



**Taber & District  
HOUSING FOUNDATION**

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

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**AGENDA**

**Regular Monthly Board Meeting  
Taber and District Housing Foundation  
Friday, March 23, 2018 @ 3:00 p.m.  
Clearview Lodge – Activity Room**

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1. **Approval of Agenda**
2. **Approval of Minutes:**
  - a) Minutes – Regular Monthly Board Meeting – February 23, 2018
3. **Business Arising:**
  - a) CVL Resident & Family BBQ –Responses
  - b) RBC Express Enrollment
4. **Approval of Financial Statements and reports:**
  - a) Summary update: Social Housing and Clearview Lodge  
For February 28, 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) Donation from Parkview United Church re: Prairie Rose Manor
  - b) ASCHA – Ballot Voting Authorization Form
  - c) Policy HS-25: Safe Footwear
  - d) Policy T-19: In-Suite Meal Delivery Service
7. **Information**
  - a) Clearview Lodge – Invitation to Volunteer Appreciation Celebration – April 25, 2018
  - b) Social Housing Monthly Report – February 2018
8. **Adjournment**

**Next Meeting:**      Friday, April 27, 2018                      1:30 pm                      TDHF Boardroom



**Taber & District  
HOUSING FOUNDATION**

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**MINUTES**  
**Regular Monthly Board Meeting**  
**Taber and District Housing Foundation**  
**Friday, February 23, 2018**  
**TDHF Office - Boardroom**

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**ATTENDANCE**

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

**Administration:** Corey Beck (Maintenance Manager), Bev Mikalson (Financial Administrator),  
Joan Hart (Lodge Manager), Tim Janzen (CAO)

**Absent:**

Rosanne Horrocks, Chairman, called the Regular monthly meeting to order at 1:35 p.m.

**1. Approval of Agenda**

**Motion 2017-178**

**MOVED** by D. Hansen to approve the Agenda as amended.

**CARRIED**

**2. Approval of Minutes**

**Motion 2017-179**

**MOVED** by L. English to accept the minutes from the Regular Board Meeting of Friday, January 26, 2018.

**CARRIED**

**Motion 2017-180**

**MOVED** by L. English to accept the minutes from the Building Committee Meeting of Friday, February 9, 2018.

**CARRIED**

**3. Business Arising**

- a) **CVL Resident & Family BBQ** - CAO presented copies of invitations sent to a number of dignitaries. CAO will add Mayor of Vauxhall, Mayor of Barnwell and Taber and District Health Foundation representatives to invitation list.
- b) **Paul DeVos** - CAO informed the Board that Mr. DeVos may have another commitment that would prevent sitting on the Board but more will be known for the March meeting.

#### **4. Approval of Financial Statements and Reports:**

##### **Motion 2017-181**

**MOVED** by J. Strojwas to accept for information the financial information for the month of December 2017 for both Social Housing and Clearview Lodge as presented.

**CARRIED**

##### **Motion 2017-182**

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

**CARRIED**

#### **5. Reports**

##### **a) Lodge Manager's Report**

##### **Motion 2017-183**

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

**CARRIED**

##### **b) Maintenance Manager's Report**

##### **Motion 2017-184**

**MOVED** by J. Strojwas to accept the Maintenance Manager's report, as presented.

**CARRIED**

##### **c) Placement Officer Report**

##### **Motion 2017-185**

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

**CARRIED**

##### **d) Financial Administrator Report**

##### **Motion 2017-186**

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

**CARRIED**

##### **e) Chief Administrative Officer Report**

##### **Motion 2017-187**

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

**CARRIED**

#### **6. New Business**

##### **a) RBC Express – CAO presented information about online banking access through RBC Online Express.**

##### **Motion 2017-188**

**MOVED** by T. Miyanaga that Taber and District Housing Foundation enroll in RBC Online Express, effective immediately.

**CARRIED**

- b) **Payroll Software Recommendation** - CAO presented information regarding software demos and pricing and made a recommendation that TimeTrex – Professional version. The timeline for implementation would be worked out but likely in 4<sup>th</sup> quarter 2018; running in parallel with the current paper timesheet system.

**Motion 2017-189**

**MOVED** by L. English that Taber and District Housing Foundation subscribe to TimeTrex – Professional version as an implementation of an online payroll system. The timing of implementation to be determined by the CAO and the Financial Administrator, in conjunction with Clearview Lodge Manager and supervisors.

**CARRIED**

- c) **Resolution – Uncollectible Amounts (Bad debts)** – CAO reported that a total of \$3,702.64 was uncollectible in 2017 (per attached Resolution).

**Motion 2017-190**

**MOVED** by J. Strojwas that the 2017 Uncollectible amounts for Social Housing, totaling \$3,702.64 (per the attached Resolution document) be transferred to the Bad Debts account and written off as per policy.

**CARRIED**

**7. Information**

- a) COR Audit Results
- b) Avail LLP – Management Letter – December 31, 2017
- c) Avail LLP – Engagement Letter – February 20, 2018

**8. Adjournment**

**Motion 2017-191**

**MOVED** by D. Hansen to adjourn this meeting at 2:59 pm

**CARRIED**

Next Meeting – Friday, March 23, 2018

|                            |          |
|----------------------------|----------|
| Lunch                      | 12:00 pm |
| Budget & Audit Committee   | 1:00 pm  |
| Annual General Meeting     | 2:00 pm  |
| Board of Directors Meeting | 2:30 pm  |

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Rosanne Horrocks, Chairperson

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Linda English, Vice-Chairperson

## Tim Janzen

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**From:** Cardston TaberWarner <Cardston.TaberWarner@assembly.ab.ca>  
**Sent:** Thursday, March 01, 2018 3:02 PM  
**To:** Tim Janzen  
**Subject:** Resident and Family Barbeque - Clearview Lodge

Tim,

Thank you for sending MLA Grant Hunter an invitation to attend the Clearview Lodge Resident and Family Barbeque on Friday, August 17, 2018. He would be pleased to attend, as well as provide a few words to the residents prior to lunch.

Thanks again.

Kind regards,

Angela Wolgen-Strojwas  
Constituency Assistant to Mr. Grant Hunter, MLA  
Cardston-Taber-Warner  
(403) 223-0001  
(403) 223-0002 (f)  
1-888-600-6080

March 20, 2018

Mayor Margaret Plumtree  
Town of Vauxhall  
Box 509  
Vauxhall, AB  
T0K 2K0

Dear Mayor Plumtree:

**Re: Invitation to Resident and Family Barbecue  
Clearview Lodge - Taber, AB  
Friday, August 17, 2018**

Please accept this letter as an invitation to attend the Clearview Lodge Resident and Family Barbecue. This is an annual event with 300 to 350 attendees. The event is an opportunity for the residents of Clearview Lodge to invite their family members to join them for lunch in the parking lot and green spaces. Members of the public are also encouraged to tour the facility – the residents' home. There are a number of raffles to support the Resident Council fund and a good number of door prizes; donated by local businesses and groups.

The Clearview Lodge is located at 4730 – 50<sup>th</sup> Avenue, Taber, AB. The festivities start at 11:30 and run until 1:30 pm.

Time will be made available for dignitary remarks, if you wish to speak prior to lunch being served. Overall, we would be very appreciative to get to know you more and give you an opportunity to meet the constituents of Taber and area.

If you require any additional information, please feel free to contact me at [timj@taberhsg.ca](mailto:timj@taberhsg.ca) or by phone (403) 223-2767 ext, 7.

Regards,

  
Tim Janzen  
Chief Administrative Officer

March 20, 2018

Mayor Del Bodnarek  
Village of Barnwell  
Box 159  
Barnwell, AB  
T0K 0B0

COPY

Dear Mayor Bodnarek:

**Re: Invitation to Resident and Family Barbecue  
Clearview Lodge - Taber, AB  
Friday, August 17, 2018**

Please accept this letter as an invitation to attend the Clearview Lodge Resident and Family Barbecue. This is an annual event with 300 to 350 attendees. The event is an opportunity for the residents of Clearview Lodge to invite their family members to join them for lunch in the parking lot and green spaces. Members of the public are also encouraged to tour the facility – the residents' home. There are a number of raffles to support the Resident Council fund and a good number of door prizes; donated by local businesses and groups.

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Time will be made available for dignitary remarks, if you wish to speak prior to lunch being served. Overall, we would be very appreciative to get to know you more and give you an opportunity to meet the constituents of Taber and area.

If you require any additional information, please feel free to contact me at [timj@taberhsg.ca](mailto:timj@taberhsg.ca) or by phone (403) 223-2767 ext, 7.

Regards,

  
Tim Janzen  
Chief Administrative Officer

# **Taber and District Housing Foundation - cvlodge** **Income Statement Jan 01, 2018 to Feb 28, 2018**

## **REVENUE**

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| <b>Rental Revenue</b>              |           |                   |
| Resident Rent                      |           | 222,852.00        |
| Lodge Fees                         |           | 300.00            |
| Rent Rebates                       |           | -1,282.00         |
| Sundry Rent Revenue                |           | 0.00              |
| <b>Total Rental Revenue</b>        |           | <u>221,870.00</u> |
| <b>Resident Services</b>           |           |                   |
| Parking                            |           | 405.00            |
| Laundry                            |           | 1,895.00          |
| Tenant Meal Service                |           | 0.00              |
| Sundry Resident Revenue            | 0.00      |                   |
| Medication Fees                    | 2,648.00  |                   |
| Resident Fundraising               | 131.00    |                   |
| Therapeutic Bath                   | 0.00      |                   |
| Transporation Fee                  | 0.00      |                   |
| Activity Fee                       | 0.00      |                   |
| Housekeeping Fee                   | 0.00      |                   |
| Personal Emergency Call System     | 709.00    |                   |
| Storage                            | 0.00      |                   |
| Fridge Rental                      | 0.00      |                   |
| Fridge Plug In                     | 0.00      |                   |
| Total Sundry Resident Revenue      |           | 3,488.00          |
| Tenant Maintenance Recovery        |           | 200.00            |
| <b>Total Resident Services</b>     |           | <u>5,988.00</u>   |
| <b>Non Resident Services</b>       |           |                   |
| Facility Rental                    |           | 250.00            |
| Meals on Wheels                    |           | 3,213.00          |
| Other Meal Services                | 3,497.00  |                   |
| Guest Meals                        | 1,638.00  |                   |
| Staff Meals                        | 0.00      |                   |
| Canteen Revenue                    | 481.45    |                   |
| Total Other Meal Services          |           | 5,616.45          |
| Tuck Shop                          |           | 347.00            |
| Catering                           |           | 0.00              |
| Sundry Revenue                     |           | 0.00              |
| <b>Total Non Resident Services</b> |           | <u>9,426.45</u>   |
| <b>Grants</b>                      |           |                   |
| ASHC Grants                        | 0.00      |                   |
| ASHC Maintenance Grant             | 0.00      |                   |
| ASHC Grant - Specific Restriction  | 0.00      |                   |
| ASHC LAP Grant                     | 69,331.75 |                   |
| Total ASHC Grants                  |           | 69,331.75         |
| Provincial Grants                  |           | 0.00              |
| Federal Grants                     | 0.00      |                   |
| Federal Maintenance Grant          | 0.00      |                   |
| Federal Other Grants               | 2,802.01  |                   |
| Total Federal Grants               |           | 2,802.01          |
| Municipal Grants                   | 0.00      |                   |
| Municipal Other Grants             | 0.00      |                   |
| Total Municipal Grants             |           | 0.00              |
| <b>Total Grants</b>                |           | <u>72,133.76</u>  |
| <b>Operation Funding</b>           |           |                   |
| Health Funding                     |           | 90,022.00         |
| Other Funding                      |           | 0.00              |
| Requisition Revenue                |           | 0.00              |
| <b>Total Operation Funding</b>     |           | <u>90,022.00</u>  |

4.a)i

# **Taber and District Housing Foundation - cvlodge** **Income Statement Jan 01, 2018 to Feb 28, 2018**

|                                           |           |                   |
|-------------------------------------------|-----------|-------------------|
| <b>Management &amp; Administration</b>    |           |                   |
| Management Fee                            |           | 0.00              |
| Intercompany Recovery                     |           | 0.00              |
| Insurance Recovery                        |           | 0.00              |
| Other Recovery                            |           | 0.00              |
| Maintenance Recovery                      |           | 0.00              |
| Gain or Loss on Sale of Capital           |           | 0.00              |
| NSF/Late Fees                             |           | 0.00              |
| Sundry Revenue                            |           | 21.49             |
| <b>Total Management and Admini...</b>     |           | <u>21.49</u>      |
| <b>Investment Income</b>                  |           |                   |
| Interest                                  |           | 717.41            |
| Amort of Deferred Cap, Contrib            |           | 0.00              |
| <b>Total Investment Income</b>            |           | <u>717.41</u>     |
| <b>Charitable Revenue</b>                 |           |                   |
| Donations                                 |           | 0.00              |
| Resticted Donations                       |           | 0.00              |
| Fundraising                               |           | 0.00              |
| Other Charitable Revenue                  |           | 0.00              |
| <b>Total Charitable Revenue</b>           |           | <u>0.00</u>       |
| <b>TOTAL REVENUE</b>                      |           | <u>400,179.11</u> |
| <b>EXPENSE</b>                            |           |                   |
| <b>Utilities</b>                          |           |                   |
| Heating                                   |           | 16,169.58         |
| Electricity                               |           | 10,382.11         |
| Water & Sewer                             |           | 1,706.80          |
| Waste Removal                             |           | 315.14            |
| Telephone                                 |           | 1,164.67          |
| Cable Television                          |           | 0.00              |
| Bulk Contract Expenses                    |           | 2,849.00          |
| <b>Total Utilities</b>                    |           | <u>32,587.30</u>  |
| <b>Operating</b>                          |           |                   |
| Bakery                                    | 3,342.78  |                   |
| Dairy                                     | 6,623.04  |                   |
| Groceries                                 | 17,932.41 |                   |
| Juice                                     | 0.00      |                   |
| Meat                                      | 9,949.75  |                   |
| <b>Total Food</b>                         |           | <u>37,847.98</u>  |
| Food Supplies                             |           | 1,692.44          |
| Cleaning                                  | 0.00      |                   |
| Janitorial & Housekeeping                 | 5,782.56  |                   |
| Laundry                                   | 426.41    |                   |
| Linen Supplies                            | 0.00      |                   |
| <b>Total Cleaning</b>                     |           | <u>6,208.97</u>   |
| Equipment & Furn Purchase                 |           | 0.00              |
| Equipment & Furn Repairs                  |           | 0.00              |
| Insurance                                 |           | 1,202.70          |
| Resident/Volunteer Programs               | 0.00      |                   |
| Craft Supplies                            | 0.00      |                   |
| Entertainment Supplies                    | 597.63    |                   |
| Trip Expenses                             | 134.12    |                   |
| Recreation Supplies (Vol Apprec)          | 355.93    |                   |
| Tuck Shop (Recoverable)                   | 0.00      |                   |
| <b>Total Resident/Volunteer Progra...</b> |           | <u>1,087.68</u>   |
| Bad Debt Expense                          |           | 0.00              |
| Publicity & Promotion                     |           | 13.36             |
| Pest Control                              |           | 0.00              |

4. a) ii

# **Taber and District Housing Foundation - cvlodge** **Income Statement Jan 01, 2018 to Feb 28, 2018**

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| Sundry                             |           | 332.40            |
| <b>Total Operating</b>             |           | <u>48,385.53</u>  |
| <b>Operating Maintenance</b>       |           |                   |
| Appliances                         |           | 240.38            |
| Bldg Safety & Security Systems     |           | 1,632.86          |
| Sundry                             |           | 0.00              |
| Vehicles                           |           | 54.78             |
| Building Interior                  |           | 0.00              |
| Building Int Painting Common Area  |           | 0.00              |
| Building Interior Painting Units   |           | 1,850.00          |
| Building Interior Flooring         |           | 0.00              |
| Building Interior Suite Reno       |           | 200.32            |
| Building Exterior                  |           | 0.00              |
| Building Remedation                |           | 0.00              |
| Heating, Ventilation & A/C         |           | 761.64            |
| Plumbing                           |           | 389.02            |
| Electrical                         |           | 334.79            |
| Grounds & Maintenance              |           | 4,109.76          |
| Elevators                          |           | 0.00              |
| Maintenance Equipment - Repair     |           | 0.00              |
| Maintenance Equipment - Purch...   |           | 109.00            |
| Maintenance - Tools & Supplies     |           | 51.35             |
| Facility Condition Inspection      |           | 0.00              |
| <b>Total Operating Maintenance</b> |           | <u>9,733.90</u>   |
| <b>Human Resources</b>             |           |                   |
| Salaries & Wages                   | 0.00      |                   |
| Administration Salaries            | 43,284.33 |                   |
| Housekeeping Salaries              | 38,314.74 |                   |
| Food Service Salaries              | 77,520.89 |                   |
| Maintenance Salaries               | 9,873.40  |                   |
| Resident Care Salaries             | 12,495.75 |                   |
| <b>Total Salaries &amp; Wages</b>  |           | 181,489.11        |
| Benefits                           | 0.00      |                   |
| CPP                                | 6,212.07  |                   |
| EI                                 | 3,066.06  |                   |
| EE Benefits                        | 8,220.04  |                   |
| Other Pension Contributions        | 4,442.66  |                   |
| WCB                                | -94.12    |                   |
| <b>Total Benefits</b>              |           | 21,846.71         |
| Contract Employment                |           | 0.00              |
| Personal Recruitment               |           | 0.00              |
| Staff Functions & Recognition      |           | 560.95            |
| Training & Development             |           | 1,276.85          |
| Health & Safety                    |           | 3,717.80          |
| Legal Fees                         |           | 0.00              |
| Labour Relations                   |           | 0.00              |
| <b>Total Human Resources</b>       |           | <u>208,891.42</u> |
| <b>Administration</b>              |           |                   |
| Bank Charges                       |           | 149.17            |
| Courier & Postage                  |           | 3.60              |
| Stationery & Other Supplies        |           | 1,339.04          |
| Office Rent                        |           | 1,313.95          |
| Office Equipment & Furn Purchase   |           | 1,183.95          |
| Office Equipment & Furn Repairs    |           | -25.82            |
| Vehicle & Travel                   |           | 335.00            |
| Board Expenses                     |           | 336.01            |
| Association Fees                   |           | 3,419.62          |
| Professional Fees                  |           | 0.00              |
| Legal Fees                         |           | 0.00              |
| Audit Fees                         |           | 4,500.00          |
| Consulting Fees                    |           | 7,000.00          |

4. a) iii

# **Taber and District Housing Foundation - cvlodge** **Income Statement Jan 01, 2018 to Feb 28, 2018**

|                                          |           |                         |
|------------------------------------------|-----------|-------------------------|
| IT Services                              |           | 963.38                  |
| Sundry                                   |           | 15.00                   |
| Accreditation                            |           | 0.00                    |
| <b>Total Administration</b>              |           | <u>20,532.90</u>        |
| <b>Health Expenditures</b>               |           |                         |
| Salaries - Resident Care                 | 73,145.21 |                         |
| Nursing Management                       | 0.00      |                         |
| HCA                                      | 0.00      |                         |
| <b>Total Salaries - Resident Care</b>    |           | <u>73,145.21</u>        |
| Benefits - Resident Care                 | 10,688.99 |                         |
| Nursing Management                       | 0.00      |                         |
| HCA                                      | 0.00      |                         |
| <b>Total Benefits - Resident Care</b>    |           | <u>10,688.99</u>        |
| Materials & Supplies Resident C...       |           | 1,185.73                |
| <b>Total Health Expenditures</b>         |           | <u>85,019.93</u>        |
| <b>Interest &amp; Bank Charges</b>       |           |                         |
| Long Term Interest                       |           | 0.00                    |
| Extraordinary Expenses                   |           | 0.00                    |
| Amortization                             |           | 0.00                    |
| <b>Total Interest &amp; Bank Charges</b> |           | <u>0.00</u>             |
| <b>Capital Maintenance</b>               |           |                         |
| Bldg Safety/Security Systems (C...       |           | 0.00                    |
| Building Interior (Cap)                  |           | 0.00                    |
| Building Exterior (Cap)                  |           | 0.00                    |
| Heating, Ventilation, A/C (Cap)          |           | 0.00                    |
| Painting (Cap)                           |           | 0.00                    |
| Electrical (Cap)                         |           | 0.00                    |
| Grounds Maintenance (Cap)                |           | 0.00                    |
| Elevator (Cap)                           |           | 0.00                    |
| <b>Total Capital Maintenance</b>         |           | <u>0.00</u>             |
| <b>TOTAL EXPENSE</b>                     |           | <u>405,150.98</u>       |
| <b>NET INCOME</b>                        |           | <u><u>-4,971.87</u></u> |

4. a) 14

**MONTHLY BANK RECONCILIATION  
TABER AND DISTRICT HOUSING**

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**CLEARVIEW LODGE**  
**MONTH ENDING FEBRUARY 28, 2018**

|                                                            |                       |                            |
|------------------------------------------------------------|-----------------------|----------------------------|
| <b><u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u></b> |                       | 491,152.22                 |
| RECEIPTED DEPOSITS FOR THE MONTH                           |                       | 30,754.73                  |
| PADS                                                       |                       | 114,279.00                 |
|                                                            |                       | 0.00                       |
| GIC REDEEM                                                 |                       | 0.00                       |
| GIC PURCHASE                                               |                       | 0.00                       |
| GIC INTEREST EARNED                                        |                       | 0.00                       |
| DEPOSIT INTEREST                                           |                       | 717.41                     |
| LESS DISBURSMENTS FOR THE MONTH                            | Checks                | (192,595.64)               |
| LESS DISBURSMENTS FOR THE MONTH                            | Payroll               | (106,090.35)               |
|                                                            | RRSP                  | -7,316.94                  |
|                                                            | Bank Error            | 0.00                       |
| Miscellaneous                                              | Deposit Forms ordered | 0.00                       |
| RBC DIRECT DEBIT AGREEMENT                                 |                       | (116.63)                   |
| PAD return          NSF                                    |                       | 0.00                       |
| CHR Funding - Direct Deposit                               |                       | 45,011.00                  |
| Misc                                                       |                       | 0.00                       |
| DRSP - PDS                                                 |                       | -2,523.00                  |
| <b><u>GENERAL LEDGER ENDING BALANCE</u></b>                |                       | <b><u>\$373,271.80</u></b> |
| <b><u>BALANCE PER BANK STATEMENT</u></b>                   |                       | 385,409.72                 |
| bank error                                                 |                       |                            |
| LESS OUTSTANDING CHEQUES (SEE ATTACHED)                    |                       | (12,137.92)                |
| Stop payment                                               |                       | -                          |
| OUTSTANDING DEPOSITS                                       |                       | 0.00                       |
| <b><u>NET BALANCE END OF MONTH</u></b>                     |                       | <b><u>\$373,271.80</u></b> |

4/a) v



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

# Business Account Statement

RECEIVED

MAR 12 2018

RBBDA11030\_7643857 E D 09179

00144



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

January 31, 2018 to February 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](http://www.rbcroyalbank.com/business)

## Account Summary for this Period

### Business Current Account

Royal Bank of Canada  
4818 53RD ST, TABER, A3 T1G 1W4

|                                      |                |
|--------------------------------------|----------------|
| Opening balance on January 31, 2018  | \$491,265.22   |
| Total deposits & credits (8)         | + 190,762.14   |
| Total cheques & debits (96)          | - 296,617.64   |
| Closing balance on February 28, 2018 | = \$385,409.72 |

*Have your business needs changed? We can help.*

*Let us help identify opportunities to take your business to the next level, whether it's making your cash flow cycle more efficient or helping to set the stage for future growth. Your account manager would be pleased to help, or call an RBC Business Advisor at 1-800-769-2520.*

## Account Activity Details

| Date   | Description                                             | Cheques & Debits (\$) | Deposits & Credits (\$) | Balance (\$)    |
|--------|---------------------------------------------------------|-----------------------|-------------------------|-----------------|
|        | Opening balance                                         |                       |                         | 491,265.22      |
| 01 Feb | Misc Payment ALBERTA HEALTH                             |                       | 45,011.00               |                 |
|        | Insurance ENCON GROUP INC INSURANCE                     | 10,004.39             |                         | 526,271.83      |
|        | Deposit interest                                        |                       | 717.41                  | 526,989.24      |
| 02 Feb | Cheque<br>Serial #                                      | 40.99<br>18390        | 54.15<br>18419          | 104.48<br>18417 |
|        | Cheque<br>Serial #                                      | 107.51<br>18418       | 118.35<br>18382         | 254.00<br>18431 |
|        | Cheque<br>Serial #                                      | 2,107.39<br>18411     |                         | 524,202.37      |
| 05 Feb | Direct Payment (PAD's) service total<br>GRADS1097890000 |                       | 9,658.00                | 533,860.37      |
| 06 Feb | Direct Payment (PAD's) service total<br>GRADS1097890000 |                       | 104,621.00              | 638,481.37      |

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# Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-146-0

## Account Activity Details - continued

| Date   | Description                                            | Cheques & Debits (\$) |                    | Deposits & Credits (\$) | Balance (\$) |
|--------|--------------------------------------------------------|-----------------------|--------------------|-------------------------|--------------|
| 06 Feb | Cheque<br>Serial #                                     | 62.37<br>18434        |                    |                         | 638,419.00   |
| 07 Feb | Activity fee                                           |                       | 116.63             |                         | 638,302.37   |
| 08 Feb | Cheque<br>Serial #                                     | 44.10<br>18402        | 57.75<br>18389     | 89.25<br>18403          |              |
|        | Cheque<br>Serial #                                     | 233.46<br>18384       | 311.94<br>18422    | 556.50<br>18415         |              |
|        | Cheque<br>Serial #                                     | 1,102.50<br>18396     | 1,453.38<br>18409  | 6,355.11<br>18406       |              |
|        | Cheque<br>Serial #                                     | 8,190.99<br>18429     |                    |                         | 619,907.39   |
| 09 Feb | Deposit 0021                                           |                       |                    | 1,821.77                |              |
|        | Cheque<br>Serial #                                     | 43.04<br>18393        | 62.83<br>18426     | 224.00<br>18423         |              |
|        | Cheque<br>Serial #                                     | 249.90<br>18405       | 359.29<br>18397    | 401.10<br>18398         |              |
|        | Cheque<br>Serial #                                     | 450.45<br>18381       | 505.78<br>18432    | 551.29<br>18425         |              |
|        | Cheque<br>Serial #                                     | 564.44<br>18424       | 1,248.68<br>18410  | 1,560.00<br>18392       |              |
|        | Cheque<br>Serial #                                     | 11,074.72<br>18412    | 14,258.16<br>18413 |                         | 590,175.48   |
| 12 Feb | Cheque<br>Serial #                                     | 29.05<br>18404        | 40.74<br>18407     | 105.00<br>18395         |              |
|        | Cheque<br>Serial #                                     | 159.02<br>18414       | 181.15<br>18420    | 504.45<br>18394         |              |
|        | Cheque<br>Serial #                                     | 608.55<br>18427       | 810.49<br>18430    | 2,053.07<br>18400       |              |
|        | Cheque<br>Serial #                                     | 8,145.62<br>18399     |                    |                         | 577,538.34   |
| 13 Feb | Cheque<br>Serial #                                     | 363.18<br>18436       | 2,743.18<br>18408  |                         | 574,431.98   |
| 14 Feb | Direct Deposits (PDS) service total<br>GRADS7204090000 |                       | 2,046.63           |                         |              |
|        | Cheque<br>Serial #                                     | 20.00<br>18386        | 46.50<br>18421     | 54.74<br>18464          |              |
|        | Cheque<br>Serial #                                     | 106.57<br>18463       | 111.85<br>18440    | 114.75<br>18462         |              |
|        | Cheque<br>Serial #                                     | 397.89<br>18391       | 532.93<br>18416    | 1,495.73<br>18458       |              |

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

## Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-146-0

### Account Activity Details - continued

| Date   | Description                         |             | Cheques & Debits (\$) | Deposits & Credits (\$) | Balance (\$) |
|--------|-------------------------------------|-------------|-----------------------|-------------------------|--------------|
| 14 Feb | Cheque                              | 54,162.82   |                       |                         |              |
|        | Serial #                            | 18467       |                       |                         | 515,341.57   |
| 15 Feb | Cheque                              | 20.00       | 81.44                 |                         |              |
|        | Serial #                            | 18435       | 18387                 |                         | 515,240.13   |
| 16 Feb | Deposit                             | 0022        |                       | 24,556.30               |              |
|        | Direct Deposits (PDS) service total |             |                       |                         |              |
|        | GRADS7204090000                     |             | 12,030.09             |                         |              |
|        | Cheque                              | 40.94       | 100.00                | 250.00                  |              |
|        | Serial #                            | 18442       | 18388                 | 18428                   |              |
|        | Cheque                              | 310.34      |                       |                         |              |
|        | Serial #                            | 18456       |                       |                         | 527,065.06   |
| 19 Feb | Cheque                              | 7,000.00    |                       |                         |              |
|        | Serial #                            | 18433       |                       |                         | 520,065.06   |
| 20 Feb | Cheque                              | 52.95       | 514.00                | 1,155.00                |              |
|        | Serial #                            | 18460       | 18401                 | 18450                   |              |
|        | Cheque                              | 1,553.26    | 2,795.85              |                         |              |
|        | Serial #                            | 18455       | 18454                 |                         | 513,994.00   |
| 21 Feb | Cheque                              | 20.00       | 36.74                 | 103.98                  |              |
|        | Serial #                            | 18441       | 18385                 | 18465                   |              |
|        | Cheque                              | 317.57      | 630.00                | 671.67                  |              |
|        | Serial #                            | 18445       | 18438                 | 18457                   |              |
|        | Cheque                              | 3,565.60    | 3,743.35              |                         |              |
|        | Serial #                            | 18451       | 18459                 |                         | 504,905.09   |
| 22 Feb | Cheque                              | 44.76       | 121.00                | 172.16                  |              |
|        | Serial #                            | 18453       | 18468                 | 18448                   |              |
|        | Cheque                              | 173.67      | 224.00                |                         |              |
|        | Serial #                            | 18447       | 18466                 |                         | 504,169.50   |
| 23 Feb | Deposit                             | 0023        |                       | 3,509.86                |              |
|        | Cheque                              | 15.00       | 100.00                | 1,369.00                |              |
|        | Serial #                            | 18304       | 18443                 | 18469                   | 506,195.36   |
| 26 Feb | Cheque                              | 115.91      | 348.91                | 1,476.31                |              |
|        | Serial #                            | 18470       | 18461                 | 18471                   | 504,254.23   |
| 27 Feb | Direct Deposits (PDS) service total |             |                       |                         |              |
|        | GRADS7204090000                     |             | 2,523.00              |                         |              |
|        | Cheque                              | 360.00      |                       |                         |              |
|        | Serial #                            | 18452       |                       |                         | 501,371.23   |
| 28 Feb | Deposit                             | 0024        |                       | 866.80                  |              |
|        | Direct Deposits (PDS) service total |             |                       |                         |              |
|        | GRADS7204090000                     |             | 94,060.26             |                         |              |
|        | Misc Payment                        | RBC PAYROLL | 7,316.94              |                         |              |



# Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-146-0

## Account Activity Details - continued

| Date   | Description                           | Cheques & Debits (\$) | Deposits & Credits (\$) | Balance (\$) |
|--------|---------------------------------------|-----------------------|-------------------------|--------------|
| 28 Feb | Misc Payment TOWN OF TABER Pre-Author | 1,295.77              |                         |              |
|        | Misc Payment AUMA/AMSC AMSC18-1022448 | 14,021.22             |                         |              |
|        | Cheque                                | 134.12                |                         |              |
|        | Serial #                              | 18446                 |                         |              |
|        |                                       |                       |                         | 385,409.72   |
|        | Closing balance                       |                       |                         | 385,409.72   |

Deposit Interest Earned: \$717.41

Account Fees: \$116.63

## Important Account Information

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# **Taber and District Housing Foundation - sochsg** **Income Statement Jan 01, 2018 to Feb 28, 2018**

## **REVENUE**

|                                    |                   |
|------------------------------------|-------------------|
| <b>Rental Revenue</b>              |                   |
| Resident Rent                      | 111,982.85        |
| Rent Rebates                       | 0.00              |
| Sundry Rent Revenue                | 0.00              |
| <b>Total Rent Revenue</b>          | <u>111,982.85</u> |
| <b>Resident Services</b>           |                   |
| Parking                            | 1,790.48          |
| Utility Recovery                   | 6,729.64          |
| Sundry Resident Revenue            | 2,197.25          |
| Tenant Maintenance Recovery        | 70.00             |
| <b>Total Resident Services</b>     | <u>10,787.37</u>  |
| <b>Non Resident Services</b>       |                   |
| Sundry Revenue                     | 1,006.53          |
| <b>Total Non Resident Services</b> | <u>1,006.53</u>   |
| <b>Charitable Revenue</b>          |                   |
| Restricted Donations               | 13,501.10         |
| <b>Total Charitable Revenue</b>    | <u>13,501.10</u>  |
| <b>TOTAL REVENUE</b>               | <u>137,277.85</u> |

## **EXPENSE**

|                                   |                  |
|-----------------------------------|------------------|
| <b>Utilities</b>                  |                  |
| Heating (Gas/Heat/Fuel)           | 24,029.37        |
| Electricity                       | 11,513.37        |
| Water & Sewer                     | 14,011.49        |
| Waste Removal                     | 2,501.90         |
| Telephone                         | 1,583.84         |
| <b>Total Utilities</b>            | <u>53,639.97</u> |
| <b>Operating</b>                  |                  |
| Cleaning                          | 211.94           |
| Equipment & Furniture Purchase    | 0.00             |
| Equipment & Furniture Repairs     | 0.00             |
| Insurance                         | 536.68           |
| Resident/Volunteer Programs       | 0.00             |
| Bad Debt Expense                  | 0.00             |
| Publicity & Promotion             | 13.35            |
| Pest Control                      | 0.00             |
| Sundry                            | 0.00             |
| SUBTOTAL GRANTS IN LIEU           | 0.00             |
| <b>Toal Operating</b>             | <u>761.97</u>    |
| <b>Operating Maintenance</b>      |                  |
| Appliances                        | 1,050.00         |
| Bldg Safety & Security Systems    | 0.00             |
| Sundry                            | 0.00             |
| Vehicles                          | 219.12           |
| Building Int Painting Common Area | 0.00             |
| Building Interior Painting Units  | 2,998.00         |
| Building Interior Flooring        | 0.00             |
| Building Interior Suite Reno      | 91.15            |
| Building Exterior                 | 17.79            |
| Building Remediation              | 0.00             |
| Heating, Ventilation & A/C        | 5,737.99         |
| Plumbing                          | 357.22           |
| Electrical                        | 417.68           |
| Grounds & Maintenance             | 9,428.37         |

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# **Taber and District Housing Foundation - sochsg** **Income Statement Jan 01, 2018 to Feb 28, 2018**

|                                   |                   |  |
|-----------------------------------|-------------------|--|
| Elevators                         | 0.00              |  |
| Maintenance Equipment - Repair    | 0.00              |  |
| Maintenance Equipment - Purch...  | 0.00              |  |
| Maintenance - Tools & Supplies    | 90.20             |  |
| Facility Condition Inspection     | 0.00              |  |
| <b>Total Maintenance</b>          | <u>20,407.52</u>  |  |
| <b>Human Resources</b>            |                   |  |
| Salaries & Wages                  | 0.00              |  |
| Administration Salaries           | 18,930.58         |  |
| Maintenance Salaries              | 23,892.48         |  |
| <b>Total Salaries &amp; Wages</b> | <u>42,823.06</u>  |  |
| Benefits                          | 0.00              |  |
| CPP                               | 2,178.42          |  |
| EI                                | 1,101.23          |  |
| EE Benefits                       | 2,008.34          |  |
| Other Pension Contributions       | 1,409.21          |  |
| WCB                               | 94.12             |  |
| <b>Total Benefits</b>             | <u>6,791.32</u>   |  |
| Contract Employment               | 0.00              |  |
| Personal Recruitment              | 0.00              |  |
| Staff Functions & Recognition     | 0.00              |  |
| Training & Development            | 315.00            |  |
| Health & Safety                   | 377.27            |  |
| Legal Fees                        | 0.00              |  |
| Labour Relations                  | 0.00              |  |
| <b>Total Human Resources</b>      | <u>50,306.65</u>  |  |
| <b>Administration</b>             |                   |  |
| Bank Charges                      | 164.57            |  |
| Courier/Postage                   | 18.00             |  |
| Stationery & Other Supplies       | 633.60            |  |
| Office Rent                       | 2,664.03          |  |
| Office Equipment & Furn           | 0.00              |  |
| Office Equipment & Furn Repairs   | 0.00              |  |
| Vehicle & Travel                  | 645.00            |  |
| Board Expenses                    | 336.02            |  |
| Association Fees                  | 1,004.88          |  |
| Professional Fees                 | 0.00              |  |
| Legal Fees                        | 0.00              |  |
| Audit Fees                        | 4,500.00          |  |
| Consulting Fees                   | 0.00              |  |
| IT Services                       | 0.00              |  |
| Sundry                            | 0.00              |  |
| <b>Total Administration</b>       | <u>9,966.10</u>   |  |
| <b>Amortization</b>               |                   |  |
| Amortization                      | 0.00              |  |
| <b>Total Amortization</b>         | <u>0.00</u>       |  |
| <b>TOTAL EXPENSE</b>              | <u>135,082.21</u> |  |
| <b>NET INCOME</b>                 | <u>2,195.64</u>   |  |

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SECURITY

**MONTHLY BANK RECONCILIATION  
TABER AND DISTRICT HOUSING**

---

**SECURITY DEPOSIT**

Month ending February 28, 2018

|                                                                   |                                                                   |
|-------------------------------------------------------------------|-------------------------------------------------------------------|
| <b><u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u></b>    | <b>\$32,559.35</b>                                                |
| RECEIPTED DEPOSITS FOR THE MONTH                                  | <div><div>\$200.00</div><div>\$0.00</div><div>\$35.39</div></div> |
| DEPOSIT INTEREST                                                  |                                                                   |
| TOTAL DEPOSITS                                                    | <b>\$235.39</b>                                                   |
| <b><u>Cheques written or Transfers out to Current Account</u></b> | <b>(\$600.00)</b>                                                 |
|                                                                   | \$0.00                                                            |
| Deposit Slips ordered                                             | \$0.00                                                            |
|                                                                   | \$0.00                                                            |
| <br>NET BALANCE END OF THE MONTH                                  | <br><b><u>\$32,194.74</u></b>                                     |
| <br><b><u>ENDING BALANCE ON BANK STATEMENT</u></b>                | <br><b>\$32,199.15</b>                                            |
| Add: o/s deposit                                                  | \$0.00                                                            |
| Less: o/s cheques                                                 | (\$4.41)                                                          |
| <b><u>NET BALANCE END OF MONTH</u></b>                            | <b><u>\$32,194.74</u></b>                                         |



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

## Business Account Statement

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January 31, 2018 to February 28, 2018

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

Account number: 09179 100-158-5

### How to reach us:

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(1-800-769-2520)

[www.rbcroyalbank.com/business](http://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 January 31, 2018  | \$32,563.76   |
| Total deposits & credits (2)         | + 235.39      |
| Total cheques & debits (4)           | - 600.00      |
| Closing balance on February 28, 2018 | = \$32,199.15 |

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## Account Activity Details

| Date   | Description        | Cheques & Debits (\$) |               | Deposits & Credits (\$) | Balance (\$) |
|--------|--------------------|-----------------------|---------------|-------------------------|--------------|
|        | Opening balance    |                       |               |                         | 32,563.76    |
| 01 Feb | Deposit interest   |                       |               | 35.39                   | 32,599.15    |
| 02 Feb | Cheque<br>Serial # | 50.00<br>554          |               |                         | 32,549.15    |
| 14 Feb | Cheque<br>Serial # | 150.00<br>553         | 200.00<br>550 | 200.00<br>552           | 31,999.15    |
| 16 Feb | Deposit 0277       |                       |               | 200.00                  | 32,199.15    |
|        | Closing balance    |                       |               |                         | 32,199.15    |

Deposit Interest Earned: \$35.39



# Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-158-5

## Important Account Information

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

---

**SOCIAL HOUSING**

**Month ending February 28, 2018**

**GENERAL LEDGER BALANCE END OF PREVIOUS MONTH**<sup>THIS</sup> \$109,964.39

|                                  |     |           |                |
|----------------------------------|-----|-----------|----------------|
| RECEIPTED DEPOSITS FOR THE MONTH |     | \$        | 24,992.63      |
| Deposit                          | \$  | 16,112.57 |                |
| Interac                          | \$  | 8,880.06  |                |
| PAD's(pre-authorized Debit)      |     |           | \$49,320.00    |
| REDEMPTION OF ROYAL BANK GIC     |     |           | \$0.00         |
| Govt of AB - LAP                 |     |           | \$69,331.75    |
| Govt of AB                       |     |           | \$0.00         |
| DRSP Claim                       |     |           | \$6,256.00     |
| DEPOSIT INTEREST                 |     |           | \$137.29       |
| Deposit                          |     |           | \$0.00         |
| DRSP                             |     |           | \$0.00         |
| LESS DISBURSMENTS FOR THE MONTH  |     |           | (\$116,510.33) |
| PAD return / NSF                 |     |           | \$0.00         |
| GIC Investment                   |     |           | \$0.00         |
| Deposit forms ordered            |     |           | \$0.00         |
| Interac Administration Fee       | pos | Feb       | (\$61.23)      |
| RBC Activity Fee                 |     |           | (\$46.84)      |
| Cheque reversed                  |     |           | \$0.00         |
| Deposit order form               |     |           | \$0.00         |
| DRSP                             |     |           | \$0.00         |

**GENERAL LEDGER ENDING BALANCE** **\$143,383.66**

**ENDING BALANCE PER BANK STATEMENT** \$154,307.92

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$10,924.26)  
PLUS OUTSTANDING DEPOSIT \$0.00

**RECONCILED BANK BALANCE** **\$143,383.66**

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

# Business Account Statement

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January 31, 2018 to February 28, 2018

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

Account number: 09179 100-106-4

## How to reach us:

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## Account Summary for this Period

### Business Current Account

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

|                                      |                |
|--------------------------------------|----------------|
| Opening balance on January 31, 2018  | \$110,142.29   |
| Total deposits & credits (19)        | + 150,037.67   |
| Total cheques & debits (104)         | - 105,872.04   |
| Closing balance on February 28, 2018 | = \$154,307.92 |

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## Account Activity Details

| Date   | Description                          | Cheques & Debits (\$) |       | Deposits & Credits (\$) | Balance (\$) |
|--------|--------------------------------------|-----------------------|-------|-------------------------|--------------|
|        | Opening balance                      |                       |       |                         | 110,142.29   |
| 01 Feb | Account Payable Pmt ALBERTA GOVT     |                       |       | 69,331.75               |              |
|        | EF0201 01071695                      |                       |       | 1,113.00                |              |
|        | Misc Payment COINAMATIC CANA         | 78.75                 |       |                         |              |
|        | Misc Payment COINAMATIC CANA         | 157.50                |       |                         |              |
|        | Misc Payment COINAMATIC CANA         | 157.50                |       |                         |              |
|        | Misc Payment COINAMATIC CANA         | 157.50                |       |                         | 180,035.79   |
|        | Deposit interest                     |                       |       | 137.29                  | 180,173.08   |
| 02 Feb | Direct Payment (PAD's) service total |                       |       |                         |              |
|        | GRADS8751490000                      |                       |       | 49,320.00               | 229,493.08   |
|        | Deposit 0015                         |                       |       | 254.35                  |              |
|        | EF0202 01071695                      |                       |       | 300.00                  |              |
|        | Cheque                               | 81.90                 | 85.22 | 102.72                  |              |
|        | Serial #                             | 13805                 | 13820 | 13811                   |              |

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# Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-106-4

## Account Activity Details - continued

| Date   | Description                      | Cheques & Debits (\$) |           | Deposits & Credits (\$) | Balance (\$) |
|--------|----------------------------------|-----------------------|-----------|-------------------------|--------------|
| 02 Feb | Cheque                           | 109.96                | 140.18    | 163.96                  |              |
|        | Serial #                         | 13822                 | 13818     | 13798                   |              |
|        | Cheque                           | 266.02                | 349.15    | 462.51                  |              |
|        | Serial #                         | 13829                 | 13819     | 13823                   |              |
|        | Cheque                           | 530.27                |           |                         |              |
|        | Serial #                         | 13825                 |           |                         | 227,755.54   |
| 05 Feb | EF0205 01071695                  |                       |           | 472.00                  |              |
|        | Cheque                           | 90.95                 | 473.64    | 530.20                  |              |
|        | Serial #                         | 13835                 | 13836     | 13837                   | 227,132.75   |
| 07 Feb | Activity fee                     |                       |           | 46.84                   |              |
|        | Cheque                           | 102.86                | 1,825.00  | 8,293.95                |              |
|        | Serial #                         | 13816                 | 13810     | 13807                   | 216,864.10   |
| 08 Feb | Account Payable Pmt ALBERTA GOVT |                       |           | 3,128.00                |              |
|        | Cheque                           | 31.49                 | 111.93    | 784.98                  |              |
|        | Serial #                         | 13821                 | 13804     | 13817                   |              |
|        | Cheque                           | 1,238.61              | 10,302.60 |                         |              |
|        | Serial #                         | 13809                 | 13801     |                         | 207,522.49   |
| 09 Feb | Cheque                           | 27.12                 | 43.04     | 45.00                   |              |
|        | Serial #                         | 13806                 | 13799     | 13812                   |              |
|        | Cheque                           | 62.83                 | 200.95    | 311.43                  |              |
|        | Serial #                         | 13827                 | 13826     | 13824                   |              |
|        | Cheque                           | 354.87                | 914.55    | 4,257.80                |              |
|        | Serial #                         | 13838                 | 13832     | 13813                   | 201,304.90   |
| 12 Feb | Cheque                           | 25.14                 | 41.65     | 58.99                   |              |
|        | Serial #                         | 13815                 | 13828     | 13830                   |              |
|        | Cheque                           | 97.97                 | 188.52    | 245.08                  |              |
|        | Serial #                         | 13800                 | 13814     | 13802                   | 200,647.55   |
| 13 Feb | Cheque                           | 56.67                 | 2,883.96  | 10,651.29               |              |
|        | Serial #                         | 13803                 | 13834     | 13808                   | 187,055.63   |
| 14 Feb | Cheque                           | 76.21                 | 81.90     | 111.15                  |              |
|        | Serial #                         | 13854                 | 13848     | 13855                   |              |
|        | Cheque                           | 142.99                | 163.65    | 356.13                  |              |
|        | Serial #                         | 13853                 | 13849     | 13852                   | 186,123.60   |
| 15 Feb | Cheque                           | 1,653.75              |           |                         |              |
|        | Serial #                         | 13833                 |           |                         | 184,469.85   |
| 16 Feb | Deposit 0016                     |                       |           | 212.95                  |              |
|        | Cheque                           | 24,033.40             |           |                         |              |
|        | Serial #                         | 13856                 |           |                         | 160,649.40   |
| 20 Feb | EF0220 01071695                  |                       |           | 752.94                  |              |
|        | Cheque                           | 254.63                | 377.27    | 3,147.90                |              |
|        | Serial #                         | 13851                 | 13847     | 13845                   | 157,622.54   |

JTA2357773-0001928-00093

4. ajxvii



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

## Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-106-4

### Account Activity Details - continued

| Date   | Description                           | Cheques & Debits (\$) |        | Deposits & Credits (\$) | Balance (\$) |
|--------|---------------------------------------|-----------------------|--------|-------------------------|--------------|
| 21 Feb | Account Payable Pmt ALBERTA GOVT      |                       |        | 3,128.00                |              |
|        | Cheque                                | 326.00                | 630.00 |                         |              |
|        | Serial #                              | 13831                 | 13841  |                         | 159,794.54   |
| 22 Feb | EF0222 01071695                       |                       |        | 666.00                  |              |
|        | Cheque                                | 52.49                 |        |                         |              |
|        | Serial #                              | 13844                 |        |                         | 160,408.05   |
| 23 Feb | Deposit 0017                          |                       |        | 200.92                  |              |
|        | EF0223 01071695                       |                       |        | 1,300.00                |              |
|        | Cheque                                | 10.50                 | 10.50  |                         |              |
|        | Serial #                              | 13796                 | 13840  |                         | 161,887.97   |
| 26 Feb | EF0226 01071695                       |                       |        | 377.00                  |              |
|        | Utility Bill Pmt EPCOR                |                       | 219.16 |                         |              |
|        | Cheque                                | 32.66                 | 34.61  | 89.43                   |              |
|        | Serial #                              | 13858                 | 13846  | 13857                   |              |
|        | Cheque                                | 346.28                |        |                         |              |
|        | Serial #                              | 13850                 |        |                         | 161,542.83   |
| 27 Feb | Deposit 0018                          |                       |        | 15,127.35               |              |
|        | EF0227 01071695                       |                       |        | 2,001.00                | 178,671.18   |
| 28 Feb | Deposit 0019                          |                       |        | 317.00                  |              |
|        | EF0228 01071695                       |                       |        | 1,898.12                |              |
|        | INTERAC FEES                          |                       | 6.78   |                         |              |
|        | MON FEE01071695                       |                       | 54.45  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 98.91  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 98.91  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 98.91  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 100.87 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 100.87 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 100.87 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 102.83 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 102.83 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 102.83 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 104.79 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 104.79 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 104.79 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 106.75 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 108.71 |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 108.71 |                         |              |

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# Business Account Statement

January 31, 2018 to February 28, 2018  
Account number: 09179 100-106-4

## Account Activity Details - continued

| Date   | Description                           | Cheques & Debits (\$) |           | Deposits & Credits (\$) | Balance (\$) |
|--------|---------------------------------------|-----------------------|-----------|-------------------------|--------------|
| 28 Feb | Misc Payment TOWN OF TABER Pre-Author |                       | 108.71    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 112.63    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 114.59    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 116.55    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 116.55    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 118.51    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 122.43    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 124.39    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 130.27    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 130.27    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 130.27    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 136.15    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 142.03    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 147.91    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 167.51    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 198.87    |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 1,009.47  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 1,133.63  |                         |              |
|        | Misc Payment TOWN OF TABER Pre-Author |                       | 1,401.77  |                         |              |
|        | Misc Payment AUMA/AMSC AMSC18-1022437 |                       | 18,783.77 |                         |              |
|        | Cheque                                | 198.50                | 326.00    |                         |              |
|        | Serial #                              | 13797                 | 13842     |                         | 154,307.92   |
|        | Closing balance                       |                       |           |                         | 154,307.92   |

Deposit Interest Earned: \$137.29

Account Fees: \$46.84

4.a) XIX

**Joan's Report to CAO**  
**February 16– March 15, 2018**

---

- 1) Resident info:
  - a. Move ins -1
  - b. Move outs -0
  - c. SL3 -20 + 1 SL4 and 1 LTCD – waiting placement
  - d. Resident Room changes -0
  - e. Change in Status - 0
  - f. New applicant interview - 0
  - g. Reevaluated existing applicants – 0
  - h. Wait list – 14
  - i. 78 residents in total
- 2) Family Meetings
  - a. Annual or Meet and Greet -2
  - b. Preadmission meeting - 0
- 3) 3 new hires this month.
- 4) New Youth Employment student began her 11 work experience on February 20<sup>th</sup>.
- 5) Feb 13 – Alycia and I attended a Webinar on “Death in the Home Care Setting”.
- 6) February 20 – Kitchen meeting.
- 7) February 21 Housekeeping meeting
- 8) February 21 – Webinar on “Restraint as a Last Resort”
- 9) Resident survey has been completed. I will provide outcomes in next month's report.
- 10) February 22 – JHSC meeting.
- 11) February 26 – Supervisors and workers completed their facility inspection as per policy.
- 12) February 27 - Alycia and I attended an AHS Workshop on “Putting your Patient in the Driver's Seat”.  
Workshop focused on behavioral changes. As individuals we need to be looking at values versus setting goals.  
When faced with a challenging situation we need to examine:
  - a) What gets in the way – difficult/unhelpful thoughts, feelings, sensations and memories
  - b) What are the tools that we have to get through the situation – values, strengths, skillsFacilitator talked about the “Passengers on our Bus”
  - 1) Obstacles – Our mind points out all the obstacles and difficulties that lie in our path. IE “I won't have enough time”.
  - 2) Judgments – Our mind tells us all those ways in which we're not up to the task. IE “I won't do it right”.
  - 3) Comparisons – Our mind compares us favorably to others who seem to do it better, have more talent, or have it easier. IE “Others don't seem to have this problem”.
  - 4) Predictions - Our mind predicts failure, rejection, or other unpleasant outcomes. IE “This won't work”.
- 13) February 28 – Fire Extinguisher training.
- 14) February 28 – HCA meeting
- 15) March 1 – We had a fairly successful Mock Drill. 11 students from the school came and acted as seniors. We had a few glitches, but overall everyone was transported to the Stake Center with no major incidents. Staff did a good job.
- 16) March 6 – Tim and I met with Dean and the two Assistant Cooks to review how the mentorship program was progressing. Dean noted that it was going well; still a few things to work on but overall everything is good. Both Assistant Cooks felt that everything was going well. Dean scheduled to be gone tentatively in the first part of May for about 4 months.

- 17) March 6 – Joley, Dezi and I attended an Innovation show in Lethbridge hosted by Wesclean. There were 14 different vendors displaying their wares such as vacuums, floor scrubbers, cleaners, etc. The presentation focused around the new Clorox 360 system which is said to be the new and exciting leading edge in technology. We will be organizing demonstrations on a few items displayed.
- 18) March 8 – Emergency Preparedness meeting.
- 19) March 12 – Tim, Joley and I reviewed our Health and Safety action plan. We brainstormed ways to complete the areas of concern and came up with a number of good ideas to be implemented.
- 20) March 13 and 14<sup>th</sup> the residents in the 300 wing and nearby office were away from their rooms for the day to allow the dry waller to complete the repairs from the sprinkler break. Some went with family and others just hung out at the lodge.
- 21) March 13 – Alycia and I attended our first of 4 Videoconference Education Sessions on “The Appropriate Use of Antipsychotics”
- 22) March 15 and 16<sup>th</sup> I am away at the Alberta Managers Society convention in Red Deer.
- 23) Recreation:
  - a. Special Events
    - i. The Nut Man set up goodies in Atrium
    - ii. Christian Women’s Bible study group met in the morning
    - iii. Jehovah Witness Bible Discussion held in craft room in morning
    - iv. Christian Reform church provided a service for the seniors.
    - v. Catholic Mass on Wednesday mornings.
    - vi. LDS church came in to provide services.
    - vii. Playful Spirits children group came in to spend time with the seniors.
    - viii. Lutheran Bible Study group comes in on Thursday afternoons.
    - ix. Alzheimers’ monthly support group.
    - x. Monthly resident blood pressures were completed.
    - xi. Kiwanis hosted an evening Bingo.
    - xii. Resident’s Valentine party
    - xiii. Between Friends – 19 residents have signed up for the program.
    - xiv. Leishman’s Hearing came in to provide services
    - xv. United Church services.
  - b. Entertainment - 9 groups came in to entertain for the seniors.
  - c. Outings :
    - d. Feb 22- trip to Lindenvue
    - e. Mar 14 – trip to Walmart and then A & W for lunch.
  - f. Volunteer hours - 113 hours logged.

# Maintenance Report

March, 2018

## ***Clearview Lodge***

- 300 wing hallway bulkhead and ceiling is finished.
- Color change for walls in the 300 wing happening.
- North Janitor room floored with safety flooring.
- Mock drill performed at Clearview.
- New furniture moved to lobby at the Lodge.
- Ordered water softener to replace rental unit
- On-going repairs of units as they become available.
- Stop/Slow signs purchased for Emergency Preparedness.
- Eye-Wash bottles added to Housekeeping/ HCAs cart.
- Ceiling in front foyer has been fixed and painted.
- Unit 412 installed new laminate on bathroom vanity.

## ***Homestead Manor***

- Fire Drill completed.
- Coinmatic called on washing machine.

## ***Pioneer Place***

- Fire Drill completed.
- Inspections completed with Kristin.
- Liberty Boilers in for small repair to boiler.
- Taber Temp furnace repair in progress.

## ***Harmony Home***

- Fire drill completed.
- Call back inspections completed.
- Final walk through with Swan Roof Consultants and Triumph Roofing.
- Unit #204 is ready to occupy.
- Patching a carpeted floor in an occupied unit.

## ***Prairie Rose Manor***

- Budget request sent in to ASHC for new furnaces at PRM and Sunshine.

- Furnace replacement awarded to Taber Temp Refrigeration.
- Stanley Doors at the Manor pricing install of automatic doors.
- Doors ordered from Stanley (8 Weeks order time).

### ***Sunshine Manor***

- Furnace replacement awarded to Taber Temp Refrigeration.
- Fire drill completed.

### ***Bountiful House***

- Unit #3 cleaned and repaired and ready for move-in.
- Move in at #3 bountiful House.

### ***Phase One***

- Inspections completed.
- Furnace repairs have taken place.
- Alley clean up completed.
- Received a snow removal complaint from town.

### ***Phase Two***

- Inspections completed.

### ***Phase Three***

- Inspections completed.

### ***Special Needs***

- On-going maintenance.

### ***General Maintenance***

- Interviews held for Maintenance Tech position.
- Bid meeting held at PRM for furnace replacement.
- Annual General Meeting at CVL.
- Sold an extra washing machine.
- Lots of snow removal.. some piles hauled away.
- Interviews held for Seasonal Grounds Worker.

## Placement Officer Board Report March 2018

### Family Housing

- New applications- 3
- Move ins- 0
- Move outs- 0
- Waitlist- 3
- Vacant units- 0

### Senior Housing

- New applications- 5
- Move ins- 1
- Move outs- 1
- Waitlist- 17
- Vacant units- 7
- 2 new applications for Sunshine manor, hopefully we can fill the manor by the end of April, for the first time in 2 years.

### DRSP

- Program full, no movement

### Additional info

- Completed all inspections and follow up inspections
- A large number of non-family non-senior applications coming in. At this time, we cannot place anyone in that criteria
- Delivered notices to all tenants about the annual rent review
- All new tenants are on 3 months leases then moved to leases that expire on July 31 or Aug 31. It has created a lot of extra paperwork but has cut down on the number of eviction notices.

## Financial Administrator Report for Feb 22/18 – Mar 20/18

### **PAYROLL**

- Completed, Feb month-end payroll, March mid month advances, March Monthend payroll in progress
- 3 LTD Claims updating
- 1 Matt Leave Employee
- T4's completed
- 

### **FINANCE**

- 1 DRSP payments runs (9 clients each), DRSP claim, update YTD
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Guest Meal invoicing for Feb completed
- March rent collection (SH / CVL) completed
- MOW client setups and closings, Feb meals 157 – 12 clients
- Report for Board Meeting Mar 23
- WCB Annual Return completed
- T5007's DRSP completed
- LAP annual reporting completed

### **GENERAL**

- Off for 2 weeks due to family emergency
- Fire extinguisher training
-

# CAO Report

## March 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 Feb 26 – Mar 2**

- Feb 27 – ARDN Conference call to plan Sector meetings – scheduled for March
- Feb 28 – Fire Extinguisher Training – CVL
- March 1 – ASCHA South Regional Meeting – Calgary, AB
- Found venue for Sector meetings and began invite process

#### **Week of Mar 5 - 9**

- Contacted major employers in Taber and community for Labor Sector Meeting (18 invitations)
- Contacted health and social agencies plus representatives from ministerial groups for Local Agencies Sector meeting (17 invitations)
- March 6 – Met with Joan, Dean (Chef) and two Assistant Cooks to determine progress to date re: mentoring, training and preparing for Chef's medical leave
- Attended 8760 webinar regarding network and transmission costs review and possibility of RFP for contracting utility costs out to 2027.
- Ordered document holders based on recommendations from Ergonomics Course.
- Contract with ARDN to complete a review of network and transmission costs for TDHF properties
- March 8 – Emergency Response Planning – de-brief for Mock Drill and continuing to review and revise HS-36 policies
- March 8 – Three-year contract with Shaw to upgrade internet speed at Taber manors. Slight reduction in cost. At present, Telus fiber is not an option at the manors.
- March 9 – FLEX day

**Week of Mar 12 - 16**

- March 12 – Health and Safety Audit Action Plan – based on COR audit completed in 2017
- March 13 – ARDN Webinar re: ARDN history and current projects and CMHC presentation on potential financing for housing projects; much of the details regarding the National Housing Strategy is still very vague
- Pricing on office chairs based on recommendations during Ergonomics Course
- Inspected each Sector meeting site to work out logistics for seating, tables, projection needs, etc. Pictures taken and forwarded to ARDN. Continue to identify potential attendees for Sector meetings

**Week of Mar 19 - 23**

- Prepare for Budget & Audit Committee Meeting, AGM and March Board Meeting
- March 21 – Ordered office chairs from Heritage Business Interiors
- March 21 – Seniors Sector Meeting – CVL Resident Council Meeting
- March 22 (am) – Local Agencies Sector Meeting – Reeve's Room – MD of Taber
- March 22 (pm) – Labor Sector Meeting – Reeve's Room – MD of Taber
- March 23 – Budget & Audit Committee Meeting
- March 23 – Annual General Meeting – Clearview Lodge

**Upcoming Events**

**April - June 2018**

- Explore website re-design and social media options to “advertise” TDHF (1<sup>st</sup> Quarter 2018)
  - Create email distribution list to CVL family members and residents
- Building Committee:
  - Complete Needs Assessment process (May 31)
  - Develop proposal for Social Housing project and Lodge expansion/reno/construction ( June 30)
- 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
  - Apply for Grant Programs(Feb):
    - Taber & District Health Foundation – tub/lift (CVL) and door openers (PRM)
    - Local Service Groups - Gazebos at CVL and Taber Manors, Awning at PRM,
- 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
- Research Maintenance Program software (Implement 2018; if feasible)
- Research electronic payroll system; proposed go-live date – Sept/Oct 2018

**Future:**

- Vacation: Mar 29 – April 9, 2018
- ASCHA Conference Apr 10 – 13, 2018 Red Deer, AB  
 Attending with Joe Strojwas
- APHAA Spring Conference May 2 & 3, 2018 Edmonton, AB
- APHAA Fall Conference Oct 1 – 4, 2018 Banff, AB

February 28, 2018

Carole Jones  
Parkview United Church  
Box 16  
Vauxhall, Alberta  
T0K 2K0

COPY

Dear Carole,

**Re: Donation to Prairie Rose Manor**

On behalf of the seniors that call Prairie Rose Manor their home, we are writing to express our deepest and sincerest gratitude for your donation.

A charitable tax receipt, in the amount of \$13,501.10, is enclosed.

Thank you for your very generous donation. The funds will be used to offset the costs of installing new doors and automatic openers at the front entrance of Prairie Rose Manor. This feature will allow the facility to be much easier accessible for residents and visitors alike. Any remaining funds will be directed to some outdoor projects or furnishing a guest suite.

Yours truly,

Tim Janzen  
Chief Administrative Officer

6.21.18

February 26, 2018

Manager  
Taber & District Housing Foundation  
Taber, AB

Dear Tim:

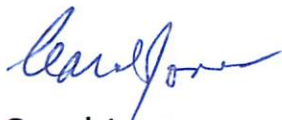
At our annual meeting on Feb. 25, 2018, the congregation at Parkview United Church in Vauxhall voted to donate \$13,501.10 to the renovation fund at Prairie Rose Manor in Vauxhall.

We would ask that the funds go towards the following projects:

- 1) Automatic doors on the main entrance
- 2) Shade for the patios on the south and west sides
- 3) Guest Suite furniture

Kindly let us know when the projects are complete. Our congregation is interested in helping to make our seniors as comfortable as possible in their housing accommodations.

Thank you.



Carol Jones  
Trustee  
Parkview United Church  
Vauxhall, AB

# Ballot Voting Authorization Form

## 2018 ASCHA Annual General Meeting

Please complete Section 1 or 2 as applicable.



### 1. 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 2018 ASCHA Annual General Meeting 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 |
|-------------------------------------|--|-------|------------------------|
|                                     |  |       |                        |
|                                     |  |       |                        |
|                                     |  |       |                        |
|                                     |  |       |                        |
|                                     |  |       |                        |
|                                     |  |       |                        |

### 2. 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 2018 ASCHA Annual General Meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Authorized Officer Name  
(please print clearly)

Please mail, email or fax to:

9711-47 Avenue, Edmonton, AB T6E 5M7

E: [ascha@ascha.com](mailto:ascha@ascha.com)

F: 780.433.3717

6. b) i

# ASCHA General Voting Information

As our Annual General Meeting (A.G.M.) is held in conjunction with our Annual Convention, Authorized Voting Delegates must also be Registered Convention Delegates. Voting Delegates are individual representatives of Regular Members who are in good standing, and are entitled to vote in accordance with the following section of Article 3.4.2 (a), (b), (c), and (d) of the Bylaws:

- (a) Each Regular Member must provide the Association with official notification naming its organization's authorized voting delegate(s) for purposes of voting in matters at the A.G.M. or Special Meetings.
- (b) Regular Members may send up to ten (10) voting Delegates to the A.G.M. or special meeting, each of whom shall be entitled to vote on a show of hands vote.
- (c) Associate Members may attend the A.G.M. and any Special Meetings of the Association, and shall have privilege of the floor in debate, but shall not be entitled to vote.
- (d) Non-voting representatives of Regular Members may attend the A.G.M. and shall have privilege of the floor in debate.

**3.4.3 Number of Votes:** Each voting delegate of a Regular Member is entitled to one (1) (show of hand/card) vote at a meeting of the Association except when a ballot vote is called.

## Ballot Voting

At the Annual General Meeting and at any Special Meeting, voting shall be by ballot for the following:

- (a) for election of President;
- (b) on amendments to the bylaws;
- (c) on the Member fee schedule;
- (d) when requested by twenty five (25) of the voting delegates, immediately after the results of a vote, decided by a show of hands as announced by the chairman and
- (e) 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 |

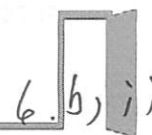
Each Regular Member shall have the right to decide whether its allotment of ballot votes shall be cast by one of its voting delegates or by two or more of its voting delegates.

If there is any discrepancy between the ballot votes indicated on the first page and your calculation, please contact our office at 780.439.6473 or [ascha@ascha.com](mailto:ascha@ascha.com).

**Associate Members are not eligible to vote.**

**Please mail, email or fax to**

9711-47 Ave, Edmonton, AB T6E 5M7  
Phone: 780.439.6473 Fax: 780.433.3717  
Email: [ascha@ascha.com](mailto:ascha@ascha.com) Web: [www.ascha.com](http://www.ascha.com)



|                                                |                                                                                   |
|------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Section:</b> Health & Safety Administration | <b>Date Board Approved:</b> June 23, 2005                                         |
| <b>Subject:</b> Safe Foot Wear                 | <b>Revision Dates:</b> Oct 1, 2009, July 21, 2010;<br>June 1, 2013, March 7, 2018 |
| <b>Department:</b> Lodge                       | <b>Policy Number:</b> HS - 25                                                     |

Reviewed by UMAC  
committee June 9, 2005

## Safe Footwear Policy Slip Resistant Footwear Program

### Purpose

The purpose of this policy is to ensure that TDHF employees working at Clearview Lodge, who may be exposed to the potential of foot and back injury during the course of their duties, wear appropriate and a specific type of footwear.

### Objective

To set out the rules secondary to the "Health and Safety Policies" and in conjunction with the protection of staff and volunteers from the risk of foot and back injury as a result of slipping or falling.

Examples of Common Causes of Foot Injury:

#### Injuries

Sprained/twisted ankles,  
fractured or broken bones,  
sprained/ injured backs/hips  
because of slips, trips or falls.

#### Common Causes

Slippery floors,  
incorrect footwear

**Safe footwear** is defined as footwear that provides you with a firm base, cushioning, and a non-slip sole. All shoes must be made from a solid material that completely encloses the foot. All shoes must have a slip resistant sole and a closed toed. High heels, 'Crocs' (includes no name crocs) and sandals will not be acceptable.

**Purchasing Footwear:** The three areas to examine when purchasing safe footwear are:

1) **Surface material** – Special attention to the heel which is the first point of contact is important, though the entire sole needs to provide support and should be made of slip-resistant material.

2) **Tread design** – The pattern of tread should never be in line with the direction of movement, as this would actually increase the likelihood of slippage. Ideally, look for raised cross-hatched patterns with no wells for the collection of liquids or other contaminants. The raised cross-hatched pattern allows liquids to disperse away from the walking surface, allowing for good shoe and walking surface contact.

|                                                |                                                                                   |
|------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Section:</b> Health & Safety Administration | <b>Date Board Approved:</b> June 23, 2005                                         |
| <b>Subject:</b> Safe Foot Wear                 | <b>Revision Dates:</b> Oct 1, 2009, July 21, 2010;<br>June 1, 2013, March 7, 2018 |
| <b>Department:</b> Lodge                       | <b>Policy Number:</b> HS - 25                                                     |

3) **Contact area** – The larger the area of contact, the more likely it is that there would be good contact between the shoe and the walking surface. The heel area is especially important; the smaller the heel surface area, the less initial contact would be made with the walking surface and the more force would be placed on the ankle at a critical time. To maintain balance and reduce slippage, good shoe and walking surface contact is important. Also look for a shoe that supports the ankle.

If shoes lose their tread and support within 12 months of purchase it will be the employee's responsibility to replace shoes with the same type of shoe outlined above. It is managements right to instruct all employees to replace footwear when necessary.

Some examples of slip resistant footwear include **Safetrax** (sold at K-Mart); **Safe T Step** (sold at Payless Shoe Source) or **TredSafe** (sold at Walmart).

**Exceptions** to the safe footwear requirements would normally be restricted to medical reason. Written authorization from a medical practitioner would typically be required.

### **Clothing/Shoe Allowance**

All TDHF employees, upon completion of probation, will be eligible a work clothing/shoe allowance of \$100.00 (includes gst) per calendar year (January 1 to December 31) in accordance to guidelines set out above.

Employees will purchase clothing or shoes independently and then submit the original receipt to Lodge Management for reimbursement.

Management reserves the right to decline the shoe purchase if it is determined the shoe purchased does not meet the above guidelines.

Receipts submitted by the end of each month of purchase will have a reimbursement cheque provided to them by the 10<sup>th</sup> of the following month.

|                                                |                                          |
|------------------------------------------------|------------------------------------------|
| <b>Section:</b> Tenant Administration          | <b>Date Board Approved:</b> June 3, 2004 |
| <b>Subject:</b> In Suite Meal Delivery Service | <b>Revision Dates:</b> March 5, 2018     |
| <b>Department:</b> Lodge                       | <b>Policy Number:</b> T - 19             |

## **IN SUITE MEAL DELIVERY SERVICE** **POLICY**

Seniors needs are changing and with the implementation of the Enhanced Lodge (SL3), and the staffing of Health Care Aides, we are able to manage our residents in their home when they become sick, have an injury, require palliative care, etc. Our goal is to encourage **wellness and independence** with our residents. On occasion a need will arise when a resident will require meal service to their room. We encourage our residents to feel comfortable about asking the staff for this service when the need arises.

Any family member with a concern regarding their loved one's health and/or well-being, depending on the resident's circumstances, should talk to the Lodge Manager. Together, the Lodge Manager, the resident and the family member will **develop an individualized plan** (for the particular resident) taking into account the special circumstances of that resident. The Plan will include;

- The length of time that the in-suite meal delivery will be required.
- Type of meal service that is available for the resident taking into account the resident preferences when under the weather
- When and how the family will assist with the relative
- What the staff will be able to handle, in order to accommodate the residents needs, but still keeping the resident as independent as possible
- What assistance we can provide in order assists the resident out to the common area when possible (i.e. Wheel Chair service).

We continue to encourage the residents to partake in the meals in the dining room to socialize with the other seniors. A meal being delivered to the solitude of the residents' room also leads to a concern regarding choking during the intake of the solids.

**The following procedures will apply to:**

**Illness, Injury, Post Surgery recuperation, Palliative Care**

- The resident, family member/s, Lodge Manager and Health Care Aide Coordinator will work together to ensure that the resident's best interests are taken care of.
- Family members and residents will be informed that the 24-snack bar and central fridge, in the dining room, is stocked with sandwiches, fruit, sweets and beverages (available for their hydration needs).

|                                                |                                          |
|------------------------------------------------|------------------------------------------|
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- Employees will remember to treat the residents with dignity and respect at all times and make the senior feel comfortable about asking for the tray (At no time should the resident or family member feel inconvenienced).
- Upon the resident requesting a tray to their room, the Health Care Aide will investigate the reasons for the request. The employee will ask the resident the following questions:
  - What is the reason for the request?
  - Is there anything that they can do for the resident to assist them to come out for the meal?
  - Does the resident require seeing a Community Care nurse (if a Home Care client) or a doctor?
  - Does the resident have any allergies?
- After doing initial investigation the Health Care Aide will then give the resident the choices that are available that day. Choices may include (depending on menu for the day):
  - Breakfast:
    - Daily breakfast, including beverage
    - Toast and beverage
  - Dinner or Supper:
    - Daily meal on menu including dessert & beverage
    - Soup and a sandwich (which is available in fridge in dining room), dessert and beverage
    - Toast, dessert and beverage.
- Health Care Aides will then report back to the Chef (or Assistant Cook), depending on which is on staff, to request the tray.
- Kitchen staff will prepare the tray and the Health Care Aide will deliver the tray to the room.
- After the meal has been completed, the Health Care Aide will return to the room and check to ensure that the resident is okay and remove the empty tray to the kitchen.
- The Health Care Aide will keep a log on the resident to monitor the amount of food and fluid that the resident ingested to monitor for dehydration and malnutrition.

## **Illness**

- The definition of "Illness": flu, infectious breakout, cold, headache, out of the ordinary arthritic pain and any other illness that would hinder the senior from being able to enjoy their meal in the central dining room.
- Health Care Aide Coordinator will advise the immediate family member of the illness.
- The Health Care Aide Coordinator, with the assistance of the Health Care Aides will continue to monitor the illness.

|                                                |                                          |
|------------------------------------------------|------------------------------------------|
| <b>Section:</b> Tenant Administration          | <b>Date Board Approved:</b> June 3, 2004 |
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| <b>Department:</b> Lodge                       | <b>Policy Number:</b> T - 19             |

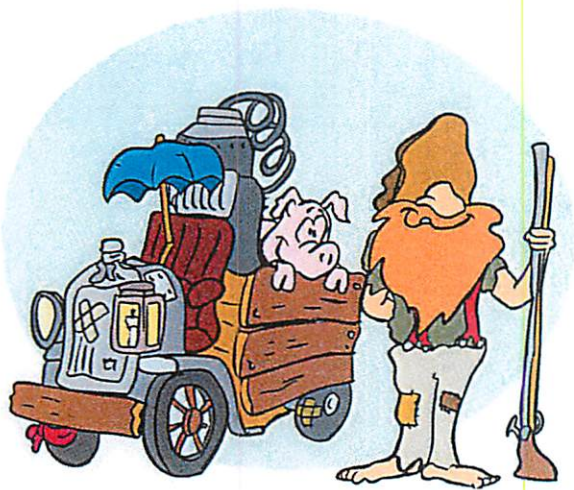
- Unless otherwise advised at residents recent Doctor Visit; if after three (3) days of meal service the resident has shown no marked improvement the Lodge Manager will suggest that the resident needs to:
  - Make an appointment to see family doctor within 24 hours.
  - Be transported to the hospital for further assessment.
- The Health Care Aide will document the date, time and reason for the request to monitor for trends that may be occurring with the resident's health condition.
- The Lodge Manager may ask the family to assist with the needs of the resident (i.e. due to staffing constraints)

### **Injury or Recuperation from Surgery**

- Injury would include all fractures, pain developed from a fall, surgery, sprains, strains or any injury that would hinder the senior from being able to enjoy their meal in the central dining room.
- Recuperation from surgery would include all minor and/or major surgery performed to the senior that would inhibit easy mobility and/or discomfort of using central dining area.
- Because this is specific to each case the Lodge Manager, Health Care Aide Coordinator and Community Care Nurse will work together to develop a plan to address the needs of the resident.
- The Lodge Manager may ask the family to assist with the needs of the resident (i.e. due to staffing constraints).

### **Palliative Care**

- Taber and District Housing Foundation's objective is to try and keep seniors in their home for as long as possible.
- When a resident requires palliative care, TDHF will require constant assistance from the family members and the Community Care Nurse Coordinators as the seniors' condition deteriorates. Staffing constraints may become an issue.
- On occasion during this process, the resident will have highs and lows. During the low periods, the resident may require meal service to their room, which would require supervision.
- As the disease process continues, the Lodge Manager and the Health Care Aide Coordinator will work with the Community Care Nurse, the Palliative Team and the family to utilize all services that the palliative senior requires.



YOU ARE INVITED TO

Attend

The Celebration  
For Clearview Lodge's  
Volunteers

THERE WILL BE A LIGHT SUPPER  
And Entertainment  
Come out and enjoy

Two representatives per organizations

Please



## Volunteer Appreciation Celebration



Hope to see Y'all

Date: Wednesday, April 25 2018



Time: 4:30 pm.

Place: Parkside Manor  
Come out and enjoy the  
Evening

Please RSVP by April 3, 2018

Please call Jude at  
(403) 223-2822 Ext 4

# Monthly Report (Social Housing)

Feb

2018

|                | Senior Self Contained |
|----------------|-----------------------|
| New Applicants | 0                     |
| Move In's      | 2                     |
| Move Outs      | 1                     |
| Wait List      | 17                    |
| Vacant Units   | 6                     |

|                | Community Housing |
|----------------|-------------------|
| New Applicants | 2                 |
| Move In's      | 1                 |
| Move Outs      | 0                 |
| Wait List      | 2                 |
| Vacant Units   | 0                 |

## New Tenants (Move In's)

| Sr. Apt     |              |             |              |
|-------------|--------------|-------------|--------------|
| Tenant Name | Move In Date | Unit Number | Phase Number |
| Gerald Hall | 13-Feb-18    | 116         | 52060        |
| Alice Harty | 23-Feb-18    | 122         | 52060        |

## New Tenants (Move In's)

| Community   |              |             |              |
|-------------|--------------|-------------|--------------|
| Tenant Name | Move In Date | Unit Number | Phase Number |

## Exiting Tenants (Move Out's)

| Sr. Apt     |               |             |              |
|-------------|---------------|-------------|--------------|
| Tenant Name | Move Out Date | Unit Number | Phase Number |
| Alice Harty | 28-Feb-18     | 204         | 52040        |

## Exiting Tenants (Move Out's)

| Community   |               |             |              |
|-------------|---------------|-------------|--------------|
| Tenant Name | Move Out Date | Unit Number | Phase Number |

## Sr Self Contained Apt Vacancies:

|                    | Unit #            | Status                           |
|--------------------|-------------------|----------------------------------|
| Harmony Home       |                   |                                  |
| Homestead Manor    |                   |                                  |
| Pioneer Place      |                   |                                  |
| Prairie Rose Manor | 5<br>11<br>1<br>7 | Ready<br>Ready<br>Ready<br>ready |
| Bountiful House    |                   |                                  |
| Sunshine Manor     | 3<br>4            | Ready<br>Ready                   |

## Community Housing Vacancies:

|                            | Unit # | Status |
|----------------------------|--------|--------|
| Taber - Phase 1<br>52000   | Full   |        |
| Taber - Phase 2<br>52010   | Full   |        |
| Taber - Phase 3<br>52020   | Full   |        |
| Taber - Phase 4<br>52030   | Full   |        |
| Barnwell Phase 23<br>52090 | Full   |        |
| Vauxhall Phase 33<br>52120 | Full   |        |

Feb 2018