	
EE Benefits	8,509.25	
Other Pension Contributions	5,398.59	
WCB	392.91	
Total Benefits	<u>27,725.74</u>	
Contract Employment	0.00	
Personal Recruitment	105.94	
Staff Functions & Recognition	322.09	
Training & Development	2,061.75	
Health & Safety	492.97	
Legal Fees	112.92	
Labour Relations	0.00	
Total Human Resources	<u>218,316.72</u>	
Administration		
Bank Charges	1,379.74	
Courier/Postage	321.85	
Stationery & Other Supplies	1,156.14	
Office Rent	11,360.08	
Office Equipment & Furn	1,463.03	
Office Equipment & Furn Repairs	278.22	
Vehicle & Travel	2,695.89	
Board Expenses	1,499.05	
Association Fees	1,306.38	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	9,500.00	
Consulting Fees	570.23	
IT Services	1,326.96	
Sundry	126.29	
Total Administration	<u>32,983.86</u>	
Amortization		
Amortization	0.00	
Total Amortization	<u>0.00</u>	
Capital Maintenance		
Bldg Safety & Sec Systems (C...	17,281.45	
Total Capital Maintenance	<u>17,281.45</u>	
TOTAL EXPENSE	<u>525,898.50</u>	
NET INCOME	<u>-6,835.31</u>	

4. a) x v) ii

Joan's Report to CAO
August 16– September 15, 2018

- 1) Resident info:
 - a. Move ins –2
 - b. Move outs –3
 - c. SL3 – 18
 - d. Resident Room changes -2
 - e. Change in Status - 1
 - f. New applicant interview - 4
 - g. Reevaluated existing applicants – 0
 - h. Wait list - 9
 - i. 78 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -11
 - b. Preadmission meeting – 1
- 3) Employee interviews:
 - a. 0 General Worker
 - b. 0 HCA
- 4) August 28 – HCA meeting
- 5) September 11 – JHSC meeting
- 6) September 11 – UMAC meeting
- 7) September 13 – AHS EMS Community Mobile Paramedic information session.
- 8) Alycia completed 2 Hand Hygiene audits with the staff. The first audit completed was very low with a 37% compliance; two weeks later she conducted a second audit in which we were then 79% compliant. These audits will continue on a regular basis until we reach and maintain at least 90% compliant.
- 9) Supportive Pathways training:
 - a. August 30 & 31
 - b. September 6 & 7
- 10) I was away on vacation from August 27 – September 3, 2018.
- 11) Joley away: July 16 – 20 and August 6 – 10th, 2018
- 12) Staff and Board Appreciation BBQ was held on September 13, 2018.
- 13) Rent calculations completed and new PAD's developed for October 1, 2018 increases.
- 14) Recreation:
 - a. Special Events
 - i. The Nut Man set up goodies in Atrium
 - ii. Jehovah Witness Bible Discussion held in craft room in morning
 - iii. LDS Church services.
 - iv. Movie night was held weekly.
 - v. Evangelical Church services.
 - vi. Catholic communion and Catholic Mass was held in the atrium.
 - vii. Iced Tea was served in the garden,
 - viii. Leister's Walker clinic was held in the atrium. Repairs on residents' walkers was provided.
 - ix. McKee Dee ice cream was here with their ice cream cart to sell ice cream products to anyone that wanted one.
 - x. Legion Ladies did the birthday bingo.
 - xi. Christian Reform church services were held in the afternoon.

- xii. Blood pressure testing in the atrium.
- xiii. Lutheran Bible study in the craftroom.
- xiv. Alzheimer's Society Support group started back up after summer break.
- xv. United Church services in the atrium.
- xvi. Kiwanis Bingo in the evening.
- xvii. The Vox Sock lady was here to sell her socks.
- xviii. Annual Family BBQ was again a huge success.
- b. Entertainment – 13 additional groups other than outlined above came in to perform.
- c. Outings :
 - i. August 21 – Trip to the Birds of Prey and then a stop at Dairy Queen for lunch on the way home.
 - ii. September 6 – trip to Lethbridge Walmart for some early XMAS shopping and lunch at McDonalds.
- d. Volunteer hours - 231 hours logged.

Maintenance Report

September, 2018

Clearview Lodge

- 400 wing AC reset and repaired by Taber Refrigeration.
- New commercial washer /dryer returned and reordered.
- Ordered 2 smaller thickness box springs to cut bed height.
- Move out in unit #503, in house transfer completed.
- Move out in unit #112, new carpet and full paint required.
- Leak in roof around exhaust fan fixed by P&BW Roofing.
- Unit #316 patched and move in completed.
- Call put in to Arjo for broken dial on water temperature gauge and replacement of digital scale.
- Purchased 4 lights for atrium at Gescan Electric.
- New Arjo Century tub scheduled to arrive Oct. 25th.
- Received Capital Maintenance and Renewal project list for Clearview.

Homestead Manor

- Invited Jason Gorsalitz for technical advice on boiler system.
- Smoke shelter cement base has been completed.

Pioneer Place

- Securcom documents filled out and emailed to monitor Company.
- Verification of fire alarm up-grade was scheduled then postponed due to equipment malfunction. (Walk through scheduled for at same time Harmony Home walk through when completed.)
- Leak in roof into the south mechanical room. Invited Technical Advisor to inspect shingling on roof.
- Cement base for a smoke shelter has been completed.
- Vendors pre-bid meeting has been held for re-shingling at Manor.
- Collected bids for Shingling project.
- Arranged the repair of ceiling fix for Neu-lite Electric. (repair completed)

Harmony Home

- Coin-a-matic called in to exchange coin slot mechanisms on dryers.

- Cement base for smoke shelters has been completed.
- Fire alarm up-grade still in progress.
- New telephone has been installed in elevator.

Prairie Rose Manor

- New carpet has been installed in unit #2. Repairs completed and ready for move -in.
- New furnaces in the process of being installed in all units.

Sunshine Manor

- Move out in unit #4 at the Manor.
- New furnaces are in the process of being installed in all units.

Phase One

- Move in at unit #5911.
- Repairs completed at unit #5002 and a move in.
- Checked units that had extremely high-water usage.
- Repairs have been started on unit #5016. (repairs and cleaning completed)
- Vendors pre-bid meeting for shingling 5 duplexes held.
- Collected bids for shingling project.
- Replaced 1 Recycle bin at 5913 from Town of Taber.

Phase Two

- Move out at 5604-47st., renos completed and ready for move in.
- Move out at #4413, repairs in progress. Move -in scheduled for Oct. 1st.

Phase Three

- Mowing and on- going maintenance.
- Shut sprinklers down for the season.

Barnwell

- Move out at the R&N house.
- Move in scheduled for Sept. 27th at #2 Bountiful.
- Shut down sprinklers for season.

Special Needs

- Called in to repair coin-a-matic wash machine. (completed)
- Shut sprinklers down for the season.

General Maintenance

- Ordered 10 toilets and 6 washroom faucets and 6 kitchen faucets from Wolseley.(received)
- Met with Technical Advisor and took pics of roof on Pioneer.
- Invitations to local vendors for shingling projects, emailed and verified.
- Bid opening with Tim on projects: Pioneer and Taber 1.
- Pioneer shingling awarded to VHL Construction.
- Taber 1 awarding of shingling referred to Bill Draper at ASHC.
- Snow Removal Contract signed.
- Contracted sprinklers on all projects to be blown out.

Placement Officer Report Sept 2018

Family Housing

- New applications- 0
- Move in- 1
- Move out- 1
- Waitlist- 4
- Vacant units- 2
- Evictions- 1: unpaid rent

Senior Housing

- New applications- 2
- Move in- 3
- Move out- 1
- Waitlist- 21
- Vacant units- 6
- Evictions- 0

DRSP

- New applications- 1
- 1 vacant designation filled

Additional Information

- All units will be filled in senior housing by Oct 1, other than the 4 vacancies in Vauxhall
- Being very selective about who we put next to neighboring homeowners in our duplexes with vacancies. We are not making friends lately.

Financial Administrator Report for Aug 14/18 – Sep 18/18

PAYROLL

- Completed, August monthend payroll, Sept advances
- 2 LTD Claims updating
- 1 Employee on RTW
- 3 Terminated Employees
- 1 New Employee
- 3 employee meetings
- Benefit questions and inquiries
-

FINANCE

- 1 DRSP payments runs (8 clients each), DRSP claim, update YTD
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Annual review for Outlying Manors inputted for Sep 1
- Guest Meal invoicing for August completed
- Sep rent collection (SH / CVL) completed
- MOW client setups and closings, Aug meals 228 – 13 clients
- Report for Board Meeting Sep 20
- Manager Meeting Monthly Update YTD
- LAP Update to Tim
- AHS Schedule B monthly update
- YTD Training Costs - \$7,757
- Carbon Levy info to ASHC and for MD of Taber
- Reports for 2018 STEP Student claim
-

GENERAL

- Front Desk Vacation Coverage
- Organizing Contractor to complete work mid Sept

CAO Report

September 2018

Duties & Activities

Regularly & Daily

- Ongoing review and authorization of cheque run payments
- Ongoing review and authorization of Clearview Lodge documents
- Ongoing review and authorization of Social Housing documents
- Payroll timesheets, vacation requests, sick time, etc. for Out of Scope employees
- Emails & phone calls

Weekly

- weekly manager meeting with Joan and Corey
- Policy review

Week of August 20 - 24

- Aug 22 – Connect Communications at Clearview Lodge to address some long-standing issues with phone system
- Aug 23 – Met with Joan, Bev and Corey to review July 31st financial statements; discuss on-going projects
- Aug 24 – Flex Day

Week of Aug 27 - 31

- Aug 27 – Half day - sick
- Reviewed approval of Capital Maintenance & Renewal Projects – Social Housing
- Emails with Bill Draper, Program Manager, Capital Maintenance and Renewal to clarify changes to budget
- Discussions with Corey Beck, to determine how to proceed with approved projects
- Aug 30 – Final business plan and budget discussion with Amber Gallant, Portfolio Advisor
- Aug 31 – Phone call with ARDN representatives; outlining some desired changes in wording and photos used in Needs and Assessment documents

Week of Sept 3 - 7

- Sept 3 – STAT holiday
- Sept 4 – 7 – Vacation
- Sept 5 – Energy Audit of Clearview Lodge; completed by 3G Energy as part of NEET program

Week of Sept 10 - 14

- Created shared calendar for TDHF Admin Office staff. Calendar will show when employees are away from office and if staffing coverages are required
- Sept 11 – UMAC Meeting
- Reviewed 2018/20 Capital Maintenance Funding – Clearview Lodge
- Met with Corey Beck, Maintenance Manager, to discuss Capital Maintenance Funding and status of other projects
- Sept 13 – Staff Appreciation Picnic & BBQ – moved to Clearview Lodge
- Sept 13 – Bid Opening – Phase 1 and Pioneer Place shingling projects
- Sept 14 – Reviewed Accommodation Charges calculations for Clearview Lodge residents; effective October 1, 2018

Week of Sept 17 - 21

- Sept 17 - Reviewed Accommodation Charges calculations for Clearview Lodge residents; effective October 1, 2018
- Policy T – 61: Service & Support Animals
- Sept 21 – Flex Day

Upcoming Events

October - December 2018 ->

- Create email distribution list to CVL family members and residents
- Building Committee:
 - Develop proposal for Clearview Lodge
- Fundraising Program:
 - Develop an intentional fundraising plan for the next 1 to 5 years
 - Create a “wish” list of projects (with varying cost levels) that would be available should grantors/donors approach TDHF with funds
 - Consider applying for casino eligibility as a means to raise funds for Emergency Funds pool
- Policy Review & Updates
 - Health & Safety Program – assist in completion of Hazard Assessments
 - Emergency Response Plan – complete evacuation and business continuity
 - Disability Management Program & Return to Work
 - Financial Policies – reflect RBC Express functionality
 - Succession Planning – preparing the Foundation for the possibility of changes in leadership personnel
- Research Maintenance Program software (Implement 1st or 2nd Quarter 2019) – this might be in conjunction with accounting software change/update
- Research electronic payroll system; proposed go-live date – Oct/Nov 2018

Future:

- | | | |
|------------------------------------|-------------------|-------------|
| • Holiday - Dec 27 – Jan 7, 2019 | | |
| • APHAA Fall Conference | Oct 1 – 4, 2018 | Banff, AB |
| • ARDN Conference on Rural Housing | Oct 24 – 26, 2018 | Canmore, AB |
| • ADHF Telethon | November 1, 2018 | Taber, AB |

Section: Tenant Administration	Date Board Approved:
Subject: Assistance Animal	Revision Dates:
Department: Lodge & Social Housing	Policy Number: T - 61

Preamble:

Taber and District Housing Foundation (TDHF) will always endeavor to support tenants' housing and accommodation needs. This includes tenants with a documented need for an Assistance animal and may include both registered service animals and emotional support animals.

Scope:

For the purpose of this policy, "Assistance animal" is an animal deemed necessary by a medical professional to assist with a disability. An assistance animal is defined as an animal that aids or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms. Assistance animals are not pets, they are animals at work.

Policy:

1. Service Dogs

Definition:

Service dog: A dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations as per the *Service Dogs Act*.

- 1.1 As landlord, TDHF permits tenants to have a qualified service dog if they provide appropriate verification of a disability and the need for a qualified service dog.
- 1.2 To be a qualified service dog under the *Service Dogs Act*, the dog must have:
 - a. Graduated from a program that is accredited by Assistance Dogs International (ADI); or,
 - b. Completed a program deliver by an organization identified on the Ministry's Qualified List; or,
 - c. Passed a test administered by an organization identified on the Ministry's Qualified List.
- 1.3 There is no breed restriction on a qualified service dog.
- 1.4 Dogs who do not qualify as a service dog under the regulations shall not be accepted as service dogs.
- 1.5 The request for a service dog to reside within a Taber and District Housing Foundation unit must be accompanied with a medical note from their physician or medical health professional, indicating the need for the dog and that it will assist in the improvement of their health. Examples are for sight, hearing, seizures and mental health.
- 1.6 If applicable, the tenant must provide the Landlord with a copy of their Service Dog Identification Card, displaying the tenant and the service animal.

Section: Tenant Administration	Date Board Approved:
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- 1.7 Tenants who have a service dog must submit a copy of their Service Dog Identification Card each time they are recertified.
- 1.8 The updated Service Dog Identification Card may be submitted at the time of the recertification or at the time of annual income review, whichever is sooner.
- 1.9 If a tenant requires/acquires a service dog during their tenancy, Taber and District Housing Foundation will evaluate the current housing situation to ensure suitability for other tenants. A transfer in housing at the tenant's expense may apply.

2. Emotional Support Animals

- 2.1 TDHF permits tenants who meet the required qualifications to have an emotional support animal.
- 2.2 Tenants request an emotional support animal must provide written verification of current and prior psychiatric or psychologic treatment and provide proof of ongoing treatment.
- 2.3 Tenants must provide medical verification from their psychiatrist or psychologist of the benefit for an emotional support animal including any restrictions.
- 2.4 If a tenant requires an emotional support animal during their tenancy, TDHF will also evaluate the current housing situation to ensure suitability for other tenants. A transfer of housing at the tenant's expense may apply.

3. Tenant's Agreement

- 3.1 Tenants who are permitted to keep a service dog or support animal shall sign a binding agreement with TDHF which will indicate all related rules, guidelines and tenant responsibilities.
- 3.2 TDHF assumes no responsibility or liability for service dogs or support animals while in/on TDHF premises and/or properties. No tenant shall keep a service dog or support animal which is determined to be a dangerous animal under any bylaw, or any animals that TDHF staff have been to be a nuisance or danger to residents of the facility.
- 3.3 The agreement includes a commitment for arranging relocation of the service dog or support animal should the tenant no longer be able to care for it.
- 3.4 Tenants are required to secure an adequate liability insurance policy with an animal tenants' endorsement.
- 3.5 TDHF will not accept ownership or responsibility for the relocation of the service dog or support animal in the event of the tenant vacating their residence.

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4. Basic Qualifications

- 4.1 Animals that have a vicious disposition or are excessively loud will not be permitted.
- 4.2 Animals must present no risk of disease to tenants, employees, volunteers or others. Copies of the animal's health records must be provided, proving that the animal has been spayed or neutered, is in good health, parasite-free and immunized/vaccinated.
- 4.3 Proof of current health records are required to be submitted annually.
- 4.4 Animals shall display tenant identification.

5. Admission

- 5.1 Tenants must update their service dog's registration once per year. Certification of service dogs must be provided. Certification will include:
 - 5.1.1 Licensed veterinarian stating that the animal has received all inoculations required and that a stool examination reports negative parasites, that the animal is spayed or neutered.
 - 5.1.2 Name and contact information of the Veterinarian who routinely cares for the animal.
 - 5.1.3 Information sufficient to identify the animal. Two photographs are required.
 - 5.1.4 The name and contact information for two responsible parties (emergency contact) who will care for the animal if the tenant is unable to care for the animal.
 - 5.1.5 Certificate of insurance verifying coverage for animal liability.

6. Service Rules

- 6.1 While on TDHF premises, the tenant shall keep proper control and care of any service dog or support animal and not permit such animal to become a nuisance to any other tenant.
- 6.2 Animals shall be restrained (must be kept on a leash) at all times and not be allowed to wander freely on the grounds.
- 6.3 Tenants with a service dog or support animals will not allow excrement on patios, decks, sidewalks, walking path or other public use areas. The tenant shall promptly remove any debris or feces left by the service dog or support animal and properly pick up such debris or feces by using a plastic bag and properly disposing in garbage receptacles outside of the building.
- 6.4 Litter boxes must be lined with a plastic liner and changed twice per week. Used litter must be double bagged and disposed of in the nearest outdoor trash receptacle.
- 6.5 Under NO circumstances is animal excrement and/or debris to be disposed of down the toilet.

Section: Tenant Administration	Date Board Approved:
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- 6.6 All feeding, watering and litter boxes must be placed on protective/plastic floor coverings and maintained in a proper and sanitary condition.
- 6.7 All animal food and treats must be stored in sealed air-tight containers to prevent airborne (smell) contamination.
- 6.8 The tenant is responsible for the control of noise, behavior and odor caused by a service dog or support animal. Loud and noisy animals which includes excessive barking, jumping, scratching, whining, or any other sound is considered as creating a disturbance and shall be cause for sound violation and could lead to termination of the right to have a service dog or support animal.
- 6.9 Animal quiet time is from 9:00 pm to 8:00 am daily.
- 6.10 Aggressive or over-protective service dogs or support animals which prevent normal entrance into the unit, will be required to be permanently removed from the premises within five (5) days.
- 6.11 Tenants shall at all times when the TDHF staff or service providers are required to enter the unit, keep their service dog or support animal to an animal carrier or enclosure.
- 6.12 A tenant may not leave their service or support animal dog unattended in a unit for more than six (6) consecutive hours. Then tenant may not leave their support cat unattended in a unit for more than 24 consecutive hours. The service dog or support animals must be boarded off-site for absences from the unit past these limits.
- 6.13 TDHF bears no responsibility for assistance animals during times of tenants' absences and/or during periods when the tenant is not able to provide adequate/appropriate care to the service dog or support animal (i.e. illness, vacation, etc.). During such times, it is the responsibility of the tenant and their responsible party to remove the animal from the unit.
- 6.14 No guest animals are allowed to "temporarily" reside in a unit of the tenant.
- 6.15 The provision to allow an assistance animal within a unit to be reviewed annually. Photo identification of the animal will be reviewed. The tenant's unit shall be maintained in a safe and sanitary manner. Any destruction or scratches on doors, millwork or flooring, shall be repaired or replaced by THDF and the tenant will be responsible for costs incurred.

7. Violation of Service Rules

- 7.1 The Landlord will give the tenant one warning if the service dog or support animal is not being cared for or the regulations are not being followed. If the tenant does not rectify the problem, permission to have the assistance animal will be rescinded by the landlord and the tenant will then be required to remove the service dog or support animal from the premises. If the tenant does not remove the service dog or support animal, the tenant will be in breach of the Tenancy Agreement.

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- 7.2 Notwithstanding the foregoing, if the animal at any time poses a danger, threat or harm to the Landlord, the tenant, other persons, the premises, or itself, permission to have the service dog and support animal will be automatically rescinded by the Landlord and the tenant will be required to remove the service dog or support animal immediately from the premises. If the tenant does not remove the service dog or support animal, the tenant will be asked to vacate the premises in accordance with the Tenancy Agreement. The Landlord's discretion in this matter is absolute.

8. Inspection

- 8.1 With appropriate written notification, THDF may inspect the assistance animal/tenant's premises to ensure appropriate compliance with regulations herein, and to ensure humane treatment of the assistance animal.

9. Emergencies

- 9.1 The local authority may authorize TDHF to remove a service dog or support animal that becomes vicious, displays symptoms of severe illness, or demonstrates other behaviors that constitutes an immediate threat to the health and safety of the social/community housing as a whole, or TDHF staff.
- 9.2 TDHF shall remove the service dog or support animal and take such action with respect to the animal as may be permissible under bylaws. The lease will permit TDHF to enter the premises and remove the service dog or support animal from the project immediately, and/or have the tenant remove the service dog and support animal.
- 9.3 In a situation where TDHF, with best efforts and reasonably diligence, is unable to contact the tenant to make a removal request, the service dog or support animal shall be removed and sheltered with the emergency contact. The cost of the service animal care facility shall be paid by the tenant.

Authorities:

Service Dogs Act

Forms:

Assistance Animal Application Form

Service Dogs and Support Animals - Lease Addendum



**Taber & District
HOUSING FOUNDATION**

Providing housing for families and senior citizens in Taber and surrounding Area.

Assistance Animal Application Form

I, _____ request permission from Taber and District
(Please print tenant's name)
Housing Foundation to have a _____ (Type/Breed of Assistance Animal) at:

Address: _____

I have provided:

- ☐ Payment of \$200 non-refundable fee
- ☐ Verification of Liability Insurance (copy attached)
- ☐ Medical verification as to need for a service dog or support animal (if applicable)
- ☐ Cats and Dogs must be licensed with Town of Taber and animal bylaws must be followed. Copy of Town of Taber license attached.
- ☐ Proof that Assistance Animal has been spayed or neutered.
- ☐ Proof that vaccinations and inoculations of Assistance Animal are up to date.

Upon approval from Taber and District Housing Foundation, I agree to:

- a) Ensure that the Assistance Animal does not interfere at any time with the rights of others;
- b) Takes all appropriate measures in order to prevent any damages to the property and (or) injuries;
- c) Assume all legal liability and hold Taber and District Housing Foundation harmless from any accident or damage that may occur as a result of having a _____ (Type/Breed of Assistance Animal) in my unit;
- d) Ensure appropriate sanitary conditions in the area where the assistance animal lives;
- e) Violations of **a), b), c), or d)**, may result in loss of privileges.

Witness

Tenant's Signature

Authorization to have Assistance Animal approved by:

Date

Placement Coordinator

☐ Approved ☐ Declined

Chief Administrative Officer

6. a) vi



**Taber & District
HOUSING FOUNDATION**

Providing housing for families and senior citizens in Taber and surrounding Area.

Service Dogs & Support Animals – Lease Addendum

Tenant and all members of Tenant's family or household are parties to a written lease with Taber and District Housing Foundation ("the Landlord"). This Addendum states the following additional terms, conditions and rules which are incorporated into the Lease. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

1. The tenant must sign the Addendum Agreement to have a service dog or support animal in the premises.
2. The tenant agrees to pay upon signing this addendum, a non-refundable fee of \$200.00.
3. The service dog or support animal must be spayed or neutered, and the tenant will provide the landlord with a copy of the certificate of spaying or neutering from a veterinarian.
6. The service dog or support animal must remain inside the premises and be on a leash, in a pet carrier, otherwise restrained when outdoors. The service dog or support animal may not be allowed to run free or unrestrained, in the complex. Service dogs or support animals cannot be tied or restrained in any yard without a fence or in any of the common areas of the complex.
7. The tenant will clean up any animal feces and excrement immediately, and will place any animal waste in a plastic bag and dispose of it in a proper manner. Under **NO** circumstances is animal excrement and/or debris to be disposed of down the toilet.
8. The tenant will be responsible for the behavior of the service dog or support animal and will at all times ensure that the service dog or support animal does not interfere with the rights of the other tenants or the landlord, or with service dog or support animal of other tenants.
9. The tenant will secure the service dog or support animal whenever the landlord, its agents, and/or its contractors are in the premises.
10. The tenant will be responsible for obtaining liability insurance for the acts of the service dog or support animal.
11. The tenant will be required to obtain all animal licenses and tags in accordance with local bylaws.
12. The tenant will be required to ensure that the service dog or support animal is vaccinated against diseases including, but not limited to, rabies, and for ensuring that the vaccinations are kept current.



Providing housing for families and senior citizens in Taber and surrounding Area.

13. The Landlord will give the tenant **ONE** warning if the service dog or support animal is not being cared for, or the regulations are not being followed. If the tenant does not rectify the problem, permission to have the service dog or support animal will be rescinded by the landlord and the tenant will then be required to remove the service dog or support animal from the premises. If the tenant does not remove the service dog or support animal, the tenant will be in breach of the Residential Tenancy Agreement and will be required to vacate the premises in accordance with the Resident Tenancies Act.
16. Notwithstanding the foregoing, if the service dog or support animal at any time poses a danger, threat or harm to the Landlord, the tenant, other persons, the premises or itself, permission to have the service dog or support animal will be automatically rescinded by the Landlord and the tenant will then be required to remove the pet immediately from the premises. If the tenant does not remove the pet, the tenant will be asked to vacate the premises in accordance with the Residential Tenancies Act. The Landlord's discretion in this matter will be absolute.
17. The Landlord will not be liable or responsible for bodily or personal injury or property damage of any nature which may be suffered or sustained by the Tenant or members of their household, or their visitors and guests except where such injury or damage is occasioned by the negligence of the Landlord, its Employees and/or Agents.
18. The Tenant must notify the Landlord or its agents immediately after they become aware of any personal injury to any member of their family or visitors or guests which occurs on the Landlord's property.
19. The Tenant will indemnify and hold harmless the Landlord, its Employees and/or Agents, from any and all claims, demands, actions and costs whatsoever that may arise out of the Tenant's performance of this Agreement.
20. Service dogs, specially trained to assist individuals with disabilities, are permitted. The Tenant must provide the Landlord with a copy of their identification card, displaying the Alberta Government logo and picture of the owner and the service dog. If the Tenant does not have an identification card, they must provide the Landlord with a letter from their physician to verify the need for a service dog and written confirmation from an Assistance Dogs International (ADI) accredited school that the dog has been trained and is qualified as a service dog.

TENANT

Taber and District Housing Foundation

Date: _____

Tim Janzen

From: Deanna Killinger <deannakillinger@yahoo.ca>
Sent: Wednesday, August 22, 2018 9:56 PM
To: Tim Janzen
Subject: Re: TDHF Board of Directors - Member at Large & Bank Signing Privileges

Hi Tim,

I too was going to speak with you. I have been thinking about this for awhile and have decided that I will complete my term to the end of October, but, will not be signing up for another term. I would like to provide an opportunity for someone who has more free time to commit to TDHF and all it stands for. I would like to thank you for the offer though.

Deanna

Sent from Yahoo Mail on Android

On Tue, 21 Aug 2018 at 4:01 p.m., Tim Janzen
<timj@taberhsg.ca> wrote:

Deanna:

I wanted to ask you at the meeting but didn't get the right opportunity.

Your term of service ends in late October 2018 and I am wondering your thoughts about continuing on.

I want to make sure that I am ready for the proper motions and paperwork if you should decide to continue or not.

Of course, I want you to continue for another two years, but I don't know how much hassle our daytime meetings have on your workload/schedule at Horizon.

Finally, if you would like to continue, then I would also like you to consider if you would allow to be a signatory for our RBC bank accounts.

We've been able to move a lot of the payments over to the online platform and therefore, there are a lot of payments that could be done without you having to come into the office.

I would like to have an alternative to Rosanne authorizing payments while she is away on holidays.

So I do need to find another signing authority.

I look forward to your responses.

Tim Janzen

From: Bill Draper <Bill.Draper@gov.ab.ca>
Sent: Monday, August 27, 2018 2:12 PM
To: Tim Janzen
Cc: Jason Gorsalitz
Subject: RE: Taber & District Housing Foundation

Good afternoon Tim

Your request to proceed with the following capital maintenance and renewal projects has been approved:

Pioneer Place – shingle roof replacement - \$\$90,000
Prairie Rose manor – furnace replacement - \$17,500
Sunshine Manor – furnace replacement - \$17,500
Taber 1 – shingle roof replacement (5 duplex units) - \$30,000

Please ensure that our established procurement procedures are followed when tendering these projects. If you have any questions, please call

Thank you

W. H. (Bill) Draper, Program Manager
Capital Maintenance and Renewal
Office 780 427-5785
Mobile 780 914-2643
Fax 780 644-7485

From: Tim Janzen <timj@taberhsg.ca>
Sent: Thursday, August 09, 2018 4:35 PM
To: Bill Draper <Bill.Draper@gov.ab.ca>
Subject: Taber & District Housing Foundation

Bill:

Here are all the emails, pics and documents that I have regarding our request for:

- Pioneer Place shingled roof
- Prairie Rose Manor furnaces
- Sunshine Manor furnaces
- Phase 1 – Shingled roof for Five duplexes

Our hope is that we can get quick approval on these items so they can be placed or installed prior to weather change. We have concerns about going through the winter with the leaks into the mechanical room at Pioneer Place.

Corey Beck, TDHF Maintenance Manager, has been working with Jason and is familiar with setting up the bid documents and running the bid process locally.

TDHF has a contract with AB Seniors and Housing to complete this work in return for 5% of the cost of the bid.

If you have any questions, please feel free to contact me. I will ensure that we do not slow up the process. Thank you for your assistance in this matter.

Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 – 48 Ave.
Taber AB T1G 1S2
Work: (403) 223 - 2767 Ext 7
Cell: (403) 382 – 7098
FAX: (403) 223 - 2189



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Tim Janzen

From: Bill Draper <Bill.Draper@gov.ab.ca>
Sent: Tuesday, August 28, 2018 10:19 AM
To: Tim Janzen
Cc: Jason Gorsalitz; Corey Beck
Subject: RE: Taber & District Housing Foundation

Good morning Tim

I have made the changes to our records as requested.

Thank you

W. H. (Bill) Draper, Program Manager
Capital Maintenance and Renewal
Office 780 427-5785
Mobile 780 914-2643
Fax 780 644-7485

From: Tim Janzen <timj@taberhsg.ca>
Sent: Tuesday, August 28, 2018 9:22 AM
To: Bill Draper <Bill.Draper@gov.ab.ca>
Cc: Jason Gorsalitz <jason.gorsalitz@gov.ab.ca>; Corey Beck <Coreyb@taberhsg.ca>
Subject: RE: Taber & District Housing Foundation

Bill:
Pursuant to my phone call this morning, I wanted to reply to your email.

Thank you for the information regarding the approval of the capital maintenance and renewal projects.
I would like some additional clarification of the Prairie Rose Manor and Sunshine Manor furnace replacement projects.

There are 10 furnaces to be replaced at Prairie Rose Manor at an anticipated cost of \$25,000.
There are 4 furnaces to be replaced at Sunshine Manor at an anticipated cost of \$10,000.
Therefore, the total cost is still \$35,000 but is allocated to the projects differently.
I am hopeful that you can provide assurance that this change is acceptable.

I know that Corey Beck, TDHF Maintenance Manager, is hard at work with completing the bid documents and I presume that he is to forward documents to you so that Acceptance Letters can be issued.

If you have any questions, please feel free to contact me.

Tim Janzen
Chief Administrative Officer
Work: (403) 223 - 2767 Ext 7
Cell: (403) 382 - 7098



ALBERTA
SENIORS AND HOUSING

Office of the Minister
MLA, Edmonton-Riverview

RECEIVED
SEP 07 2018

TS

AR45742

August 21, 2018

Mr. Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 - 48 Avenue
Taber AB T1G 1S2

Dear Mr. Janzen:

I am pleased to advise you of the capital maintenance funding approved in *Budget 2018* for your organization. Maintaining safe, secure, affordable housing for Albertans with low income is a key priority for our government and a goal I know your organization shares.

Department staff reviewed and evaluated the proposed maintenance projects identified in your 2018 business plan. The evaluations considered age, condition and facility component priorities (i.e., life safety, building envelope, mechanical, electrical, environmental sustainability, etc.). Based on the evaluation of your proposed maintenance projects, I am pleased to advise that I have approved funding for the projects identified on the attached Schedule A. Department staff will work closely with you to ensure the successful delivery and completion of these projects. If you have any questions regarding the information above, please contact Mr. Bill Draper, CMR Manager, Capital Program and Project Delivery at 780-427-5785 (toll-free by first dialing 310-0000) or by email at bill.draper@gov.ab.ca.

I ask that you contact Ms. Jennifer Burgess, Press Secretary, Minister of Seniors and Housing, at 780-289-3253 or by email at jennifer.d.burgess@gov.ab.ca, prior to making any public communications, or planning any future public media events, such as ground breaking or grand opening ceremonies.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Attachment

6.e)i

SCHEDULE A
2018/20 Capital Maintenance and Renewal Project List

Building Name *	Description of Work	Estimated Cost to complete the Work
Clearview Lodge	Repair site drainage issues	15,000
Clearview Lodge	Replace roof in 100 wing	42,444
Clearview Lodge	Replace commercial washer (1) and dryer (1)	25,000
Clearview Lodge	Replace Bathtub & Lift	40,000
Clearview Lodge	Continuous eavestrough	10,000
Clearview Lodge	Wheelchair ramp (100 Wing & Courtyard)	20,000
Clearview Lodge	Backflow preventers	8,134
Grant Subtotal		160,578
	Grand Total	160,578

* **Note:** Investment funding is approved for ASHC-owned properties and grant funding is approved for HMB/Municipality-owned properties. The agreements will be forwarded at a later date.

6.ejii

2018/20 Capital Maintenance & Renewal Project List
Taber and District Housing Foundation
Clearview Lodge
September 20, 2018

Work Already Completed:

Continuous Eavestrough	\$10,000.00
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Action Plan:

We should be able to commit the funds planned for eavestrough to other projects. We simply talk to AB Seniors and Housing to move the funds.

Work Already Planned/Funded:

Replace commercial washer/dryer	\$25,000.00
Replace Bathtub & Lift	\$40,000.00

Action Plan:

The Taber and District Health Foundation has been contacted to let them know that the approved funds for the bathtub and lift are no longer required. TDHF will use the government money to pay for the already ordered goods. It is anticipated that this project will be completed by mid-November 2018.

Previously, funds were moved around from the 2019 budget to 2018 funding to cover the cost of the washer and dryer. Now, those operating funds will be available to fund other small maintenance projects at Clearview Lodge or if suitable projects are not found, the 2018 financial statements for Clearview Lodge will look that much better. It is anticipated that this project will be completed by mid-October 2018.

Work to be Completed:

1) Repair site – drainage issues	\$15,000.00
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Maybe 2018, but likely 2019 – Corey wants to create a swale on the west side of the Clearview Lodge property to allow run off to the north sidewalk.

The project likely requires some stripping of lawn and topsoil, contouring the land and then re-distributing the top soil. Re-seeding of lawn would likely occur in Spring 2019 at the earliest.

2) Replace roof on 100 wing	\$42,444.00
------------------------------------	--------------------

It is likely that this project will require the services of a roofing consultant. If possible, we could engage the consultant this Fall and allow him to develop all of the bid specifications for the project. It is likely the bid package would be published in January – March 2019 to allow for a Spring/Summer project date.

3) Wheelchair Ramp (100 Wing and Courtyard)

\$20,000.00

This project was designed to give an additional handicapped exit to the 100 wing and replace the concrete staircase. There may be a repair to the courtyard ramp to address a concern expressed in one of the engineering reports.

This project will likely occur in 2019

4) Backflow Preventers

\$8,134.00

This item was included based on an engineering report. The actual replacement of the backflow preventers will be based on the annual inspection and certification required. The replacement can likely be completed as part of the inspection process. Alternatively, if the backflow preventers do not require immediate replacement, the project funds could be allocated to another project by contacting AB Seniors and Housing.

Scholarship Opportunity
TDHF Board Meeting
September 21, 2018

The Taber Chamber of Commerce is looking for sponsors for a number of scholarships offered to W. R. Myers graduates. A good number of awards are given out at the Awards Night and the Chamber relies on local businesses/organizations to fund the scholarships.

While it may be a bit odd to consider having a Housing organization sponsor a scholarship, I would encourage you to consider how might consider this an opportunity to invest in Taber students. How it may be an opportunity to show the possibilities in the community and encourage students to return/remain a part of the community.

Finally, I believe that it may be an opportunity for us to address areas of need in our organization or in the community. Therefore, we might consider targeting the scholarship to study areas or occupations, such as:

- Health Care Aides
- Recreation Therapy/Services or Activity Coordinators
- Social Work / Counselling Services
- Trades – for maintenance team or for 3rd party contractors

This might be a way to market our organization differently than in the past for a relatively low fee. As well, we might be able to address a need in the community. Finally, it might be part of some momentum for students to be encouraged to remain connected to the community.

Awards Night - W.R. Myers

Awards Night would not be possible without the many local businesses that generously donate to our scholarships. Local businesses that donated last year were sent a letter in late August requesting a donation for this year. As of right now, we have received funds from 12 of our 35 business sponsors. If you are a business that has supported us in the past but are unable to do so this year, please contact W.R. Myers at (403) 223-2292 and speak to Linda Van Meetelen. If you have not been a part of this in the past, but are able to help, please get in touch as we would love to hear from you. We do have students ready to accept our awards, but without the financial support, we will not be able to present them with their scholarships.



Tim Janzen

From: Taber & District Chamber of Commerce
<taberchamber@gmail.com@mail141.atl121.mcsv.net> on behalf of Taber & District
Chamber of Commerce <taberchamber@gmail.com>
Sent: Wednesday, September 12, 2018 1:51 PM
To: Tim Janzen
Subject: W.R. Myers Scholarship Program - Sponsors Needed

We've been asked to share this with our members, thanks for looking!



Tim Janzen

From: Ascha <ascha@ascha.com>
Sent: Monday, September 17, 2018 1:35 PM
To: Tim Janzen
Subject: Fall Region Meeting - Ballot Voting Authorization
Attachments: Taber and District Housing Foundation.pdf

Dear Tim,

Our fall region meetings are fast approaching. We will be rolling out ASCHA's new strategic direction, discussing advocacy strategies going forward into an election year, and will have a presentation on the current political environment presented by well-known political analyst, Paul McLoughlin. This meeting's theme, Non Partisan Provincial Advocacy will be sure to provide an engaging day of discussions and updates.

The most important piece of these upcoming meetings, however, will be our Board Elections. We have a number of positions open for nominations and the official Call for Nominations and reminders have been sent to our member organization's main contact.

Attached is your organization's Voting Authorization Form. **Your form is due to us no later than October 1st so that you can vote at our region meeting.** Please assign your authorized voting representatives, **ensure that they will be in attendance at the meeting** and confirm that your region declaration is correct. If you have multiple ballot votes, you are permitted to split the number of ballots however you choose between representatives. If you have any questions, please contact us at ascha@ascha.com.

If you have not yet registered for the region meeting in your area, you can do that with the **REGISTRATION** Link.



Alberta Seniors Communities & Housing Association (ASCHA)
9711 - 47 Ave., Edmonton, AB T6E 5M7
Ph: 780.439.6473
Fax: 780.433.3717
www.ascha.com

Follow [@ABSeniorsLiving](https://twitter.com/ABSeniorsLiving) on Twitter
Like [ASCHA](https://www.facebook.com/ASCHA) on Facebook

Noble Cause: Seniors are empowered to have choice and a life of purpose, wherein they are honoured, valued, and respected.



Region Voting Form

Region Meetings – October 2018

Please complete Section 2 or 3 as applicable.

1. REGION DECLARATION

Taber and District Housing Foundation has declared the **South Region** as their ASCHA region for voting purposes.

2. BALLOT VOTING AUTHORIZATION

In accordance with Article 3.6 of the ASCHA Bylaws, **Taber and District Housing Foundation** hereby authorizes the following as ballot voting representatives for our declared region at the October 2018 ASCHA region meetings only.

Taber and District Housing Foundation is a Regular Member of ASCHA entitled to 2 Ballot Vote(s).

Ballot Voting Representative's Name	Title	Number of Ballot Votes

3. PROXY VOTING (may only appoint another ASCHA member organization if unable to attend)

Taber and District Housing Foundation hereby appoints _____ (name) as an Authorized Ballot Voting Representative of _____ (Regular Member) as my proxy holder for the purposes of ballot voting at the October 2018 meeting of our declared region.

Dated this _____ day of _____, 2018.

Authorized Officer Signature

Authorized Officer Name
(please print clearly)

See page two for voting information and requirement

6.9.11

ASCHA Region General Voting Information

If there is a need for general voting at a region meeting it will be by a show of hands. General voting will be conducted by a show of hands of regular members in attendance up to a maximum of ten (10) per regular member in alignment with the ASCHA bylaws.

Region Ballot Voting

Authorized Ballot Voting Representatives must be individual representatives of regular member organizations in their officially declared region, who are in good standing, and are entitled to vote in accordance with the ASCHA Bylaws. Regular members may appoint another regular member from their region to vote by proxy on their behalf, in the event of absence.

At ASCHA region meetings, voting shall be by ballot for the election of:

- (a) Region Vice-President (3 year term)
- (b) Region Director (2 year term)
- (c) Alternate Director (1 year term).

Voting can also occur when requested by twenty five (25) of the voting representatives, immediately after the results of a vote, decided by a show of hands as announced by the chairman.

All ballot voting shall be conducted according to the following schedule with regular members represented according to the number of seniors living units within the regular member's organization:

Up to 100 Units	-	1 Ballot Vote
101 – 200 Units	-	2 Ballot Votes
201 – 300 Units	-	3 Ballot Votes
301 – 500 Units	-	4 Ballot Votes
501 – 1000 Units	-	5 Ballot Votes
Over 1000 Units	-	6 Ballot Votes

Each regular member shall have the right to decide whether its allotment of ballot votes shall be cast by one of its voting representatives or by two or more of its voting representatives.

If there are any discrepancies between the ballot votes indicated on the first page and your calculation, please contact the ASCHA office at ascha@ascha.com.

Please mail, email or fax to:

9711-47 Avenue, Edmonton, AB T6E 5M7
E: ascha@ascha.com
F: 780.433.3717



6.9.11

DSL Residents

Registered/Admitted into a DSL program at any time during the month of

April 2018

Zone: **South**

Region: **Chinook**



82028 **Clearview Lodge**

Taber and District Housing Foundation

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	600	19	570	95
Totals:	20	600	19	570	95.0

ULI	Resident ID	SL Level	Program Start	Program End	Case Manager	Community Care Office
438168300	CG0001257/18	DSL3	09-Feb-2018		142602	Taber Home Care Office
264951300	CG0000523/18	DSL3	15-Jan-2018		142602	Taber Home Care Office
467455400	CG0000360/18	DSL3	12-Jan-2018		142602	Taber Home Care Office
846550100	CG0008285/17	DSL3	27-Sep-2017		142602	Taber Home Care Office
856963230	CG0003283/17	DSL3	12-Apr-2017		142602	Taber Home Care Office
896541500	CG0002783/17	DSL3	31-Mar-2017		142602	Taber Home Care Office
674145200	CG0002101/17	DSL3	07-Mar-2017		142602	Taber Home Care Office
606988600	CG0006793/16	DSL3	17-Aug-2016		142602	Taber Home Care Office
184631500	CG0000406/16	DSL3	13-Jan-2016		142602	Taber Home Care Office
825439600	CG0009870/14	DSL3	20-Nov-2014		142602	Taber Home Care Office
120942000	CG0002593/18	DSL3	28-Mar-2018		729113	Taber Home Care Office
827171500	CG0008111/17	DSL3	20-Sep-2017		729113	Taber Home Care Office
458003200	CG0006687/17	DSL3	03-Aug-2017		729113	Taber Home Care Office
319331300	CG0004304/17	DSL3	05-May-2017		729113	Taber Home Care Office
977070100	CG0002621/17	DSL3	25-Mar-2017		729113	Taber Home Care Office
272804000	CG0002623/17	DSL3	24-Mar-2017		729113	Taber Home Care Office
264320600	CG0001977/17	DSL3	06-Mar-2017		729113	Taber Home Care Office
530463100	CG0007546/16	DSL3	02-Sep-2016		729113	Taber Home Care Office
805795400	CG0007545/16	DSL3	02-Sep-2016		729113	Taber Home Care Office

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New \$9-million Pioneer Lodge seniors home in Fort Macleod opens



By Malika Karim

Videographer Global News

WATCH ABOVE: A new seniors complex in Fort Macleod is officially open. The \$9-million Pioneer Lodge seniors home can house up to 50 residents and is double the size of the building it is replacing. Malika Karim has reaction from the new building's tenants.

After three-and-a-half years of planning, the new Pioneer Lodge seniors home in Fort Macleod is officially open.

The \$9-million semi-assisted living facility includes 30 studio-style, and 10 one-bedroom units. The 40,000-square-foot building is double the size of the old lodge, which was demolished two years ago.

“From a dingy, non-accessible old seniors lodge, to a bright, airy, inviting, safe, warm, accessible home for our seniors,” chair of Willow Creek Foundation, Maryanne Sandberg, said.

Related



• **Salmon Arm gets health, wellness centre for seniors**

READ MORE: Edmonton seniors host unique fundraiser to support much-needed social programs

Ninety-one-year-old resident Raymond Chester is one of the residents who used to live in the old Pioneer Lodge and says the change is nice.

“Oh, definitely better,” Chester said. “The eating area — before we all had our own tables and now we’re mixed, which I think is a good idea.”

Glenna Moorey also used to live at the old lodge and agrees their new home is an improvement.

“It’s more spacious, the rooms are much better, just everything is improved of course over the old one,” Moorey said.

READ MORE: Local discussion hoping to shed light on prominence of elder abuse in Lethbridge

Amenities include a hair salon, accessible washrooms with a large spa room, a library, and a large communal kitchen.

Updates for a centre that's vital to the entire region.

"This facility serves the town of Fort Macleod, the town of Grannum, and the surrounding MD of Willow Creek residents and any relatives of that," said Sandberg. "It's been a very welcome facility. It's not only welcoming for the seniors in this area but I think for a lot of our staff, it provides jobs."

Residents began to move into the lodge at the end of July, and management says there are still units to be filled.

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*Carefree living for seniors in a relaxed
and enriched setting.*



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Lodge

Located at 660 28 ST Fort Macleod, AB

Willow Creek Foundation is pleased to announce that our new Lodge is opening soon. It has 40 units and is fully accessible. 30 units are studio suites and 10 are 1 bedroom suites. We are currently accepting applications for the new Lodge. Early applications are encouraged as a wait list is already in effect.

FLOORPLANS



515 Square Feet



350 Square Feet

Tel: (403) 553-3662
Email: cao@wcfound.com
660-28th Street (P.O. Box 790)
Fort Macleod A.B. T0L0Z0

Website by Chix Design

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A VISIT

7.bjv