



**Taber & District
HOUSING FOUNDATION**

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

AGENDA
Regular Monthly Board Meeting
Taber and District Housing Foundation
Friday, September 29, 2017 @ 1:30 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – August 18, 2017
3. **Business Arising:**
 - a) Coinamatic Units – Pioneer Place
 - b) Letter to David Staines re: Jason Gorsalitz
 - c) Harmony Home – One Up Request
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For August 31, 2017 - 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) Snow Removal – Bountiful House Parking Lot
 - b) Town of Taber – Approval of Building Consultant funds
 - c) Hairdresser Prices
 - d) Integrated Benefits – Health Care Plan Premiums
 - e) Policy HS-3 – Fire Safety Plan
 - f) 2018 Budget – Clearview Lodge
 - g) Business Plan – to be submitted to AB Seniors & Housing by October 13th
7. **Adjournment**

Next Meeting: Friday, October 27, 2017 1:30 pm TDHF Boardroom



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Friday, August 18, 2017
Clearview Lodge – Activity Room

ATTENDANCE

Board: Myrna Garner Deanna Killinger Rosanne Horrocks
Tom Machacek Linda English Christy Lund

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

Absent: Joe Strojwas

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

1. Approval of Agenda

Motion 2017-101

MOVED by T. Machacek to approve the Agenda with additions.

CARRIED

2. Approval of Minutes

Motion 2017-102

MOVED by L. English to accept the minutes from the Regular Board Meeting of Friday, July 27, 2017.

CARRIED

3. Business Arising

- a) **Coinamatic Units** - CAO and Maintenance Manager reported that a washer at Homestead Manor had failed and therefore, the equipment there would be replaced by Coinamatic units. It was expected that the replacements would be placed in next week. As well, collection of coins at the Prairie Rose Manor yielded \$100 the first 3 weeks and \$45 the following two weeks. Therefore, it appears that residents are adjusting their usage of washer and dryer.
- b) **8760 Contract** - Letters were sent to AMSC and Transalta indicating that TDHF will not renew the utilities contract which expires on December 31, 2018.
- c) **Snow Ploughing** - T. Machacek indicated that the MD of Taber would be willing to clear snow from the back alley at the Sunshine Manor in Grassy Lake, AB.

4. Approval of Financial Statements and Reports:

Motion 2017-103

MOVED by C. Lund to accept for information the financial information for the month of July 2017 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2017-104

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

CARRIED

- b) Maintenance Manager's Report

Motion 2017-105

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

CARRIED

Motion 2017-106

MOVED by T. Machacek that CAO send a letter to David Staines requesting that Jason Gorsalitz continue to be the Technical Advisor for Taber and District Housing Foundation.

CARRIED

- c) Placement Officer Report

Motion 2017-107

MOVED by C. Lund to accept the Placement Manager's report, as presented.

CARRIED

- d) Financial Administrator Report

Motion 2017-108

MOVED by T. Machacek to accept the Financial Administrator's report, as presented.

CARRIED

- e) Chief Administrative Officer Report

Motion 2017-109

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

CARRIED

6. New Business

- a) One Up Placement Request – Harmony Home

CAO presented information regarding a request by Placement Coordinator for a resident applying to Harmony Home. The applicant is not a Senior and we currently do not have a vacancy. However, Victim Services have made a request that the applicant be placed as soon as possible. Therefore, Board approval would be required to move the applicant into a unit at the next vacancy. Maintenance Manager reported that the anticipated unit may take some time to repair and make ready for occupancy.

Motion 2017-110

MOVED by T. Machacek that the CAO request additional information from Victim Services and determine if the placement might affect the safety of existing tenants. It was suggested that the CAO also remind Victim Services that there were vacancies in other TDHF manors in outlying communities. With that information, the CAO can communicate with the Board Chairperson to finalize whether the one up placement request will be granted.

CARRIED

b) Health Benefit Premiums Comparison

CAO presented information from Integrated Benefits showing the potential savings of moving health care plan from Sun Life to another provider. CAO indicated that much of the savings related to reductions in long term disability premiums which are paid 100% by employees. Therefore, all of the savings would not passed on to the annual TDHF budget. CAO indicated that more work must be done with the Financial Administrator to know the exact potential benefit. As well, if a switch in providers was made, it might be an appropriate time to consider increasing some coverages and consider offering benefits to part-time individuals.

c) ASCHA Region Voting Form

Motion 2017-111

MOVED by D. Killinger to nominate Tim Janzen, CAO, as Ballot Voting representative for the ASCHA South Zone meeting on September 21, 2017 in Strathmore, AB. Taber and District Housing Foundation is allotted two ballots.

CARRIED

7. Information Material

a) Health Quality Council of Alberta Reports

8. Adjournment

Motion 2017-112

MOVED by M. Garner to adjourn this meeting at 3:20 pm

CARRIED

Next Meeting – Friday, September 29, 2017

1:30 pm

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

August 21, 2017

David Staines, Manager
Capital Improvements and Technical Advisory - South
Alberta Seniors & Housing
Suite 280 Deerfoot Atria, South Tower
6715 - 8 Street NE
Calgary, AB T2E 7H7
E-mail: david.staines@gov.ab.ca

Dear David:

Re: Technical Advisor – Jason Gorsalitz

At the August 18, 2017 Board Meeting of Taber and District Housing Foundation, the following motion was passed:

Motion 2017-106

MOVED by T. Machacek that CAO send a letter to David Staines requesting that Jason Gorsalitz continue to be the Technical Advisor for Taber and District Housing Foundation.

CARRIED

The rationale for this request is twofold. First, Jason and Corey Beck, Maintenance Manager, have formed a strong working relationship to maintain ASHC property in our management. The Board and Administration have been impressed how Jason has communicated what projects are funded and where these projects are currently in their timeline. This has not been the case with previous Portfolio Advisors. Second, Jason has encouraged Corey and our organization to take on the project management services. We see this as advantageous to both Alberta Seniors and Housing and our community.

As a result, we are formally requesting that Jason Gorsalitz remain as the Portfolio Advisor for Taber and District Housing Foundation to ensure that this strong working relationship can continue and flourish.

If you require any additional information from me, please feel free to contact me at your earliest convenience.

Regards,

Tim Janzen
Chief Administrative Officer

Fax: (403) 223-2189

Phone: (403) 223-2767 Ext 7
5318 – 48 Ave., Taber AB T1G 1S2

Email: TimJ@taberhsg.ca

Tim Janzen

From: David Staines <david.staines@gov.ab.ca>
Sent: Wednesday, August 23, 2017 8:26 AM
To: Tim Janzen
Subject: RE: Jason Gorsalitz - Technical Advisor

Hello Tim -

It is always good to hear that CAO's appreciate the work that our TA's do. Jason is a key member of the technical team and I can understand your high regard of his service.

While I understand your perspective we are at a point where I can reduce the number of management bodies that each TA is responsible for and at the same time return to a geographic based distribution. Jason has been traditionally responsible for management bodies on the west side of highway 2 and Andy Hau the east side of highway 2 and south of highway 1. Andy is very familiar with your portfolio and will be able to provide you with full technical assistance no less than Jason was.

Regards,
David

David Staines, Manager
Capital Improvements and Technical Advisory - South Alberta Seniors & Housing Suite 280 Deerfoot Atria, South Tower
6715 - 8 Street NE
Calgary, AB T2E 7H7
Phone: 403 297-5773
Fax: 403 297-6138
E-mail: david.staines@gov.ab.ca

-----Original Message-----

From: Tim Janzen [mailto:timj@taberhsg.ca]
Sent: August-21-17 1:41 PM
To: David Staines
Subject: FW: Jason Gorsalitz - Technical Advisor

David:

My Board directed me to send you a letter at our last meeting.
We very much would like to continue working with Jason as our Technical Advisor.

My Maintenance Manager and I are relatively inexperienced but with Jason's assistance, we feel we are starting to get a grasp of getting our capital maintenance program underway and we do not want to lose that momentum.
Corey, our Maintenance Manager, has even been taking on the Project Management duties and it appears that this is streamlining projects being completed.

My Board and I are hoping that Jason could remain as our Technical Advisor.

If you have any questions, please feel free to call me and we can talk about it.

Thanks.

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

-----Original Message-----

From: copier@taberhsg.ca [mailto:copier@taberhsg.ca]
Sent: Monday, August 21, 2017 11:31 AM
To: Tim Janzen <TimJ@taberhsg.ca>
Subject: Message from "CA01P146"

This E-mail was sent from "CA01P146" (Aficio MP C3002).

Scan Date: 08.21.2017 13:30:34 (-0400)
Queries to: copier@taberhsg.ca

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

	Actual Jan 01, 2017 to Aug 31, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
REVENUE			
Rental Revenue			
Resident Rent	880,052.20	1,318,392.00	-33.25
Lodge Fees	500.00	500.00	0.00
Rent Rebates	-7,428.00	-12,000.00	-38.10
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	873,124.20	1,306,892.00	-33.19
Resident Services			
Parking	1,519.00	2,500.00	-39.24
Laundry	6,827.90	12,000.00	-43.10
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	11,578.40	17,000.00	-31.89
Resident Fundraising	639.00	1,200.00	-46.75
Therapeutic Bath	0.00	0.00	0.00
Transporation Fee	0.00	2,000.00	-100.00
Activity Fee	0.00	500.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	2,802.00	3,600.00	-22.17
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	15,019.40	24,300.00	-38.19
Tenant Maintenance Recovery	303.70	500.00	-39.26
Total Resident Services	23,670.00	39,300.00	-39.77
Non Resident Services			
Facility Rental	1,000.00	1,500.00	-33.33
Meals on Wheels	26,360.00	36,000.00	-26.78
Other Meal Services	0.00	0.00	0.00
Guest Meals	10,922.00	11,000.00	-0.71
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,235.60	2,500.00	-50.58
Total Other Meal Services	12,157.60	13,500.00	-9.94
Tuck Shop	2,349.00	4,500.00	-47.80
Catering	0.00	0.00	0.00
Sundry Revenue	0.00	0.00	0.00
Total Non Resident Services	41,866.60	55,500.00	-24.56
Grants			
ASHC Grants	0.00	0.00	0.00
ASHC Maintenance Grant	0.00	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00	0.00
ASHC LAP Grant	217,350.75	269,918.00	-19.48
Total ASHC Grants	217,350.75	269,918.00	-19.48
Provincial Grants	0.00	2,000.00	-100.00
Federal Grants	0.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	0.00	0.00	0.00
Total Federal Grants	0.00	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	217,350.75	271,918.00	-20.07
Operation Funding			
Health Funding	369,127.00	524,604.00	-29.64
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2017 to Aug 31, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Requisition Revenue	288,815.01	288,815.00	0.00
Total Operation Funding	657,942.01	813,419.00	-19.11
Management & Administration			
Management Fee	0.00	0.00	0.00
Intercompany Recovery	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Other Recovery	0.00	2,300.00	-100.00
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	-8,091.03	0.00	0.00
NSF/Late Fees	25.00	0.00	0.00
Sundry Revenue	5,825.71	2,950.00	97.48
Total Management and Admini...	-2,240.32	5,250.00	-142.67
Investment Income			
Interest	1,906.62	2,500.00	-23.74
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	1,906.62	2,500.00	-23.74
Charitable Revenue			
Donations	657.75	0.00	0.00
Resticted Donations	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	657.75	0.00	0.00
TOTAL REVENUE	1,814,277.61	2,494,779.00	-27.28
EXPENSE			
Utilities			
Heating	31,955.95	50,458.00	-36.67
Electricity	42,380.39	57,165.00	-25.86
Water & Sewer	9,847.86	16,500.00	-40.32
Waste Removal	1,260.56	2,000.00	-36.97
Telephone	4,432.22	6,970.00	-36.41
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	8,494.64	14,045.00	-39.52
Total Utilities	98,371.62	147,138.00	-33.14
Operating			
Bakery	12,995.51	18,850.00	-31.06
Dairy	27,911.58	42,745.00	-34.70
Groceries	79,783.50	123,100.00	-35.19
Juice	0.00	0.00	0.00
Meat	40,546.33	64,584.00	-37.22
Total Food	161,236.92	249,279.00	-35.32
Food Supplies	7,761.89	20,000.00	-61.19
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	29,339.67	43,816.00	-33.04
Laundry	2,587.57	3,700.00	-30.07
Linen Supplies	0.00	4,800.00	-100.00
Total Cleaning	31,927.24	52,316.00	-38.97
Equipment & Furn Purchase	4,637.69	14,150.00	-67.22
Equipment & Furn Repairs	778.55	800.00	-2.68
Insurance	3,543.57	9,125.00	-61.17
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	75.71	250.00	-69.72
Entertainment Supplies	1,083.80	3,300.00	-67.16
Trip Expenses	1,275.79	2,000.00	-36.21

4. a) ii

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

	Actual Jan 01, 2017 to Aug 31, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Recreation Supplies (Vol Apprec)	2,732.39	5,700.00	-52.06
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	5,167.69	11,250.00	-54.06
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	129.97	2,650.00	-95.10
Pest Control	104.54	2,500.00	-95.82
Sundry	303.76	525.00	-42.14
Total Operating	215,591.82	362,595.00	-40.54
Operating Maintenance			
Appliances	3,195.34	9,600.00	-66.72
Bldg Safety & Security Systems	9,168.77	8,469.00	8.26
Sundry	0.00	325.00	-100.00
Vehicles	326.77	900.00	-63.69
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	650.00	-100.00
Building Interior Painting Units	975.00	4,500.00	-78.33
Building Interior Flooring	2,471.00	16,000.00	-84.56
Building Interior Suite Reno	1,060.82	3,600.00	-70.53
Building Exterior	5,008.00	2,350.00	113.11
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	5,357.27	10,900.00	-50.85
Plumbing	6,009.63	6,900.00	-12.90
Electrical	2,016.97	4,820.00	-58.15
Grounds & Maintenance	8,799.48	12,150.00	-27.58
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	26.97	1,000.00	-97.30
Maintenance Equipment - Purch...	9,249.00	200.00	4,524.50
Maintenance - Tools & Supplies	936.14	1,000.00	-6.39
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	54,601.16	83,364.00	-34.50
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	146,189.73	235,068.00	-37.81
Housekeeping Salaries	161,487.29	241,464.00	-33.12
Food Service Salaries	284,909.97	460,024.00	-38.07
Maintenance Salaries	44,672.51	65,722.00	-32.03
Resident Care Salaries	47,987.48	76,901.00	-37.60
Total Salaries & Wages	685,246.98	1,079,179.00	-36.50
Benefits	0.00	0.00	0.00
CPP	29,581.96	50,475.00	-41.39
EI	14,368.32	23,355.00	-38.48
EE Benefits	32,745.32	48,101.00	-31.92
Other Pension Contributions	16,201.76	29,644.00	-45.35
WCB	11,692.43	17,475.00	-33.09
Total Benefits	104,589.79	169,050.00	-38.13
Contract Employment	0.00	0.00	0.00
Personal Recruitment	49.97	2,500.00	-98.00
Staff Functions & Recognition	498.64	4,800.00	-89.61
Training & Development	9,763.77	22,791.00	-57.16
Health & Safety	2,982.63	11,125.00	-73.19
Legal Fees	3,237.65	4,000.00	-19.06
Labour Relations	0.00	8,400.00	-100.00
Total Human Resources	806,369.43	1,301,845.00	-38.06
Administration			
Bank Charges	1,335.08	1,600.00	-16.56
Courier & Postage	926.32	1,200.00	-22.81
Stationery & Other Supplies	1,868.74	7,000.00	-73.30
Office Rent	5,433.15	8,061.00	-32.60

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

	Actual Jan 01, 2017 to Aug 31, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Office Equipment & Furn Purchase	552.05	1,200.00	-54.00
Office Equipment & Furn Repairs	668.71	900.00	-25.70
Vehicle & Travel	1,399.40	2,610.00	-46.38
Board Expenses	3,556.58	8,000.00	-55.54
Association Fees	2,405.05	2,975.00	-19.16
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	9,500.00	9,500.00	0.00
Consulting Fees	0.00	1,200.00	-100.00
IT Services	5,083.55	10,525.00	-51.70
Sundry	76.82	725.00	-89.40
Accreditation	0.00	200.00	-100.00
Total Administration	32,805.45	55,846.00	-41.26
Health Expenditures			
Salaries - Resident Care	309,492.18	477,367.00	-35.17
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	309,492.18	477,367.00	-35.17
Benefits - Resident Care	44,768.43	79,340.00	-43.57
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	44,768.43	79,340.00	-43.57
Materials & Supplies Resident C...	4,633.60	9,740.00	-52.43
Total Health Expenditures	358,894.21	566,447.00	-36.64
Interest & Bank Charges			
Long Term Interest	0.00	0.00	0.00
Extraordinary Expenses	0.00	0.00	0.00
Amortization	0.00	0.00	0.00
Total Interest & Bank Charges	0.00	0.00	0.00
Capital Maintenance			
Bldg Safety/Security Systems (C...	0.00	0.00	0.00
Building Interior (Cap)	0.00	0.00	0.00
Building Exterior (Cap)	37,228.40	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00	0.00
Painting (Cap)	0.00	0.00	0.00
Electrical (Cap)	0.00	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00	0.00
Elevator (Cap)	0.00	0.00	0.00
Total Capital Maintenance	37,228.40	0.00	0.00
TOTAL EXPENSE	1,603,862.09	2,517,235.00	-36.28
NET INCOME	210,415.52	-22,456.00	-1,037.01

4.a) iv

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING AUGUST 31, 2017

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		461,071.75
RECEIPTED DEPOSITS FOR THE MONTH		196,615.58
PADS		117,721.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		457.78
LESS DISBURSMENTS FOR THE MONTH	Checks	(140,925.78)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(124,904.33)
	RRSP	-7,579.54
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(137.32)
PAD return NSF		0.00
CHR Funding - Direct Deposit		45,011.00
Misc cheque # 16935 \$52.49- lost - reissue request in Sept		
DRSP - PDS		-2,709.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$544,621.14</u>
 <u>BALANCE PER BANK STATEMENT</u>		 551,494.69
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(6,873.55)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
<u>NET BALANCE END OF MONTH</u>		<u>\$544,621.14</u>

4. a) ✓



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

Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
25 Aug	Cheque Serial #	180.90 18080			702,212.39
29 Aug	Misc Payment RBC PAYROLL		7,579.54		
	Misc Payment AUMA/AMSC AMSC17-1019517		8,193.93		686,438.92
30 Aug	Direct Deposits (PDS) service total GRADS7204090000		115,296.42		
	Cheque Serial #	46.94 18096	220.00 18087	1,600.62 18085	
	Cheque Serial #	1,644.28 18089	1,730.12 18093		565,900.54
31 Aug	Deposit 1188			448.00	
	Misc Payment TOWN OF TABER Pre-Author		1,286.87		
	Cheque Serial #	52.86 18094	505.77 18092	791.03 18097	
	Cheque Serial #	12,217.32 18098			551,494.69
	Closing balance				551,494.69

Deposit Interest Earned: \$457.78

Account Fees: \$137.32

Important Account Information

RBC Business Advisors are available 24 hours a day, 7 days a week

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

- Business account transaction information
- Credit and debit card processing solutions
- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.
An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.
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ROYAL BANK OF CANADA
P.O. BAG SERVICE 2650
CALGARY AB T2P 2M7

Business Account Statement

July 31, 2017 to August 31, 2017

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
25 Aug	Cheque Serial #	180.90 18080			702,212.39
29 Aug	Misc Payment RBC PAYROLL		7,579.54		
	Misc Payment AUMA/AMSC AMSC17-1019517		8,193.93		686,438.92
30 Aug	Direct Deposits (PDS) service total GRADS7204090000		115,296.42		
	Cheque Serial #	46.94 18096	220.00 18087	1,600.62 18085	
	Cheque Serial #	1,644.28 18089	1,730.12 18093		565,900.54
31 Aug	Deposit 1188			448.00	
	Misc Payment TOWN OF TABER Pre-Author		1,286.87		
	Cheque Serial #	52.86 18094	505.77 18092	791.03 18097	
	Cheque Serial #	12,217.32 18098			551,494.69
	Closing balance				551,494.69

Deposit Interest Earned: \$457.78

Account Fees: \$137.32

Important Account Information

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Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2017 to Aug 31, 2017**

REVENUE

Rental Revenue	
Resident Rent	462,879.54
Rent Rebates	-590.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>462,289.54</u>
Resident Services	
Parking	7,161.38
Utility Recovery	26,981.25
Sundry Resident Revenue	1,582.81
Tenant Maintenance Recovery	6,075.99
Total Resident Services	<u>41,801.43</u>
Non Resident Services	
Sundry Revenue	4,623.25
Total Non Resident Services	<u>4,623.25</u>
TOTAL REVENUE	<u>508,714.22</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	52,431.70
Electricity	42,302.46
Water & Sewer	61,410.05
Waste Removal	10,007.60
Telephone	6,178.66
Total Utilities	<u>172,330.47</u>
Operating	
Cleaning	1,735.11
Equipment & Furniture Purchase	833.09
Equipment & Furniture Repairs	0.00
Insurance	1,680.20
Resident/Volunteer Programs	970.00
Bad Debt Expense	0.00
Publicity & Promotion	129.97
Pest Control	1,425.46
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>6,773.83</u>
Operating Maintenance	
Appliances	5,775.32
Bldg Safety & Security Systems	3,938.20
Sundry	102.40
Vehicles	1,282.19
Building Int Painting Common Area	0.00
Building Interior Painting Units	1,250.00
Building Interior Flooring	3,536.05
Building Interior Suite Reno	3,290.97
Building Exterior	514.02
Building Remediation	0.00
Heating, Ventilation & A/C	5,910.56
Plumbing	5,084.72
Electrical	1,092.31
Grounds & Maintenance	19,785.73
Elevators	3,793.92
Maintenance Equipment - Repair	35.03
Maintenance Equipment - Purch...	0.00
Maintenance - Tools & Supplies	256.31

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2017 to Aug 31, 2017**

Facility Condition Inspection	2,250.00	
Total Maintenance	<u>57,897.73</u>	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	82,878.80	
Maintenance Salaries	99,783.11	
Total Salaries & Wages	<u>182,661.91</u>	
Benefits	0.00	
CPP	8,066.79	
EI	4,100.91	
EE Benefits	8,973.11	
Other Pension Contributions	4,716.58	
WCB	404.92	
Total Benefits	<u>26,262.31</u>	
Contract Employment	0.00	
Personal Recruitment	17.98	
Staff Functions & Recognition	232.40	
Training & Development	2,240.65	
Health & Safety	0.00	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources	<u>211,415.25</u>	
Administration		
Bank Charges	876.88	
Courier/Postage	552.32	
Stationery & Other Supplies	957.37	
Office Rent	11,088.15	
Office Equipment & Furn	152.12	
Office Equipment & Furn Repairs	314.17	
Vehicle & Travel	2,630.22	
Board Expenses	3,556.60	
Association Fees	2,519.45	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	9,500.00	
Consulting Fees	0.00	
IT Services	1,280.04	
Sundry	63.00	
Total Administration	<u>33,490.32</u>	
Amortization		
Amortization	496.75	
Total Amortization	<u>496.75</u>	
TOTAL EXPENSE	<u>482,404.35</u>	
NET INCOME	<u>26,309.87</u>	

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SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending August 31, 2017

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$33,317.44
RECEIPTED DEPOSITS FOR THE MONTH	\$332.00 \$0.00 \$24.16
DEPOSIT INTEREST	
TOTAL DEPOSITS	\$356.16
<u>Cheques written or Transfers out to Current Account</u>	(\$920.00)
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	\$32,753.60
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$33,158.01
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$404.41)
<u>NET BALANCE END OF MONTH</u>	\$32,753.60



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

Business Account Statement

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10050



July 31, 2017 to August 31, 2017

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:

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

Account Summary for this Period

Business Current Account

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

Opening balance on July 31, 2017	\$33,401.85
Total deposits & credits (3)	+ 356.16
Total cheques & debits (4)	- 600.00
Closing balance on August 31, 2017	= \$33,158.01

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			33,401.85
01 Aug	Deposit interest		24.16	33,426.01
04 Aug	Cheque Serial #	80.00 526		33,346.01
11 Aug	Deposit 0265		132.00	
	Cheque Serial #	200.00 531		33,278.01
15 Aug	Cheque Serial #	120.00 530		33,158.01
25 Aug	Deposit 0266		200.00	

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4.5/5



Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 09179 100-158-5

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
25 Aug	Cheque	200.00		
	Serial #	533		33,158.01
	Closing balance			33,158.01

Deposit Interest Earned: \$24.16

Important Account Information

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

SOCIAL HOUSING

Month ending August 31, 2017

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} **\$319,627.41**

RECEIPTED DEPOSITS FOR THE MONTH	\$	14,109.96
Deposit	\$	4,720.99
Interac	\$	9,388.97
PAD's(pre-authorized Debit)		\$52,248.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$0.00
Govt of AB		\$0.00
DRSP Claim		\$2,950.00
DEPOSIT INTEREST		\$219.16
Deposit		\$0.00
DRSP		\$2,709.00
LESS DISBURSMENTS FOR THE MONTH		(\$226,396.71)
PAD return / NSF		(\$612.00)
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS Aug		(\$61.49)
RBC Activity Fee		(\$78.97)
Bank error		\$0.00
Deposit order form		\$0.00
DRSP		(\$2,709.00)

GENERAL LEDGER ENDING BALANCE **\$162,005.36**

ENDING BALANCE PER BANK STATEMENT **\$164,696.10**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **(\$2,690.74)**
PLUS OUTSTANDING DEPOSIT **\$0.00**

RECONCILED BANK BALANCE **\$162,005.36**



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

SEP 12 2017

Business Account Statement

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SEP 14 2017

RBBDA11030_3387305 E D 09179

00512



July 31, 2017 to August 31, 2017

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

Account number: 09179 100-106-4

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal[®]2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada

4818 53RD ST, TABER, AB T1G 1W4

Opening balance on July 31, 2017	\$320,024.37
Total deposits & credits (22)	+ 69,527.12
Total cheques & debits (74)	- 224,855.39
Closing balance on August 31, 2017	= \$164,696.10

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			320,024.37
01 Aug	Deposit 0183		1,354.00	
	EF0801 01071695		1,416.00	
	Misc Payment COINAMATIC CANA	78.75		322,715.62
	Deposit interest		219.16	322,934.78
02 Aug	Direct Payment (PAD's) service total			
	GRADS8751490000		52,248.00	375,182.78
	EF0802 01071695		697.00	
	Cheque	17.75	315.00	
	Serial #	13549	13598	375,547.03
03 Aug	Deposit 0184		850.00	
	EF0803 01071695		1,265.00	377,662.03
04 Aug	Deposit 0185		25.00	

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4.a) XIV



Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
04 Aug	Pre-authorized payment returns GRADS8751490000		612.00	284.00 - 328.00	
	Activity fee		78.97		
	Cheque Serial #	10.77 13555	21.54 13597	23.00 13601	376,940.75
10 Aug	EF0810 01071695			529.00	377,469.75
11 Aug	Deposit 0186			466.50	377,936.25
14 Aug	EF0814 01071695			377.00	
	Cheque Serial #	140.18 13625	192.55 13618	229.34 13620	
	Cheque Serial #	246.66 13613	349.15 13626		377,155.37
15 Aug	Utility Bill Pmt EPCOR		221.14		
	Cheque Serial #	8.90 13537			376,925.33
16 Aug	Cheque Serial #	663.78 13628	841.30 13629	892.50 13624	374,527.75
17 Aug	Cheque Serial #	89.25 13617	114.73 13627	1,692.60 13615	372,631.17
18 Aug	Deposit 0187			75.00	
	EF0818 01071695			120.00	
	Cheque Serial #	10.48 13621	25.56 13614	52.50 13619	
	Cheque Serial #	298.37 13623	420.00 13612	1,137.15 13630	
	Cheque Serial #	2,301.97 13622			368,580.14
21 Aug	Cheque Serial #	340.00 13611			368,240.14
22 Aug	Account Payable Pmt ALBERTA GOVT			2,950.00	
	Cheque Serial #	284.75 13610			370,905.39
23 Aug	Cheque Serial #	36.29 13616	314.00 13608	914.55 13607	369,640.55
24 Aug	EF0824 01071695			1,402.52	
	Cheque Serial #	160.39 13632			370,882.68
25 Aug	Deposit 0188			580.49	
	Cheque Serial #	191,887.78 13638			179,575.39

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

Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
28 Aug	EF0828 01071695		1,723.00	181,298.39
29 Aug	EF0829 01071695		360.00	
	Misc Payment AUMA/AMSC AMSC17-1019503	9,690.88		171,967.51
30 Aug	Deposit 0189		1,320.00	
	EF0830 01071695		799.00	174,086.51
31 Aug	Deposit 0190		50.00	
	EF0831 01071695		700.45	
	INTERAC FEES	7.04		
	MON FEE01071695	54.45		
	Misc Payment TOWN OF TABER Pre-Author	96.25		
	Misc Payment TOWN OF TABER Pre-Author	98.75		
	Misc Payment TOWN OF TABER Pre-Author	108.49		
	Misc Payment TOWN OF TABER Pre-Author	108.67		
	Misc Payment TOWN OF TABER Pre-Author	125.77		
	Misc Payment TOWN OF TABER Pre-Author	130.99		
	Misc Payment TOWN OF TABER Pre-Author	142.34		
	Misc Payment TOWN OF TABER Pre-Author	145.64		
	Misc Payment TOWN OF TABER Pre-Author	149.37		
	Misc Payment TOWN OF TABER Pre-Author	151.35		
	Misc Payment TOWN OF TABER Pre-Author	153.08		
	Misc Payment TOWN OF TABER Pre-Author	154.94		
	Misc Payment TOWN OF TABER Pre-Author	164.61		
	Misc Payment TOWN OF TABER Pre-Author	171.62		
	Misc Payment TOWN OF TABER Pre-Author	173.70		
	Misc Payment TOWN OF TABER Pre-Author	176.63		
	Misc Payment TOWN OF TABER Pre-Author	180.79		
	Misc Payment TOWN OF TABER Pre-Author	183.93		
	Misc Payment TOWN OF TABER Pre-Author	187.78		
	Misc Payment TOWN OF TABER Pre-Author	195.52		
	Misc Payment TOWN OF TABER Pre-Author	198.72		
	Misc Payment TOWN OF TABER Pre-Author	199.83		
	Misc Payment TOWN OF TABER Pre-Author	200.46		
	Misc Payment TOWN OF TABER Pre-Author	203.63		
	Misc Payment TOWN OF TABER Pre-Author	208.09		
	Misc Payment TOWN OF TABER Pre-Author	226.11		
	Misc Payment TOWN OF TABER Pre-Author	226.75		

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Business Account Statement

July 31, 2017 to August 31, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
31 Aug	Misc Payment TOWN OF TABER Pre-Author		234.73		
	Misc Payment TOWN OF TABER Pre-Author		248.98		
	Misc Payment TOWN OF TABER Pre-Author		254.96		
	Misc Payment TOWN OF TABER Pre-Author		419.23		
	Misc Payment TOWN OF TABER Pre-Author		950.73		
	Misc Payment TOWN OF TABER Pre-Author		1,071.33		
	Misc Payment TOWN OF TABER Pre-Author		1,446.27		
	Cheque	202.88	786.45		
	Serial #	13635	13634		164,696.10
	Closing balance				164,696.10

Deposit Interest Earned: \$219.16

Account Fees: \$78.97

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Joan's Report to CAO

August 16 – September 15, 2017

- 1) Resident info:
 - a. Move ins -4
 - b. Move outs -2
 - c. SL3 -19
 - d. Resident Room changes -2
 - e. Change in Status - 2
 - f. New applicant interview - 2
 - g. Reevaluated existing applicants – 1
 - h. Wait list – 11
 - i. 78 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet - 7
 - b. Preadmission meeting for SL3 clients -1
- 3) 2 General Workers have been hired.
- 4) Joan vacation – August 21 and August 28 – September 8
- 5) Alycia vacation – August 16, 17 and August 25 – 28th.
- 6) Alycia and I continue to work on the “Continuing Care Standards”. A huge part of the program is developing “Quality Improvement” methods or tracking. A couple of recently added controls are:
 - a. We moved the Green Sleeves (Level of Care) documents to hooks on the back of the resident’s doors.
 - b. Alycia has been busy with the development of a “Fall Tracking” spreadsheet.
 - c. Carin, the pharmacist from Co-op provided a “Fall Prevention” in-service for the residents.
- 7) Majority of all new tax returns have been received and the new Rent and Accommodation charges have been calculated. New Preauthorized Debit forms have been forward to those that have an increase in their charges.
- 8) Building Committee meeting held on August 17, 2017.
- 9) Housekeeping Meeting was held on August 23, 2017.
- 10) Kitchen meeting was held on August 31, 2017
- 11) Emergency Preparedness meeting held on September 12, 2017.
- 12) JHSC Meeting on August 24 and September 14, 2017
- 13) Full fire drill conducted on September 13, 2017.
- 14) We have been fortunate enough to be chosen by a small organization called” Babes Supporting Babes” to be a part of a fund raising event for the Clearview Lodge to be held at the Taber Civic Center on October 21, 2017. Please see the two attachments. We have been asked to assist with the selling of the 50/50 and to monitor the Silent Auction Table. Would Taber and District Housing Foundation be willing to provide something that could be included in the Silent Auction?
- 15) Our annual Accommodation Standards Audit has been set for October 10th, 2017.
- 16) I have been busy, with the help of all of the staff at the lodge, putting together a proposed 2018 budget.
- 17) Recreation Report:
 - a. Special Events
 - i. The family BBQ was a huge success with approximately 330-350 guests. We received numerous donations for the event:
 1. Corn was donated by Karen Easthope
 2. Water and Juices were donated by IGA
 3. We received an incredible discount for the wieners and burgers from Prepak meats.
 4. Approximately \$550.00 cash was donated.
 - ii. Coffee with Carin is a new program that is being provided monthly. Carin is a pharmacist from Co-op that will be coming in monthly to provide in-services for the residents.
 - iii. The Nutman came with his treats.
 - iv. Hearing Life came and offered their services to do hearing tests and provide those in need with hearing aide batteries.
 - v. Leishman’s came and offered their services to do hearing tests and provide those in need with hearing aide batteries.
 - vi. The residents enjoyed the parade this year. We are very thankful that they have changed the route so that everyone in the facility could enjoy it.
 - vii. Alzheimers meetings started up again in September.
 - b. Entertainment - 13 groups came in to entertain for the seniors.

- c. Outings :
 - i. August 15 – Group went to the Oaklane Colony. The seniors are treated very well when they go to the colony. They receive a tour, tea and treats and entertainment by the children.
 - ii. August 23 – Trip to Coaldale to the Birds of Prey and then a stop at the Dairy Queen for ice cream on the way home.
 - iii. September 13 – A trip to the Casino in Lethbridge for lunch.
- d. Volunteer hours - 252 hours logged.
- e. No Health and Safety report this month.
- f. Activity Calendar can be found on the website.
- g. Summer is a slow month for training and new projects...with people on vacation it keeps those left behind busy with the day to day operations.



SHOP LOCAL

BABES SUPPORTING BABES MARKET

COME SUPPORT T&D CLEARVIEW LODGE



SATURDAY OCTOBER 21ST, 11AM-4PM

TABER CIVIC CENTER

Silent Auction

50/50

Shopping

Local business & Handmade Products!

**Proceeds of the 50/50 and Silent Auction are to be
donated to Clearview Lodge!**

Vendor Space Available

BABESupportingBABES

*MARKET**

October 21st, Taber Civic Center

CONTACT:

BABES.ALEXANDCANDY@GMAIL.COM

MADE WITH PHOTOFY

5.2314

Maintenance Report

September, 2017

Clearview Lodge

- Finishing touches on Northwest MUA unit.
- Sprayed for wasps.
- All cameras up and running and accessible by computer.
- Move in at unit #506.
- Move out at #213 and #509.
- Move out at unit #307.
- Organized an information session on bed bugs with CVL Staff.
- Checked water temperatures at lodge.
- Ordered sliders for dining room tables.
- Sent Clarke floor scrubber into Planet Clean for repair.
- Had Fire Safety complete annual inspection on sprinkler system.
- Kost to complete semi-annual inspection on suppression system.
- Generator load test completed by Southern Rewind.
- Fire drill performed at Clearview.
- Ordered locates on northwest side of CVL to start on sidewalk.

Homestead Manor

- Coinomatic washers and dryers installed.
- Bed bugs found in an apartment, A&J Pest Control brought in to spray unit and adjoining units.
- Number of units sprayed by request by Maintenance
- Move in at unit #101.
- Final ok from ASHC to start shingling.
- Washer and dryer moved to Unit #5 in Bountiful to replace stackables.
- Sprayed for wasps.
- Fire drill performed at the manor by Maintenance. Discussed removing clutter from units.
- Inspection on another unit suspected bed bugs, had unit sprayed by A&J Pest Control.
- Kristin and Corey attended Tenant Meeting to inform on bed bugs and ways to prevent bringing them into your home.

5.6.1

- Collected monies from laundry machines.

Pioneer Place

- New flooring installed in unit #129. Reno in progress.
- Fire drill performed at the Manor by Maintenance.
- Unit #116 ready for move in.
- Meeting with tenants on bed bug prevention and clutter.

Harmony Home

- Move out at unit #110.
- Fire drill performed. Discussed clutter in units.
- Coinamatic washers and dryers ordered to install.
- Having unit #110 painted.
- Meeting with tenants on bed bug prevention and clutter.

Prairie Rose Manor

- Move out at unit #7.
- Fire inspection done by Fire Dept.
- Move out at unit #1.
- Deficiencies from fire inspect completed.
- Fire drill performed at Manor.
- Collected \$ from Coinamatic machines .

Sunshine Manor

- Fire inspection done by Fire Dept.
- Deficiencies from fire inspect completed.(Floor Plan on inside of unit doors)
- Fire drill performed at Manor.

Bountiful House

- #5 received washer and dryer from Homestead.

Phase One

- Trimmed trees on 60th Ave.
- Replaced toilet at unit #5004.
- Fixed plumbing at unit #5006.
- Addressed units with excessive water usage.

Phase Two

- Move out at # 5604 and unit #4413.
- Trimmed trees.
- Move in at #5604 and #4413.

Phase Three

- Move out at #3808.
- Faucet repair at 3802.

Special Needs

- On-going maintenance.

General Maintenance

- Bid for fire alarm upgrades has been put on hold as all bids came in over budgeted amount.
- Pioneer fire alarm to be put on APC to still get done this year.
- Staff appreciation event held on Sept. 8th.
- Snow Removal contract renewed and signed by RCB.
- Received pricing on mattress and box spring protectors.
- Barricades made for emergency evacuation at CVL.
- Ordered bed bug mattress covers for tenants.
- Ordered shoe protection for maintenance workers.

Placement Officer Report September 2017

Family Housing

- New applications: 3
- Move outs: 1
- Move ins: 2
- Evictions: 0, we had 2 people not pay rent on time but they came in and spoke to me about their situations in advance
- One strongly worded letter sent regarding behaviour and end of lease possibility

Senior Housing

- New applications: 5
- Move outs: 2
- Move ins: 1
- One strongly worded letter to tenants regarding bed bugs

DRSP

- Program is still full

Additional info

- New washers and dryers are not a welcome addition according to most tenants
- Tenants at Harmony Home still causing problems
- Bed bugs, bed bugs, bed bugs. Corey and I attended the Annual tenant meeting at Homestead Manor and presented information about bed bugs and what we are doing to get rid of them
- Presentation at Pioneer and Harmony Home regarding bed bugs prevention
- Potentially have 3 hoarders in senior housing. They will be included in inspections for Oct/ Nov
- I attended a presentation on the Dispute Resolution Service in Lethbridge
- One stabbing occurred at one of our units

Financial Administrator Report for Aug 17/17 – Sep 26/17

PAYROLL

- Completed, Aug monthend payroll, Sept mid month advances, Sept monthend
- 1 - employee meeting
- 2 - out of scope wage increases
- 0 - New Employee set ups
- 3 - terminations
- 2 LTD Claims – 1 approved, 1 just starting process
- Confirmation of overage dependents for Benefit coverage
- Tim & I met with a benefit provider that had a new proposal for us

FINANCE

- 2 DRSP payments runs (8 clients each), DRSP claim, update YTD
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Annual review changes for All CVL residents - completed
- Guest Meal invoicing for Aug completed
- September rent collection (SH / CVL) completed
- MOW client setups and closings, Aug meals 235 – 14 clients,
- Report for Board Meeting Sep 29
- Updated AHS Schedule B
- Updated Managers on YTD budgets, meeting
- Training Costs YTD - \$16,465.80 in wages only (no change)
- Working on 2018 Budget for CVL & SH
- 2018 Budget Meeting with Managers for SH & CVL
- Completed Out of Scope Wage increase costs
-
- **Support for New CAO:**
- Discussions regarding EE on LTD and on medical leave
- Discussed new Benefit coverage alternative

GENERAL

- Front Desk coverage when no one else is available – vacation coverage
- 5 vacation days

CAO Report

September 2017

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 Aug 21 - 25

- Aug 24 – Attended presentation by Brian Jean, UCP Leadership Candidate
- Aug 24 – Introduced Nathan Cooper, Interim UCP Leader to Homestead Manor (Grant Hunter was ill that day)
- Aug 25 – Attended Alzheimer Coffee Break at Clearview Lodge

Week of Aug 28 – Sept 1

- Aug 29 – Presentation by Thom Stubbs and Gary Gordon to Building Committee and Town of Taber Planning and Economic Development representatives
- Completed Canada Summer Jobs documentation for Activity Asst. summer students
- Sept 1 - Vacation

Week of Sept 4 - 8

- STAT – September 4th
- Vacation – September 5 – 7
- Completed STEP documents for summer student - Groundskeeper
- Staff Appreciation Event – Friday, September 8th

Week of Sept 11 - 15

- Policy and Procedure review for HS-36 Emergency Response; particularly HS-3 Fire Safety Plan
- Sept 12 – Emergency Response Planning meeting
- Reviewed and approved annual Income Review documents for CVL residents
- Sept 14 – Joint Health & Safety Committee meeting
- Sept 15 – Vacation

Week of Sept 18 – 22

- Sept 18 - APHAA Executive Meeting, Leduc, AB
- Reviewed and approved annual Income Review documents for CVL residents
- Sept 21 – ASCHA South Zone Meeting, Strathmore, AB
- Compiling statistics and writing Business Plan

Week of Sept 25 – 29

- Budget Meetings – Corey, Joan & Bev
- Writing Business Plan in preparation for submission
- Budget & Audit Committee Meeting – Sept. 27th

Upcoming Events

October 2017 -

- Explore website re-design and social media options to “advertise” TDHF (4th Quarter 2017)
 - Create email distribution list to CVL family members and residents
- Building Committee:
 - Begin Needs Assessment process
 - Hire Consultant
 - Stakeholder meetings (likely 1st Quarter 2018)
 - Develop proposal for Social Housing project and Lodge expansion/reno/construction
- 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 Fall Grant Programs:
 - Taber & District Health Foundation – tub/lift (CVL) and door openers at Prairie Rose Manor
 - Lethbridge Community Foundation – Front Sliding Door (CVL)
 - Local Service Groups - Gazebos at CVL and Taber Manors, Awning at Prairie Rose Manor, Sound system (CVL),
- Place computers at Manors and Clearview Lodge (Oct)
- 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 1st Quarter 2018; if feasible)
- Research electronic payroll system; proposed go-live date – 2018

Future:

- Vacation: November 1 - 3
- APHAA Conference – October 16 – 19, 2017 Banff, AB

RECEIVED

SEP 14 2017

15

Sept 14 2017

TO TABER Housing

FROM

Marie Peterson

HAIRDRESSER AT Clearview Lodge.

Request For Price Increase

Last Increase Dec 2014

Shampoo, Set 22.00 TO 24.00

Haircut 22.00 TO 24.00

Cut & Set 35.00 TO 37.00

Perms cut & set incl 70.00 TO 75.00

Men's Haircut 17.00 TO 17.00

Color + Set. 57.00 TO 60.00

Color + Set + Cut 67.00 TO 70.00

IF Approve TO START Nov 1 2017

RECEIVED

SEP 14 2017

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Section: Health & Safety Administration	Date Board Approved: Original Date Unknown
Subject: Policy - Fire Safety Plan	Revision Dates: Mar 25/04 & Mar 8/06, Dec 6/07, Jan 25/12, Nov 26/14, Sept 29/17
Department: Lodge	Policy Number: HS - 3

POLICY – Fire Safety Plan

Purpose

In the Province of Alberta, all facilities must comply with the regulations of the **Alberta Fire Code 2014** based on the Major Occupancy classification of the facility. Fire safety is an important responsibility for everyone. The consequences of poor fire safety practices and lack of emergency planning could pose a serious threat to the residents and the environment.

It is the objective of Taber & District Housing Foundation to provide a safe home for the residents, and a safe work environment for the employees. To achieve this result, it is necessary that all staff be able to deal with a fire or other emergency situation. All employees will be trained at orientation to deal with fire and other emergency situations.

It is the responsibility of each individual to maintain an acceptable level of fire safety within his or her work environment. Familiarize yourself with the Fire Safety Plan, the location of the fire alarm pull stations, fire extinguishers, fire enunciator panel and other suppression equipment.

Fire Safety Plan

A Fire Safety Plan is a detailed set of documents designed to deal with all aspects of fire safety related to a specific property; Clearview Lodge. The documents are intended to be used as a reference outlining the fire safety practices routinely used. Refer to:

- a) HS 3.1 Procedure – Fire Safety Planning
- b) HS 3.1 Appendix A – Crawlspace Locations
- c) HS 3.1 Appendix B – Fire Safety Planning
- d) HS 3.1 Appendix C – Fire Drill Check Sheet
- e) HS 3.2 Procedure – Sounding the Alarm
- f) HS 3.2 Appendix A – Emergency Response – Fan out Diagram
- g) HS 3.2 Appendix B – Fire Marshal Instructions
- h) HS 3.2 Appendix C – TDHF Emergency Contacts
- i) HS 3.2 Appendix D - ????

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Measures in a Fire Safety Plan

TDHF's fire safety plan, for Clearview Lodge, is prepared in cooperation with the Taber Fire Department and other applicable regulatory authorities and shall include:

- 1) The emergency procedures to be used in case of fire, including
 - a) Sounding the fire alarm,
 - b) Notifying the Fire Department,
 - c) Provisions for access for fire fighters,
 - d) Instructing occupants on procedures to be followed when the fire alarm sounds,
 - e) Evacuating occupants, including any special provisions for persons requiring assistance,
 - f) Confining, controlling and extinguishing the fire,
 - g) The appointment and organization of designated staff to carry out fire safety duties,
 - h) The training of staff and occupants in their responsibilities for fire safety,
 - i) Documentation, including diagrams, showing the type, location and operation of the building fire emergency systems, fire drills, review of fire plan, etc.
 - j) Posting of Fire Emergency Procedures
 - k) The holding of fire drills
 - l) The control, inspection and maintenance of fire hazards in the building.

Benefits of a Fire Safety Plan

- 1) Reduce the incidence of fire;
- 2) Promotes fire hazard identification and elimination;
- 3) Promotes employee safety and awareness;
- 4) Increases employee morale by alleviating safety concerns;
- 5) Coordinates TDHF & the Fire Department resources during a fire emergency;
- 6) Reduces the potential impact of a fire on TDHF & its residents (injuries, dollar losses, liability, etc.)
- 7) Enhances Fire Code compliance.

Retention of Fire Safety Plans

- 1) The Fire Safety Plan shall be kept in the building, for reference by the Fire Department, Management and other personnel.
- 2) The Fire Safety Plan for the facility shall be kept at the central alarm and control station.
- 3) The Fire Safety Plan and record shall include instructions to the staff and Fire Department for the operations of the fire alarm system.
- 4) The Fire Safety Plan shall be reviewed annually and when renovations or construction takes place that affect the plan.



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Posting of Fire Emergency Procedures

- 1) The fire safety & evacuation procedures shall be prominently posted in the Lodge.
- 2) In every occupant's room - the fire safety emergency procedures shall be posted.
- 3) Clearview Lodge maps showing the locations of exits and the paths of travel to exits are located in each hallway and at the North Entrance.

Shutdown of Fire Alarm System

- 1) When a fire alarm &/or detection system is shut off for repairs, or is inoperative for more than two (2) hours for any reason, the Fire Department shall be notified. During this time, continual fire-watch surveillance will be conducted by CVL staff, until the fire alarm & detection system is restored to operating condition.
- 2) Procedures shall be developed to notify occupants if a fire or other emergency occurs when the fire alarm and detection system is inoperative.

Fire Drill

- 1) The procedure for conducting fire drills shall take into consideration:
 - a) Fire Drill Frequency;
 - a. For FULL fire drills with staff, residents and visitors
 - b. Silent training fire drills for employees
 - b) The desirable degree of participation of occupants and staff,
 - c) The number and degree of experience of participating staff,
 - d) The building occupancy and building fire hazards,
 - e) The safety features provided in the facility,
 - f) The features of fire emergency systems installed in the facility within the scope of the Alberta Building Code,
 - g) The requirements of fire department.
- 2) The Lodge Manager will maintain, and make available to the Fire Department, a written record of all fire drills held, showing:
 - a) The date of each drill,
 - b) The evacuation time, and
 - c) Any comments & recommendations.



**Taber & District
HOUSING FOUNDATION**

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

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Department: Lodge	Policy Number: HS - 3

Resident Oxygen Use

- 1) Residents requiring Oxygen will obtain their oxygen from an independent Oxygen supplier of their choice.
- 2) Tenants / residents requiring oxygen & oxygen equipment are prohibited from smoking with in any TDHF owned and operated facility.
- 3) Tenants/ residents are prohibited from smoking outside on TDHF owned and operated grounds or property when wearing oxygen equipment.

2018	CLEARVIEW LODGE	ending Approv 2018	YTD 2018	Information 2018	(month) 0%
REVENUE					
400000	RENTAL REVENUE				
400100	Resident Rent	1,356,765	-		0%
400150	Lodge Fees	500	-	room transfers	0%
400200	Rent Rebates	(12,000)	-	refund moved to higher level of care	0%
400400	Sundry Rent Revenue	-	-		
410000	RESIDENT SERVICES				
410010	Parking	2,500	-		0%
410060	Laundry	12,000	-		0%
410140	SUNDRY RESIDENT SERVICES				
410141	Medication Fees (MAP)	17,000	-		0%
410142	Resident Fundraising	1,000	-	photo and ice cream sales	0%
410144	Transportation Fee	2,000	-	Resident Council funding	0%
410145	Activity Fee	500	-	Resident Council funding	0%
410147	Personal Emergency Call System	3,600	-		0%
410160	Tenant Maintenance Recovery	500	-	A/C install, lock replacement, moveout damages	0%
420000	NON-RESIDENT SERVICES				
420030	Facility Rental	1,500	-	Hairdresser	0%
420040	Meals on Wheels	36,000	-	MOW & manor meal plans	0%
420050	OTHER MEAL SERVICES				
420051	Guest Meals	12,000	-	in house guest meals	0%
420053	Canteen Revenue	2,000	-	Misc coffee	0%
420060	Tuck Shop	3,500	-	Residents charged for care supplies	0%
420070	Catering	-	-		
420090	Sundry Revenue	-	-		
430000	GRANTS				
430005	AHSC Grants				
430020	ASHC - Maintenance	-	-		
430040	ASHC Grants - Specific Restrictions	-	-		
430050	ASHC - LAP Grant	283,879	-		0%
430110	Provincial - Grants	2,000	-	STEP funding	0%
450000	OPERATIONAL FUNDING				
450010	Health Funding	540,132	-		0%
450030	Other Funding	-	-		
460010	Requisition Funding	309,032	-		0%
470000	MANAGEMENT & ADMINISTRATION				
470030	Insurance Recoveries	-	-		
470040	Other Recoveries	2,300	-		0%
470050	Maintenance Recovery	-	-		
470090	Gain or Loss on Sale of Capital	-	-	Dishwasher	#DIV/0!
470110	NSF / Late Fees	-	-		
470130	Sundry Revenue	1,200	-		0%
475000	INVESTMENT INCOME				
475010	Interest Earned	2,500	-	Bank	0%
475070	Amort Deferred Cap Contributions	-	-		
480000	CHARITABLE REVENUE				
480010	Donation	-	-		
480020	Restricted Donations	-	-		
TOTAL REVENUE		2,580,408	-	-	0%

2018	CLEARVIEW LODGE	ending Approv 2018	YTD 2018	Information 2018	(month) 0%
EXPENSES					
510000	UTILITIES				
510005	Heating	59,500	-	AMSC Contract to Dec 31/18	0%
510010	Electricity	65,000	-	AMSC Contract to Dec 31/18	0%
510020	Water & Sewer	17,000	-	T of T	0%
510030	Waste Removal	2,000	-	T of T & recycling	0%
510040	Telephone	7,100	-	office, mobility, Resident compuer internet, HCA phones	0%
510060	Bulk Contracted Expenses (Cable)	17,094	-	Resident Shaw Cable	0%
Total Utilities		167,694	-	-	0%
520000	OPERATING				
520000	Food				
520001	Bakery	20,000	-		0%
520002	Dairy	44,000	-		0%
520003	Groceries	125,000	-		0%
520005	Meat	67,000	-		0%
520010	Food Supplies	20,000	-		0%
520030	Cleaning				
520031	Janitorial & Housekeeping	37,926	-		0%
520032	Laundry	3,700	-		0%
520033	Linen Supplies	4,800	-		0%
520040	Equip & Furniture Purchases	18,650	-		0%
520050	Equip & Furniture Repairs	1,000	-		0%
520060	Insurance	9,200	-		0%
520070	Resident / Volunteer Programs	-	-		
520071	Craft Supplies	250	-	Resident Craft Supplies	0%
520072	Entertainment Supplies	3,300	-	Resident Entertainment	0%
520073	Trip Expenses	2,000	-		0%
520074	Recreation Supplies	5,700	-	Resident Recreation supplies	0%
520075	Tuck Shop Supplies (recoverable)	-	-		
520080	Bad Debt Expenses	-	-		
520090	Publicity & Promotion	2,750	-		0%
520120	Pest Control	2,500	-		0%
520130	Sundry	525	-		0%
Total Operating Expenses		368,301	-	-	0%

b-f) ii

2018	CLEARVIEW LODGE	ending Approv 2018	YTD 2018	Information 2018	(month) 0%
530000	OPERATING MAINTENANCE				
530005	Appliances	4,800	-		0%
530010	Building Safety & Security Systems	18,140	-		0%
530020	Sundry	150	-		0%
530030	Vehicle	900	-		0%
530040	Building Interior				
	530041 Painting (Interior Common Area)	6,000	-		0%
	530042 Painting (Units)	4,500	-		0%
	530043 Flooring (Common Areas & Units)	5,900	-		0%
	530044 Suites Renovations	3,600	-		0%
530050	Building Exterior	9,850	-		0%
530060	Building Remediation	-	-		
530070	HVAC (Heating, Vent, & A/C)	10,400	-		0%
530080	Plumbing	7,300	-		0%
530090	Electrical	5,070	-		0%
530100	Grounds Maintenance	12,000	-		0%
530120	Maintenance Equip Repairs	1,000	-		0%
530130	Maintenance Equip Purchase	8,900	-		0%
530140	Maint. Tools & Supplies	1,000	-		0%
530160	Facility Cond. Inspection	-	-		
Total Operating Maintenance		99,510	-	-	0%

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2018	CLEARVIEW LODGE	ending Approv 2018	YTD 2018	Information 2018	(month) 0%
555000	HUMAN RESOURCES				
550005	Salaries & Wages				
550010	Administration Wages	241,616	-		0%
550020	Housekeeping Salaries	250,813	-		0%
550030	Food Services Salaries	472,084	-		0%
550040	Maintenance Wages	69,466	-		0%
550050	Resident Caregivers Salaries (AVC)	79,833	-		0%
551000	Benefits				
551010	CPP	51,615	-	All EE's except HCA's	0%
551020	EI	23,836	-	All EE's except HCA's	0%
551030	Employee Benefit Programs	49,801	-	All EE's except HCA's	0%
551040	Other Pension Contributions (RRSP)	33,644	-	All EE's except HCA's	0%
551050	WCB	18,058	-	All EE's except HCA's	0%
553000	Personnel Recruitment	-	-		#DIV/0!
554000	Staff Functions & Recognition	4,800	-		0%
555000	Training & Development	24,744	-		0%
556000	Health & Safety	8,651	-		0%
557000	Legal Fees	4,000	-	HR legal fees	0%
558000	Labour Relations	-	-	CUPE negotiator fee	#DIV/0!
Total Human Resources		1,332,960	-	-	0%

6. f) iv

2018	CLEARVIEW LODGE	ending Approv 2018	YTD 2018	Information 2018	(month) 0%
580000	SALARIES - HEALTH SERVICES				
580200	Salaries - Resident Care (HCA's)	493,740	-	HCA Salaries including PCA Coord	0%
581200	Benefits - Resident Care (HCA's)	80,731	-	HCA Benefits (CPP, EI, AUMA, RRSP, WCB)	0%
585200	Materials & Supplies - Resident Care	9,740	-	Non recoverable supplies to provide resident care	0%
Total Salaries - Health Services		584,211	-	-	0%
560000	ADMINISTRATION				
560000	Office & General Admin				
	560001 Bank Charges	1,650	-		0%
	560002 Courier & Postage	1,200	-		0%
	560003 Stationery & Office Supplies	7,000	-		0%
560010	Office Rent	8,116	-		0%
560020	Office Equipment (& Furniture)	1,500	-		0%
560030	Office Equipment (& Furniture) Repairs	1,100	-		0%
560040	Vehicle & Travel	2,610	-		0%
560060	Board Expenses	7,000	-		0%
560070	Association Fees	3,990	-		0%
560080	Professional Fees				
	560081 Legal Fees	150	-		0%
	560082 Audit Fees	9,750	-		0%
	560083 Consulting Fees	1,200	-		0%
560090	IT Services	10,525	-	Senior Care	0%
560110	Sundry	750	-		0%
560120	Accreditation	750	-		0%
Total Administration Expenses		57,291	-	-	0%
590000	INTEREST & BANK CHARGES				
590005	Long Term Interest (Debentures)	-	-		
591000	Extra Ordinary Expenses	-	-	Emergent Funds client payouts	
592000	Amortization	-	-	Amortization	
Total Interest & Bank Charges		-	-	-	-
TOTAL OPERATING EXPENSES		2,609,967	-	-	0%
		-	0		#DIV/0!
600000	CAPITAL MAINTENANCE				
	Building Interior	-	-		
600300	Building Exterior	-	-		
600400	HVAC	-	-		
Total Capital Maintenance		-	-		
Capital Reserve					
NET REVENUE over EXPENSES		(29,559)	-		

6.7) v

Budget 2018 Clearview Lodge

Revenues:

Resident Rent (Acct. 400100)	Increase Board Package by \$25/month	\$15,000
Optional Services (Acct. 410140)	No change in budget but probably should Review in 2018	
Meals on Wheels (Acct. 420040)	based on 2017 budgeted revenues There have been some increases (even more than Anticipated); no clarity whether those increases will continue	
Guest Meals (Acct. 420051)	Similar to MOW; lots of Meal Plans being sold However, the revenues could decrease dramatically If those individuals moved into the Lodge	
LAP Grant (Acct. 430050)	Calculated based on 61 eligible residents	
AHS Funding (Acct. 450010)	based on 2017 amounts (No announcement made to date about funding; Funding amounts are established and announced After the Spring budget – we usually find out May/June)	
Requisition (Acct. 460010)	Increased by 7%	

Expenses:

Utilities:

Heating (Acct. 510005)	Increased to cover 2017 under-estimation Additional carbon levy (\$1.517 – Jan 1/2018)	\$3,000 \$3,500
Electricity (Acct. 510010)	Increased to cover 2017 under-estimation Anticipated increase of 10 to 12% in transmission Fees; this represents 50% of our electrical costs	\$4,000 \$6,000
Water & Sewer (Acct. 510020)	No change ☺	

Food:

Bakery (Acct. 520001)	6% increase	\$1,150
Dairy (Acct. 520002)	3% increase	\$1,255
Groceries (520003)	2% increase	\$1,900
Meat (Acct. 520005)	3.7% increase	\$2,416

Cleaning & Janitorial Supplies (Acct. 520031)	Decrease due to Dining Room deep scrub & wax To be completed every two years; done in 2017	\$4,500
---	---	---------

Equipment & Furn. Purchases (Acct. 520040)	Highlights include: Furniture, mattresses & curtains Replace computer – Activity Coordinator & HCA 3 IPads for HCA's to review Senior Care notes At Point of Care Purchase of Floor Buffer & Shampooer	\$7,900 \$2,200 \$2,000 \$4,400
--	---	--

Appliances (Acct. 530005)	Move to Coinmatic washers & dryers As current equipment fails (but no coin mechanism)	
-------------------------------------	--	--

Building Security (Acct. 530010)	Annual Licenses for call bell and phone system Anticipated call bell repairs (warranty has exp.)	\$5,300 \$3,000
--	---	--------------------

Painting – Building Int. (Acct. 530040)		
Common Areas	We will paint as far as the funds take us	\$6,000
Units		\$4,500

Building – Exterior (Acct. 530050)	Replace Eavestroughing for the entire exterior Including the courtyard	\$9,200
--	---	---------

Maintenance Equipment – Purchase (Acct. 530130)	End dump trailer	\$8,900
Human Resources: (Acct. 550000 & 580000)		
Salaries – Out of Scope	2.5% increase – Effective January 1, 2018	
Salaries – CUPE	2.5% increase – Effective June 1, 2018	
	Various step moves (depending on each employee's Tenure) are also included.	
Employee Benefit Programs (Acct. 551030)	The budget figures do not reflect the proposed change To Integrated Health benefits Potential decrease in employer portion of premiums Is being calculated.	
Staff Recognition Functions (Acct. 554000)	2017 amounts for Staff Appreciation event, service awards	
Training & Development (Acct. 555000)	Proposed 2018 Training Program includes:	
	CAO	\$3,106
	Lodge Manager	\$2,360
	Operations Coordinator	\$3,350
	HCA Coordinator	\$2,600
	Activity Coordinator	\$1,180
	Financial Administrator	\$250
	Maintenance Department	\$250
	Chef	\$800
	Staff – Ergonomics Training Program & Misc.	\$7,240
	HCA Training (completed & expensed in 2018)	\$4,608
		\$24,744
Labour Relations (Acct. 558000)	None in 2018 as 2019 is the next negotiation year	
Board Expenses (Acct. 560060)	Slight increase in budget to reflect anticipated additional meetings For Building & Fundraising Committees	
Association Fees (Acct. 560070)	Slight increase due to a change in allocation; 75% ASCHA fees charged to CVL rather than 50% In past years.	