



**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, November 17, 2017 @ 1:30 p.m. TDHF Office - Boardroom

- 1. Approval of Agenda**
- 2. Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – September 29, 2017
 - b) Minutes – Budget & Audit Committee Meeting – September 27, 2017
 - c) Minutes – Building Committee Meeting – August 29, 2017
 - d) Minutes – Building Committee Meeting – November 7, 2017
- 3. Business Arising:**
 - a) Integrated Benefits – Health Care Plan Changeover
 - b) CoinAMatic Laundry – Pioneer Place
 - c) Hairdressing Pricing – Letter to Marie Peterson
- 4. Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For September 30, 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) Municipal Appointment Letters
 - b) Selection of Committees & Committee Chairs
 - c) Signing Authorities
 - d) Resolution – Clearview Lodge Accommodation & Service Rates
 - e) Letter from Irena Chmiliak
 - f) Petition Document – Homestead Manor
 - g) Retirement Gift Amount – Charlane Andres
- 7. Information**
 - a) Letter from Town of Taber: Office of the Mayor
- 8. Adjournment**

Next Meeting: Friday, December 15, 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, September 29, 2017
TDHF Office - Boardroom**

ATTENDANCE

Board: Joe Strojwas Deanna Killinger Rosanne Horrocks
Tom Machacek Linda English Christy Lund

Administration: Corey Beck (Maintenance Manager), Bev Mikalson (Financial Administrator),
Tim Janzen (CAO), Joan Hart (Lodge Manager), Kristin Skiba (Placement Officer)

Absent:

Rosanne Horrocks, Chairman, called the Regular monthly meeting to order at 1:31 p.m.

1. Approval of Agenda

Motion 2017-113

MOVED by J. Strojwas to approve the Agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2017-114

MOVED by T. Machacek to accept the minutes from the Regular Board Meeting of Friday, August 18, 2017.

CARRIED

3. Business Arising

- a) **Coinamatic Units** - CAO and Maintenance Manager reported that CoinAMatic washers and dryers had been placed at Harmony Home manor to replace failing equipment.
- b) **Letter to David Staines re: Jason Gorsalitz** CAO provided a copy of the letter sent to David Staines requesting that Jason Gorsalitz remain as THDF Technical Advisor. As well, a reply email from David Staines was provided; offering an explanation for the change in Technical Advisor.

- c) Harmony Home – One Up Request

Motion 2017 – 115

MOVED by T. Machacek that the applicant be approved as a one-up application. The current points system to be used for eligibility criteria and placing the applicant on the waiting list. It is likely that the applicant's status will move up as the waitlist draws down. As well, CAO and Placement Officer were directed to review the applicant's status if their housing status changes.

CARRIED

4. Approval of Financial Statements and Reports:

Motion 2017-116

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

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2017-117

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

CARRIED

- b) Maintenance Manager's Report

Motion 2017-118

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

CARRIED

- c) Placement Officer Report

Motion 2017-119

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

CARRIED

- d) Financial Administrator Report

Motion 2017-120

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

CARRIED

- e) Chief Administrative Officer Report

Motion 2017-121

MOVED by L. English to accept the Chief Administrative Officer's report, as presented.

CARRIED

6. New Business

a) **Snow Removal – Bountiful House**

C. Lund recommended that Maintenance Manager speak with Village of Barnwell Administrator to discuss how the Village staff could assist in snow removal at Bountiful House.

b) **Housing Needs Assessment** - CAO reported that Town of Taber Council had approved \$35,000 to be allocated to the Economic Development and Planning department to assist in paying for up to half of the costs for a housing needs assessment and feasibility study for Housing in Taber and area. CAO indicated that the MD of Taber council would be approached for a similar commitment after the new Council is in place.

c) **Hairdressing pricing**

Motion 2017-122

MOVED by D. Killinger to increase Hairdresser prices, as presented.

CARRIED

d) **Integrated Health Benefits** – CAO presented health benefit premium amounts from a bid prepared by Integrated Health Benefits. The bid compared the current Sunlife plan (administered by AMSC) and four other plans, offering identical benefits. The costing provided by Encon was the most competitive and would offer a reduction in the cost of annual premiums to employees of \$14,500 and an additional reduction to the foundation of \$8,800.

Further, the Encon plan included an increase in long term disability coverage from the current 60% of employee wages to 66.67% of wages.

Motion 2017-123

MOVED by L. English that Integrated Health Benefits be contracted to provide the Encon health benefits plan, effective January 1, 2018.

CARRIED

e) **Policy HS-3: Fire Safety Plan** – CAO presented an updated policy for the fire safety plan at Clearview Lodge.

Motion 2017-124

MOVED by T. Machacek that Policy HS-3: Fire Safety Plan be accepted, as presented.

CARRIED

f) **2018 Budget**

Motion 2017-125

MOVED by J. Strojwas to approve the 2018 Clearview Lodge Regular Operating Budget and 2018 Capital Budget as presented.

CARRIED

Motion 2017-126

MOVED by J. Strojwas to increase the requisitions by 7% from 2017 of \$288,815 to \$309,032 for 2018. The municipalities to be advised that the requisitions may need to be increased 5 to 7% in 2019.

CARRIED

g) **Business Plan** – CAO reported that Appendix A: Corporate Profile, Appendix B: Property Profile, Appendix C: Financial Template and Appendix D: Capital Management Plan would be submitted to AB Seniors and Housing by October 13, 2017.

- h) BCNPHA Conference – CAO reported that APHAA (Alberta Public Housing Administrator's Association) was holding a draw for two packages for travel and registration to the British Columbia Non-Profit Housing Association Conference in Vancouver, BC.

Motion 2017-127

MOVED by J. Strojwas for the CAO to enter the APHAA draw to potentially attend the BCNPHA Conference in Vancouver.

CARRIED

- i) Acknowledgment of Service

Motion 2017-128

MOVED by T. Machacek to thank Myrna Garner (Member at Large) and Christy Lund (Town of Barnwell) for their service on the Board.

CARRIED

7. Adjournment

Motion 2017-129

MOVED by T. Machacek to adjourn this meeting at 3:40 pm

CARRIED

Next Meeting – Friday, October 27, 2017

1:30 pm

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

RESOLUTION: Requisitions Increases

WHEREAS in the Alberta Housing Act - Section 7 – Requisitions (*a copy of Section 7 is attached*) specifies that Management Bodies (such as Taber and District Housing Foundation) that provides Lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
- (b) any amounts necessary to establish or continue a reserve fund for the management body; and

WHEREAS the four (4) Municipalities for Taber and District Housing are; MD of Taber, Town of Taber, Town of Vauxhall and the Village of Barnwell; and

WHEREAS Taber and District Housing Foundation has consistently increased requisitions (2003 to 2010) by 3% and (2011 to 2014) by 5% and (2015 & 2016) by 7% is reviewed annually; and

WHEREAS the cost of operating the Lodge is steadily increasing each year by a minimum of 5% each year including the high costs of gas and electricity, increased wages, food and operating expenses; and

WHEREAS a 5% increase will help with the rising costs of providing accommodation services, including meals service, laundering of towels and linens, housekeeping services, utilities and maintenance of the Lodge; therefore

THEREFORE BE IT RESOLVED THAT Taber and District Housing Foundation increase the requisitions by 7% from 2017 of \$288,815 to \$309,032 for 2018.

Finally, the municipalities to be advised that requisitions may need to be increased by 6 or 7% in 2017.

**Minutes of the Budget & Audit Committee
Of Taber & District Housing Foundation
Held Wednesday, September 27, 2017 at 3:00 pm
Boardroom**

Members in Attendance: J. Strojwas (Committee Chair), R. Horrocks (Board Chair),
Also in Attendance: Tim Janzen (CAO), Joan Hart (Lodge Manager), Corey Beck (Maintenance Manager) & Bev Mikalson (Financial Administrator)

Absent:

The meeting was called to order at 3:00 pm.

1) 2018 Clearview Lodge Budget (Regular and Capital)

- a) The CAO advised that the goal in preparing this budget was to ensure that the budget was as close to a zero based bottom line as possible after Amortization of Deferred Capital Contributions and Amortization expenses (Building, Equipment, paved areas, etc.) were removed.

The Financial Administrator and CAO reviewed the proposed budget in detail (line by line) with the committee. Questions were raised and clarification provided.

Discussion items included:

- 1) Resident Rent would be increased by \$25 per month, effective April 1, 2018.
- 2) The 2018 LAP grant is calculated on 61 eligible residents.
- 3) AHS funding is based on a continuation of 2017 funding levels.
- 4) Requisition levels to increase by 7%.
- 5) The majority of expenses are increased by inflation or by estimates provided by suppliers. Only significant increase to report is in utilities because of transmission fees and carbon levy. Salaries and benefits to increase by 2.5% at January 1 (out of scope) and June 1 (CUPE 2038). Finally, approximately \$25,000 in Training and Development costs.

The committee was satisfied with the proposed budget and would recommend presentation at the September 29th TDHF Board meeting for approval.

2) Adjournment: Meeting was adjourned at approximately 4:30 pm.

Date

Date



**Taber & District
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**Minutes of the Building Committee Meeting
Taber and District Housing Foundation
Tuesday, August 29, 2017
TDHF Office - Boardroom**

ATTENDANCE

Board: Tom Machacek Rosanne Horrocks Linda English

Administration: Tim Janzen (CAO)

Absent: Joe Strojwas, Myrna Garner, Christy Lund, Deanna Killinger

Tom Machacek, Committee Chairman, called the meeting to order at 10:05 a.m.

Also Present: Andrew Malcolm, Kattie Schlamp – Town of Taber, Planning & Economic Development
Thom Stubb, Headwater Group Ltd.

1. Approval of Agenda

MOVED by R. Horrocks to approve the Agenda as presented.

CARRIED

2. Presentation – Thom Stubbs of Headwater Group Ltd.

Thom Stubbs (with Gary Gordon via teleconference) presented three main points:

- What is the needs assessment?
- Why is it necessary in preparing to present a business case for housing projects?
- How Headwater Group would approach the work, develop the expected timeline and outline the projected costs.

3. Next Steps

- a) CAO was directed to contact Sharon Downs for a presentation on September 13th, 14th or 15th. CAO to contact Board members and Town of Taber Planning & Economic Development when date is set.
- b) CAO to contact other HMBs to enquire about their experiences regarding budget and timeline.
- c) CAO to develop budget for needs assessment based on figures provided by Headwater Group. These amounts should be considered against the 2017/8 operating budgets for Clearview Lodge and Social Housing.

4. Adjournment: Meeting was adjourned at 11:34 pm.

Date

Date



**Taber & District
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**Minutes of the Building Committee Meeting
Taber and District Housing Foundation
Monday, November 7, 2017
TDHF Office - Boardroom**

ATTENDANCE

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

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

Also Present: Andrew Malcolm & Ben Young – Town of Taber, Planning & Economic Development,
Kirk Hughes – MD of Taber, Development & Community Safety Officer

Absent:

Rosanne Horrocks, Committee Chairman, called the meeting to order at 1:30 p.m.

1. Approval of Agenda

MOVED by J. Strojwas to approve the Agenda as presented.

CARRIED

2. Presentation – Dee Ann Benard – Alberta Rural Development Network.

Dee Ann Benard presented several main information points:

- Who is Alberta Rural Development Network (ARDN)?
- What is ARDN's mandate?
- What is ARCH² (Alberta Rural Coalition on Housing and Homelessness)? And how is homelessness present in rural communities?
- How might ARDN be involved:
 - develop an affordable housing strategy,
 - complete a needs assessment, including community consultations,
 - complete a feasibility analysis,
 - prepare a business proposal
- Additional work could include analysis of potential sites and assisting in efforts to find financing.

3. Questions

- **Could the needs assessment be expanded from “project-based” to more “continuum” or “geographic-based” analysis?**

Dee Ann indicated that needs assessments can be expanded to include the entire area. Consideration should be given as to how much information can be retrieved from StatsCan for each individual area that make up the larger geographic base. There likely would be some additional cost to complete the additional work.

- **Could community consultations be expanded from Taber community to all communities with the MD of Taber (i.e. Hays, Enchant, Grassy Lake)?**

Dee Ann suggested that as many community consultations as required would be completed. It is likely that the package pricing might need to be increased to offset the additional work. However, many of the outlying areas likely might not be as large events and so might be more directed in nature.

- **What level of involvement is required from TDHF and the other organizations?**

Dee Ann indicated that ARDN would provide facilitators for community consultations but would ask that the local agencies promote the event. If additional surveying was required, the local agencies would be asked to provide lists of names of community residents that might be interested in participating.

4. Next Steps

- a) Dee Ann agreed to go back to her team to discuss the costs of the additional scope of the project and the additional community consultations. Dee Ann to forward a proposal to TDHF CAO as soon as practically possible, outlining the terms of reference and the costs,
- b) The proposal to be circulated (by email) to the Building Committee Members to review and ensure that the interests/requirements of each party have been addressed. At that time, the Building Committee can determine the exact course of action through an email discussion or a meeting, if required.

5. Adjournment: Meeting was adjourned at 3:30 pm.

Date

Date

CoinAMatic Review
Analysis of Revenues & Expenses
To October 31, 2017

		\$	\$'s/day
Special Needs House	The monthly charge (\$75) is covered by direct payment from the residents.		
Prairie Rose Manor	Revenues (July - Oct)	460	6.67
	Expenses	225	3.26
	Net	235	3.41
	Projected Annual Recovery		1,243.12
Homestead Manor	Revenues (Aug 23 - Oct 31)	867	8.34
	Expenses	349.31	3.36
	Net	517.69	4.98
	Projected Annual Recovery		1,816.89
Harmony Home	Revenues (Oct 10 - Oct 31)	144	6.86
	Expenses	50.80645	2.42
	Net	93.19355	4.44
	Projected Annual Recovery		1,619.79
Pioneer Place	Revenues		
	Expenses		
	Net		
	Projected Annual Recovery		0.00
	Total Projected		4,679.80

October 27, 2017

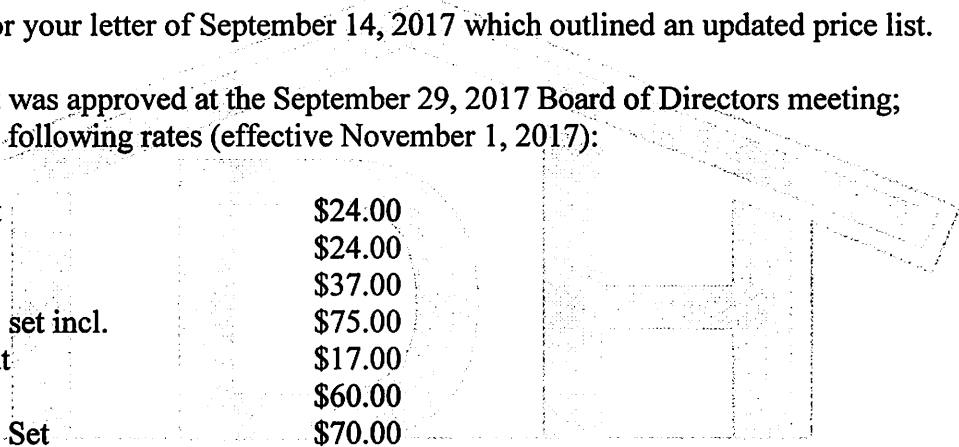
Ms. Marie Peterson
855 Blackfoot Terrance West
Lethbridge, AB
T1K7Y7

Dear Marie,

Re: Hair Dressing Service – Price List Update

Thank you for your letter of September 14, 2017 which outlined an updated price list.

The price list was approved at the September 29, 2017 Board of Directors meeting;
including the following rates (effective November 1, 2017):



Shampoo Set	\$24.00
Haircut	\$24.00
Cut & Set	\$37.00
Perms; cut & set incl.	\$75.00
Men's haircut	\$17.00
Color & Set	\$60.00
Color, Cut & Set	\$70.00

Thank you Marie! We very much appreciate your work at Clearview Lodge. I hope you have a wonderful year!

Regards,

Tim Janzen
Chief Administrative Officer

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

	Actual Jan 01, 2017 to Sep 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
REVENUE			
Rental Revenue			
Resident Rent	992,948.20	1,318,392.00	-24.68
Lodge Fees	500.00	500.00	0.00
Rent Rebates	-8,463.00	-12,000.00	-29.48
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	984,985.20	1,306,892.00	-24.63
Resident Services			
Parking	1,724.00	2,500.00	-31.04
Laundry	7,739.90	12,000.00	-35.50
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	12,957.40	17,000.00	-23.78
Resident Fundraising	694.00	1,200.00	-42.17
Therapeutic Bath	0.00	0.00	0.00
Transporation Fee	0.00	2,000.00	-100.00
Activity Fee	0.00	500.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	3,174.00	3,600.00	-11.83
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	16,825.40	24,300.00	-30.76
Tenant Maintenance Recovery	403.70	500.00	-19.26
Total Resident Services	26,693.00	39,300.00	-32.08
Non Resident Services			
Facility Rental	1,125.00	1,500.00	-25.00
Meals on Wheels	29,515.00	36,000.00	-18.01
Other Meal Services	0.00	0.00	0.00
Guest Meals	12,144.00	11,000.00	10.40
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,481.30	2,500.00	-40.75
Total Other Meal Services	13,625.30	13,500.00	0.93
Tuck Shop	2,568.00	4,500.00	-42.93
Catering	0.00	0.00	0.00
Sundry Revenue	0.00	0.00	0.00
Total Non Resident Services	46,833.30	55,500.00	-15.62
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	2,349.00	0.00	0.00
Total Federal Grants	2,349.00	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	219,699.75	271,918.00	-19.20
Operation Funding			
Health Funding	414,138.00	524,604.00	-21.06
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2017 to Sep 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Requisition Revenue	288,815.01	288,815.00	0.00
Total Operation Funding	702,953.01	813,419.00	-13.58
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	2,390.64	2,500.00	-4.37
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	2,390.64	2,500.00	-4.37
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	1,981,972.33	2,494,779.00	-20.56
EXPENSE			
Utilities			
Heating	33,641.33	50,458.00	-33.33
Electricity	48,752.81	57,165.00	-14.72
Water & Sewer	11,010.98	16,500.00	-33.27
Waste Removal	1,418.13	2,000.00	-29.09
Telephone	4,760.83	6,970.00	-31.70
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	10,644.48	14,045.00	-24.21
Total Utilities	110,228.56	147,138.00	-25.08
Operating			
Bakery	14,041.44	18,850.00	-25.51
Dairy	31,552.27	42,745.00	-26.18
Groceries	88,658.43	123,100.00	-27.98
Juice	0.00	0.00	0.00
Meat	45,889.64	64,584.00	-28.95
Total Food	180,141.78	249,279.00	-27.73
Food Supplies	8,579.23	20,000.00	-57.10
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	32,682.93	43,816.00	-25.41
Laundry	2,754.08	3,700.00	-25.57
Linen Supplies	0.00	4,800.00	-100.00
Total Cleaning	35,437.01	52,316.00	-32.26
Equipment & Furn Purchase	4,637.69	14,150.00	-67.22
Equipment & Furn Repairs	859.92	800.00	7.49
Insurance	5,279.95	9,125.00	-42.14
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	75.71	250.00	-69.72
Entertainment Supplies	1,360.59	3,300.00	-58.77
Trip Expenses	1,644.10	2,000.00	-17.80

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Táber and District Housing Foundation - cvlodge

Comparative Income Statement

	Actual Jan 01, 2017 to Sep 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Recreation Supplies (Vol Apprec)	3,236.79	5,700.00	-43.21
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	6,317.19	11,250.00	-43.85
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	142.99	2,650.00	-94.60
Pest Control	104.54	2,500.00	-95.82
Sundry	303.76	525.00	-42.14
Total Operating	241,804.06	362,595.00	-33.31
Operating Maintenance			
Appliances	3,195.34	9,600.00	-66.72
Bldg Safety & Security Systems	10,148.03	8,469.00	19.83
Sundry	0.00	325.00	-100.00
Vehicles	357.47	900.00	-60.28
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	1,125.92	3,600.00	-68.72
Building Exterior	7,056.46	2,350.00	200.27
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	5,357.27	10,900.00	-50.85
Plumbing	6,222.71	6,900.00	-9.82
Electrical	2,173.52	4,820.00	-54.91
Grounds & Maintenance	11,604.55	12,150.00	-4.49
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	26.97	1,000.00	-97.30
Maintenance Equipment - Purch...	7,649.00	200.00	3,724.50
Maintenance - Tools & Supplies	974.72	1,000.00	-2.53
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	59,337.96	83,364.00	-28.82
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	164,779.43	235,068.00	-29.90
Housekeeping Salaries	183,191.47	241,464.00	-24.13
Food Service Salaries	319,835.16	460,024.00	-30.47
Maintenance Salaries	49,095.67	65,722.00	-25.30
Resident Care Salaries	54,181.46	76,901.00	-29.54
Total Salaries & Wages	771,083.19	1,079,179.00	-28.55
Benefits	0.00	0.00	0.00
CPP	33,051.51	50,475.00	-34.52
EI	16,059.47	23,355.00	-31.24
EE Benefits	36,897.75	48,101.00	-23.29
Other Pension Contributions	18,235.23	29,644.00	-38.49
WCB	15,842.53	17,475.00	-9.34
Total Benefits	120,086.49	169,050.00	-28.96
Contract Employment	0.00	0.00	0.00
Personal Recruitment	49.97	2,500.00	-98.00
Staff Functions & Recognition	1,954.78	4,800.00	-59.28
Training & Development	10,634.17	22,791.00	-53.34
Health & Safety	3,078.29	11,125.00	-72.33
Legal Fees	3,237.65	4,000.00	-19.06
Labour Relations	0.00	8,400.00	-100.00
Total Human Resources	910,124.54	1,301,845.00	-30.09
Administration			
Bank Charges	1,508.67	1,600.00	-5.71
Courier & Postage	1,027.52	1,200.00	-14.37
Stationery & Other Supplies	2,041.89	7,000.00	-70.83
Office Rent	6,033.24	8,061.00	-25.16

4/ a) iii

Táber and District Housing Foundation - cvlodge

Comparative Income Statement

	Actual Jan 01, 2017 to Sep 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Office Equipment & Furn Purchase	583.34	1,200.00	-51.39
Office Equipment & Furn Repairs	887.68	900.00	-1.37
Vehicle & Travel	1,566.90	2,610.00	-39.97
Board Expenses	3,872.65	8,000.00	-51.59
Association Fees	2,512.30	2,975.00	-15.55
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	5,565.24	10,525.00	-47.12
Sundry	76.82	725.00	-89.40
Accreditation	0.00	200.00	-100.00
Total Administration	35,176.25	55,846.00	-37.01
Health Expenditures			
Salaries - Resident Care	343,759.96	477,367.00	-27.99
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	343,759.96	477,367.00	-27.99
Benefits - Resident Care	50,683.65	79,340.00	-36.12
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	50,683.65	79,340.00	-36.12
Materials & Supplies Resident C...	4,806.51	9,740.00	-50.65
Total Health Expenditures	399,250.12	566,447.00	-29.52
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	1,793,149.89	2,517,235.00	-28.77
NET INCOME	188,822.44	-22,456.00	-940.86

4/a) iv

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING SEPTEMBER 30, 2017

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		544,621.14
RECEIPTED DEPOSITS FOR THE MONTH		7,961.70
PADS		115,791.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		484.02
LESS DISBURSMENTS FOR THE MONTH	Checks	(121,316.27)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(105,489.98)
	RRSP	-6,940.64
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(161.59)
PAD return NSF		(1,865.00)
CHR Funding - Direct Deposit		45,011.00
Misc cheque # 16935 \$52.49- lost - reissue request in Sept		
DRSP - PDS		-2,548.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$475,547.38</u>

<u>BALANCE PER BANK STATEMENT</u>	510,777.82
bank error	
LESS OUTSTANDING CHEQUES (SEE ATTACHED)	(35,230.44)
Stop payment	-
OUTSTANDING DEPOSITS	0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$475,547.38</u>

4.a) v



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

001120 ✓

Business Account Statement

RBDDA11030_4059665 E D 09179

00599



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

August 31, 2017 to September 29, 2017

Account number: 09179 100-146-0

How to reach us:

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

Account Summary for this Period



Business Current Account

Royal Bank of Canada

4818 53RD ST, TABER, AB T1G 1W4

Opening balance on August 31, 2017	\$551,494.69
Total deposits & credits (9)	+ 169,247.72
Total cheques & debits (57)	- 209,964.59
Closing balance on September 29, 2017	= \$510,777.82

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				551,494.69
01 Sep	Direct Payment (PAD's) service total GRADS1097890000			115,791.00	667,285.69
	Deposit 1190			165.50	
	Misc Payment ALBERTA HEALTH			45,011.00	
	Direct Deposits (PDS) service total GRADS7204090000		575.05		
	Cheque 38.72	50.00	66.15		
	Serial # 18086	18090	18095		
	Cheque 173.72	243.60	609.00		
	Serial # 18083	18088	18077		
	Cheque 3,297.00				
	Serial # 18081				707,408.95
	Deposit interest			484.02	707,892.97

4.a) vi



Business Account Statement

August 31, 2017 to September 29, 2017
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
05 Sep	Direct Deposits (PDS) service total GRADS7204090000		695.35		
	Cheque Serial #	603.46 18091			706,594.16
06 Sep	Cheque Serial #	21.64 18079	61.88 18078	144.17 18082	706,366.47
07 Sep	Activity fee		161.59		
	Cheque Serial #	134.38 18084			706,070.50
08 Sep	Deposit 1192			201.00	
	Cheque Serial #	1,203.00 18100			705,068.50
11 Sep	Direct Deposits (PDS) service total GRADS7204090000		1,831.28		
	Cheque Serial #	32.00 18108	108.98 18124	213.48 18120	
	Cheque Serial #	450.00 18127	45,861.37 18104		656,571.39
14 Sep	Cheque Serial #	528.63 18106			656,042.76
15 Sep	Deposit 1193			2,660.00	
	Cheque Serial #	93.88 18125	166.15 18118	340.00 18101	
	Cheque Serial #	854.51 18117	5,879.97 18121		651,368.25
18 Sep	Direct Deposits (PDS) service total GRADS7204090000		11,100.00		
	Cheque Serial #	43.04 18110	87.15 18123	160.00 18114	
	Cheque Serial #	177.20 18109	271.39 18122	329.00 18102	
	Cheque Serial #	545.14 18112	604.42 18119	4,645.07 18113	633,405.84
19 Sep	Cheque Serial #	224.00 18126	1,149.74 18111	1,646.50 18116	630,385.60
21 Sep	Cheque Serial #	44.10 18115	222.55 18105		630,118.95
22 Sep	Deposit 1194			2,197.65	632,316.60
25 Sep	Misc Payment RBC PAYROLL		6,940.64		625,375.96
26 Sep	Cheque Serial #	149.72 18128			625,226.24

JTA1747686-0013532-00599

4.2) vii



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

Business Account Statement

August 31, 2017 to September 29, 2017
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
27 Sep	Direct Deposits (PDS) service total GRADS7204090000	92,750.68			532,475.56
	Item returned unpaid S03062	1,865.00			530,610.56
28 Sep	Deposit 1195			2,449.00	
	Direct Deposits (PDS) service total GRADS7204090000	2,916.90			
	Cheque 27.58	57.10	228.85		
	Serial # 18107	18160	18134		
	Cheque 1,709.05	5,591.64			
	Serial # 18156	18164			522,528.44
29 Sep	Deposit 1197			288.55	
	Misc Payment AUMA/AMSC AMSC17-1019964	7,199.55			
	Cheque 41.96	515.97	4,281.69		
	Serial # 18133	18130	18153		510,777.82
	Closing balance				510,777.82

Deposit Interest Earned: \$484.02

Account Fees: \$161.59

Important Account Information

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Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2017 to Sep 30, 2017**

REVENUE

Rental Revenue	
Resident Rent	522,176.48
Rent Rebates	-688.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>521,488.48</u>
Resident Services	
Parking	8,077.38
Utility Recovery	30,385.25
Sundry Resident Revenue	2,135.31
Tenant Maintenance Recovery	6,250.99
Total Resident Services	<u>46,848.93</u>
Non Resident Services	
Sundry Revenue	5,224.68
Total Non Resident Services	<u>5,224.68</u>
TOTAL REVENUE	<u>573,562.09</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	55,488.72
Electricity	48,262.93
Water & Sewer	69,408.74
Waste Removal	11,258.55
Telephone	6,803.85
Total Utilities	<u>191,222.79</u>
Operating	
Cleaning	1,760.65
Equipment & Furniture Purchase	833.09
Equipment & Furniture Repairs	0.00
Insurance	2,414.40
Resident/Volunteer Programs	970.00
Bad Debt Expense	0.00
Publicity & Promotion	142.99
Pest Control	2,585.46
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Total Operating	<u>8,706.59</u>
Operating Maintenance	
Appliances	6,199.63
Bldg Safety & Security Systems	3,938.20
Sundry	119.25
Vehicles	1,405.01
Building Int Painting Common Area	0.00
Building Interior Painting Units	2,850.00
Building Interior Flooring	6,390.15
Building Interior Suite Reno	3,364.81
Building Exterior	514.02
Building Remediation	0.00
Heating, Ventilation & A/C	6,139.49
Plumbing	5,490.39
Electrical	1,127.29
Grounds & Maintenance	19,836.83
Elevators	3,793.92
Maintenance Equipment - Repair	35.03
Maintenance Equipment - Purch...	1,600.00
Maintenance - Tools & Supplies	256.31

4. a) IX

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2017 to Sep 30, 2017**

Facility Condition Inspection	2,250.00	
Total Maintenance	<u>65,310.33</u>	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	92,931.11	
Maintenance Salaries	111,750.11	
Total Salaries & Wages	<u>204,681.22</u>	
Benefits	0.00	
CPP	8,773.07	
EI	4,451.78	
EE Benefits	10,095.00	
Other Pension Contributions	5,309.56	
WCB	448.55	
Total Benefits	<u>29,077.96</u>	
Contract Employment	0.00	
Personal Recruitment	17.98	
Staff Functions & Recognition	383.51	
Training & Development	2,495.65	
Health & Safety	44.61	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources	<u>236,700.93</u>	
Administration		
Bank Charges	926.19	
Courier/Postage	653.52	
Stationery & Other Supplies	1,098.99	
Office Rent	12,309.62	
Office Equipment & Furn	152.12	
Office Equipment & Furn Repairs	405.63	
Vehicle & Travel	2,952.72	
Board Expenses	3,872.67	
Association Fees	2,607.20	
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>35,821.70</u>	
Amortization		
Amortization	1,300.20	
Total Amortization	<u>1,300.20</u>	
TOTAL EXPENSE	<u>539,062.54</u>	
NET INCOME	<u>34,499.55</u>	

4. a) X)

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

SOCIAL HOUSING

Month ending September 30, 2017

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ~~THIS~~ **\$162,005.36**

RECEIPTED DEPOSITS FOR THE MONTH	\$	13,194.31
Deposit	\$	3,901.50
Interac	\$	9,292.81
PAD's(pre-authorized Debit)		\$50,839.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$0.00
Govt of AB		\$0.00
DRSP Claim		\$3,345.00
DEPOSIT INTEREST		\$264.61
Deposit		\$0.00
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$28,183.60)
PAD return / NSF		\$0.00
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS		\$0.00
RBC Activity Fee		(\$49.31)
Bank error		\$0.00
Deposit order form		\$0.00
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE **\$201,415.37**

ENDING BALANCE PER BANK STATEMENT **\$215,809.97**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **(\$14,394.60)**
PLUS OUTSTANDING DEPOSIT **\$0.00**

RECONCILED BANK BALANCE **\$201,415.37**



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

Business Account Statement

RBBDA11010_4059653 E D 09179

12730



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

August 31, 2017 to September 29, 2017

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on August 31, 2017	\$164,696.10
Total deposits & credits (18)	+ 67,642.92
Total cheques & debits (26)	- 16,529.05
Closing balance on September 29, 2017	= \$215,809.97

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Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			164,696.10
01 Sep	Deposit 0192		1,111.00	
	EF0901 01071695		2,319.00	
	Misc Payment COINAMATIC CANA	78.75		
	Cheque 38.74	279.00		
	Serial # 13633	13637		167,729.61
	Deposit interest		264.61	167,994.22
05 Sep	Direct Payment (PAD's) service total GRADS8751490000		50,839.00	218,833.22
	EF0905 01071695		1,617.00	220,450.22
07 Sep	Activity fee	49.31		220,400.91
08 Sep	Deposit 0194		707.00	
	Cheque 2,362.50			
	Serial # 13636			218,745.41

JMO1747729-0042809-12730-0005-0001-00-1

4.a) xiii



Business Account Statement

August 31, 2017 to September 29, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
11 Sep	Cheque	83.55	128.01	230.78	
	Serial #	13652	13646	13649	
	Cheque	244.15	667.49	732.26	
	Serial #	13651	13654	13653	216,659.17
13 Sep	EF0913 01071695			48.42	
	Utility Bill Pmt EPCOR		220.59		216,487.00
14 Sep	Account Payable Pmt ALBERTA GOVT			3,345.00	
	Cheque	96.12			
	Serial #	13643			219,735.88
15 Sep	Deposit 0195			513.50	
	Cheque	66.15			
	Serial #	13648			220,183.23
18 Sep	Cheque	43.04	140.83		
	Serial #	13647	13650		219,999.36
19 Sep	Cheque	682.50			
	Serial #	13645			219,316.86
20 Sep	EF0920 01071695			717.00	220,033.86
21 Sep	EF0921 01071695			283.00	
	Cheque	100.00	350.00		
	Serial #	13655	13642		219,866.86
22 Sep	Deposit 0196			100.00	
	EF0922 01071695			77.94	220,044.80
25 Sep	Cheque	326.00			
	Serial #	13641			219,718.80
26 Sep	EF0926 01071695			360.00	
	Cheque	69.93			
	Serial #	13656			220,008.87
27 Sep	EF0927 01071695			520.00	220,528.87
28 Sep	EF0928 01071695			856.00	
	Cheque	44.34	115.91	216.85	
	Serial #	13644	13668	13662	221,007.77
29 Sep	Deposit 0200			1,470.00	
	EF0929 01071695			2,494.45	
	Misc Payment AUMA/AMSC AMSC17-1019956		9,042.25		

JMO1747729-0042810-12730

4. a) xiv



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

Business Account Statement

August 31, 2017 to September 29, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
29 Sep	Cheque	120.00		
	Serial #	13639		215,809.97
	Closing balance			215,809.97

Deposit Interest Earned: \$264.61

Account Fees: \$49.31

Important Account Information

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- Your nearest ATM or Night Deposit location
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4.a) x v

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending September 30, 2017

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$32,753.60
RECEIPTED DEPOSITS FOR THE MONTH	\$440.00
	\$0.00
DEPOSIT INTEREST	\$26.82
TOTAL DEPOSITS	\$466.82
<u>Cheques written or Transfers out to Current Account</u>	(\$645.00)
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u><u>\$32,575.42</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$32,579.83
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$4.41)
<u>NET BALANCE END OF MONTH</u>	<u><u>\$32,575.42</u></u>



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

Business Account Statement

RBBDA11010_4059653 E D 09179

10691



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

August 31, 2017 to September 29, 2017

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on August 31, 2017	\$33,158.01
Total deposits & credits (3)	+ 466.82
Total cheques & debits (6)	- 1,045.00
Closing balance on September 29, 2017	= \$32,579.83

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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			33,158.01
01 Sep	Cheque Serial #	200.00 534		32,958.01
	Deposit interest		26.82	32,984.83
08 Sep	Cheque Serial #	200.00 532		32,784.83
14 Sep	Cheque Serial #	200.00 538		32,584.83
15 Sep	Deposit 0267		180.00	
	Cheque Serial #	5.00 536		32,759.83
18 Sep	Cheque Serial #	185.00 537		32,574.83
22 Sep	Deposit 0268		260.00	

JMO1747729-0028641-10691-0002-0001-00-1

4. a) xvi



Business Account Statement

August 31, 2017 to September 29, 2017
Account number: 09179 100-158-5

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
22 Sep	Cheque Serial #	255.00 535		32,579.83
	Closing balance			32,579.83

Deposit Interest Earned: \$26.82

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Joan's Report to CAO

October 16 – November 13, 2017

- 1) Resident info:
 - a. Move ins -1
 - b. Move outs -2
 - c. SL3 -20 + 2 in-house in waiting
 - d. Resident Room changes -1
 - e. Change in Status - 2
 - f. New applicant interview - 4
 - g. Reevaluated existing applicants - 0
 - h. Wait list - 16
 - i. 76 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -7
 - b. Preadmission meeting for SL3 clients -0
- 3) October 16- Flu Clinic
- 4) October 18 – Housekeeping meeting
- 5) October 18 – HCA Appreciation Day – Craft room was decorated and the HCA's were celebrated with a lunch of pizza and ice cream cake. Alycia said a few kind words about each of her HCA's.
- 6) October 19 – Joley and I attended a "Cannabis in the Workplace" workshop at Luigi's.
- 7) October 20 – Alycia and Anna attended the "HCA Conference" in Edmonton.
- 8) October 21 – "Babes Supporting Babes" fundraiser raised \$888.00 for Clearview Lodge.
- 9) October 24 – Staff meeting – Lunch and Learn
- 10) October 24 - CVL won the Communities in Bloom – Judges Choice Award this year.
- October 25 – 26 – Joley attended Health and Safety Conference in Banff. She noted that it was an incredible opportunity to network with other professionals in the OHS field, as well as take in many interesting OHS sessions.
 - From the opening key note speaker to the closing speaker, Fort McMurray Fire Chief Darby Allan; the speakers of each session proved to be informative and interesting. This was an excellent opportunity to bring back a wealth of information about a variety of topics.
 - Topics included:
 - Spiders in Space - Key Note Address
 - The authors of the Book, Spiders in Space: Successfully Adapting to Unwanted Change identified 15 Canadian companies or Individuals that have successfully adapted to change; and identified common traits
 - Labor Code and its impact on the Workplace
 - Identified the changes to the Bill 17, which will come in to effect on January 1, 2018; and the effect it will have on the employers.
 - Random Drug and Alcohol Testing for preventing Injury in Workers
 - Drug Testing is a complex issue. We all have an expectation for a safe workplace. The biggest thing for employers is that we have to do our due diligence. However, we also have the human rights of privacy and dignity to consider. It is a balancing act.
 - Its Age Related: Challenges and Solutions
 - Employers have a duty to accommodate an aging workforce. By 2025, there will be twice as many people working at age 55+ than those working who are 25 years old and younger.
 - Domestic Violence and your Workplace
 - Discussed the role of a supervisor in helping an employee or coworker loving with domestic violence. Domestic violence is a concern for all OHS professionals. 53. 5% of those who have experienced domestic violence reported that the abusive acts continued at or near their workplace.
 - Cannabis in the Workplace
 - The legalization of the recreational use of cannabis will effectively make cannabis like alcohol in the workplace, which means it does not need to be accommodated.
 - The duty to accommodate medical marijuana will apply to the employees' medical condition and extend to the treatment prescribed.
 - Employers will not be required to simply accept workplace impairment where a person is occupying a safety sensitive position.

- Get a medical marijuana policy
 - A properly drafted policy which applies to the use of prescribed medication in the workplace or otherwise having a workplace impact will be critical – get the advice of legal counsel.
 - Implications for cost of coverage under employee benefit plans
 - Employers who have zero tolerance policies because of legitimate safety reasons can rest assured that creating this type of policy is within their management rights, but they must be aware of the fact that these policies need to be flexible where the duty to accommodate is triggered.
- Transformational Leadership: How to Find the Safety Leader Within
 - Defined as a leadership approach that causes change in individuals and social systems.
 - Creates valuable and positive change in the followers with the end goal of developing followers into leaders.
 - Mental Health in the Workplace
 - Mental Health affects us all.
 - 500,000 people have missed work this week because of mental health.
 - Reporting and investigation of all incidents involving potential psychological injury should be encouraged.
 - Key Note Speaker: Fort McMurray Fire Chief Darby Allan
 - During the spring of 2016, Darby Allen led 88,000 residents of Fort McMurray to safety with no loss of life – the largest evacuation in Canadian history
 - Expressed what it was like to endure this and overcome a disaster of such magnitude. He spoke of the following lessons for leaders in any field:
 - Encouraging and trusting your teammates wholeheartedly
 - Never lose focus on the moment by worrying about the larger story
 - Establishing unbreakable relationship, before it's too late.
 - This was an incredible story of leadership in an emergent situation; a perfect way to close out the 2016 Health and Safety Conference of Alberta.
 - The next Conference will be in February of 2019 in Edmonton. No conference will be held in 2018.
- 11) October 26 – GHS staff training.
- 12) November 6 & 7th – External Health and Safety audit. No official marks but the audits thought we would be in the 90% area.
- 13) November 6 – Building Committee meeting.
- 14) November 7 – Emergency Preparedness meeting.
- 15) November 7 – Bed Funding teleconference.
- 16) Staffing:
- a. 2 GW interviews – hired 1
- 17) 30 year employee has retired effective December 13th. Her last official day of work was November 7th. She has vacation, banked and stat time to be used up.
- 18) We have accepted a Health Care Aide student from the Medicine Hat College Health Care Aide Program to complete 32 hours of practicum in a Supportive Living facility. This will occur on December 4, 5, 12, and 13.
- 19) We have also accepted a student from the “Youth Employment Program” in Taber to provide 11 weeks of employment for work experience for one of their students. Program runs from November 13 – January 19 2018.
- 20) We have been working with a local Dental Hygienist who will be coming into the lodge to provide “Fresh Mobile Dental Hygiene “to the seniors in the new year. November 14th the inspectors from the college will be coming in to do a thorough inspection of the space. She will be setting up in the hairdressers’ room on days that the hairdresser is not in.
- 21) Recreation Report:
- a. Special Events
 - i. Polls were set up for election in Atrium
 - ii. Local pharmacist Carin stopped in to have coffee and discussion with residents
Topic was “Keeping your head straight”
 - iii. CNIB had their monthly meeting in Craft room
 - iv. The Nut Man set up goodies in Atrium
 - v. Christian Women’s Bible study group met in the morning
 - vi. Jehovah Witness Bible Discussion held in craft room in morning

- vii. Blood Pressure Ladies came in the afternoon
- viii. Resident Halloween Party.
- ix. Dr. Hamman students did a Halloween parade in the morning and St Pat's Students in the afternoon
- x. Kiwanis hosted an evening bingo
- xi. Leister's Walker Clinic came in to check out everyone walkers
- xii. Leishman's Hearing in to check out hearing aids and supply batteries
- xiii. Alzheimer's Society Support Group met in the craft room in the afternoon

- xiii. Entertainment - 10 groups came in to entertain for the seniors.
- xiv. Outings :
 - a. Oct. 18th – Trip to Lindenview.

- xv. Volunteer hours - 158 hours logged.

Maintenance Report

November, 2017

Clearview Lodge

- Unit #304 ready to occupy.
- Smoke shelter has been assembled and installed over bench.
- Move in at #412 after paint and flooring completed.
- Purchased some extra box springs and mattress.
- Done Right has added GFI plugs to 200 and 300 wing washrooms.
- Starting on Acoustic panel install.
- Unit #512 to be painted.
- Health and Safety audit completed.
- Zone valves ordered from Taber Temp.
- Hired Mr. Rooter to clean kitchen grease pit.
- Monitor to be added for security cameras.

Homestead Manor

- Shingling has been completed at Manor.
- Some new measures taken on bed bugs at one unit.
- Service call for coin-a-matic washer.
- Some screens replaced at Manor.
- Service fee for Homestead shingling submitted to Bev.

Pioneer Place

- Washers and dryers have been shipped to install at Manor.
- Counter top replaced in unit #106.
- Golf course picked up large amount of leaves.
- Liberty Boilers called in for service call.

Harmony Home

- Eviction at #301, cleaners hired for apartment.
- Inspections done with Kristin on 15 units.
- Two evictions at Harmony Home.
- Re-roofing of Harmony is complete.
- Storage shed shingled at Manor.

- Window on 3rd floor blown out and replaced.
- Met with Swan roof consultant over soiled stairs and landing at Harmony.

Bountiful House Manor

- Reported case of bed bugs in one unit.
- A&J pest control sprayed initial and secondary scheduled for Nov. 21st.

Sunshine Manor

- On-going maintenance

Phase One

- Furnaces fix on flame rod at #5917.
- Notices delivered for water shut off and furnace filter changes.

Phase Two

- On-going maintenance.

Phase Three

- Move in at #3808.
- Move out at #3802.

Special Needs

- On-going maintenance.

General Maintenance

- Snow removal at all Manors.
- Replaced light bulbs in downtown office.
- Contacted Andy Hau referred back to Jason Gorsalitz as tech advisor.
- Large amount of leaves picked up.
- New windshield installed on pickup.
- Maintenance truck and van serviced.
- Purchased heater for downtown office.
- Collected monies from all washer/dryer rentals.
- Work on ERP of building barricades.

Maintenance Report

October, 2017

Clearview Lodge

- Back flow preventers checked and re-certified.
- Unit #503 has had full paint and flooring replaced.
- Move in at #503.
- Move in at #514.
- Sprinkler blow out completed.
- Generator serviced for winter by Western Tractor.
Fueled up by Blue Wave.
- Accommodation Standards audit completed.
- Sidewalk from northwest door is completed.
- Ordered 12 cameras to be replaced.
- Changed locks on unit #304.
- Some a/c's pulled for winter.
- Acoustic panels for atrium have been shipped.
- Smoke shelter package has been delivered.
- Move in at #316.
- Wind blew off few shingles on the 500 wing.

Homestead Manor

- Shingling started on Manor.
- Boilers re-certified by Liberty Boilers.
- Back flow preventers re-certified.
- Homestead seems to be bed bug free (will monitor for next few weeks).
- Taber Temp installed new fan motor and belt in furnace for the common area.
- Royal Carpet Cleaners steam cleaned common area and 100 wing hallway.

Pioneer Place

- Boilers re-certified by Liberty Boilers
- Signs put above fire extinguishers.
- Back flow preventers re-certified.
- Move out at unit #106.

- Move –in at unit #116.
- Coin a matic washers and dryers ordered.

Harmony Home

- Start- up meeting with roof consultant.
- Re-roofing at the manor has started.
- Boilers re-certified by Liberty Boilers.
- Coin a matic laundry machines installed.
- Move in at #110 Harmony.
- Ordered mattress and box spring covers for a tenant.
- Had Royal Carpet Cleaners clean common area at Harmony.

Prairie Rose Manor

- Sprinkler blow out completed.
- Fall clean up completed.
- Whirly vent blown off and replaced.

Sunshine Manor

- Sprinkler blow out completed.
- Windows have all been cleaned by caretaker.

Bountiful House

- Sprinkler blow out is completed.

Phase One

- Excessive water users notified.
- Broken branches hauled away.

Phase Two

- On-going maintenance.
- Unit #5603 we spot painted ceiling.

Phase Three

- #3808 is ready for move in.
- Sprinkler blow out completed.

Special Needs

- Sprinkler blow out completed.

- On-going maintenance.

General Maintenance

- Corey attended RTA course with Kristin.
- Removing broken branches and leaves from around Manors.
- Kristin prepared list of tenant's responsibilities on move in.

Placement Officer Report Nov 2017

Family Housing

- Move in- 1
- Move out- 1
- New application- 2
- Vacant units- 1
- Waitlist- 0
- Late payment of rent evictions- 3

Senior Housing

- Move in- 4
- Move out- 3
- New applications- 1
- Waitlist- 10
- Vacant units: Taber Manors- 2, Vauxhall- 4, Grassy Lake- 2
- Eviction notices: 2
- Smoking warnings: 2

DRSP

- Program is full

Additional Information

1. Manor inspections have started. Corey and I did 15 units in Harmony Home Nov 8th. We found 2 hoarders and one woman living in deplorable conditions. The family of the woman has been contacted, a follow up inspection will occur next week. The remainder of the Taber senior housing inspections will take place over the next 2 weeks.
2. 2 eviction notices for drug use and violating the lease agreement were served. One tenant has vacated, the others move out date is Nov 15th.
3. Numerous complaints regarding trespass notice breaches, drinking, smoking, drugs, and visitors at Harmony Home
4. Bed bugs. Still a problem and still causing quite a bit of work.

Financial Administrator Report for Sep 27/17 – Nov 13/17

PAYROLL

- Completed, Sept monthend payroll, Oct mid month advances, Oct monthend
- 1 - employee meeting
- 3 LTD Claims – 2 approved, 1 pending approval
- Employee benefit termination
- New Benefit coverage change over begins
- Discussion with a payroll provider

FINANCE

- 2 DRSP payments runs (8 clients each), DRSP claim, update YTD
- 3 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Guest Meal invoicing for Sep & Oct completed
- October & November rent collection (SH / CVL) completed
- MOW client setups and closings, Sep meals 195 – 12 clients, Oct meals 210 – 14 clients
- Report for Board Meeting Nov 13
- Updated AHS Schedule B
- Updated Managers on YTD budgets, meeting
- Training Costs YTD - \$17,688.64 in wages only
- AHS quarterly reports

GENERAL

- Front Desk coverage when no one else is available
- Coverage for Administrative Assistant position - on medical LOA
- Misc work on server
- 1 vacation day
- Trouble shoot computer issues, phone/fax issues
- Calendars for 2018 payroll year and 2018 MOW calendar

CAO Report

November 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 Oct 2 - 6

- October 2nd – Blizzard – Power Outage at TDHF Admin Office
- Sick - Oct 3rd (Full day), Oct 4th (Half day) and Oct 5th (Full day)

Week of Oct 9 - 13

- STAT – October 9 – Thanksgiving Day
- Oct 10th – MD of Taber Council – Presentation for funding of Building Needs Assessment
- Oct. 10th – UMAC Meeting
- ADP Presentation with Bev M.
- Oct 13 – Submission of Business Plan Appendices:
 - Appendix A: Corporate Profile
 - Appendix B: Property Profile
 - Appendix C: Financial Plan Template
 - Appendix D: Capital Maintenance Plan

Week of Oct 16 - 20

- Oct 16 – 19th – APHAA Conference – Banff, AB
- Oct 20 - Telephone – Alberta Rural Development Network – Building Needs Assessment & more

Week of Oct 23 - 27

- Oct 23 – Emergency Response Planning Meeting
- Oct 24 – Financial Statement Review with Corey, Joan & Bev
- Oct 24 – Staff Meeting – Presentation re: Employee Benefits
- Oct 25 – ADP Information Call

Week of Oct 30 – Nov 3

- Oct 30 – Health & Safety Audit Action Plan meeting – Joan & Joley
- Vacation – Nov 1 to 3

Week of Nov 6 - 10

- Nov 6 & 7 – COR Audit
- Nov 6 – Presentation by ARDN – Dee Ann Benard – Housing Needs Assessment
- Nov 7 – Southern Alberta CAO Meeting @ Green Acres, Lethbridge
- Nov 7 – Emergency Response Planning Committee meeting
- Nov 7 – Phone call with Colin Zieber, AHS Director re: Continuing Care Capacity Demand for Taber & area
- STAT – November 10 - Remembrance Day

Week of Nov 13 - 17

- Reviewed CVL Schedule of Charges – Items outside of Board Service Package
- Reviewed Policy Documents:
 - HS-14: OHS Risk Control Commitment
 - HS-3.1 Appendix D: Fire watch
 - HS-36.7: Full Evacuation
 - HS-36.30: Partial Evacuation; Notification of Resident Families
 - HS-36.31: Failure of Cellphones
 - HS-36.3?: Mass Casualty
- Nov 16 – National Philanthropy Day - Lethbridge

Upcoming Events

Dec 2017 - Feb 2018

- 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
 - Local Service Groups - Gazebos at CVL and Taber Manors, Awning at Prairie Rose Manor, Sound system (CVL),
- Place computers at Manors and Clearview Lodge (Dec)
- 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 – 2018

Future:

- Vacation: Dec/January (1 week)



TOWN OF
TABER

RECEIVED

NOV - 9 2017

A - 4900 50 ST TABER, AB CANADA T1G 1T1

TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

October 25, 2017

File: B/C/Cs

Taber and District Housing Foundation
5318 48 Avenue
Taber, AB
T1G 1S2

Dear Sir or Madam:

Re: Town of Taber Council Appointment

We are pleased to advise that Council of the Town of Taber at their Organizational Meeting held on October 23, 2017, appointed the following Council Member to participate on this Board:

Councillor Joe Strojwas
C/O Town of Taber
A - 4900 50 St
Taber, AB
T1G 1T1
403 223 5500 x 5519
Joe.strojwas@taber.ca

You may forward any correspondence and agendas to the above noted address. The term of this appointment will extend to our Organizational Meeting in October 2018, when either a re-appointment or a new appointment will be made. Of this, you will be advised accordingly.

Yours truly,

Cory Armfelt, RPP, MCIP
Chief Administrative Officer

/rk

Municipal District of Taber

Administration Office

RECEIVED

NOV - 1 2017



October 26, 2017

Mr. Tim Janzen
Taber & District Housing
5318 – 48th Avenue
Taber, Alberta
T1G 1S2

RE: Board/Committee Appointment

The Council of the Municipal District of Taber at their Organizational Meeting of October 23, 2017 is pleased to advise that they have appointed the following Council Member to represent the M.D. of Taber at the Taber and District Housing Board:

Tamara Miyanaga – tmiyanaga@mdtaber.ab.ca

The term of this appointment will extend to our Organizational Meeting in October, 2018 at which time either a re-appointment or a new appointment will be made, and about which you will be advised accordingly.

Sincerely,

Derrick Krizsan
Municipal Administrator
Municipal District of Taber

6.25.17



Town of
Vauxhall

RECEIVED

NOV - 1 2017

TJ

October 26th, 2017

Taber & District Housing
5318 48th Avenue
Taber, Alberta T1G 1T2

Attn: The CAO

Subject: **Board Appointment – Taber & District Housing**

During the Organizational meeting of Council of October 25th, 2017, it was resolved to reappoint Councillor Linda English to serve on the Taber & District Housing Committee.

The term of this appointment will extend until the next Organizational meeting of council to be held in October 2018 whereby re-appointment or a new appointment will be made.

Kind regards,

Cris Burns
Chief Administrative Officer
Town of Vauxhall

Box 159, Barnwell, Alberta T0K 0B0



T 403-223-4018 F 403-223-2373
www.barnwell.ca

RECEIVED

NOV - 6 2017

HJ

November 2, 2017

Taber & District Housing
5318 – 48 Avenue
Taber, AB, T1G 1S2

To Whom It May Concern:

The Council of the Village of Barnwell, at their Organizational Meeting held on October 19, 2017, made the following appointment to the Taber & District Housing Board for the term ending October, 2018

Councillor Deb Hansen
Box 87
Barnwell, AB, T0K 0B0
Phone No. : 403-223-4107
Email: deb.hansen@barnwell.ca

If you require any further information regarding this matter, please feel free to contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "W. Bateman", written in a cursive style.

Wendy Bateman, Administrator

6.23 iv

**TDHF Committee Listing
At November 17, 2017**

Committee:	2017 Members	2018 Members
Personnel (meets once or twice per year – as required)	<i>Christy Lund</i> , Chair Linda English Rosanne Horrocks	1. 2. 3.
Budget & Audit (meets with Auditor & when budget is developed – two to three times per year)	Joe Strojwas, Chair <i>Myrna Garner</i> Rosanne Horrocks	1. 2. 3.
Governance (meets to discuss major policy documents – as required)	Linda English, Chair Rosanne Horrocks Joe Strojwas	1. 2. 3.
Building Committee (meets as required – will likely meet monthly in 2018/9 as Needs Assessment is completed, and building proposals developed)	<i>Tom Machacek</i> , Chair Corey Beck, Maint. Manager Joan Hart, Lodge Manager Rosanne Horrocks Deanna Killinger (Note: To date, Committee meetings have been open to ALL TDHF Board members. As well, there are representatives from Town of Taber and MD of Taber Economic Development departments.)	1. 2. 3. 4. 5.
Fundraising Committee (meets as required – will likely meet more often in 2018 as fundraising ideas/concepts are fleshed out)	Linda English <i>Tom Machacek</i> Joe Strojwas	1. 2. 3.
Executive Committee (as required)	Rosanne Horrocks, Chair Linda English <i>Tom Machacek</i>	1. 2. 3.



**Taber & District
HOUSING FOUNDATION**

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

RESOLUTION: Clearview Lodge Accommodation & Services Rates

WHEREAS on July 1, 2004 the board implemented the Accommodation fee structure (indicated below);
and

WHEREAS on July 1, 2009 the fee structure was adjusted with an increase in the Board / Service Package of \$25.00 and on July 1, 2011 an increase of \$100.00 and on July 1, 2013 an increase of \$50 and on July 1, 2014 an increase of \$25, and on July 1, 2016 an increase of \$25, and on April 1, 2017 an increase of \$100;

WHEREAS an increase in the Lodge rates would equate to an average of \$25 per month per resident revenue for TDHF of approximately – April 2017 to Dec 2017 (9 months) \$14,229; and

THEREFORE BE IT RESOLVED THAT effective April 1, 2018 Taber and District Housing Foundation revised the Accommodation charges for Clearview Lodge as indicated in the following chart:

Lodge Suite Type	Suite Numbers	'Room' Rent	"Board" or Service Package"	
		Single senior living alone or couple sharing one suite – Max \$1000	Single Suite (Includes couples having separate Suites)	Couple Sharing One Suite
A	Suites 507, 515	30% Adjusted Gross Income	\$775 \$800	n/a
B	Suites 508 to 514		\$800 \$825	n/a
C	Suites 201 to 218 & 301 to 318		\$825 \$850	\$1350 \$1375
D	Suites 101 to 112 & 406 to 421 & 501 to 505		\$850 \$875	\$1375 \$1400
E	Suites 401,403,405,506		\$875 \$900	\$1400 \$1425

Board Approved:

b. d. i

OCTOBER 23, 2017

TO THE BOARD MEMBERS OF TABER HOUSING

MY NAME IS IRENA CHMILAR AND I HAVE LIVED IN 'HARMONY HOME' FOR ONE YEAR. I LIKE MY APARTMENT, ENJOY THE WONDERFUL VIEW, HAVE 4-5 GOOD FRIENDS HERE TO SOCIALIZE WITH AND BEING ON LOW INCOME, I AM GRATEFUL TO HAVE GOVERNMENT SUBSIDIZED HOUSING. I HAVE NO AFFILIATIONS WITH TABER OTHER THAN DECIDING A SMALL TOWN WOULD BE AN IDEAL PLACE TO RETIRE AND CONTRIBUTE TO THE COMMUNITY.

HOWEVER, IT DIDN'T TAKE ME LONG TO REALIZE I WAS NOT EXACTLY WELCOMED THERE.

FROM DAY ONE I WAS BULLIED, HARASSED, INTIMIDATED, AND ABUSED. ONE OF THE RESIDENTS TOLD ME THAT CERTAIN PEOPLE WILL BE ON MY CASE UNTILL I FINALLY MOVED BACK TO LETHBRIDGE. I WANTED TO KNOW WHY THEY WERE SO DESPERATE TO GET ME OUT.

EVENTUALLY I FOUND OUT. I BELIEVE IN STANDING UP FOR WHAT IS RIGHT - REGARDLESS OF THE BACKLASH. OVER THIS PAST YEAR - I HAVE WITNESSED RESIDENTS SMOKING POT, SNORTING COCAINE, DRINKING AND PARTYING WITH FRIENDS (NON-RESIDENTS) AT ALL HOURS OF THE NIGHT, KNOWN PROSTITUTES HIGH ON WHATEVER GOING IN & OUT OF APT'S, VEHICLES COMING & GOING OR STAYING PARKED IN THE BACK FOR THE WEEKEND, PEOPLE BANGING ON MY DOOR 2:00 AM - LOOKING FOR DARREL AND ALBERT,

NOW-RESIDENTS OPENING THE BACK DOOR WITH THEIR OWN SET OF KEYS, DARREL'S FRIENDS LIVING IN JANET'S ROOM UNTIL THEY ARE CAUGHT, AND THERE IS ALOT MORE. I HAVE REPORTED TO KRISTEN, CORY, LUCH & DAN. THEY HAVE DONE A WONDERFUL JOB OF TRYING TO KEEP THESE PEOPLE AWAY FROM THE PREMISES AND HAVE EVICTED A KNOWN DRUG DEALER NAMED ALBERT PAUL.

HOWEVER THE DRUG ACTIVITY CONTINUES - ONLY ON A QUIETER SCALE. I THINK KRISTEN & THE MAINTENANCE CREW CAN ONLY DO SO MUCH - AND BELIEVE ME - THEY HAVE DONE ALOT TO KEEP THE DRUG ACTIVITY & DEALERS WATCHING THEIR OWN BACKS.

IN MY OPINION 'HARMONY HOME' NEEDS TO BE HOUSE CLEANED OF DRUG USERS, DEALERS, SEX ON DEMAND, STEALING SHAW CABLE BY 'SPlicing', SHOWING NO RESPECT TO AUTHORITY OR OBEYING THE RULES & REGULATIONS SET OUT IN THE TENANT ACT, DISABLING SMOKE DETECTORS SO THEY CAN SMOKE POT/CIGARETTES IN THEIR ROOMS AND SIMPLY LIEING & DENY THE ACCUSATIONS AGAINST THEM. WHO EXACTLY OWNS HARMONY HOME? THE GOVERNMENT OR THE DRUG DEALERS?

I WILL BE QUITE BLUNT AND SAY I BELIEVE YOU HAVE A VERY WELL ESTABLISHED-OF WHAT IS KNOWN AS A "CRACK HOUSE"

DRUG DEALERS/PIMPS ARE USING APARTMENT BUILDINGS NOW FOR THEIR ILLEGAL ACTIVITIES- MAKING SURE THE CLIENTELLE (RESIDENTS & NON RESIDENTS) ARE WELL TAKEN CARE

(2)

OF - AS THEY WILL PAY GOOD MONEY FOR THE SAFE + CONVENIENT WAY OF BUYING THEIR DRUGS, SEX ETC WITH VERY LITTLE RISK OF BEING CAUGHT. TABER DOES NOT NEED A GOVERNMENT SPONSORED 'CRACK HOUSE'. TABER NEEDS AFFORDABLE SOCIAL HOUSING FOR HONEST PEOPLE WHO REALLY NEED IT AND ARE GRATEFUL TO HAVE A ROOF OVER THEIR HEADS. I HAVE SEEN & HEARD THE ABUSE OF THESE ADDICTS THROWN AT KRISTIN & THE MAINTENANCE MEN, AS WELL AS SOME OF THE GOOD RESIDENTS OF HARMONY HOME. THIS IS FAR FROM ACCEPTABLE. IF IT WAS ME - I WOULD PUT THEM ALL OUT ON THE STREET FOR A GOOD SIX MONTHS - THEN WATCH THEIR BEHAVIOR CHANGE FROM ONE OF 'ENTITLEMENT' TO ONE OF 'HUMILITY'.

I BELIEVE SOMETHING NEEDS TO BE DONE SOON BEFORE THIS SITUATION GETS TOTALLY OUT OF CONTROL. EX: OVER DOSE, ASSAULT, STABBING AGE TO BAD DRUG DEALS, BREAK & ENTER, ETC.

PLEASE REMEMBER - HARMONY HOME IS SITUATED AS A PART OF A VERY LARGE SENIOR COMPLEX. THE SENIORS HAVE WORKED HARD ALL THEIR LIVES AND NOW RIGHTFULLY DESERVE RESPECT, SAFETY, PEACE & QUIET. INSTEAD - THESE DRUG DEALERS HAVE VANDALIZED THEIR CARS, HAVE BEEN ASKING THE SENIORS FOR MONEY AND CIGARETTES, JANET IS ALWAYS SEEN WEARING NEXT TO...

NOTHING AS SHE DIGS OUT CIGARETTE BUTTS AROUND THE COMPLEX AND MUCH MUCH MORE.

KRISTIN IS VERY GOOD AT HER JOB BUT SHE CAN ONLY DO SO MUCH. I GUESS WHAT I AM SAYING IS TO EVICT THOSE WHO ABUSE AUTHORITY, THE SENIORS, SOME GOOD RESIDENTS AND CONTRIBUTE TO THE ALREADY ESCALATING PROBLEM OF DRUGS IN SOUTHERN ALBERTA. I AM VERY MUCH OLD SCHOOL AND BELIEVE DRUG DEALERS, PIMPS & PROSTITUTES SHOULD BE IN PRISON UNDERGOING REHABILITATION - NOT PUSHING THEIR DRUGS ON OUR CHILDREN. CLARA, LARRY, HAROLD AND I SUPPORT KRISTIN 100% IF SHE DECIDES TO CLEAN HOUSE.

I BELIEVE THE RESIDENTS RESPONSIBLE FOR STARTING THIS 'CRACK HOUSE' IS:

CAROL MCCARTHY

DARREL DROEGE

JANET FALLON

ALICE GOULD

ALBERT PAUL (FORMER RESIDENT)

BLADE HARRIS

THESE ARE THE NAMES OF THE RESIDENTS WHO TAKE FULL ADVANTAGE OF THE DRUGS/SEX BEING OFFERED BY CAROL & DARREL.

- | | |
|------------------------|----------------|
| - JOHN BOLT | - JOHN NEUFELD |
| - JACOB BRAUN & NEPHEW | - KENNETH |
| - HARLEY & GERMAINE | - DOUG HALL |
| - LENA PAUS | - DEE & BRENDA |

(3)

IN SUMMARY - PLEASE CLEAN UP HARMONY HOME. THERE ARE STILL SOME DECENT LAW ABIDING CITIZENS LIVING HERE & IN THE SENIORS COMPLEX. WHY DO WE HAVE TO PUT UP WITH ALL THIS NONSENSE?? IF YOU WANT, I COULD SEND A COPY OF THIS LETTER TO THE MINISTER OF HOUSING AND HOPEFULLY SOMETHING WILL BE DONE. I AM GETTING SICK & TIRED OF BEING THREATENED, BULLIED, INTIMIDATED & HARASSED BECAUSE I DON'T USE ALCHOL / DRUGS.

THANK-YOU FOR YOUR TIME IN CONSIDERING THIS LETTER AND I HOPE & PRAY THE SITUATION WILL IMPROVE SOON. IF YOU HAVE ANY QUESTIONS PLEASE CALL ME ANYTIME @ 403-223-5865.

SINCERELY,

TRENA CHILIAK.

P.S. - I WAS SITTING OUTSIDE IN THE SMOKING AREA HAVING A CIGARETTE WHEN THE NEW RESIDENT 'DAVID' ASKED IF I WAS ALONE / AVAILABLE, WHAT WAS MY ROOM NUMBER AND THAT HE WILL HAVE TO COME UP TO THE THIRD FLOOR ONE NIGHT SO I CAN GIVE HIM A NICE BODY MASSAGE. I THINK HE THOUGHT I WAS A PROSTITUTE. THE REPUTATION OF HARMONY HOME IS ALREADY WELL KNOWN IN THE COMMUNITY! I AM A RETIRED 62 YEAR OLD GRANDMOTHER, CLEAN, SOBER & CHRISTIAN. I THINK ENOUGH IS ENOUGH. THIS IS TRUE AND ACTUALLY HAPPENED A COUPLE OF DAYS AGO. ✓

1. The first step in the process of the scientific method is to ask a question.

2. The second step is to do background research on the topic.

3. The third step is to form a hypothesis, which is a prediction about the outcome of the experiment.

4. The fourth step is to design an experiment to test the hypothesis.

5. The fifth step is to conduct the experiment and collect data.

6. The sixth step is to analyze the data and draw conclusions.

7. The seventh step is to communicate the results of the experiment.

8. The eighth step is to repeat the experiment to verify the results.

9. The ninth step is to apply the results of the experiment to other situations.

10. The tenth step is to use the results of the experiment to develop a theory.

11. The eleventh step is to use the theory to make predictions about the future.

12. The twelfth step is to use the predictions to design new experiments.

13. The thirteenth step is to conduct the new experiments and collect data.

14. The fourteenth step is to analyze the data and draw conclusions.

15. The fifteenth step is to communicate the results of the new experiment.

16. The sixteenth step is to repeat the new experiment to verify the results.

17. The seventeenth step is to apply the results of the new experiment to other situations.

18. The eighteenth step is to use the results of the new experiment to develop a new theory.

19. The nineteenth step is to use the new theory to make predictions about the future.

20. The twentieth step is to use the predictions to design new experiments.

21. The twenty-first step is to conduct the new experiments and collect data.

22. The twenty-second step is to analyze the data and draw conclusions.

23. The twenty-third step is to communicate the results of the new experiment.

24. The twenty-fourth step is to repeat the new experiment to verify the results.

25. The twenty-fifth step is to apply the results of the new experiment to other situations.

26. The twenty-sixth step is to use the results of the new experiment to develop a new theory.

27. The twenty-seventh step is to use the new theory to make predictions about the future.

28. The twenty-eighth step is to use the predictions to design new experiments.

29. The twenty-ninth step is to conduct the new experiments and collect data.

30. The thirtieth step is to analyze the data and draw conclusions.

31. The thirty-first step is to communicate the results of the new experiment.

32. The thirty-second step is to repeat the new experiment to verify the results.

33. The thirty-third step is to apply the results of the new experiment to other situations.

34. The thirty-fourth step is to use the results of the new experiment to develop a new theory.

35. The thirty-fifth step is to use the new theory to make predictions about the future.

attn. C.E.O. Tim Janzen

We the residents of Homestead Manor would like
The Taber District Housing Committee To Take
responsibility of helping us residents become
Bed Bug Free if no undertaking is taken
We will take this matter to our M.L.A.
This is emotionally, mentally and physically
harming the residents ~~please~~ please address
this situation as soon as possible.

100	Harry & Jean Souwink			RECEIVED
101	~~Edwin Homestead~~	~~211~~		10/1/2017 15
102	Willard Erickson	211	Mary Jones	
103	Linda Holst	300	Jean Klok -	
104	Ruth Holthe	301	Helen Shield	
105	Lillian Vanderwal	302	Paul & Goldie Dorne	
106	Helen Zadnik	303	Perkins	
200	McGowan	304	Audrey Meisner	
201	Aileen Crowe	305	Matt Martinielli	
202	Robert Lorne	306	Laura Fayant	
203	Hilda Rodke	307	Beatrice Lanning	
204	Gross Fetting	308	Patricia R. Wongsness	
205	Doreen MacKenzie	309	Henry Lawrence	
206	Ruth Ferdinand	310	Martha Dail	
207	Detritzen		Petition	
208	John Meier		Signed Sept 30/2017	
209	Alexander			
210	John Scholten			

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TABER & DISTRICT HOUSING

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

Section: Personnel Administration	Date Board Approved: December 5, 2002
Subject: Recognition & Service – Staff, Volunteers & Board	Revision Dates: Mar 6, 2003; Jan 25, 2012
Department: Lodge and Social Housing	Policy Number: P-3

1. POLICY OBJECTIVE:

To ensure all employees, volunteers and board members of Taber and District Housing Foundation are recognized for the valuable role they play to the organization.

2. YEAR of SERVICE AWARDS:

Years of Service >>	5	10	15	20	25
Full-time	\$50	\$100	\$150	\$200	\$300
Part-time	\$25	\$50	\$75	\$100	\$150

- Part-time – includes employees, board members and volunteers
- Awards will be presented to employees who are on payroll at the time of the annual supper.
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$50 will be upon consultation of the individual.
- Years of service after twenty-five years the board of directors will determine an appropriate award.

3. RETIREMENT or SELF TERMINATION

Years of Service >>	5	10	15	20	25
Full-time	\$50	\$100	\$200	\$500	\$750
Part-time	\$25	\$50	\$100	\$250	\$375

- Part-time – includes employees, board members and volunteers
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$50 will be upon consultation of the individual.
- If the anniversary and retirement fall in the same year only the retirement award will be presented.

4. ANNUAL RECOGNITION OF STAFF AND BOARD MEMBERS:

Taber and District Housing Foundation will organize an annual appreciation/recognition night for all staff and board members. Taber and District Housing will pay to host the event excluding any beverages beyond coffee/tea and guests.



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Department:	Lodge and Social Housing	Policy Number: P-3

5. ANNUAL RECOGNITION OF VOLUNTEERS:

Taber and District Housing will recognize volunteers annually during Volunteer appreciation week. Taber and District housing will host an afternoon tea in appreciation of their dedication.

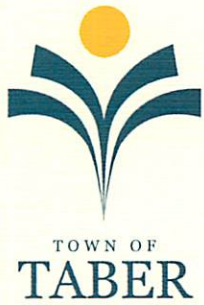
6. OTHER RECOGNITION OF VOLUNTEERS:

The Clearview Lodge Resident Council will be able to (as per their own policy) pay for volunteer meals if they desire at a reduced rate and TDH will only charge the Resident council 50% of the normal charge.

Note: CCRA policy states that "gift" cannot be cash or near-cash gifts or awards. A near-cash item could be a gift certificate, gold nuggets, securities, stocks, or any other item that can be easily converted to cash.

RECEIVED

NOV 14 2017



OFFICE OF THE MAYOR

A - 4900 50 ST TABER, AB CANADA T1G 1T1
TELEPHONE: 403-223-5500 ext.5519 FAX: 403-223-5530

October 26, 2017

File: 755-T01

Taber and District Housing Foundation
5318 48 Avenue
Taber, AB
T1G 1S2

Dear Management and Staff of Clearview Lodge,

Re: Accommodations Standards and Auditor Recommendation

At the Regular Meeting of Council held on October 23, 2017, Councillor Strojwas indicated to Council that it is a rare occurrence for a facility to consistently receive a 2 year license, whereas most facilities are issued a license on year-to-year basis. Council would like to extend a congratulations to the management and staff of Clearview Lodge on continuing to be fully compliant to the accommodation standards, and for receiving the recommendation of a 3 year license, which is exceedingly rare.

Council and the Town of Taber truly appreciate all that Clearview Lodge staff does for its residents, and we are honored to have a facility with such high standards in our community.

Yours truly,

Andrew Prokop
Mayor

/rk

Cc: Council

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