



**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, January 26, 2018 @ 1:30 p.m. TDHF Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – December 15, 2017
3. **Business Arising:**
 - a) Contract – Alberta Rural Development Network
 - b) Board Calendar 2018
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For November 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) Letter – Paul DeVos – TDHF Board - Member at Large
 - b) Policy P-6: Maternity & Parental Leave (*amended due to changes in AB Employment Standards*)
 - c) CAO Contract
 - d) Ideas of how to thank Firefighters and Police
7. **Information**
 - a) Social Housing Report – December 2017
 - b) CVL Lodge Report – December 2017
 - c) Email from Phil Henke – 2018 Lodge Program Funding Changes
8. **Adjournment**

Next Meeting: Friday, February 23, 2018 1:30 pm TDHF Boardroom



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

**MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Friday, December 15, 2017
TDHF Office - Boardroom**

ATTENDANCE

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

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

Absent: Deanna Killinger

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

1. Approval of Agenda

Motion 2017-150

MOVED by L. English to approve the Agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2017-151

MOVED by L. English to accept the minutes from the Regular Board Meeting of Friday, November 17, 2017.

CARRIED

3. Business Arising

- a) **Letter to Irena Chmliar** - CAO presented a copy of a letter, dated November 23, 2017, sent to Irena Chmliar.
- b) **Letter to Homestead Manor residents** - CAO presented a copy of a letter, dated December 12, 2017, that was distributed to all Homestead Manor residents.
- c) **8760 – 2019 – 2021 Contracted Utility rates** – CAO provided an email from 8760, outlining the contracted utility rates for natural gas and electricity, from January 1, 2019 to December 31, 2021.

4. Approval of Financial Statements and Reports:

Motion 2017-152

MOVED by D. Hansen to accept for information the financial information for the month of October 2017 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

a) Lodge Manager's Report

Motion 2017-153

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

CARRIED

b) Maintenance Manager's Report

Motion 2017-154

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

CARRIED

c) Placement Officer Report

Motion 2017-155

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

CARRIED

d) Financial Administrator Report

Motion 2017-156

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

CARRIED

e) Chief Administrative Officer Report

Motion 2017-157

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

CARRIED

6. New Business

a) Alberta Rural Development Network Contract

Motion 2017-158

MOVED by L. English that Taber and District Housing Foundation enter into a contract with Alberta Rural Development Network to complete services outlined in Schedule A: Custom Service Package. These services are to complete a housing strategy, a needs assessment and feasibility study re: housing in Taber and area. Finally, a preliminary business case will be developed to be used for obtaining financing and funding.

CARRIED

b) Proposed 2018 Board Meeting Calendar

Tabled until the next meeting.

c) Policy P-18: Out-of Scope: Hours of Work - CAO presented an updated policy for the hours of work for TDHF out-of-scope employees.

Motion 2017-159

MOVED by T. Miyanaga that Policy P-18: Out-of-scope: Hours of Work be accepted, as presented.

CARRIED

- d) **Policy HS-14: OHS & Risk Control Commitment** – CAO presented an updated policy for On-site Clearview Lodge inspections, carried out by Administration, management, supervisors and employees.

Motion 2017-160

MOVED by D. Hansen that Policy HS-14: OHS & Risk Control Commitment be accepted, as presented.

CARRIED

7. Adjournment

Motion 2017-161

MOVED by D. Hansen to adjourn this meeting at 3:50 pm

CARRIED

Next Meeting – Friday, January 26, 2018

1:30 pm

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson



Contract Number SHI-2017-49

Subcontractor Agreement

This Subcontractor Agreement made on 12 December 2017 is between the following parties:

Alberta Rural Development Network (ARDN)
&
Taber and District Housing Foundation (TDHF)

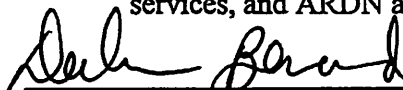
Correspondence to ARDN should be to the attention of:
Dee Ann Benard, Executive Director
1942 94 Street NW, Edmonton, AB T6N 1J3
exec.dir@ardn.ca

Tim Janzen, Chief Administrative Officer
5318 48 Avenue, Taber, AB T1G 1S2
timj@taberhsg.ca

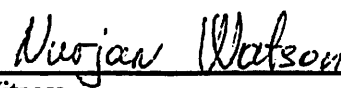
ARDN and TDHF agree to the following:

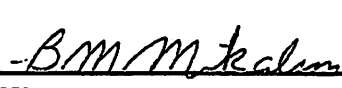
- A. ARDN will provide TDHF with the services outlined in Schedule A at Taber and area.
- B. Start date: Approximately January 2, 2018; Completion date: No later than May 31, 2018*.
- C. ARDN will be paid \$20,000.00 (inclusive *taxes and all travel costs associated with the community consultation and strategic planning session*).
 - ARDN may immediately invoice for an advance of \$7,000.00.
 - Upon submission of a progress report, ARDN may invoice for \$8,000.00.
 - Upon submission of the final report and all activities as outlined in Schedule A, (on or before May 31, 2018), ARDN will invoice for the remaining \$5,000.00.
- D. The Terms and Conditions of this Subcontractor Agreement are included in this Agreement.
- E. ARDN designates and authorizes Zain Abedin, Research & Strategy Manager, as having authority to communicate to TDHF on behalf of ARDN any direction, notice, consent or other communication under this Agreement. All correspondence from TDHF must be addressed to ARDN as indicated above.
- F. Tim Janzen, Chief Administrative Officer will communicate to ARDN on behalf of TDHF any direction, notice, consent or other communication under this Agreement. All correspondence from ARDN must be addressed to the TDHF contact as above.

Notice: This is to certify that this Subcontractor Agreement means TDHF is purchasing the services, and ARDN agrees to provide the services, as outlined in Schedules A.


Dee Ann Benard, Executive Director signature


Tim Janzen, Chief Administrative Officer


Witness
January 16, 2018
Date


Witness
December 18/2017
Date

This agreement may be amended by mutual consent of the parties. To be valid, any amendment must be in writing and signed by both parties.

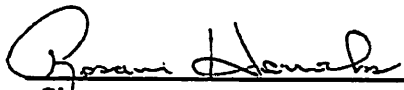
COMMUNICATIONS NOTE:

- In advance of any publications, advertising, and press releases planned for these projects, a minimum of **five working days of notice** must be given to ARDN.
- TDHF agrees to cooperate with representatives ARDN during any official news releases or ceremonies relating to the announcement of this project.
- Any publications, advertising and press releases regarding the project must include recognition of ARDN's role in a manner satisfactory to ARDN.

*Proposed deadline of May 31, 2018 will be confirmed provided contract is signed and first advance is paid on or near contract start date.

Use below for any additional signatures as required by your organization to enter into a contract.

Rosanne Horrocks, Board Chair
Name, Position (please print)


Signature

B/M M. K. Allen
Witness

December 20/2017
Date

Name, Position (please print)

Signature

Witness

Date

Initials ARDN B; Initials TDHF TS

Schedule A
Phase One Custom Service Package for Taber, AB

- Conduct an analysis of need and demand for housing in general for Taber and surrounding communities (Vauxhall, Barnwell and Grassy Lake)
 - *Taber will provide contacts in surrounding communities that would be knowledgeable about the local housing situation (i.e. local Realtors)*
- Assist with the development of a housing strategy for Taber and area, with a focus on affordable housing and business investment attraction
 - Includes one half-day facilitated strategic planning session in Taber
- Conduct an in-person, facilitated community consultation in Taber to engage and educate community stakeholders on the challenges and opportunities regarding affordable housing
 - Includes all costs associated with the consultation, including food and beverages for participants
 - Includes ad design and cost of local advertising
 - *Taber will provide contacts to assist with local planning, including creating community awareness of the consultation in Taber and surrounding communities, and collecting RSVPs*
- Conduct community consultation surveys in Taber and surrounding communities
 - Includes ad design and cost of local advertising
 - Includes survey development, design and web-based application
 - Includes electronic and paper (printer-friendly) versions of the survey
 - *Taber will provide contacts to assist with dispersing and managing online and paper surveys in Taber and surrounding communities*
- Conduct a financial feasibility study for an affordable housing project comprised of the following:
 - Preliminary soft and hard costs
 - Preliminary pro forma
- Develop a preliminary business case for an affordable housing project to use for obtaining funding and financing

Note: In the event that, following the results of the analysis of need and demand for housing in general for Taber and surrounding communities, the decision is made to not proceed, the total cost will not exceed \$7,000.

Key Deliverables:

- A clear and concisely written general housing strategy.
- A clear and concise housing need and demand report, including: executive summary, analysis of need and demand findings, analysis of financial viability for an affordable housing project, analysis of community consultation, conclusions and recommendations.
- A business plan appropriate to support a development application, funding applications, etc.
- At least two site visits by ARDN staff; one to conduct a strategic planning session with TDHF key stakeholders, and one to conduct a community consultation. Additional site visits may be scheduled but *may* result in an additional cost (to be negotiated per additional visit).

Initials ARDN ; Initials TDHF 

3. by

Updated: January 24, 2018

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

	Actual Jan 01, 2017 to Nov 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,215,182.20	1,318,392.00	-7.83
Lodge Fees	900.00	500.00	80.00
Rent Rebates	-9,524.00	-12,000.00	-20.63
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	1,206,558.20	1,306,892.00	-7.68
Resident Services			
Parking	2,125.50	2,500.00	-14.98
Laundry	9,584.90	12,000.00	-20.13
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	15,537.40	17,000.00	-8.60
Resident Fundraising	980.00	1,200.00	-18.33
Therapeutic Bath	0.00	0.00	0.00
Transportation 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	3,874.00	3,600.00	7.61
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	20,391.40	24,300.00	-16.08
Tenant Maintenance Recovery	603.70	500.00	20.74
Total Resident Services	32,705.50	39,300.00	-16.78
Non Resident Services			
Facility Rental	1,375.00	1,500.00	-8.33
Meals on Wheels	35,066.00	36,000.00	-2.59
Other Meal Services	0.00	0.00	0.00
Guest Meals	15,922.00	11,000.00	44.75
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,966.00	2,500.00	-21.36
Total Other Meal Services	17,888.00	13,500.00	32.50
Tuck Shop	2,967.00	4,500.00	-34.07
Catering	0.00	0.00	0.00
Sundry Revenue	0.00	0.00	0.00
Total Non Resident Services	57,296.00	55,500.00	3.24
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	270,659.00	269,918.00	0.27
Total ASHC Grants	270,659.00	269,918.00	0.27
Provincial Grants	938.00	2,000.00	-53.10
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	273,946.00	271,918.00	0.75
Operation Funding			
Health Funding	504,160.00	524,604.00	-3.90
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2017 to Nov 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Requisition Revenue	288,815.01	288,815.00	0.00
Total Operation Funding	792,975.01	813,419.00	-2.51
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	50.00	0.00	0.00
Sundry Revenue	5,825.71	2,950.00	97.48
Total Management and Admini...	-2,215.32	5,250.00	-142.20
Investment Income			
Interest	3,578.76	2,500.00	43.15
Amort of Deferred Cap. Contrib	0.00	0.00	0.00
Total Investment Income	3,578.76	2,500.00	43.15
Charitable Revenue			
Donations	742.75	0.00	0.00
Resticted Donations	0.00	0.00	0.00
Fundraising	888.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	1,630.75	0.00	0.00
TOTAL REVENUE	2,366,474.90	2,494,779.00	-5.14
EXPENSE			
Utilities			
Heating	43,567.26	50,458.00	-13.66
Electricity	59,444.34	57,165.00	3.99
Water & Sewer	13,568.62	16,500.00	-17.77
Waste Removal	1,733.27	2,000.00	-13.34
Telephone	5,736.75	6,970.00	-17.69
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	13,493.48	14,045.00	-3.93
Total Utilities	137,543.72	147,138.00	-6.52
Operating			
Bakery	17,325.83	18,850.00	-8.09
Dairy	38,462.99	42,745.00	-10.02
Groceries	111,157.32	123,100.00	-9.70
Juice	0.00	0.00	0.00
Meat	57,997.37	64,584.00	-10.20
Total Food	224,943.51	249,279.00	-9.76
Food Supplies	10,001.80	20,000.00	-49.99
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	39,130.62	43,816.00	-10.69
Laundry	3,490.60	3,700.00	-5.66
Linen Supplies	3,674.75	4,800.00	-23.44
Total Cleaning	46,295.97	52,316.00	-11.51
Equipment & Furn Purchase	6,191.72	14,150.00	-56.24
Equipment & Furn Repairs	1,299.84	800.00	62.48
Insurance	5,279.95	9,125.00	-42.14
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	198.02	250.00	-20.79
Entertainment Supplies	1,893.67	3,300.00	-42.62
Trip Expenses	2,124.77	2,000.00	6.24

4. a) ii

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

	Actual Jan 01, 2017 to Nov 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Recreation Supplies (Vol Apprec)	3,734.27	5,700.00	-34.49
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	7,950.73	11,250.00	-29.33
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	174.80	2,650.00	-93.40
Pest Control	104.54	2,500.00	-95.82
Sundry	710.42	525.00	35.32
Total Operating	302,953.28	362,595.00	-16.45
Operating Maintenance			
Appliances	3,195.34	9,600.00	-66.72
Bldg Safety & Security Systems	14,582.01	8,469.00	72.18
Sundry	0.00	325.00	-100.00
Vehicles	611.04	900.00	-32.11
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	1,941.99	650.00	198.77
Building Interior Painting Units	2,475.00	4,500.00	-45.00
Building Interior Flooring	3,050.80	16,000.00	-80.93
Building Interior Suite Reno	1,492.54	3,600.00	-58.54
Building Exterior	7,098.46	2,350.00	202.06
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	6,546.87	10,900.00	-39.94
Plumbing	6,675.72	6,900.00	-3.25
Electrical	5,651.25	4,820.00	17.25
Grounds & Maintenance	13,382.20	12,150.00	10.14
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	1,465.93	1,000.00	46.59
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	75,845.12	83,364.00	-9.02
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	206,913.86	235,068.00	-11.98
Housekeeping Salaries	222,807.77	241,464.00	-7.73
Food Service Salaries	396,108.81	460,024.00	-13.89
Maintenance Salaries	61,824.58	65,722.00	-5.93
Resident Care Salaries	66,658.21	76,901.00	-13.32
Total Salaries & Wages	954,313.23	1,079,179.00	-11.57
Benefits	0.00	0.00	0.00
CPP	39,549.45	50,475.00	-21.65
EI	19,201.47	23,355.00	-17.78
EE Benefits	45,147.15	48,101.00	-6.14
Other Pension Contributions	22,389.60	29,644.00	-24.47
WCB	19,928.00	17,475.00	14.04
Total Benefits	146,215.67	169,050.00	-13.51
Contract Employment	0.00	0.00	0.00
Personal Recruitment	49.97	2,500.00	-98.00
Staff Functions & Recognition	2,489.04	4,800.00	-48.15
Training & Development	13,718.42	22,791.00	-39.81
Health & Safety	4,232.96	11,125.00	-61.95
Legal Fees	4,490.55	4,000.00	12.26
Labour Relations	0.00	8,400.00	-100.00
Total Human Resources	1,125,509.84	1,301,845.00	-13.55
Administration			
Bank Charges	1,784.41	1,600.00	11.53
Courier & Postage	1,151.32	1,200.00	-4.06
Stationery & Other Supplies	3,419.29	7,000.00	-51.15
Office Rent	7,264.71	8,061.00	-9.88

4.ajii

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

	Actual Jan 01, 2017 to Nov 30, 2017	Budget Jan 01, 2017 to Dec 31, 2017	Percent
Office Equipment & Furn Purchase	780.37	1,200.00	-34.97
Office Equipment & Furn Repairs	1,035.40	900.00	15.04
Vehicle & Travel	2,194.70	2,610.00	-15.91
Board Expenses	3,901.15	8,000.00	-51.24
Association Fees	2,777.30	2,975.00	-6.65
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	6,857.91	10,525.00	-34.84
Sundry	76.82	725.00	-89.40
Accreditation	0.00	200.00	-100.00
Total Administration	40,743.38	55,846.00	-27.04
Health Expenditures			
Salaries - Resident Care	423,369.19	477,367.00	-11.31
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	423,369.19	477,367.00	-11.31
Benefits - Resident Care	61,999.21	79,340.00	-21.86
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	61,999.21	79,340.00	-21.86
Materials & Supplies Resident C...	5,457.75	9,740.00	-43.97
Total Health Expenditures	490,826.15	566,447.00	-13.35
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	2,210,649.89	2,517,235.00	-12.18
NET INCOME	155,825.01	-22,456.00	-793.91

4.ajiv

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE

MONTH ENDING NOVEMBER 30, 2017

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		429,385.62
RECEIPTED DEPOSITS FOR THE MONTH		163,505.26
PADS		116,164.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		577.13
LESS DISBURSMENTS FOR THE MONTH	Checks	(121,603.97)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(124,570.69)
	RRSP	-7,661.32
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(137.70)
PAD return NSF		0.00
CHR Funding - Direct Deposit		45,011.00
Misc cheque # 16935 \$52.49- lost - reissue request in Sept		-2,849.00
DRSP - PDS		-2,849.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$497,820.33</u>

<u>BALANCE PER BANK STATEMENT</u>		529,826.04
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(32,005.71)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
<u>NET BALANCE END OF MONTH</u>		<u>\$497,820.33</u>

4.a) ✓



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

Business Account Statement

RBBDA11030_5481101 E D 09179

00060



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

October 31, 2017 to November 30, 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 October 31, 2017	\$434,399.39
Total deposits & credits (9)	+ 325,257.39
Total cheques & debits (65)	- 229,830.74
Closing balance on November 30, 2017	= \$529,826.04

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				434,399.39
01 Nov	Direct Payment (PAD's) service total GRADS1097890000			116,164.00	550,563.39
	Misc Payment ALBERTA HEALTH			45,011.00	
	Cheque 773.59 Serial # 18207				594,800.80
	Deposit interest			577.13	595,377.93
02 Nov	Deposit 0004			205.00	
	Cheque 27.00 Serial # 18232	54.84	18228		595,501.09
03 Nov	Deposit 0005			212.30	
	Cheque 100.00 Serial # 18203	135.63	525.00 18211		
	Cheque 922.00 Serial # 18233				594,030.76

JTA1998412-0001181-00060-0010-0001-00-1

4.a) vi



Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
06 Nov	Activity fee		137.70		593,893.06
07 Nov	Cheque Serial #	2,150.88 18170			591,742.18
09 Nov	Direct Deposits (PDS) service total GRADS7204090000		326.00		591,416.18
10 Nov	Deposit 0006			319.25	
	Cheque Serial #	102.95 18244	116.89 18272	131.19 18246	
	Cheque Serial #	212.54 18266	213.90 18273	687.86 18240	
	Cheque Serial #	34,162.80 18243			556,107.30
14 Nov	Direct Deposits (PDS) service total GRADS7204090000		1,437.45		
	Cheque Serial #	94.49 18238	269.00 18276	504.50 18239	
	Cheque Serial #	514.50 18258	650.67 18260	682.50 18267	551,954.19
15 Nov	Cheque Serial #	43.52 18241	44.10 18264	58.27 18270	
	Cheque Serial #	82.43 18248	96.56 18255	155.97 18275	
	Cheque Serial #	2,952.80 18254			548,520.54
16 Nov	Direct Deposits (PDS) service total GRADS7204090000		10,600.00		
	Cheque Serial #	7.99 18271	44.10 18257	100.00 18237	
	Cheque Serial #	143.95 18262	246.75 18249	806.48 18278	
	Cheque Serial #	1,786.91 18263	3,655.52 18268		531,128.84
17 Nov	Deposit 0007			301.85	
	Cheque Serial #	193.76 18247	525.00 18250	703.71 18265	
	Cheque Serial #	900.90 18261	1,895.09 18253		527,212.23
20 Nov	Cheque Serial #	145.60 18269	361.20 18259	666.09 18274	526,039.34
21 Nov	Cheque Serial #	330.00 18251			525,709.34

JTA1998412-0001182-00060

4.ajvii



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

Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
22 Nov	Cheque	220.00	271.21		
	Serial #	18256	18245		525,218.13
23 Nov	Cheque	12,932.93			
	Serial #	18277			512,285.20
24 Nov	Deposit	0008		161,997.66	
	Cheque	1,909.76			
	Serial #	18280			672,373.10
28 Nov	Misc Payment	RBC PAYROLL	7,661.32		
	Misc Payment	AUMA/AMSC AMSC17-1021039	9,517.54		
	Cheque	1,495.73	5,591.64		
	Serial #	18293	18301		648,106.87
29 Nov	Direct Deposits (PDS) service total				
	GRADS7204090000		116,493.69		
	Cheque	174.00			
	Serial #	18099			531,439.18
30 Nov	Deposit	0009		469.20	
	Misc Payment	TOWN OF TABER Pre-Author	1,455.97		
	Cheque	29.92	45.68	94.49	
	Serial #	18252	18284	18282	
	Cheque	170.61	285.67		
	Serial #	18298	18292		529,826.04
	Closing balance				529,826.04

Deposit Interest Earned: \$577.13

Account Fees: \$137.70



Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-146-0

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.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.

®Registered trademarks of Royal Bank of Canada.

Royal Bank of Canada GST Registration Number: R105248165.

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

REVENUE

Rental Revenue	
Resident Rent	637,143.50
Rent Rebates	-1,408.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>635,735.50</u>
Resident Services	
Parking	9,918.38
Utility Recovery	37,262.27
Sundry Resident Revenue	3,837.56
Tenant Maintenance Recovery	7,189.99
Total Resident Services	<u>58,208.20</u>
Non Resident Services	
Sundry Revenue	6,887.50
Total Non Resident Services	<u>6,887.50</u>
Management & Administration	
PCMgtFee	4,823.60
Total Management & Administr...	<u>4,823.60</u>
TOTAL REVENUE	<u>705,654.80</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	68,408.77
Electricity	58,092.42
Water & Sewer	83,958.86
Waste Removal	13,760.45
Telephone	8,471.14
Total Utilities	<u>232,691.64</u>
Operating	
Cleaning	3,930.09
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	174.80
Pest Control	3,405.46
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>11,727.84</u>
Operating Maintenance	
Appliances	7,602.02
Bldg Safety & Security Systems	4,539.29
Sundry	154.25
Vehicles	2,596.27
Building Int Painting Common Area	0.00
Building Interior Painting Units	2,850.00
Building Interior Flooring	9,318.95
Building Interior Suite Reno	4,262.62
Building Exterior	1,637.28
Building Remediation	0.00
Heating, Ventilation & A/C	13,596.20
Plumbing	5,698.34
Electrical	1,316.15
Grounds & Maintenance	24,127.01

4. a) x

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

Elevators		3,946.88
Maintenance Equipment - Repair		35.03
Maintenance Equipment - Purch...		1,600.00
Maintenance - Tools & Supplies		287.46
Facility Condition Inspection		2,250.00
Total Maintenance		<u>85,817.75</u>
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	114,243.58	
Maintenance Salaries	132,805.29	
Total Salaries & Wages		<u>247,048.87</u>
Benefits	0.00	
CPP	10,044.47	
EI	5,053.67	
EE Benefits	12,338.78	
Other Pension Contributions	6,549.14	
WCB	556.81	
Total Benefits		<u>34,542.87</u>
Contract Employment		0.00
Personal Recruitment		17.98
Staff Functions & Recognition		483.15
Training & Development		3,860.79
Health & Safety		44.61
Legal Fees		0.00
Labour Relations		0.00
Total Human Resources		<u>285,998.27</u>
Administration		
Bank Charges		1,198.30
Courier/Postage		653.52
Stationery & Other Supplies		1,652.84
Office Rent		14,819.27
Office Equipment & Furn		186.38
Office Equipment & Furn Repairs		663.34
Vehicle & Travel		3,785.76
Board Expenses		3,901.17
Association Fees		2,607.20
Professional Fees		0.00
Legal Fees		0.00
Audit Fees		9,500.00
Consulting Fees		0.00
IT Services		1,345.04
Sundry		63.00
Total Administration		<u>40,375.82</u>
Amortization		
Amortization		1,300.20
Total Amortization		<u>1,300.20</u>
TOTAL EXPENSE		<u>657,911.52</u>
NET INCOME		<u><u>47,743.28</u></u>

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

SOCIAL HOUSING

Month ending November 30, 2017

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} **\$293,787.94**

RECEIPTED DEPOSITS FOR THE MONTH	\$	13,559.17
Deposit	\$	3,866.05
Interac	\$	9,693.12
PAD's(pre-authorized Debit)		\$50,552.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$0.00
Govt of AB		\$0.00
DRSP Claim		\$3,128.00
DEPOSIT INTEREST		\$270.15
Deposit		\$0.00
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$198,941.37)
PAD return / NSF		\$0.00
GIC Investment		\$144.79
Deposit forms ordered		\$0.00
Interac Administration Fee POS Nov		(\$62.37)
RBC Activity Fee		(\$46.96)
Bank error		\$0.00
Deposit order form		\$0.00
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE **\$162,391.35**

ENDING BALANCE PER BANK STATEMENT **\$171,634.03**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **(\$9,242.68)**
PLUS OUTSTANDING DEPOSIT **\$0.00**

RECONCILED BANK BALANCE **\$162,391.35**

4.a)xi



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

Business Account Statement

RECEIVED

DEC 14 2017

RBBDA11010_5481091 E D 09179

12877



October 31, 2017 to November 30, 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 October 31, 2017	\$294,231.88
Total deposits & credits (21)	+ 67,654.11
Total cheques & debits (72)	- 190,251.96
Closing balance on November 30, 2017	= \$171,634.03

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			294,231.88
01 Nov	EF1101 01071695		2,556.00	
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	524.28		
	Cheque 321.25 Serial # 13705			295,863.60
	Deposit interest		270.15	296,133.75
02 Nov	Direct Payment (PAD's) service total GRADS8751490000		50,552.00	346,685.75
	EF1102 01071695		691.68	
	Cheque 18.23 Serial # 13702			347,359.20
03 Nov	EF1103 01071695		577.00	347,936.20
06 Nov	Activity fee	46.96		347,889.24

JMO2006574-0046259-12877-0006-0001-00-1

4.ajxiii



Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
08 Nov	EF1108 01071695			212.00	348,101.24
09 Nov	EF1109 01071695			212.00	348,313.24
10 Nov	Deposit 0004			721.00	
	Cheque	64.87	90.24		
	Serial #	13731	13734		
	Cheque	314.65	349.15		
	Serial #	13722	13735		
					347,927.85
14 Nov	Cheque	52.50	360.45		
	Serial #	13730	13728		
	Cheque	1,889.85			
	Serial #	13726			
					344,585.27
15 Nov	Cheque	20.00	78.50		
	Serial #	13716	13725		
	Cheque	82.41	118.30		
	Serial #	13723	13736		
					343,686.43
16 Nov	Deposit 0005			385.00	
	Cheque	211.00	489.71		
	Serial #	13717	13737		
					343,370.72
17 Nov	EF1117 01071695			260.00	
	Cheque	20.00	326.00		
	Serial #	13699	13719		
					342,498.27
20 Nov	EF1120 01071695			255.00	
	Cheque	468.30	490.00		
	Serial #	13732	13720		
					341,794.97
21 Nov	EF1121 01071695			644.00	
					342,438.97
23 Nov	Account Payable Pmt ALBERTA GOVT			3,128.00	
					345,566.97
24 Nov	Deposit 0006			635.30	
	EF1124 01071695			317.00	
	Utility Bill Pmt EPCOR		226.68		
	Cheque	136.93	161,050.76		
	Serial #	13740	13739		
					185,104.90
27 Nov	EF1127 01071695			780.00	
					185,884.90
28 Nov	EF1128 01071695			1,381.07	
	Misc Payment AUMA/AMSC AMSC17-1021027		10,776.20		
	Cheque	163.65			
	Serial #	13749			
					176,326.12
29 Nov	EF1129 01071695			600.00	
					176,926.12
30 Nov	Deposit 0007			2,124.75	
	GIC interest			144.79	

JMC2006574-0046260-12877

4.a) xiv



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

Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Nov	EF1130 01071695		1,207.37	
	INTERAC FEES	7.92		
	MON FEE01071695	54.45		
	Misc Payment TOWN OF TABER Pre-Author	96.95		
	Misc Payment TOWN OF TABER Pre-Author	96.95		
	Misc Payment TOWN OF TABER Pre-Author	98.91		
	Misc Payment TOWN OF TABER Pre-Author	100.87		
	Misc Payment TOWN OF TABER Pre-Author	100.87		
	Misc Payment TOWN OF TABER Pre-Author	102.83		
	Misc Payment TOWN OF TABER Pre-Author	104.79		
	Misc Payment TOWN OF TABER Pre-Author	104.79		
	Misc Payment TOWN OF TABER Pre-Author	104.79		
	Misc Payment TOWN OF TABER Pre-Author	106.75		
	Misc Payment TOWN OF TABER Pre-Author	106.75		
	Misc Payment TOWN OF TABER Pre-Author	108.71		
	Misc Payment TOWN OF TABER Pre-Author	108.71		
	Misc Payment TOWN OF TABER Pre-Author	108.71		
	Misc Payment TOWN OF TABER Pre-Author	110.67		
	Misc Payment TOWN OF TABER Pre-Author	112.63		
	Misc Payment TOWN OF TABER Pre-Author	116.55		
	Misc Payment TOWN OF TABER Pre-Author	118.51		
	Misc Payment TOWN OF TABER Pre-Author	120.47		
	Misc Payment TOWN OF TABER Pre-Author	122.43		
	Misc Payment TOWN OF TABER Pre-Author	122.43		
	Misc Payment TOWN OF TABER Pre-Author	128.31		
	Misc Payment TOWN OF TABER Pre-Author	128.31		
	Misc Payment TOWN OF TABER Pre-Author	130.27		
	Misc Payment TOWN OF TABER Pre-Author	136.15		
	Misc Payment TOWN OF TABER Pre-Author	147.91		
	Misc Payment TOWN OF TABER Pre-Author	161.63		
	Misc Payment TOWN OF TABER Pre-Author	173.39		
	Misc Payment TOWN OF TABER Pre-Author	183.19		
	Misc Payment TOWN OF TABER Pre-Author	192.99		
	Misc Payment TOWN OF TABER Pre-Author	218.47		
	Misc Payment TOWN OF TABER Pre-Author	1,089.13		
	Misc Payment TOWN OF TABER Pre-Author	1,155.43		

JMO2006574-0046261-12877-0006-0002-00-1

4.a) x v



Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
30 Nov	Misc Payment TOWN OF TABER Pre-Author	1,382.19			
	Cheque	99.43	100.00	322.35	
	Serial #	13724	13748	13746	
	Cheque	682.41			
	Serial #	13752			171,634.03
	Closing balance				171,634.03

Deposit Interest Earned: \$270.15

Account Fees: \$46.96

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.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.
©Registered trademarks of Royal Bank of Canada.
Royal Bank of Canada GST Registration Number: R105248165.

JMO2006574-0046262-12877

4. axvi

MONTHLY BANK RECONCILIATION TABER AND DISTRICT HOUSING

SECURITY DEPOSIT

Month ending November 30, 2017

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$32,206.36
RECEIPTED DEPOSITS FOR THE MONTH	\$612.00
	\$0.00
DEPOSIT INTEREST	\$33.48
TOTAL DEPOSITS	\$645.48
<u>Cheques written or Transfers out to Current Account</u>	(\$612.00)
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u><u>\$32,239.84</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$32,244.25
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$4.41)
<u>NET BALANCE END OF MONTH</u>	<u><u>\$32,239.84</u></u>



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

RECEIVED

DEC 11 2017

Business Account Statement

RBBDA11010_5481091 E D 09179

10472



TABER AND DISTRICT HOUSING FOUNDATION

DAMAGE DEPOSIT ACCOUNT(TRUST)

5318 48 AVE

TABER AB T1G 1S2

October 31, 2017 to November 30, 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 October 31, 2017	\$32,210.77
Total deposits & credits (4)	+ 645.48
Total cheques & debits (5)	- 612.00
Closing balance on November 30, 2017	= \$32,244.25

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				32,210.77
01 Nov	Deposit interest			33.48	32,244.25
03 Nov	Deposit 0271			212.00	32,456.25
15 Nov	Cheque Serial #	160.00 542			32,296.25
16 Nov	Cheque Serial #	40.00 543	67.00 544	145.00 545	
	Cheque Serial #	200.00 541			31,844.25
24 Nov	Deposit 0272			200.00	32,044.25

4. a) x/iii



Business Account Statement

October 31, 2017 to November 30, 2017
Account number: 09179 100-158-5

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Nov	Deposit 0273		200.00	32,244.25
	Closing balance			32,244.25

Deposit Interest Earned: \$33.48

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.
Please retain this statement for your records. Additional copies will be subject to a nominal fee.
®Registered trademarks of Royal Bank of Canada.
Royal Bank of Canada GST Registration Number: R105248165.

Joan's Report to CAO
December 14 – January 15, 2018

- 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 - 0
 - f. New applicant interview - 1
 - g. Reevaluated existing applicants - 0
 - h. Wait list - 14
 - i. 77 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -0
 - b. Preadmission meeting - 1
- 3) Alycia on vacation – December 18 – 27
- 4) Joley on vacation – December 25 – January 3
- 5) December 28 – Kitchen meeting
- 6) December 29th – New Year's Eve Party was a great celebration for the resident's. Judy, Alycia and I host this party every year. Lots of music, dancing, food and celebrations.
- 7) On January 2 we welcomed the New Year in with an emergency at 1:00 o'clock in the morning. The sprinkler line in the 300 wing froze and broke, causing a lot of water to be distributed throughout the 300 wing, into the Activity Coordinator office, across the atrium and into a couple of the rooms in the 200 wing. 16 resident's families were contacted and asked to please come and pick up their loved ones. Staff, the fire department and two of our finest Taber Police officers did a fantastic job with cleanup. Staff members were called in the middle of the night and they did not hesitate to come in and help with the cleanup process!!
- 8) Inventory count was completed on January 2 and forwarded to main office for auditing purposes.
- 9) Inventory count of all equipment and furniture has been completed and submitted to Bev.
- 10) January 9th – UMAC meeting
- 11) January 10 – Staff celebrations. We celebrated the following achievements with Chinese Food from Wok and Roll and a cake from IGA:
 - a. Charlane Andres retirement
 - b. 2 HCA's successful completion of their HCA certificate program
 - c. Successful 2017 External Health and Safety Audit.
- 12) January 11 – JHSC meeting
- 13) The week of January 15 – 19th was a difficult week for myself and the staff. Unfortunately we lost two residents in two days at the lodge. In both instances an HCA was with the resident at the time of their passing. Our staff are very strong but even though we know we are not to build relationships with our seniors it is very difficult not too when you see them on a daily basis...we are one big family!! We offered everyone the opportunity to speak to Victim Services.
- 14) Recreation Report:
 - a. Special Events
 - i. The Nut Man set up goodies in Atrium
 - ii. Christian Women's Bible study group met in the morning
 - iii. Jehovah Witness Bible Discussion held in craft room in morning
 - iv. Leishmen's Hearing in to check out hearing aids and supply batteries
 - v. Hearing Life in to check hearing aids and supply batteries.
 - vi. Christian Reform church provided a service for the seniors.
 - vii. Dr. Hammon Kindergarten class came to sing Christmas carols
 - viii. Reinlander Church came in and sang songs for the resident's entertainment.
 - ix. Catholic Mass on Wednesday mornings.
 - x. LDS Young Women's group was the host to the monthly birthday bingo.
 - xi. United Church provided a service for the seniors.
 - xii. Kiwanis Club hosted an evening Bingo.
 - b. Entertainment - 21 groups came in to entertain for the seniors.
 - c. Outings :
 - d. December 19 – Christmas light tour
 - e. Volunteer hours - 156 hours logged.

Maintenance Report

January, 2018

Clearview Lodge

- Carpet tile installed in 400, 500 wing and library.
- Move-in at room #315.
- In house move to #110 and move in at #509.
- Whites Plumbing called in to auger sewer line.
- Taber Temp replaced a zone valve.
- Furniture brought back after carpet install.
- Sprinkler pipe froze and broke in the 300 wing hallway.
- Evacuated the 300 wing during cleanup of water.
- Called Belfor a restoration company to de-humidify 300 wing.
- Went through entire wing and each room affected by water with adjuster.
- Stanley Door replaced front sliding door at lodge.
- Whites replaced 3 zone valves.
- Units #110 and #203 became vacant ready for updating.
- Fiber optic install for offices.
- Replaced exhaust fan in 100 wing.

Homestead Manor

- Painting of common room and hallways completed.
- Delivered letters to all residents on CAO response to petition.
- Purchased a refrigerator from Trail Appliances for a unit.
- Furniture in common room steamed clean by Royal Rug Cleaners.
- Room #200 is in the process of being up-dated.

Pioneer Place

- Executor locks put on a unit.
- Unit #116 is ready to occupy.
- Bid start up for fire alarm up-grade has taken place.
- Bid awarded to Nue-Lite Electric from Lethbridge.
- Furniture cleaned by Royal Rug Cleaners.
- Replaced toilet in unit #121.

Harmony Home

- Furniture has been professionally cleaned.
- Wall paper pulled off in common area.
- Common room has been painted by Ducharme Painting.
- Triumph Roofing back to secure membrane down prior to flashing install.
- Triumph roofing back to install flashing.
- New stoves replaced in #104 and #206 Harmony.
- Re-inspected a couple units with Kristin to push clean-up.
- Fire panel upgrade bid meeting has taken place.

Prairie Rose Manor

- Common area furniture has been cleaned.
- Carpet cleaned in unit #5.
- Intake air for common room furnace froze up during cold weather.

Sunshine Manor

- Fire drill has taken place for Life Safety requirements.
- On-going maintenance.

Phase One

- Tree removed in backyard by RCB excavating.
- Furnace fixes at units #5615 and #5911.

Phase Two

- Tree removed from front yard at #5601 requested by Fortis.
- Tree in front yard of unit #5604 removed by RCB excavating.
- Pressure relief valve in HWT replaced at #5601.

Phase Three

- Move-in at unit #3802 for Jan. 30th.

Special Needs

- On-going maintenance.

General Maintenance

- Attended budget meeting at office.
- Emptied all coinomatic laundry equipment for year end.
- Electric brake installed on pickup.

- Picked up dump trailer from Flamans.
- Brake light on pickup repaired.
- Purchased a roll of carpet for Social Housing.
- Purchased some appliances at year end for Social Housing.
- Corey on holidays in January.

Placement Officer Report Jan 2018

Senior Housing

- New applications - 2
- Move ins – 1
- Move outs – 1
- Vacant units – 8

Family Housing

- New applications – 2
- Move ins- 1
- Move outs- 0
- Evictions- 0
- Vacant units – 0

DRSP

- No movement
- Program is still full and now has less funding

Additional info

- A lot of hand holding going on for a previous tenant, he has been lost since his eviction
- Re-inspection of one hoarders' unit completed at the beginning of January
- A lot of people coming in looking for information for additional resources: financial and other assistance for seniors, singles and families
- Delivered last years rent receipts to all tenants
- Counting Laundry coin monthly at all manors with Corey

Financial Administrator Report for Dec 13/17 – Jan 23/18

PAYROLL

- Completed, Dec month-end payroll, Jan mid month advances,
- 3 LTD Claims updating
- 1 Terminated Employee
- New Benefit change over – Handbooks, ID's, General Information, spent a half day with Benefits Provider going through details, trouble shooting
-

FINANCE

- 1 DRSP payments runs (8 clients each), DRSP claim, update YTD
- DRSP budget for 2018 - discussions
- 1 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Guest Meal invoicing for Dec completed
- January rent collection (SH / CVL) completed
- MOW client setups and closings, Dec meals 203 – 14 clients
- 2017 total MOW meals for the year 2705
- MOW weekly meal scheduling
- Report for Board Meeting Jan 26
- Updated Managers on YTD budgets, meetings (2)
- Training Costs YTD - \$17,688.64 in wages only
- Working on Yearend (almost complete)
- Setup Insurance Claim Tracking for CVL water line break
- Updated all payroll tracking for 2018

GENERAL

- Front Desk coverage when no one else is available
- Coverage for Administrative Assistant position - on medical LOA Nov 3 – Dec 27
- Coordinated Computer maintenance and installations
- Telephone issues Jan 2

S.dji

CAO Report

January 2018

Duties & Activities

Regularly & Daily

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

Weekly

- weekly manager meeting with Joan and Corey
- Policy review

Week of Dec 18 - 22

- Do more coverage at office as Admin. Associate was away all week and Finance Administrator away on Dec 22
- Dec 20 - Met with Joan Hart and Vernon Dean Arnold, CVL Chef, to discuss dates of anticipated medical leave and some strategies to ensure consistent high-quality meals while adhering to food budget during the Chef's absence. Dean indicated that he still is keen to take on additional responsibility in the future.
- Secured updated Emergency plans from Town of Taber and MD of Taber (work in progress)
- Purchased 2017 Southland SL252 Dump Trailer from Flaman Sales Ltd. in Lethbridge
- Researched in room monitored smoke and marijuana detectors
- Applied for Canada Summer Job grants – Maintenance and Volunteer Asst.
- ARDN Contract signed and forwarded to Dee Ann Benard, Executive Director

Week of Dec 25 - 29

- Stat holidays (Dec 25 & 26) and Vacation (Dec 27 – 29)

Week of Jan 1 - 5

- Jan 1 - STAT
- Jan 2 – Vacation/Illness
- Several Manager meetings to discuss how to complete drying out the 300 Wing prior and after the return of residents
- Applied for STEP grant – Maintenance and Volunteer Asst.

S. cji

Week of Jan 8 - 12

- Manager meeting to discuss any developments on water damage repairs and how Corey's vacation will be handled.
- Jan 9 – UMAC Meeting – discuss new health benefits and altering Chef's schedule and adding 2nd Asst. Cook position
- Met with Chef, both Asst. Cooks and Union rep to discuss schedule change prior to and during Chef's anticipated medical leave
- Arranged Town of Taber Councillors to deliver MOW meals for two week rotation in August 2018 (Thanks Joe!)
- Jan 12 – Meet with MLA – Grant Hunter to discuss future housing opportunities in Taber and area

Week of Jan 15 - 19

- Vacation – Jan 15 & 16
- Review Policy P-6: Maternity & Parental Leave Policy; in light of the new Alberta Employment Standards, the duration of leaves has been extended fairly significantly.
- Phone call(s) with Amber Gallant, Portfolio Advisor, regarding a number of complaints made to Minister Sigurdson's office from Harmony Home residents and their family members
- Jan 17 – AFP Southern Alberta luncheon – Topic was Receipting of Charitable Donations presented by Avail CPA
- Discussed website options with webmaster; proposal to be forwarded
- Phone call with Moneris Solutions rep. to discuss possibility of receiving tenant monthly rental payments through a portal on TDHF website; information to follow
- Jan 19 – Phone call with ARDN – begin the Needs Assessment process and clarify the topic and geographic areas to be examined
- Jan 19 – arranged with Telus to upgrade internet service at TDHF office and installation at Clearview Lodge. Both sites will have 250 Mbps transfer rates and allow us to establish a VPN connection to the server.

Week of Jan 22 - 26

- Emergency Response Policy review – based on staff comments and experiences from the Sprinkler Line rupture on January 2nd. Thanks Corey & Joan for all the hard work.
- Continue to deal with some issues with health benefits rollout; particularly around coverage for medications requiring Special Authorizations
- Jan 24 & 25 – Ergonomics Course for CVL Staff and TDHF Maintenance Staff
- Jan 26 – Ergonomics Course for Administration staff; individual workstation evaluation

Upcoming Events

Feb - April 2018

- Explore website re-design and social media options to “advertise” TDHF (1st Quarter 2018)
 - Create email distribution list to CVL family members and residents
- Building Committee:
 - Begin Needs Assessment process (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 Grant Programs(Feb):
 - Taber & District Health Foundation – tub/lift (CVL) and door openers (PRM)
 - Local Service Groups - Gazebos at CVL and Taber Manors, Awning at PRM,
- Place computers at Manors and Clearview Lodge (Feb)
- 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:

- | | | |
|-------------------------------|------------------------|----------------|
| • APHAA CAO 101 – Trainer | Feb 5, 2018 | Lethbridge, AB |
| • APHAA Education Committee | Feb 12, 2018 | Red Deer, AB |
| • APHAA Executive Committee | | |
| • ASCHA – South Zone Meetings | Mar 1, 2018 | Calgary, AB |
| • Vacation: | Mar 29 – April 9, 2018 | |
| • ASCHA Conference | Apr 10 – 13, 2018 | Red Deer, AB |
| • APHAA Conference | May 2 & 3, 2018 | Edmonton, AB |

Paul deVos
Box 157 Barnwell, AB
T0K 0B0 403-715-9854
pdevos60@gmail.com

January 23, 2018

Taber District Housing
Board Member Position

Dear Board chairperson;

Please accept this letter as my application to fill the position of member at large on the board of the TDH.

My name is Paul deVos and together with my wife Kinske and my son Nicholas, we reside in the MD of Taber on RR 17-4 just south of Hwy. 3. We have lived here 5 years now and we also manage our own business from this location. Our business name is Metal Craft Heating & AC Ltd. and we have been doing business for just under 8 years in the Taber and surrounding area. Before that I have been employed in the Heating /AC trade for 30 years in various places.

Until just last year I sat on the board of the Elim Society in Lethbridge for about 10 years. This society manages a residence for seniors in south Lethbridge and a new 42 suite seniors retirement facility known as Elim Retirement Village for Christian Living. While on the board I was involved in the planning and oversight of the construction of the new Elim Village as well as some building maintenance for the other facility known as Balmoral Hall.

I enjoy being a member of a board whose purpose and function is to serve people who are in need as well as overcoming the challenges that come along. I feel that I would be an asset to the board of TDH in that I have much experience in the building trades as well as service and repair and understanding building maintenance needs.

Thank you for your consideration.
Best regards,

Paul deVos

6. a) i

Tim Janzen

From: Paul deVos <pdevos60@gmail.com>
Sent: Tuesday, January 23, 2018 5:52 PM
To: timj@taberhsg.ca
Subject: Member at large
Attachments: TDH.docx

Hello Tim,

Please find attached my letter of introduction and application for the board position of Member at large at Taber & District Housing Foundation.

It was a pleasure to make your acquaintance and I look forward to hearing from you.

Thank you,

Paul deVos

Section: Personnel Administration	Date Board Approved: July 22, 2004
Subject: Maternity & Parental Leave Policy	Revision Dates: June 1, 2013, January 29, 2018
Department: Lodge & Social Housing	Policy Number: P - 6

Maternity & Parental Leave Policy

Maternity and parental leave benefits shall be granted in accordance with the Employment Standards of Alberta as amended from time to time. The code states that employees are eligible after 90 days of employment. While on leave no vacation time will accrue, nor will the employee be eligible for Statutory Holiday Pay. However, employees on maternity or parental leave will be considered to be continuously employed, for the purpose of calculating years of service.

Eligibility

Maternity leave

Only the birth mother is eligible for benefits under maternity leave. TDHF provides benefits to full-time and part-time employees. Casual or relief employees are entitled to time off, but are not eligible for benefits. (EI has its own eligibility criteria.)

Pregnancy that ends other than in a live birth

If a pregnancy ends in a miscarriage or stillbirth within 16 weeks of the estimated due date, the employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after it begins.

Parental Leave

Either parent is eligible for benefits under Parental leave. Adoptive parents are entitled to leave regardless of the age of the child. TDH provides benefits to full-time and part-time employees. Casual or relief employees are entitled to time off, but are not eligible for benefits. (EI has its own eligibility criteria.)

Leave of Absence

You can be away from your job for up to 78 weeks, which represents the maximum length of time (combined Maternity – 16 weeks & Parental Leave – 62 weeks). Employees returning from Maternity or parental leave will be reinstated in the same position you occupied before the leave or a comparable position, with no less than the same salary, entitlements & other benefits.

Section: Personnel Administration	Date Board Approved: July 22, 2004
Subject: Maternity & Parental Leave Policy	Revision Dates: June 1, 2013, January 29, 2018
Department: Lodge & Social Housing	Policy Number: P - 6

Maternity Leave

Employment standards allow birth mothers to take up to 16 weeks of unpaid maternity leave. The number of weeks of leave exceeds the Employment Insurance benefit length by one week in recognition of the waiting period.

Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth.

If pregnancy interferes with the employee's job performance during the 12 weeks before their due date, employers can require that the employee start maternity leave earlier by notifying the employee in writing.

Parental Leave

Birth and adoptive parents can take up to 62 consecutive weeks of unpaid Parental Leave. The number of weeks of leave exceeds the Employment Insurance benefit length by one week in recognition of the waiting period.

Parental leave can be taken by:

- The birth mother, immediately following the maternity leave,
- The other parent,
- Adoptive parents, or
- Both parents, shared between them

Leave can start any time after the birth or adoption of a child, but must be completed within 78 weeks of the date the baby is born or placed with the parents.

Paternity Leave

Paternity Leave of a least one (1) day with pay will be granted upon the written request of a male employee to enable such employee to attend to matters directly related to the birth of his child.



Section: Personnel Administration	Date Board Approved: July 22, 2004
Subject: Maternity & Parental Leave Policy	Revision Dates: June 1, 2013, January 29, 2018
Department: Lodge & Social Housing	Policy Number: P - 6

Notice to Start Leave

Maternity leave can begin anytime within 13 weeks immediately before the estimated date of delivery (provided the birth mother commences maternity leave no later than the date of delivery). Parental leave can begin at any time after the birth or adoption of the child but must be completed within 62 weeks of the date a baby is born, or an adopted child is placed with the parent.

- If the pregnancy interferes with the employee's job performance during the 12 weeks before the estimated date of delivery, TDHF can require the employee (in writing) to start their maternity leave.
- Employees taking both maternity leave and parental leave must take the leaves consecutively.
- Employees are required to give at least 6 weeks written notice about when she intends to start maternity leave.
- Employees are required to have their doctor complete a medical certificate or letter certifying and giving the estimated date of delivery.
- Employees are required to give at least 6 weeks written notice to start parental leave. A birth mother is not required to give her employer notice before taking parental leave, *unless* she originally arranged to only take 16 weeks of maternity leave.
- Employees are required to complete **Appendix A: Application for Child Care Leave**

Maternity/Parental Leave Top-Up Plan

During a maternity or parental leave, employees who qualify for government employment insurance (EI) benefits may receive benefits for maternity leave and for parental leave. TDH's Maternity/Parental Leave Top-Up plan provides financial assistances to "top-up" these EI benefits & begins when your Maternity Leave starts.

Maternity Leave

For maternity leave, you will receive benefits to cover the valid health related period or medical recovery portion of your maternity leave (the six-week period following the birth of your child), as follows:

- TDH will pay 100% of your average weekly regular earnings for the first two weeks to cover EI's two-week waiting period.
- In weeks three to six, you will receive 55% of your average weekly earnings from EI. THD will provide a top-up of EI benefits so the total amount of your payments equals 100% of your average weekly earnings. (i.e. 45% from TDH + 55% from EI)

Section: Personnel Administration	Date Board Approved: July 22, 2004
Subject: Maternity & Parental Leave Policy	Revision Dates: June 1, 2013, January 29, 2018
Department: Lodge & Social Housing	Policy Number: P - 6

Parental Leave

For parental leave, you will receive regular weekly earnings at the EI benefit rate, to cover EI's two week waiting period.

Maternity and Parental Leave Top Up

	Week 1 & 2	Week 3-6
EI Benefits	NIL	55% of average regular weekly insured earnings (max. 413/week)
Maternity Leave Top Up	100% of average regular weekly earnings	Top-up to 100% (45% of average weekly earnings)
Parental Leave Top Up	100% of average regular weekly earnings	NIL

NOTE: *Income tax & CPP are deducted from the top-up payments; No Deductions for EI premiums are made. For tax purposes, the benefit amounts paid to you under the Top-Up Plan will be included on your regular T4 following the end of the calendar year.*

Notice to End Leave

Union Employees - Must give the Lodge Manager at least four (4) weeks written notice of date on which they wish to resume employment or change their return date or resign.

Out of Scope Employees – Must give at least four (4) weeks written notice of the date on which they wish to resume employment or change their return date or resign.

An employee, who wishes to return to work sooner than six (6) weeks following the actual delivery or pregnancy termination date, may be permitted to do so by the CAO or Lodge Manager after providing a written signed medical certificate from her physician, including that she is capable of performing the work & that resumption of work will not jeopardize her health.

If an employee on Maternity leave is unable to resume employment at the expiration of the approved period because of a medical condition of the Employee or the child arising after the delivery date, the CAO or Lodge manager may grant the employee a further period of maternity leave. *Length of the extended duration for Union*

Section: Personnel Administration	Date Board Approved: July 22, 2004
Subject: Maternity & Parental Leave Policy	Revision Dates: June 1, 2013, January 29, 2018
Department: Lodge & Social Housing	Policy Number: P - 6

Employees is stated in the Collective agreement. Length of time for Out of scope employees will be on a case-by-case basis as determined by the CAO but no less than the CUPE agreement. Under these circumstances, the Employee must provide the CAO or Lodge Manager with a written signed medical certificate from her physician, indicating her inability to resume employment.

Employees returning from Parental leave will be reinstated in the same position u occupied prior to the leave or a comparable position, with no less than the same salary, entitlements & other benefits.

If, an employee does not report to work the day after the leave ends, the employer will consider that the employee will have deemed to have abandoned her position.

References: TDHF & CUPE Agreement
Alberta Government Employment Standards

Monthly Report (Social Housing)

Dec

2017

	Senior Self Contained
New Applicants	2
Move In's	1
Move Outs	3
Wait List	17
Vacant Units	8

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Agnes King	1-Dec-17	301	52040

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Glade Harris	4-Dec-17	109	52040
Naomi Kimoto	31-Dec-17	116	52060
Joe Wada	31-Dec-17	122	52060

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	109	Ready
Homestead Manor	309	Ready
Pioneer Place		
Prairie Rose Manor	5 11 1 7	Ready Ready Ready ready
Bountiful House		
Sunshine Manor	3 4	Ready Ready

Community Housing
New Applicants
Move In's
Move Outs
Wait List
Vacant Units

4
1
0
3
1

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Kent Robinson	5-Dec-17	11	52000

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Community Housing Vacancies:

	Unit #	Status
Taber - Phase 1 52000	Full	
Taber - Phase 2 52010	Full	
Taber - Phase 3 52020	27	Ready
Taber - Phase 4 52030	Full	
Barnwell Phase 23 52090	Full	
Vauxhall Phase 33 52120	Full	

7.a)

Monthly Report (Clearview Lodge)			
Dec-17	2017		
	CVL		
New Applicants	1		
Move In's	1		
Move Outs	2		
Wait List	16		
# SL3 Residents	20	Unit #	Room Status
Vacant Units	1	509	ready Jan.4/18
(As as the end of Month)			
New Residents (Move In's)			
CVL			
Resident Name	Move In Date	Unit Number	Resident SL Status
Loretta Semaka	18-Dec-17	316	SL2
CVL			
Resident Name	Move Out Date	Unit Number	Resident SL Status
M. Konrath	13-Dec-17	208	SL2
R. O'Brien	29-Dec-17	110	SL2
Change in Resident Supportive Lvg Status			
CVL			
Resident Name	Change Date	Previous Status	New SL Status
J. Bailey	7-Dec-17	SL2	SL3

Tim Janzen

From: Philip Henke <philip.henke@gov.ab.ca>
Sent: Tuesday, January 23, 2018 8:57 AM
To: Philip Henke
Subject: 2018 Lodge Program Funding Changes
Attachments: LAP Submissions User Manual.docx

Good morning,

We are pleased to announce that the following program funding changes have been approved that take effect on January 1, 2018.

Changes in Funding

- Lodge Assistance Program (LAP) funding is increasing from \$12.70 to \$13.10 per eligible resident per day.
- Unique Homes Program (UHP) funding is increasing from \$12.70 to \$13.10 per eligible resident per day.
- Temporary lodge disposable income grant of \$50 per month to seniors' lodges has been rolled into the LAP rate increase thus ending the Lodge Disposable Income grant.
- This direction will provide the LAP grant to this operators serving seniors of low income.

No Changes In Funding

- The Small Lodge grant (only available to existing lodges with less than 33 units) will continue to receive an additional \$7.14 per unit per day.
- Cottage unit funding remains at \$2.04 per eligible resident per day.

The lodge disposable income grant funded by Alberta Social Housing Corporation since 2015 was a temporary measure to support HMBs in the transitional year in which the amount with which a senior in a lodge was to be left was raised from \$265 to \$315. The purpose of this "one time" grant was to give Lodge operators the opportunity to review rental rates being charged to tenants and the time to adjust to the increase in the amount left to the tenant. This temporary grant has been carried forward each year, without adjustments, and is based on client data received in 2015.

You will be seeing this adjustment in your first quarter LAP payment. We will work with you through this change and ask if you have any questions regarding the change in funding, please contact your Housing Advisor.

2018 Resident Reporting

Starting on February 1, 2018, you can start reporting your February 2018 lodge residents for your January 1 – December 31, 2018 Lodge Assistance Program (LAP) grant.

In order to calculate the amount of your 2018 LAP grant we require that you submit your resident information by Wednesday, February 28. Please ensure your residents are submitted by this date, as late submissions will delay future Management Body LAP grants.

Key things to note:

- Like last year, LAP grant payments will be sent as quarterly payments to all Management Bodies that have submitted their Audited Financial Statements on Lodge Operations to the Housing Division of Alberta Seniors and Housing. Your current quarterly payments are based on your 2017 LAP grant; however, will be adjusted later in the 2018 year to reconcile to your actual 2018 LAP grant.

- Please ensure you include ALL lodge residents even if you know them to be high income. The information we collect for the LAP grant is also used as statistical information to better understand the demographics of the lodge residents in our province.
- The LAP Income Threshold for this year is \$28,650. A lodge or cottage resident with an income on line 150 of his/her 2016 or 2017 Notice of Assessment up to \$28,650 will be considered eligible for the LAP grant.
- The per diem rates is \$13.10 per day for lodge and unique home residents, and \$2.04 per day for cottage residents.
- Please ensure when you are entering in the resident's monthly lodge rate, that you include their total rate paid for both the accommodation and for the services (this is more applicable to management bodies who use a rent geared to income calculation + service package model).

To submit your LAP grant information, please go to <https://hal.gov.ab.ca>. Attached in this email is a Housing Provider LAP Submissions User Manual, which describes how to log into the new system, access your lodges, add and update information and submit your information when it is finalized. By default we have set up accounts for you personally; however if you wish to delegate this responsibility to someone else in your organization please send an e-mail to halhelp@gov.ab.ca and include that person's first name, last name and e-mail address and we will set up an account for them. If you have already indicated to us who you wish to submit for your organization no further action is required.

Your username for the system is "*firstname.lastname*", unless you submit for multiple organizations. For those of you who submit for multiple organizations, you will receive a separate e-mail with all your login accounts. To set up your password go to the website and click Forgot Password and enter the e-mail address you are receiving this message from. An e-mail will be sent to you with a link to set up your password. If you do not receive the e-mail within 10 minutes, please check your spam mail folder. If the e-mail still does not appear, please send an e-mail to halhelp@gov.ab.ca and they will set up an initial password for you.

If you have any questions or concerns regarding using the system, please contact halhelp@gov.ab.ca. For LAP grant questions, please contact me at grace.luna@gov.ab.ca.

Thanks,
Philip Henke, CPA CGA
Director, HMB Operations
Seniors and Housing, Housing Division
780-422-8157 (w)
780-984-9314 (c)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.