



**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, October 18, 2018 @ 1:30 p.m.
Clearview Lodge – Activity Room

- 1. Approval of Agenda**
- 2. Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – September 20, 2018
- 3. Business Arising:**
 - a) Commercial Washer & Dryer
 - b) Tub & Lift – Delivery & Installation
 - c) Business Plan Submission – Letter from Amber Gallant
 - d) Major Capital Project Submission – Letter to Robert Craig
 - e) Administration Office Renovations
- 4. Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For September 30, 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) SuzyQ Presentation – Chef Dean Arnold (Presented at 1:30 pm)
 - b) Member-at-Large Discussion
- 7. Information**
 - a) Monitoring & Licensing Summary – AB Govt: Compliance and Monitoring Branch
 - b) Crowsnest Pass Seniors Lodge Groundbreaking
- 8. Adjournment**

Next Meeting: TDHF Board November 15, 2018 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
Thursday September 20, 2018
TDHF Admin Office – Boardroom**

ATTENDANCE

Board: Rosanne Horrocks Linda English Deanna Killinger
Deb Hansen

Also Present: Jennifer Crowson, MD of Taber Councilor

Administration: Tim Janzen (CAO), Joan Hart (Lodge Manager), Corey Beck (Maintenance Manager)

Absent: Tamara Miyanaga, Joe Strojwas

Rosanne Horrocks, Chairman, called the Regular monthly meeting to order at 1:34 p.m.

1. Approval of Meeting Privileges

Motion 2018-109

MOVED by D. Killinger that Jennfer Crowson should have speaking privileges for the meeting.

CARRIED

2. Approval of Agenda

Motion 2018-110

MOVED by D. Killinger to approve the Agenda.

CARRIED

3. Approval of Minutes

Motion 2018-111

MOVED by D. Hansen to accept the minutes from the Regular Board Meeting of Friday, August 17, 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 October 18th. The previous washer was too large to get into the laundry room without significant building modifications.

- b) **Health Foundation Grant – Tub & Lift** – CAO reported that the tub and lift have now been funded by AB Seniors and Housing and therefore the grant from TDHF is no longer required. CAO attached an email to Vicki Koersen thanking TDHF for the grant.
- c) **Business Plan Submission** – CAO reported on conference call with Amber Gallant, Seniors and Housing Portfolio Advisor, for final numbers on business plan.
- d) **Administration Office Renovations** – CAO reported that most of the HVAC work was completed. As well, tinting had been applied to northeast window (Placement Coordinator office). The final work to be completed with installation of attic insulation, but is not scheduled as yet.

4. Approval of Financial Statements and Reports:

Motion 2018-112

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

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2018-113

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

CARRIED

- b) Maintenance Manager's Report

Motion 2018-114

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

CARRIED

- c) Placement Officer Report

Motion 2018-115

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

CARRIED

- d) Financial Administrator Report

Motion 2018-116

MOVED by L. English to accept the Financial Administrator's report, as presented.

CARRIED

- e) Chief Administrative Officer Report

Motion 2018-117

MOVED by D. Killinger to accept the Chief Administrative Officer's report, as presented.

CARRIED

6. New Business

a) Policy T – 61: Assistance Animals–

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 2018-118

MOVED by L. English to accept Policy T-61: Assistance Animals as written, with the following amendments:

- a section that points out the policy relates only to Social Housing
- Add a section for animal-free buildings and therefore exclude Harmony Home Manor, Homestead Manor and Pioneer Place Manor.

CARRIED

b) Members-at-Large

CAO reported that Deanna Killinger (email attached) had indicated that she would not continue on after October 2018 as a Member-at-Large. As well, CAO indicated that several people had expressed interest in serving but only one had sent in a written response (email attached).

Board indicated that it would be important to know details about each candidate and that candidates should understand Board member responsibilities; particularly the ability to attend as many meetings as possible.

c) Capital Budgets

CAO reported that TDHF had received budget amounts for Clearview Lodge capital maintenance funding (\$160,578) and also several Social Housing maintenance and renewal projects were approved:

- Pioneer Place Manor – Shingle roof - \$90,000
- Prairie Rose Manor – Furnace replacement - \$25,000
- Sunshine Manor – Furnace replacement - \$10,000
- Taber Phase 1 – Shingle roof (5 duplex units) - \$30,000

Motion 2018-119

MOVED by L. English that the budgets be accepted as information.

CARRIED

d) Scholarship Opportunity – Town of Taber Chamber of Commerce

CAO provided information about request from Town of Taber Chamber of Commerce for WR Myers scholarship opportunities. General consensus during discussion was that the Foundation represented a much larger area and different school divisions than just WR Myers.

e) ASCHA Voting Representative

Motion 2018-120

MOVED by L. English that Tim Janzen act as the Voting Representative for Taber and District Housing Foundation, at the October 11th for ASCHA.

CARRIED

f) Next Meeting Dates

Motion 2018-120

MOVED by L. English that the next meetings be scheduled as follows:

- **Thursday, October 18th 1:30 pm**
- **Thursday, November 15th 1:30 pm**
- **Thursday, December 13th 1:30 pm**

CARRIED

7. Other Information

- a) AHS Report: DSL Residents – April 2018
- b) AHS Report: DSL Residents – June 2018
- c) Pioneer Lodge – Fort Macleod - Announcements and information

8. Adjournment

Motion 2018-121

MOVED by D. Hansen to adjourn this meeting at 3:49 pm

CARRIED

Next Meeting – Thursday, October 18, 2018

TDHF Admin Office

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

October 15 2018

Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 48 Avenue
Taber, Alberta T1G1S2

Dear Mr. Janzen:

Thank you for submitting the Taber and District Housing Foundation (TAB) 2019 - 2021 business plan.

I have reviewed your business plan submission of July 4, 2018. These plans provide the Ministry with the unique context in which each Housing Management Body (HMB) is working and provides a rich overview of your operational plans, both short and longer term.

We have reviewed the plan and offer the following comments:

Your executive summary provides an excellent overview of how TAB operates in the community, with a well-defined mandate and mission statement. We appreciate that TAB's values include being fiscally sustainable; financial attentiveness is strongly supported.

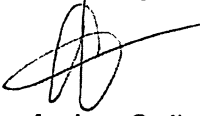
The community partnerships you maintain and develop are notable and encouraged. It's great to see that TAB works closely with the local community groups. I appreciate that TAB partnered with the Town of Taber and the Municipal District of Taber to cost share the needs assessment report and feasibility analysis. I look forward to reading the final report; the overview in your capital submission provided great insight to the current statistics that affect the communities you serve.

We recommend that TAB posts the up to date business plan on the TAB website. Not only does it illustrate that your TAB is very proud of the work achieved in the community but it also reflects the progress you are making in reaching your

specific goals. Business Plans should be made available to the general public when requested.

The time and effort you have taken in submitting your business plan is much appreciated. Not only are these plans a useful guide for your organization they are vital to our department for its future planning and budgeting decisions.

Sincerely,

A handwritten signature in black ink, appearing to be 'Amber Gallant', with a stylized, cursive script.

Amber Gallant
Housing Advisor, Operations South

cc: Laurie Michalchuk, Manager, Operations South

October 15, 2018

Robert Craig
Director
Capital Planning & Reporting
Seniors & Housing
Edmonton, AB
housingcapital@gov.ab.ca

Dear Mr. Craig:

**Re: Taber and District Housing Foundation
Major Capital Project Submission – October 2018**

Please find enclosed the following documents:

- Taber – Capital Plan – October 15, 2018
- TDHF Affordable Housing Project – Financial Model
- TDHF – Needs & Demand Assessment

The final two documents were prepared by Alberta Rural Development Network (ARDN) in a collaborative project with the Town of Taber and MD of Taber.

TDHF has become aware in the past number of years that it finds it difficult to address the housing requirements for single non-senior residents of Taber and area. Often these residents are working, albeit part-time or full-time at minimum wage, but cannot find adequate or affordable housing. The Needs and Demand Assessment showed that there were a significant number (up to 124, based on the high estimate) of single individuals in core housing need.

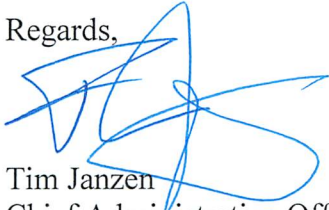
As a result, TDHF along with ARDN, developed a proposal to build a housing apartment building with a mix of ten (10) near-market units and twenty (20) affordable units. An additional commercial unit could serve as an office for TDHF, if necessary. This mix of units would allow the apartment complex to generate sufficient rental revenue to sustain itself (as demonstrated in the Financial Model document).

Please note that the financial model includes significant additional capital costs for net-zero construction but the operating pro-forma financial statements still report the costs for natural gas and electricity. This was seen as a way of prudently managing the potential financial savings if predicted net-zero technology savings do not materialize.

This proposal is submitted for your review and comments. We are hopeful that we can be successful in receiving funding to move forward with planning, design and eventual construction. We look forward to your questions and addressing any concerns you may have with the submission. These are opportunities for us to improve our project and improve the likelihood of future success in operating the complex.

Please feel free to contact me at your convenience.

Regards,



Tim Janzen
Chief Administrative Officer

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

	Actual Jan 01, 2018 to Sep 30, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,013,208.00	1,356,765.00	-25.32
Lodge Fees	900.00	500.00	80.00
Rent Rebates	-7,763.00	-12,000.00	-35.31
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	1,006,345.00	1,345,265.00	-25.19
Resident Services			
Parking	2,038.00	2,500.00	-18.48
Laundry	8,135.00	12,000.00	-32.21
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	11,439.00	17,000.00	-32.71
Resident Fundraising	896.00	1,000.00	-10.40
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	3,352.00	3,600.00	-6.89
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	15,687.00	24,100.00	-34.91
Tenant Maintenance Recovery	210.00	500.00	-58.00
Total Resident Services	26,070.00	39,100.00	-33.32
Non Resident Services			
Facility Rental	1,500.00	1,500.00	0.00
Meals on Wheels	16,038.00	36,000.00	-55.45
Other Meal Services	17,824.55	0.00	0.00
Guest Meals	6,899.00	12,000.00	-42.51
Staff Meals	0.00	0.00	0.00
Canteen Revenue	2,089.10	2,000.00	4.46
Total Other Meal Services	26,812.65	14,000.00	91.52
Tuck Shop	1,364.00	3,500.00	-61.03
Catering	25.00	0.00	0.00
Sundry Revenue	50.00	0.00	0.00
Total Non Resident Services	45,789.65	55,000.00	-16.75
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	215,167.47	283,879.00	-24.20
Total ASHC Grants	215,167.47	283,879.00	-24.20
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	221,967.88	285,879.00	-22.36
Operation Funding			
Health Funding	407,800.15	540,132.00	-24.50
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2018 to Sep 30, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Requisition Revenue	231,774.02	309,032.00	-25.00
Total Operation Funding	639,574.17	849,164.00	-24.68
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	75.00	0.00	0.00
Sundry Revenue	11,321.91	1,221.00	827.27
Total Management and Admini...	11,396.91	3,521.00	223.68
Investment Income			
Interest	5,801.27	2,500.00	132.05
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	5,801.27	2,500.00	132.05
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	1,957,069.53	2,580,429.00	-24.16
EXPENSE			
Utilities			
Heating	41,075.36	59,500.00	-30.97
Electricity	49,584.10	65,000.00	-23.72
Water & Sewer	10,019.52	17,000.00	-41.06
Waste Removal	1,418.13	2,000.00	-29.09
Telephone	5,602.92	7,100.00	-21.09
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	13,455.75	17,094.00	-21.28
Total Utilities	121,155.78	167,694.00	-27.75
Operating			
Bakery	15,027.08	20,000.00	-24.86
Dairy	31,506.19	44,000.00	-28.40
Groceries	81,562.98	125,000.00	-34.75
Juice	0.00	0.00	0.00
Meat	47,133.67	67,000.00	-29.65
Total Food	175,229.92	256,000.00	-31.55
Food Supplies	10,548.83	20,000.00	-47.26
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	25,929.94	37,926.00	-31.63
Laundry	4,095.70	3,700.00	10.69
Linen Supplies	4,686.50	4,800.00	-2.36
Total Cleaning	34,712.14	46,426.00	-25.23
Equipment & Furn Purchase	15,600.17	18,650.00	-16.35
Equipment & Furn Repairs	1,739.58	1,000.00	73.96
Insurance	5,361.61	9,200.00	-41.72
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	209.11	250.00	-16.36
Entertainment Supplies	2,230.50	3,300.00	-32.41
Trip Expenses	1,130.63	2,000.00	-43.47

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

	Actual Jan 01, 2018 to Sep 30, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Recreation Supplies (Vol Apprec)	3,466.62	5,700.00	-39.18
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	7,036.86	11,250.00	-37.45
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	2,546.96	2,750.00	-7.38
Pest Control	0.00	2,500.00	-100.00
Sundry	332.40	525.00	-36.69
Total Operating	253,108.47	368,301.00	-31.28
Operating Maintenance			
Appliances	4,020.11	4,800.00	-16.25
Bldg Safety & Security Systems	11,422.05	18,140.00	-37.03
Sundry	0.00	150.00	-100.00
Vehicles	389.04	900.00	-56.77
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	6,020.53	5,900.00	2.04
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	3,099.16	10,400.00	-70.20
Plumbing	8,289.59	7,300.00	13.56
Electrical	4,045.67	5,070.00	-20.20
Grounds & Maintenance	6,984.52	12,000.00	-41.80
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	69,354.97	99,510.00	-30.30
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	179,468.53	241,616.00	-25.72
Housekeeping Salaries	172,571.04	250,813.00	-31.20
Food Service Salaries	364,509.13	472,084.00	-22.79
Maintenance Salaries	49,009.32	69,466.00	-29.45
Resident Care Salaries	63,700.40	79,833.00	-20.21
Total Salaries & Wages	829,258.42	1,113,812.00	-25.55
Benefits	0.00	0.00	0.00
CPP	34,434.14	51,615.00	-33.29
EI	17,563.67	23,836.00	-26.31
EE Benefits	37,522.30	49,801.00	-24.66
Other Pension Contributions	19,676.99	33,644.00	-41.51
WCB	15,013.88	18,058.00	-16.86
Total Benefits	124,210.98	176,954.00	-29.81
Contract Employment	0.00	0.00	0.00
Personal Recruitment	64.29	0.00	0.00
Staff Functions & Recognition	1,735.33	4,800.00	-63.85
Training & Development	7,677.21	24,744.00	-68.97
Health & Safety	7,846.88	8,651.00	-9.30
Legal Fees	2,943.25	4,000.00	-26.42
Labour Relations	0.00	0.00	0.00
Total Human Resources	973,736.36	1,332,961.00	-26.95
Administration			
Bank Charges	1,284.95	1,650.00	-22.12
Courier & Postage	596.53	1,200.00	-50.29
Stationery & Other Supplies	2,952.00	7,000.00	-57.83
Office Rent	6,154.64	8,116.00	-24.17

4. a) iii

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

	Actual Jan 01, 2018 to Sep 30, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Office Equipment & Furn Purchase	4,103.00	1,500.00	173.53
Office Equipment & Furn Repairs	756.29	1,100.00	-31.25
Vehicle & Travel	1,785.55	2,610.00	-31.59
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	5,662.18	10,525.00	-46.20
Sundry	140.02	750.00	-81.33
Accreditation	0.00	750.00	-100.00
Total Administration	59,572.47	57,291.00	3.98
Health Expenditures			
Salaries - Resident Care	361,156.79	493,740.00	-26.85
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	361,156.79	493,740.00	-26.85
Benefits - Resident Care	51,267.05	80,731.00	-36.50
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	51,267.05	80,731.00	-36.50
Materials & Supplies Resident C...	5,777.65	9,740.00	-40.68
Total Health Expenditures	418,201.49	584,211.00	-28.42
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)	13,503.00	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	18,521.94	0.00	0.00
TOTAL EXPENSE	1,913,651.48	2,609,968.00	-26.68
NET INCOME	43,418.05	-29,539.00	-246.99

4.a)iv

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING SEPTEMBER 30, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH 620,472.11

RECEIPTED DEPOSITS FOR THE MONTH 5,433.05
PADS 118,115.00

0.00

GIC REDEEM 0.00

GIC PURCHASE 0.00

GIC INTEREST EARNED 0.00

DEPOSIT INTEREST 1,020.07

LESS DISBURSMENTS FOR THE MONTH Checks (52,416.94)

RBC Express (58,967.81)

LESS DISBURSMENTS FOR THE MONTH Payroll (112,936.56)

RRSP (7,360.83)

Bank Error 0.00

Miscellaneous Deposit Forms ordered 0.00

RBC DIRECT DEBIT AGREEMENT (148.85)

PAD return NSF (1,605.00)

CHR Funding - Direct Deposit 45,461.35

Misc 0.00

DRSP - PDS -2,356.00

GENERAL LEDGER ENDING BALANCE **\$554,709.59**

BALANCE PER BANK STATEMENT 598,176.27

bank error

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (43,466.68)

Stop payment -

OUTSTANDING DEPOSITS 0.00

NET BALANCE END OF MONTH **\$554,709.59**

4. a) ✓



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

Business Account Statement

RBDDA30000_5245910 E D 09179 00023

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

August 31, 2018 to September 28, 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 August 31, 2018	\$641,914.52
Total deposits & credits (7)	+ 170,029.47
Total cheques & debits (45)	- 213,767.72
Closing balance on September 28, 2018	= \$598,176.27

Account Activity Details

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
	Opening balance				641,914.52
04 Sep	Direct Payment (PAD's) service total GRADS1097890000			118,115.00	760,029.52
	Misc Payment ALBERTA HEALTH			45,461.35	
	Insurance ENCON GROUP INC INSURANCE		9,823.53		
	Cheque Serial #	110.25 18859	406.98 18863		1,067.44 18853
	Cheque Serial #	3,796.62 18862	5,909.77 18866		784,376.28
	Deposit interest			1,020.07	785,396.35
05 Sep	Bill payment - 8398 WCB-ALBERTA		5,447.38		
	Cheque Serial #	117.24 18861	505.78 18851		698.27 18855
	Cheque Serial #	2,974.80 18865			775,652.88

4.a) vi



Business Account Statement

August 31, 2018 to September 28, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
06 Sep	Pre-authorised payment returns GRADS1097890000		1,605.00		
	COMMERCIAL TAXES EMPTX 1150228		49,218.88		
	Cheque Serial #	14.15 18857	77.18 18849	99.52 18858	
	Cheque Serial #	147.00 18852	189.21 18846	281.99 18854	
					724,019.95
07 Sep	Deposit 0033			418.50	
	Activity fee		148.85		
	Cheque Serial #	43.04 18847	43.39 18811	517.76 18864	
	Cheque Serial #	541.49 18860			
					723,143.92
10 Sep	Cheque Serial #	52.45 18843	445.00 18841		
					722,646.47
11 Sep	Direct Deposits (PDS) service total GRADS7204090000		1,888.87		
	Cheque Serial #	30.00 18842	297.31 18845		
					720,430.29
12 Sep	Bill payment - 2803 BLUEWAVE ENERGY		18.62		
	Direct Deposits (PDS) service total GRADS7204090000		1,897.18		
	Cheque Serial #	525.00 18868			
					717,989.49
13 Sep	Bill payment - 9557 SHAW CABLE		288.23		
					717,701.26
14 Sep	Deposit 0034			4,579.00	
					722,280.26
17 Sep	Bill payment - 8844 TELUS COMMUNICA		176.96		
	Direct Deposits (PDS) service total GRADS7204090000		10,500.00		
	Cheque Serial #	530.00 18844			
					711,073.30
19 Sep	Cheque Serial #	577.50 18848			
					710,495.80
21 Sep	Deposit 0035			192.85	
	Cheque Serial #	320.00 18856			
					710,368.65
24 Sep	ACCOUNT TRANSFER 9826797514		12.00		
					710,356.65
25 Sep	Cheque Serial #	250.00 18850			
					710,106.65
26 Sep	Bill payment - 0851 SHAW CABLE		1,718.06		



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

Business Account Statement

August 31, 2018 to September 28, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
26 Sep	Direct Deposits (PDS) service total GRADS7204090000	100,547.69		
	Misc Payment RBC PAYROLL	7,360.83		600,480.07
27 Sep	Direct Deposits (PDS) service total GRADS7204090000	2,356.00		598,124.07
28 Sep	Deposit 0036		242.70	
	Bill payment - 9502 GOVT AB NON GRP Blue Cross	190.50		598,176.27
	Closing balance			598,176.27
Deposit Interest Earned: \$1,020.07		Account Fees: \$148.85		

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to Sep 30, 2018**

REVENUE

Rental Revenue	
Resident Rent	511,684.34
Rent Rebates	-344.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>511,340.34</u>
Resident Services	
Parking	8,307.97
Utility Recovery	31,242.75
Sundry Resident Revenue	8,905.00
Tenant Maintenance Recovery	3,589.10
Total Resident Services	<u>52,044.82</u>
Non Resident Services	
Sundry Revenue	5,709.06
Total Non Resident Services	<u>5,709.06</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>584,974.07</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	60,903.14
Electricity	49,834.42
Water & Sewer	69,825.84
Waste Removal	11,408.20
Telephone	7,304.46
Total Utilities	<u>199,276.06</u>
Operating	
Cleaning	3,638.11
Equipment & Furniture Purchase	605.00
Equipment & Furniture Repairs	0.00
Insurance	2,415.06
Resident/Volunteer Programs	850.00
Bad Debt Expense	0.00
Publicity & Promotion	328.36
Pest Control	570.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>8,406.53</u>
Operating Maintenance	
Appliances	5,397.84
Bldg Safety & Security Systems	2,298.82
Sundry	97.90
Vehicles	1,556.10
Building Int Painting Common Area	0.00
Building Interior Painting Units	8,733.17
Building Interior Flooring	4,785.45
Building Interior Suite Reno	1,994.53
Building Exterior	395.62
Building Remediation	0.00

4. a) 1x

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to Sep 30, 2018**

Heating, Ventilation & A/C	15,422.19	
Plumbing	5,528.80	
Electrical	1,826.21	
Grounds & Maintenance	18,935.62	
Elevators	4,252.30	
Maintenance Equipment - Repair	324.54	
Maintenance Equipment - Purch...	1,200.00	
Maintenance - Tools & Supplies	707.14	
Facility Condition Inspection	675.00	
Total Maintenance	<u>74,131.23</u>	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	91,691.20	
Maintenance Salaries	116,436.76	
Total Salaries & Wages		208,127.96
Benefits	0.00	
CPP	9,456.06	
EI	4,878.17	
EE Benefits	9,995.34	
Other Pension Contributions	6,013.26	
WCB	436.11	
Total Benefits		30,778.94
Contract Employment	0.00	
Personal Recruitment	105.94	
Staff Functions & Recognition	347.09	
Training & Development	2,061.75	
Health & Safety	582.47	
Legal Fees	112.92	
Labour Relations	0.00	
Total Human Resources	<u>242,117.07</u>	
Administration		
Bank Charges	1,487.38	
Courier/Postage	524.09	
Stationery & Other Supplies	1,183.10	
Office Rent	12,568.93	
Office Equipment & Furn	1,835.13	
Office Equipment & Furn Repairs	397.35	
Vehicle & Travel	3,018.39	
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	176.29	
Total Administration	<u>35,393.28</u>	
Amortization		
Amortization	0.00	
Total Amortization	<u>0.00</u>	
Capital Maintenance		
Blding Safety & Sec Systems (C...	17,281.45	
Total Capital Maintenance	<u>17,281.45</u>	
TOTAL EXPENSE	<u>576,605.62</u>	
NET INCOME	<u>8,368.45</u>	

4. a) x

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

SOCIAL HOUSING
Month ending September 30, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^(THIS) \$54,097.80

RECEIPTED DEPOSITS FOR THE MONTH	\$	13,060.57
Deposit	\$	3,412.63
Interac	\$	9,647.94
PAD's(pre-authorized Debit)		\$53,252.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$0.00
Govt of AB		\$0.00
DRSP Claim		\$0.00
DEPOSIT INTEREST		\$240.85
RBC Express		\$0.00
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$20,151.21)
PAD return / NSF		(\$398.00)
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS Sep		\$0.00
RBC Activity Fee		(\$107.64)
Cheque reversed		\$0.00
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE **\$99,994.37**

ENDING BALANCE PER BANK STATEMENT \$116,195.57

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$16,201.20)
PLUS OUTSTANDING DEPOSIT \$0.00

RECONCILED BANK BALANCE **\$99,994.37**

4.a) XI



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

Business Account Statement

RBBDA30000_5245910 E D 09179 00018
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

August 31, 2018 to September 28, 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 August 31, 2018	\$57,516.48
Total deposits & credits (15)	+ 66,155.42
Total cheques & debits (34)	- 7,476.33
Closing balance on September 28, 2018	= \$116,195.57

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			57,516.48
04 Sep	EF0904 01071695		1,781.00	
	Bill payment - 2718 TELUS MOBILITY	187.49		
	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	157.50		
	Cheque 263.33 Serial # 14055			58,216.66
	Deposit interest		240.85	58,457.51
05 Sep	Direct Payment (PAD's) service total GRADS8751490000		52,854.00	111,311.51
	EF0905 01071695		472.00	111,783.51



Business Account Statement

August 31, 2018 to September 28, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
06 Sep	Cheque Serial #	100.00 14052	173.58 14054	236.25 14057	111,273.68
07 Sep	Deposit 0045			212.00	
	Activity fee		107.64		
	Cheque Serial #	43.04 14051	1,760.48 14053		109,574.52
10 Sep	Cheque Serial #	367.50 14050			109,207.02
13 Sep	Utility Bill Pmt EPCOR		349.20		108,857.82
17 Sep	Bill payment - 8845 TELUS COMMUNICA		70.22		
	Bill payment - 8841 TELUS COMMUNICA		107.10		
	Bill payment - 5026 SHAW CABLE		169.44		
	Bill payment - 8843 TELUS COMMUNICA		349.30		108,161.76
18 Sep	Bill payment - 1611 BARNWELL-VIL-UT		74.89		
	Bill payment - 1614 BARNWELL-VIL-UT		601.63		107,485.24
19 Sep	Bill payment - 7565 VAUXHALL-UTIL		84.96		
	Bill payment - 7567 VAUXHALL-UTIL		100.04		
	Bill payment - 7561 VAUXHALL-UTIL		494.60		106,805.64
20 Sep	EF0920 01071695			1,389.94	108,195.58
21 Sep	Deposit 0046			663.35	
	EF0921 01071695			427.00	109,285.93
24 Sep	EF0924 01071695			754.00	
	ACCOUNT TRANSFER 9826797515 VISA		67.60		109,972.33
25 Sep	EF0925 01071695			260.00	110,232.33
26 Sep	Deposit 0047			1,989.28	
	EF0926 01071695			1,079.00	
	Bill payment - 0847 SHAW CABLE		52.50		
	Bill payment - 0848 SHAW CABLE		52.50		
	Bill payment - 0849 SHAW CABLE		52.50		
	Bill payment - 0850 BLUEWAVE ENERGY		99.16		
	Bill payment - 0839 TABER, ALTA-UTL		162.33		
	Bill payment - 0844 MUN OF TABER-TX		263.55		
	Cheque Serial #	10.50 14036			112,607.57
27 Sep	EF0927 01071695			1,437.00	114,044.57
28 Sep	Deposit 0049			548.00	
	EF0928 01071695			2,048.00	

4. a) xiii



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

Business Account Statement

August 31, 2018 to September 28, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
28 Sep	Cheque	193.00	252.00		
	Serial #	14034	14058		116,195.57
	Closing balance				116,195.57

Deposit Interest Earned: \$240.85

Account Fees: \$107.64

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending September 30, 2018

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$32,851.19
RECEIPTED DEPOSITS FOR THE MONTH	\$744.00 \$0.00 \$49.65
DEPOSIT INTEREST	
TOTAL DEPOSITS	\$793.65
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	\$33,644.84
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$33,703.73
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$58.89)
<u>NET BALANCE END OF MONTH</u>	\$33,644.84

4.a)X



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

Business Account Statement

RBBDA30000_5245910 E D 09179 00026
TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

August 31, 2018 to September 28, 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 August 31, 2018	\$33,366.68
Total deposits & credits (3)	+ 793.65
Total cheques & debits (3)	- 456.60
Closing balance on September 28, 2018	= \$33,703.73

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			33,366.68
04 Sep	Deposit interest		49.65	33,416.33
05 Sep	Cheque Serial #	100.00 562		33,316.33
07 Sep	Cheque Serial #	155.00 565		33,161.33
21 Sep	Deposit 0290		364.00	33,525.33
26 Sep	Deposit 0291		380.00	33,905.33
28 Sep	Cheque Serial #	201.60 564		33,703.73
	Closing balance			33,703.73

Deposit Interest Earned: \$49.65

4.a) xvi



Business Account Statement

August 31, 2018 to September 28, 2018
Account number: 09179 100-158-5

Serial #: 562

Amount: \$100.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 48th AVENUE
TABER, ALBERTA T1G 1S2
PHONE (403) 723-2767

RBC ROYAL BANK
TABER BRANCH
4818 - 13th STREET
TABER, AB T1G 1N4

CHEQUE NO 562
DATE 25072018
DDMMYYYY

PAY One Hundred 00/100 \$*****100.00

TO THE ORDER OF Beatrice Reimer
4638 Majestic Place
Taber, AB T1G 1E3

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

00000562 09179003 1001585

CIBC-010
00138 004 09/05/2018
00139 / 7815085
3200096718425 1

Printer ID # / NI d'imprimeur 1014

Beatrice Reimer
Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 564

Amount: \$201.60

TABER & DISTRICT HOUSING FOUNDATION
5318 - 48th AVENUE
TABER, ALBERTA T1G 1S2
PHONE (403) 723-2767

RBC ROYAL BANK
TABER BRANCH
4818 - 13th STREET
TABER, AB T1G 1N4

CHEQUE NO 564
DATE 09082018
DDMMYYYY

PAY Two Hundred One 60/100 \$*****201.60

TO THE ORDER OF Helen Connor
203 Clearview Lodge
4730 - 50th Avenue
Taber, AB T1G 1N6

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

00000564 09179003 1001585

D6TRH 293032312786
10439-002 2028743
Scotiabank
VAUXHALL

28-Sep-2018
2028743 10439-002
10439 0026026

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

21068-002 BNS
CIBC Calgary AB
28-Sep-2018
0027409017

Serial #: 565

Amount: \$155.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 48th AVENUE
TABER, ALBERTA T1G 1S2
PHONE (403) 723-2767

RBC ROYAL BANK
TABER BRANCH
4818 - 13th STREET
TABER, AB T1G 1N4

CHEQUE NO 565
DATE 31082018
DDMMYYYY

PAY One Hundred Fifty Five 00/100 \$*****155.00

TO THE ORDER OF Nicole Reynolds
Box 51
Warner, AB T0K 2L0

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

00000565 09179003 1001585

Negotiating Institution: RBC ROYAL BANK
Deposit Transit Number: 09179-003
Account Number: 5060256
Date (YYYYMMDD): 20180907
Item Sequence Number: 9634330021
MOC/ATMD: X785
Envelope #: 150

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

Deposit only
09179-5060256

BACK/ENDOS

4.a) & vii

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

- 1) Resident info:
 - a. Move ins -2
 - b. Move outs -2
 - c. SL3 - 19
 - d. Resident Room changes -0
 - e. Change in Status - 1
 - f. New applicant interview - 3
 - g. Reevaluated existing applicants - 0
 - h. Wait list - 10
 - i. 79 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -7
 - b. Preadmission meeting - 0
- 3) Employee interviews:
 - a. 15 General Worker:
 - i. 5 General Workers hired
 - ii. 1 Assistant Cook hired
 - b. Internal Health Care Aide was promoted to HCA Coordinator for a TFT position during Alycia's maternity leave. Training to start around November 20th.
- 4) September 20 – facility inspection completed.
- 5) September 24 & 25th – Supportive Pathway training
- 6) September 24 –I attended the South Zone Partnership meeting in Lethbridge
- 7) September 25th – meet with Alycia, Home Care manager, and new Home Care case manager for the lodge to review clients and the struggles that we encountered with past H/C nurse...fresh start!
- 8) September 26 – Housekeeping meeting
- 9) Completed the corrective actions for our Infection Control review and forwarded them on to Geoff Tomko for review.
- 10) September 27 – Tim, Joley and I had our final 2017 External Audit Action Plan review. We are now preparing for our 2018 internal Health and Safety Audit which is scheduled for November.
- 11) October 9th – Admin staff meeting to look at the admin tasks. Jo-Anne and HCA will be working together on October 16, 17 and 18th to develop Hazard Assessments and Safe Work practices for identified tasks.
- 12) October 9 – JHSC meeting.
- 13) October 12 – I attended our annual Alberta Managers Society Workshop.
- 14) October 15 – Mini Accommodation Standards review.
- 15) Working with Medical Mart (new CPS client) on pricing of medical supplies; looking at possibly using them as our supplier for disposable gloves, hand sanitizers, etc. We are currently using Stevens Company but I am finding that we are regularly having back orders for products that we need.
- 16) Employee on modified duties has been given the clearance for a gradual return to her Permanent Fulltime position. We hope to have her back to her normal status within 3 -4 weeks.
- 17) 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. Catholic communion and Catholic Mass were held in the atrium.
- vi. Christian Reform church services were held in the afternoon.
- vii. Lutheran Bible study in the craftroom.
- viii. United Church services in the atrium.
- ix. CNIB monthly meeting
- x. Christian ladies bible studies held in the craft room.
- xi. Pat Calverley came in to do crafts with the residents.
- xii. Dr. Hammon grade 2 class joined us for exercises and a visit.
- xiii. Leishman's Hearing provided service for hearing aids and new batteries for those in need.
- xiv. 30 residents signed up for KFC take out for lunch.
- xv. Johnson's Drug store came in and did the flu vaccinations for the residents and the staff.
I will provide the percentages next month.
- b. Entertainment – 15 additional groups other than outlined above came in to perform.
- c. Outings :
 - i. October outs planned for later in the month.
- d. Volunteer hours - 138 hours logged.
- e. September Resident council and agenda and financial statement included. Minutes not available; will provide next month.



AMSSCH PRESENTS.....

2018 FALL WORKSHOP

BETTER CHOICES

.....BETTER HEALTH

Friday – October 12, 2018

7:30am-8:00am.....Registration & Breakfast

8:00am-8:15am.....Workshop Opening & Welcome

8:15am-10:00am.....Boris Lesar, R. Psych

Director of Clinical Operations & Programs, The Mustard Seed

Presentation Content: Mental Health related to Seniors & Aging, practical tips to correct/assist/control some behavioral issues such as hoarding and depression.

10:00am-10:15am....Nutrition Break

10:15am-12:00pm.....Paula Dooleage, AHS

Wellness – Taking Care of Yourself

12:00pm-12:30pm.....LUNCH

12:30pm-2:00pm.....Time Mastery Dorn Fox, HR Consultant, GFS

2:00pm-2:15pm.....Nutrition Break

2:15pm-4:00pm.....Managing Differences Dorn Fox, HR Consultant, GFS

4:00pm-4:30pm.....Networking & Group Discussion

A Big Thank You to GFS (Gordon Food Services)

For making this 2018 Workshop possible.

Boris Lesar (R. Psych)
Director of Clinical Operations & Programs
The Mustard Seed, Calgary

Boris has had over 25 years of working in human service organizations. Boris has been a Registered Psychologist since April 2015 and has worked as an Adjunct Faculty at City University of Seattle since September 2015.

With his vision to create a better way to support the health and wellness of our clients, Boris became the Clinical Director of the Wellness Centre at The Mustard Seed Calgary in April 2016 and moved into his current role of Director of Clinical Operations and Programs in April 2018.

Through 25 years of experience, Boris has developed a wide array of knowledge throughout his career including child and adolescent development, developmental disorders, mental illness, crisis intervention, grief and bereavement, substance abuse, resiliency and empowerment, cross-cultural counselling, cognitive behavioral therapy, narrative and solution-focused therapy, and psychodynamic attachment theory. Boris has worked with a number of unique populations, including clients who are multiethnic, refugees of war, members of vulnerable and economically disadvantaged populations and marginalized communities. He has worked in a number of settings, including schools, hospitals, non-profits, non-government and religious organizations. Through his experience, Boris has been able to successfully network and coordinate multi-disciplinary services to develop systems of support for his clients.

The Wellness Centre provides a safe and dignified space where clients, many are seniors, can receive physical, mental and spiritual support. The Centre provides holistic care tailored to each individual we serve and includes services and programs such as identification services, doctor and nurse appointments, addictions therapy, occupational therapy, chiropractor, massage therapy, counselling, legal guidance, tax services, and spiritual care.

Under his direction, the Wellness Centre saw 50,000 unique services in its first year serving over 2,300 unique clients. With the advocates acting as the first point of needs assessment for services, the advocates have helped filter through over 2,300 clients and supplemented assessments for over 50,000 services since October 2016. With the sheer number of clients seen by only the equivalent of three full-time advocate positions, the advocacy program has been able to balance quantity and quality despite the sheer volume of the Wellness Centre. The counselling and therapy program (which includes counselling, addictions counselling, and occupational therapy) accounts for 23% of the total services provided (11,270 related services) in the first year of operation. The high number of counselling services has been supported through our practicum program, which had 14 students alone from September 2016-September 2017 in these related fields.

Paula Doolaege Registered Nurse, Client Health Educator for the Alberta Healthy Living Program-Central Zone.

Paula has work in the Health care field for over 25 yrs. She has worked in Rural Acute Care Nursing , Home Care, and Public Health Nursing. In the last 18 months she has focused on Client education to improve the quality of life, lessen the effects of Chronic Health Conditions to improve Health outcomes .

Her belief is.. you can live healthier by learning what changes can help you feel better and more confident about managing a chronic condition.

It can be small changes such as watching what and how much you eat, or adding physical activity to your day, or it could be big changes that involve understanding your emotions and how they can affect your health.

The Alberta Healthy Living Program helps us discovers changes – big or small – that will help us live healthier and learn to confidently manage our health.



Dorn Nicole Fox began her Food Service Career over 20 years ago in Restaurant Management. With her passion for training she decided to get her Master's Degree in Human Resource Development. As Director of Human Resources for GFS Calgary, Dorn has been working with Leaders on building their strengths, identifying opportunities and understanding the daily skills involved with being a dynamic team and making people better. She will be discussing Time Management and Resolutions skills with us today.

Time Mastery helps people understand how they think and use their time. Understanding is the foundation for adjusting your behaviours and attitudes about time management.

In finding tips on reaching successful resolutions, any type of situation can be handled respectfully and more effectively.

**CLEARVIEW LODGE RESIDENT ADVISORY COUNCIL
FINANCIAL REPORT MAY 31 2018 TO AUG 31 2018**

BEGINNING BALANCE MARCH 20 , 2018		<u>6532.15</u>
INCOME		
RAFFLES, 50/50ETC	417.00	
PIE & CAKE AUCTION	4546.00	
OUTINGS	110.00	
BBQ 50/50	505.00	
TOTAL INCOME	5578.00	
EXPENSES		
Lodge Entertainment		1505.00
Welcoming flowers		73.50
Outing expenses		196.24
Bank Charges		20.00
Travel Expenses for bus		2500.00
Garden Supplies		327.73
Table Rent for Xmas Jingle 3 tables		150.00
TOTAL EXPENSES		<u>4772.47</u>
BANK BALANCE AS OF AUG 31, 2018		7337.68

*Submitted by
Brenda Engleson*

AGENDA

CLEARVIEW LODGE RESIDENT COUNCIL MEETING

DATE: SEPT 19 2018

TIME: 6:30 PM

PLACE: Clearview Lodge Atrium

Additions & Agenda Approval

Welcome & Introductions

Minutes of May 16, 2018

Old Business

Christmas Jingle Sat Nov 17 2018 at 10:00am - 4:00pm at Civic Centre

Financial Report

New Business

Looking for volunteers and a secretary for the council

Reports

Activities & Volunteer Report

Resident Report

Next Meeting

Adjourn

Maintenance Report

October, 2018

Clearview Lodge

- East tub room painted before new tub arrival.
- Safety floor to be installed in east tub room
- Liberty Boilers to complete annual inspection on boilers and back flow preventers.
- Generator load test will be completed by Southern Rewind.
- Semi- annual suppression system inspection completed by Kost Fire Safety.
- Sprinkler system inspection completed by Fire Safety Services.
- Picker truck brought in to fix parking lot lights.
- New sliders put on a few of chairs in dining room.
- Installed a phone repeater in the Lodge.
- We had a move-out in unit # 416

Homestead Manor

- Leak on Hot water line repaired
- Liberty Boilers to complete annual inspection on boilers.
- Unit #104 to receive new counter tops and flooring.
- Resident passed away waiting for move-out.
- Fire drill completed for life safety standards.
- Wasp nest found in wall and taken care of.

Pioneer Place

- Start- up meeting held with VHL for shingle project.
- Shingling project under way.
- Liberty Boilers to inspect system at Pioneer.
- Fire drill ran after contractors set alarm off.
- Hired a plumber to snake drain line.

Harmony Home

- Fire alarm up-grade in progress.
- Bike rack purchased and put together for Harmony Home residents.
- Boiler inspection to be completed by Liberty Boilers.
- Contacted Aedarsa for Elevator safety report.

- Move -in in unit #109.

Prairie Rose Manor

- Furnace installation completed.
- Patio enclosure completed at Prairie Rose.

Barnwell

- Broken door repaired.

Sunshine Manor

- Furnace install completed.
- Move -in in unit #4.

Phase One

- Last 5 duplexes shingles was awarded to P&BW Roofing.
- Eviction and move out at unit #5008.

Phase Two

- Move in at unit #4413.
- Unit #5602 is vacant and ready for move-in.

Phase Three

- Repairs on broken door completed.

Special Needs

- New tub spout fitted at Special Needs House

General Maintenance

- Brackets for 3 benches ordered to be made at A-1 Fabricators.
- 3 smoke shelters ordered from Global Ind.
- The Town of Taber created Wifi hotspot ..installed repeaters on our Manors.
- Tenant meeting s at Manors with Tim and Kristin.
- Placed shovels and ice melt at all locations.

Placement Officer Report Oct 2018

Family Housing

- New applications- 1
- Move in- 1
- Move out- 1
- Evictions- 2
- Waitlist- 2, 2 bedroom needed only 4 and 3 bed avail.
- Vacant units- 2

Senior Housing

- New applications- 3
- Move in- 1
- Move out- 3
- Evictions- 1
- Waitlist- 18
- Vacant units- 5, PRM and BH

DRSP

- Program is full

Additional Info

Preparing for the cannabis regulations to change Oct 17. Getting tenants to sign new leases that include our updated rules.

Researching the best way to go about identifying and interacting with tenants that may be isolated/lonely/at risk.

Conducted a moveout inspection which included a unit that was in the worst condition we have ever seen for someone still living there.

Inspection letters will be hand delivered to all tenants the last week in Oct for inspections the first week in Nov.

It's now a balmy 22 degrees in my office, I can return my slippers and parka to the closet at home.

Financial Administrator Report for Sep 18 – Oct 16/18

PAYROLL

- Completed, Sept month-end payroll, Oct advances
- 2 LTD Claims updating
- 5 employee meetings
- 2 employee changing position
- Benefit questions, inquiries, changes
-

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 all CVL Residents for Oct 1
- Guest Meal invoicing for September completed
- Oct rent collection (SH / CVL) completed
- MOW client setups and closings, Sep meals 213 – 14 clients
- Report for Board Meeting Oct 18
- Manager Monthly Update YTD
- LAP Update to Tim with all Oct 1 annual reviews updated
- AHS Schedule B monthly update
- Energy useage YTD to Tim
- YTD Training Costs - \$11,664
- Spoke with 8760 (New Energy Supplier) Jan 1 invoicing & payments etc.
- Looked into DRSP client contract period
-

GENERAL

- Front Desk Vacation Coverage
- Working with Contractor to complete admin office work
- Ordered shelving for back office, worked on organizing old records
-

5. dji

CAO Report

October 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 Sept 24 - 28

- Sept 25 – Completed Job Description for Barnwell Groundskeeper position
- Reviewed shelving options for Admin Office with Bev and approved purchase of two more shelves
- Sept 27 – Met with Joan and Joley – Health and Safety Audit Action Plan
- Talked with Joan and decided that she would man a booth at the Seniors' Fair at Nordbridge Senior Centre on October 24th
- Sept 28 – Taber and District Health Foundation Interviews for Telethon
 - Interviews with Vicki Koersen
 - Arranged interviews at Clearview Lodge & Prairie Rose Manor

Week of Oct 1 - 5

- Oct 1 – 4 APHAA Conference – Banff, AB
- Handled a few emails with Chef Dean re: Suzy Q presentation and visit to Bow Island
- Oct 5 – Flex Day

Week of Oct 8 - 12

- Oct 8 – Thanksgiving Day – Statutory Holiday
- Oct 9 – Admin Office Staff Meeting with Joan and Joley re: Identifying Tasks and Potential Hazards; this is a part of completing our hazard assessment and creation of safe work practices for work completed at the Admin office.

- Oct 10 – Flu shot at Clearview Lodge
- Oct 11 – ASCHA South Zone Meeting – High River, AB
- Oct 12 – Update Appendix D: Capital Maintenance and Renewal Schedule; submitted to AB Seniors and Housing

Week of Oct 15 - 19

- Oct 15 – Update Major Capital Projects form and submitted to AB Seniors and Housing
- Oct 16 – Tenant Meetings at Taber Manors – Harmony, Homestead and Pioneer Place
- Oct 16 – Emergency Response Preparedness Meeting
- Oct 17 – AM – Southern Alberta CAO meeting in Lethbridge. This meeting is an opportunity to meet with senior bureaucrats from AB Seniors and Housing. Our Portfolio Advisor, Amber Gallant, was also present.
- Oct 17 – PM – Flex Day (half day)
- Oct 18 – Board of Directors meeting
- Oct 19 – AM – Board of Director Meeting minutes
- Oct 19 – PM – Flex Day (half 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 | | |
| • ARDN Conference on Rural Housing | Oct 24 – 26, 2018 | Canmore, AB |
| • ADHF Telethon | November 1, 2018 | Taber, AB |

Suzy Q Carts

Why to provide a safer, more efficient, better selection and more economical system of serving the residents meals in a more personalized professional manner.

Safety

- ✓ Cart height is 35 inches, which makes it much easier to reach over and serve. There would be no burners to deal with, which have caused burns in the past.
- ✓ Less handling of hot water, as the chafers are filled with water pitchers or buckets, the Suzy Q would simply be filled with the cold-water hose beside the cook station and the turned on.
- ✓ Easier to move and handle, with swivel casters and brakes. Adaptable condiment and utensil holder that holds 4 -1/6th inserts, which keeps the cart much more organized.
- ✓ Two independently temperature-controlled steam wells with their own strainer and drainage valve. Four edge bumpers to protect the walls.
- ✓ All electrical and plumbing are concealed.

Efficient & Selection-

- ✓ Two carts would simplify the supper service time table, we could put all menu items (except Dessert) on the carts instead of having a soup cart then two main carts, and finally finishing with a dessert cart.
- ✓ More selection would be available to the residents as each cart has two steam wells as compared to one.
- ✓ Plates would be warmed and ready to go as they can be heated and stored on the Suzy Q for quick service.
- ✓ Food items would be consistency hotter or colder (steam wells can be wet or dry) for the entire service as the Suzy q carts are automatically controlled.
- ✓ Residents can view the food items as the carts are lower and more accessible.
- ✓ As stated in the safety section, the carts have more surface area which allows for greater ease in serving when two servers are working from the same cart.
- ✓ Insert Lids and foil coverings can be left on the food items until right before service and the kept in the hidden bottom compartment in a bus ban as opposed to simply being thrown on the bottom shelf of a regular cart.

Economics-

- ✓ The two carts would act as plate warmers as well, eliminating our plate warmer, which can be sold or traded (excellent shape).
- ✓ Elimination of chafing burners which costs \$1900.00 per year. (\$53.00 per case of 24)
- ✓ Elimination of a least three serving carts as we use six now, they can used in different departments or stored for future use.
- ✓ Elimination of Chafers which can be stored and used for large catering projects.
- ✓ Suzy Q carts have been in production for 10 years, so a lot of the initial problems and deficiencies have been corrected.
- ✓ These carts will last 10 to 15 years, serving three meals per day, 365 days which makes the cost pennies per serving.

Side Note – The Suzy Q carts were invented by a dietician who worked in the health care system for 15 years. She had seen all the issues with plate service in the health care system. Clearview has corrected the obvious issues with plate service which are, food waste and no selection, already by serving off the food service carts with the Chafers. We can still do better though, as the chafer on top of a food service cart is not the safest, efficient, or most economical way to accomplish food service, or more care facilities would have adapted to our system.







6. a) IV



6.27 ✓



6.2.15

Tim Janzen

From: CVL Kitchen <kitchen@taberhsg.ca>
Sent: Tuesday, November 28, 2017 4:40 PM
To: 'Tim Janzen'
Cc: 'Joan Hart'
Subject: RE: Suzy Q pricing and Revenue Ideas for TDHF
Attachments: Food Service Revenue Ideas for TDHF.docx

Tim/Joan

Attached are some ideas that I was asked to come up with to increase \$ flow for the food services department at our last meeting concerning my proposal for an Executive Chef position.

Answers to your questions concerning the Suzie Q carts

We would store these carts in the hallway, which is the same way we store all the carts now. We would load them in the area directly north of the cooks table-Yes this would be tight as the width on the large ones are 32"

If we chose the larger version of the Suzie Q we would only get 2 of them, but we would need to update our electrical (I believe anyway, I'll talk to Corey)

Yes we would want the heated drawer

The other option is use the smaller version of the Suzie Q and get 3 of them , one could be used for soup service at lunch and supper. These don't have the heated drawers or plate warmer but use normal electrical.

We would be able to offer the residents choice on food items, better visual stimulation as they will be able to see the products. We don't have much waste in the kitchen as we always use leftovers and make sure that we don't produce more product then we need. These would reduce waste right at the table , as the resident would see the products better and not want them on their plate if the item was unappetizing to them.

Yes the kitchen is going to start serving a beverage cart at lunch and in time at supper as well. This is still in the discussion phase , but the kinks are being worked out with ideas from the kitchen team. We would be relying on a little help from HCA, and on weekends lots of help from the 6:30 am shift. As for the management team helping out, I think that is fine and appreciated, but perhaps we can utilize that plan in some of the MOW ideas I presented in the revenue ideas?

Yes the Suzy Q carts would reduce the portion pack condiments, We don't use many though. Ketchup, Mustard on the lazy Susan's for residents , we do put these condiments on carts when we serve a food item that obviously needs them. Some Breakfast individual portions like Syrups and Jams. I don't believe the residents abuse this like customers do in restaurants though(I may be wrong)

I agree the cost is significant, but I believe they will pay for themselves in not only food costs saving, but in overall meal satisfaction.

Thanks

Dean Arnold

Red Seal Chef

Clear View Lodge

kitchen@taberhsg.ca

403 223 2822 ext 109

From: Tim Janzen [mailto:timj@taberhsg.ca]
Sent: Tuesday, November 28, 2017 11:53 AM
To: 'CVL Kitchen'
Cc: 'Joan Hart'
Subject: RE: Suzy Q pricing

Dean:
Thanks for the update.
How would you configure these units? Add the warming drawer?
I am presuming that we would need two? Is that enough?

Do you believe that they would allow us to find some further savings?
We already give people choice but perhaps now we give even more choice? Would this reduce waste?

I recall you talking about serving coffee to all residents and taking the butlers off the tables.
I am wondering if we should talk more about that. I think the idea has some potential but I don't want to necessarily throw that just on you or your team.
Are there ways that I, Joan, Joley and Alycia could assist during service time. Maybe on a rotation basis. It would be a great way for us to further connect with residents.

Finally, do you think that the SuzyQ system might change how we handle condiments on the tables?
Could we achieve some purchasing savings by avoiding smaller condiments packets but just adding that to the serving routine?

As you might notice, I ask lots of questions.
Mainly because I think that there could be some significant potential by introducing the SuzyQ carts.
But because of their cost, we really need to look at this closely.

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



From: CVL Kitchen [mailto:kitchen@taberhsg.ca]
Sent: Tuesday, November 28, 2017 10:57 AM
To: Mark Baker <mbaker@russellhendrix.com>
Cc: Joan Hart <joanh@taberhsg.ca>; timj@taberhsg.ca
Subject: FW: Suzy Q pricing

Hey Thanks Mark
Where is there a facility close to Taber that are using these Suzie Q carts?
We would like to contact them and see them in Action.
Let me know



Taber and District Housing
4730 50 Avenue
Taber, Ab. T1G 1N6

November 24, 2017

ATTN: Dean Arnold, Chef

RE: SuzyQ Meal Delivery Solution

Dear: Dean

Thank you for your interest in the SuzyQ Meal Delivery System. This approach is supported by research as “best practice” when it comes to serving residents hotter, flexible, client-focused meals with direct staff contact. Being able to move easily with the food directly to the residents allows for “point-of-service” meal delivery in the dining room. This allows for less unproductive time running back & forth to a servery to pick up pre-plated meals, or delivery of institutional tray service.

The benefits of table side service are;

- ✓ Significant food cost savings.
- ✓ Substantial decrease in food waste.
- ✓ Hotter, better presented meals for residents.
- ✓ Eliminate dietary preference lists and increase direct communication.
- ✓ Positive interaction between food service staff and residence.
- ✓ Individual portion sizes.
- ✓ Greater meal satisfaction and choice for residents.
- ✓ Fast, efficient meal delivery.
- ✓ Empower residents in their meal decisions; service with dignity.

The SuzyQ Meal Delivery System was developed & designed by Suzanne Quiring, Registered Dietitian specializing in the Health Care Community market for over 20 years. Included with every SuzyQ cart purchase a complete staff training and implementation manual, email and phone support by Suzanne herself, to help you and your team be successful. The website **www.hotfoodcart.com** is full of ideas on how hundreds of different types of communities use this meal delivery system to make a positive difference to their residents, staff and food budgets.

For further information on this unique system, please consider attending the free webinar class taught by Suzanne Quiring, RD – simply go to **www.hotfoodcart.com** to sign up. You will be able to watch a fully interactive presentation and Suzanne will address questions you may have about how to deploy the SuzyQ Meal Delivery System in your community.

.../2



SuzyQ Meal Delivery System

Pricing includes:

- Staff training manual complete with articles, photos, implementation advice included with cart.
- Full staff webinar class training, email and 1-888 phone support by Suzanne Quiring, Registered Dietitian specializing in implementation for resident focused dining experience provided after purchase.
- Dimensions: 32"W x 35" H x 37" L
- All Stainless steel construction.
- Four 6" double precision ball bearing castors with 2 direction locks, and brakes.
- Two independently temperature controlled, top mounted 16 gauge S.S (top quality) all welded, full size 12 x 20" steam wells that allows for wet or dry operation. Steam well each has a strainer and separate drain valves. Drain hose with flexible hose.
- Heated Intermediate shelf 9" x 10" deep hold dinner plates that is independently temperature controlled.
- Top drawer will hold two 12 x 20" inserts (not included) and can be heated if desired.
- Bottom drawer is complete with full poly liner.
- Ergonomically designed push handle for easy mobility.
- Slide in/out condiment rail that will hold four 1/6 inserts (sandwiches, salads, condiments, etc.)
- Four edge bumpers to protect walls.
- All electrical & plumbing concealed behind a door to be nicely hidden from the end user so attractive in the dining room .
- Electrical Specifications: Premier Cart w/ non-heated drawer is 2580 W with 208 Volt, single phase, 15 amp, Nema L6-15 twist and lock plug. CSA approved.
- Warranty: Full on-site warranty on all parts and labor for ONE full year. All service can be organized and quickly done Russell Food Equipment's national service network. Also parts and service can be easily obtained over the years, if required.



SuzyQ Meal Delivery System

1-5 units

6-11 units

12+ units

(5% savings)

(10% savings)

\$6180.50 ea.

\$5871.48 ea.

\$5562.45 ea.

Recommended Service Capacity: Each Cart/System can hold meals for 20 - 40 residents (4 textures).



There are also popular options that can be added to the premier SuzyQ cart to enhance the performance and value for years ahead. The heated drawer option adds extra dry heat space (warm buns, one-off meals, etc) and the cutting board is a practical option for serving. There is also an option to add a plastic laminate finish to the metal body with a choice of 10 colors to compliment any dining room décor. The binder holder is also a convenient option that reduces clutter and adds convenience when tableside.

<u>Options: (ordered w/unit)</u>	<u>1-5 units</u>	<u>6-11 units*</u>	<u>12+ units*</u>
a) Warming top drawer. w/ Thermostat control <i>Note: Electrical for cart with heated drawer option is 2760 W with 208 Volt, single phase, 20 Amp, Nema L6-20 twist and lock plug.</i>	\$927.01	\$880.66	\$834.31
b) Poly cutting board (white) (8" x 30" 1/2")	\$143.64	\$136.46	\$129.28
c) Plastic laminate panel kit (10 colors to choose from)	\$881.79	\$837.70	\$793.61
d) Removable Binder holder	\$358.00	\$340.10	\$322.20

*Notes: Quantity discount for orders of six or more, the quantity discounts apply if order is placed on one PO and shipped all at one to a single location with one deployment date.

One effective way to look at this capital expense is that the SuzyQ cart life expectancy is approx. 10 years depending on wear & tear therefore \$6180/10 years/365 days a year/3 meals per day is cents per day to serve hot, flexible meals to residents, and the food savings from less waste are quickly & easily recouped.

The cost savings from going to bulk table side service is significant with less food wastage going into the garbage. Facilities typically use the 4" to 6" narrow, deep inserts such as 1/9, 1/6, 1/3, 1/4 size inserts for the food textures (puree, minced, chopped, and regular) to all fit into the SuzyQ cart. You can turn on/off the individual steam wells per your liking depending on your menu for hot/cold service. The condiment shelf is helpful for items such as bulk condiments, salads, sandwiches, and other non-heated items.

Call today to learn how to make your first steps towards implementing a better meal delivery experience to your residents. We are here to help you be successful to maximize the dining experience at your facility.

Regards,
Mark Baker,
Russell Hendrix – Calgary
1-403-660-3885

RECEIVED

SEP 24 2018

Sept. 24/2018

Board Chairman CAO T.D.H.F.

①

Ref: Board Member Position Opening

FR: VAN DER WIELEN, Lucia (PH) 1-403-308-1479

B 5601 52 AVE

PH OR TEXT

TABER AB TIG-1M6

(New) E MAIL will

Canada

be set up if Accepted

Interest: Community Housing is a Valuable Asset in the Community & Quality of life Improvement is Enhanced.

An Interest in administering Housing in a Responsible Way & Help Administering it in the Best Way Possible. Also in a Visionary Way for All of our future.

Short Personal History:

Lived in Vauxhall Taber Area for the last 45 years. Emigrated to Canada in 1973. Have Served on the EMS. Board Edmonton South Alta REA. Rural Electric & Many Volunter Organizations in Vauxhall & Taber. Scouts, Air Cadets, 1st Aid / Medic etc etc. Advanced Education Taber & Even on the Board in its Conception. (Safe Haven)

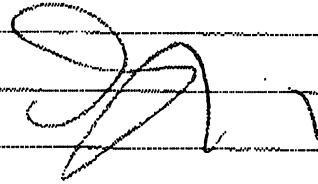


looking forward to be on your team ⑧

Respectfully Submitted

Suzie Van

Der Wicken



Upon Req / Many certificates etc etc
Such as Palliative Care
& others

I'm in the process of setting up a small
office in my Home &
Consulting



PIERRE
DELVEDERE

Tim Janzen

From: Harry Prummel <harryprumm@hotmail.com>
Sent: Wednesday, September 19, 2018 7:51 PM
To: Tim Janzen
Subject: Re: Taber and District Housing Foundation - Member at Large

Tim, thanks for the information regarding policy and procedures in regards to Taber and District Housing Foundations. As requested here is a little information about myself.

15 years as member of Community Futures of which 14 years chair of the Taber office, 6 years chair of the Provincial office and 2 years chair of the National association

6 years Taber Police Commission

Board member Provincial Bowling Association

Chair of the Taber Christian Reformed church

Currently director on the Taber Chamber of commerce

Business owner and self employed for close to 40 years in Taber

Key point as to being an asset to the board is the fact that I have been a landlord for over 35 years with as many as 80 doors which we self manage .

But having said all of this a good board member is a team player and values and respects every board members opinion. If chosen for this position I do however have a few concerns that I would have you consider.

One

Is there potential for conflict

Two

Board meeting times.

First days of the week are fine, last 2 not as much.

Thank you.

Harry Prummel

On Sep 13, 2018 4:21 PM, Tim Janzen <timj@taberhsg.ca> wrote:

Harry:

Thanks for your interest in becoming a member-at-large for the Taber and District Housing Foundation.

I have tried to give you a bit of information about expectations of Board members to ensure that is what interests you.

If you could send me a short letter about yourself and why you are interested in becoming a Member-at-Large and I will present it at our next Board meeting on September 20, 2018.

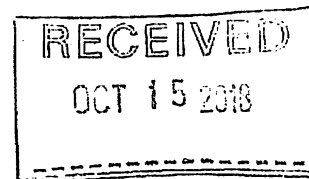
If you have any questions, please feel free to contact me.

Tim Janzen

Accommodation I.D.								Accommodation Name			
7	0	0	3	6	6	6	4	Clearview Lodge			
Accommodation Type				Current Occupancy		Maximum Occupancy		Units			
☐ Long Term Care ☒ Supportive Living				79		82		76			
Number of Conversations 14 Residents 7 Staff											
Inspector:				Date of Visit (yyyy-mm-dd)		Time of Visit (hh:mm)					
Dwaila Harvie				2018-10-15		From: 11:00 AM To: 4:00 PM					
Inspection Reason											
Mini Inspection Visit											
Visit Details											
Renewal licensing inspection and Resident and Family Councils Act inspection completed with Joan (Manager) and Joley (Operations Coordinator). Reviewed Clearview Lodge's documentation for the Accommodation Standards and the Resident and Family Councils Act. Toured the accommodation and grounds with Joan, Joley and Corey (maintenance). Clearview Lodge was very clean and very well maintained. During the visit, discussed the number of units and the maximum occupancy. In the past year, 2 of the resident rooms were converted into 1 large room which makes 5 couples rooms in total. As well, there are a few of the single rooms which could be used for a couple. Therefore, recommend the maximum occupancy be increased to 82 from 80. During conversations with 14 residents very positive comments were received. Please forward your Liability Insurance for November 1, 2018 - November 1, 2019 when it is received. For the Resident and Family Councils Act and the Accommodation Standards, Clearview Lodge was found to be in full compliance to the Standards. CONGRATULATIONS ON CONTINUING TO BE FULLY COMPLIANT TO THE ACCOMMODATION STANDARDS. At this time, the 2019 licensing inspection will be scheduled as a mini-inspection.											

The results of accommodation standards inspections are posted on the Alberta Health public reporting website at <http://standardsandlicensing.alberta.ca> within 3 business days of the visit.

☐ Enter non-compliances OR ☒ N/A
☐ Accommodation Standards ☐ Resident and Family Councils Act



Thank you for your time today.

For any questions or concerns, please contact:

Dwaila Harvie

email address: dwaila.harvie@gov.ab.ca

or

Main Office:

email: asal@gov.ab.ca

fax: 780-644-8729

☒ I verify that I reviewed the results of this visit with:

Joan Hart, Manager

Name of Operator Representative

2018-10-15

Date (yyyy-mm-dd)

Dwaila Harvie

Signature of Licensing Inspector

Digitally signed by Dwaila Harvie
Date: 2018.10.15 16:16:32 -0600



Oct 05, 2018



Crowsnest Pass Seniors Lodge groundbreaking

The governments of Canada and Alberta are making lives better for seniors in Crowsnest Pass communities by building the new Crowsnest Pass Seniors Lodge.

Eighty-five new spacious and fully accessible units offer independent living for seniors and allow them to remain close to their families and communities.

Quotes

"Every Canadian should be able to retire in dignity. This is why we are supporting seniors including restoring the retirement age from 67 to 65, increasing GIS and OAS. Today, along with our partners, we are pleased to celebrate the official groundbreaking of the new Crowsnest Pass Seniors Lodge. Soon, more seniors from this great community will have access to safe, affordable housing and be able to age independently and with dignity, close to family and loved ones."

- Amarjeet Sohi, Minister of Natural Resources

"Our government has seniors' backs. We are on their side. This investment is part of our promise to ensure that seniors have access to affordable and supportive housing. This project transforms our promise into a reality. We are making life better for seniors in Crowsnest Pass by keeping them close to their families and connected to their communities."

- Lori Sigurdson, Minister of Alberta Seniors and Housing

"We are excited to begin construction on the brand new Crowsnest Pass Seniors Lodge – this is great news for Crowsnest Pass seniors and their families. The investment by the federal and provincial governments demonstrates their commitment to Alberta seniors and to Crowsnest Pass."

7.5.1

- Joanne Drain, chair, Crowsnest Pass Senior Housing



Quick facts

- The governments of Canada and Alberta provided a combined investment of approximately \$17.1 million, under the Investment in Affordable Housing Agreement.
- The new Crowsnest Pass Seniors Lodge will provide 61 supportive living units and 24 units for designated supportive living for dementia care.
- The Government of Alberta is providing \$6.4 million through the Alberta Supportive Living Initiative to build the 24 units of designated supportive living for dementia care.
- The Government of Canada is currently rolling out its National Housing Strategy (NHS)—an ambitious 10-year, \$40-billion plan that will create 100,000 new housing units and lift 530,000 families out of housing need as well as repair and renew more than 300,000 housing units and reduce chronic homelessness by 50 per cent.
- The NHS is built on strong partnerships between federal, provincial and territorial governments, and on continuous engagement with others, including municipalities, Indigenous governments and organizations, and the social and private sectors, to make a meaningful difference in the lives of Canadians.
- Last year, the Government of Alberta launched the province's first Affordable Housing Strategy, including a \$1.2-billion commitment to build affordable housing across the province.

Associated links

As Canada's authority on housing, CMHC contributes to the stability of the housing market and financial system, provides support for Canadians in housing need, and offers unbiased housing research and advice to all levels of Canadian government, consumers and the housing industry. For more information, please visit cmhc.ca or follow us on Twitter, YouTube, LinkedIn and Facebook.

To find out more about the National Housing Strategy, visit placetocallhome.ca.

The Government of Alberta ministry of Seniors and Housing fosters the development of affordable housing and supports access to housing options for Albertans most in need. The ministry works with seniors, Albertans who require housing supports, their families and caregivers, communities and other government partners. A more detailed description of the ministry and its programs and initiatives can be found at seniors-housing.gov.ab.ca.

Editor's Note: This news release was also issued by the Canadian Mortgage and Housing Corporation on October 5, 2018.

7.11.18

Related information

Provincial Affordable Housing Strategy

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