



**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, May 25, 2018 @ 1:30 p.m.
TDHF Office Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – April 27, 2018
3. **Business Arising:**
 - a) Martin Shields MP – Attending CVL Resident & Family BBQ – August 17, 2018
 - b) RBC Express – Income Tax Filing & Electronic Payments
 - c) 8760 RFP – Natural Gas – 2022 - 2027
 - d) Taber & District Health Foundation - Request for Tub & Lift @ Clearview Lodge and Doors, Openers & Gazebo @ Prairie Rose Manor
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For April 30, 2018 - Bank Reconciliations, Income statements, and current cheque listing issued up to Meeting date (*a list will be handed out at the meeting*).
5. **Reports**
 - a) Lodge Manager Report
 - b) Maintenance Manager Report
 - c) Placement Officer Report
 - d) Financial Administrator Report
 - e) Chief Administrative Officer Report
6. **New Business:**
 - a) Bountiful House – Lawn Mowing and Snow Removal Proposal
 - b) Clearview Lodge – Merge Rooms #509 & 510 – Create a Couples Room
 - c) Review TDHF website
 - d) ARDN – Affordable Housing Project – Financial Model
 - e) T 26.2 - Schedule A – Residential Lease – Rules & Regs – Senior Self-Contained
 - f) T 26.1 – Schedule A – Residential Lease – Rules & Regs – Family Housing
7. **Information**
 - a) Monthly Report – Social Housing @ April 30, 2018
 - b) Email – National Housing Co-Investment Fund
 - c) Letter – Crouse Developments Inc. – Offer of Facilitation Services
8. **Adjournment**

Next Meeting:

Budget & Audit Committee Meeting

1st and 3rd Weeks of June?

Building Committee Meeting

2nd week of June?

TDHF Board of Directors Meeting

Friday, June 22, 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, April 27, 2018
TDHF Office - Boardroom

ATTENDANCE

Board: Rosanne Horrocks Linda English Tamara Miyanaga
Deb Hansen (by phone)

Administration: Tim Janzen (CAO)

Absent: Joe Strojwas Deanna Killinger

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

1. Approval of Agenda

Motion 2018-46

MOVED by T. Miyanaga to approve the Agenda.

CARRIED

2. Approval of Minutes

Motion 2018-47

MOVED by L. English to accept the minutes from the Regular Board Meeting of Friday, March 23, 2018.

CARRIED

3. Business Arising

- a) **CVL Resident & Family BBQ** - CAO presented copies of invitations sent to the Taber & District Health Foundation.
- b) **RBC Express Enrolment** - CAO reported that enrolment for sign-on had been completed. There would be some transition time to get acquainted with how all systems worked. It was anticipated that eventually federal taxes (i.e. withholdings and GST remittances) as well as electronic funds transfer would be available.
- c) **ARDN Progress Report & Sector Sessions** – The CAO also provided an update on the Public Consultation (April 24th) and a subsequent interview for Taber Times and Vauxhall Advance. There is a online survey link that will be open until middle of May.

4. Approval of Financial Statements and Reports:

Motion 2018-48

MOVED by T. Miyanaga to accept for information the financial information for the month of March 2018 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2018-49

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

CARRIED

- b) Maintenance Manager's Report

Motion 2018-50

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

CARRIED

- c) Placement Officer Report

Motion 2018-51

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

CARRIED

- d) Financial Administrator Report

Motion 2018-52

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

CARRIED

- e) Chief Administrative Officer Report

Motion 2018-53

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

CARRIED

6. New Business

- a) **8760 – Distribution & Network Cost Review** – CAO presented a report from 8760 Expense Management re: Distribution and Network Costs; based on work completed by 8760. The report indicated that TDHF is paying the appropriate amount for utility services at its properties.
- b) **8760 – Natural Gas RFP – 2022 - 2027** – CAO presented information from 8760 stating that a request for proposal was being prepared for natural gas service from 2022 – 2027. 8760 predicted that the cost range of natural gas for the period would be \$2.71 to 2.91 per GJ. The RFP bid would not be accepted if the natural gas price exceeded \$2.99 per GJ.

Motion 2018-54

MOVED by L. English that TDHF enter into a contract with 8760 for purchasing natural gas from 2022 to 2027.

CARRIED

c) **Resolution – Market Rents 2018 -**

Motion 2018-55

MOVED by T. Miyanaga that Resolution: Market Rents 2018 be accepted as presented.

CARRIED

d) **Resolution – Recovery of Electrical Costs - 2018 –**

Motion 2018-56

MOVED by L. English that Resolution: Recovery of Electrical Costs - 2018 be accepted as presented.

CARRIED

e) **Policy P-9: Staff Meal Program (and Attachment A – Program Form)**

Motion 2018-57

MOVED by D. Hansen that Policy P-9: Staff Meal Program and Attachment A – Program Form be accepted as presented.

CARRIED

7. Information

- a) Certificate – CIH Canada
- b) ARDN – Progress Update – April 10, 2018
- c) ARDN – Affordable Housing Project – Community Consultation Summary

8. Adjournment

Motion 2018-58

MOVED by L. English to adjourn this meeting at 2:57 pm

CARRIED

Next Meeting – Friday, May 25, 2018

TDHF Administration Office

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Taber and District Housing Foundation - cvlodge **Income Statement Jan 01, 2018 to Apr 30, 2018**

REVENUE

Rental Revenue	
Resident Rent	448,850.00
Lodge Fees	500.00
Rent Rebates	-4,086.00
Sundry Rent Revenue	0.00
Total Rental Revenue	<u>445,264.00</u>

Resident Services	
Parking	833.00
Laundry	3,900.00
Tenant Meal Service	0.00
Sundry Resident Revenue	0.00
Medication Fees	5,365.00
Resident Fundraising	231.00
Therapeutic Bath	0.00
Transporation Fee	0.00
Activity Fee	0.00
Housekeeping Fee	0.00
Personal Emergency Call System	1,434.00
Storage	0.00
Fridge Rental	0.00
Fridge Plug In	0.00
Total Sundry Resident Revenue	<u>7,030.00</u>
Tenant Maintenance Recovery	210.00
Total Resident Services	<u>11,973.00</u>

Non Resident Services	
Facility Rental	500.00
Meals on Wheels	6,489.00
Other Meal Services	7,516.00
Guest Meals	3,695.00
Staff Meals	0.00
Canteen Revenue	986.50
Total Other Meal Services	<u>12,197.50</u>
Tuck Shop	727.00
Catering	25.00
Sundry Revenue	50.00
Total Non Resident Services	<u>19,988.50</u>

Grants	
ASHC Grants	0.00
ASHC Maintenance Grant	0.00
ASHC Grant - Specific Restriction	0.00
ASHC LAP Grant	92,442.33
Total ASHC Grants	<u>92,442.33</u>
Provincial Grants	0.00
Federal Grants	0.00
Federal Maintenance Grant	0.00
Federal Other Grants	4,706.01
Total Federal Grants	<u>4,706.01</u>
Municipal Grants	0.00
Municipal Other Grants	0.00
Total Municipal Grants	<u>0.00</u>
Total Grants	<u>97,148.34</u>

Operation Funding	
Health Funding	180,044.00
Other Funding	0.00
Requisition Revenue	103,010.67
Total Operation Funding	<u>283,054.67</u>

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Taber and District Housing Foundation - cvlodge **Income Statement Jan 01, 2018 to Apr 30, 2018**

Management & Administration		
Management Fee		0.00
Intercompany Recovery		0.00
Insurance Recovery		0.00
Other Recovery		0.00
Maintenance Recovery		0.00
Gain or Loss on Sale of Capital		0.00
NSF/Late Fees		0.00
Sundry Revenue		2,865.66
Total Management and Admini...		<u>2,865.66</u>
Investment Income		
Interest		1,874.26
Amort of Deferred Cap, Contrib		0.00
Total Investment Income		<u>1,874.26</u>
Charitable Revenue		
Donations		0.00
Resticted Donations		0.00
Fundraising		0.00
Other Charitable Revenue		0.00
Total Charitable Revenue		<u>0.00</u>
TOTAL REVENUE		<u>862,168.43</u>
EXPENSE		
Utilities		
Heating		29,513.18
Electricity		19,971.14
Water & Sewer		4,015.24
Waste Removal		630.28
Telephone		2,433.29
Cable Television		0.00
Bulk Contract Expenses		5,698.00
Total Utilities		<u>62,261.13</u>
Operating		
Bakery	6,695.95	
Dairy	13,677.36	
Groceries	35,733.78	
Juice	0.00	
Meat	21,502.85	
Total Food		<u>77,609.94</u>
Food Supplies		5,422.80
Cleaning	0.00	
Janitorial & Housekeeping	12,111.77	
Laundry	1,547.12	
Linen Supplies	4,686.50	
Total Cleaning		<u>18,345.39</u>
Equipment & Furn Purchase		9,597.12
Equipment & Furn Repairs		729.74
Insurance		2,390.96
Resident/Volunteer Programs	0.00	
Craft Supplies	39.15	
Entertainment Supplies	1,021.60	
Trip Expenses	481.90	
Recreation Supplies (Vol Apprec)	2,781.24	
Tuck Shop (Recoverable)	0.00	
Total Resident/Volunteer Progra...		<u>4,323.89</u>
Bad Debt Expense		0.00
Publicity & Promotion		739.19
Pest Control		0.00

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Taber and District Housing Foundation - cvlodge **Income Statement Jan 01, 2018 to Apr 30, 2018**

Sundry		332.40
Total Operating		<u>119,491.43</u>
Operating Maintenance		
Appliances		2,598.86
Bldg Safety & Security Systems		4,215.18
Sundry		0.00
Vehicles		122.28
Building Interior		0.00
Building Int Painting Common Area		0.00
Building Interior Painting Units		3,002.26
Building Interior Flooring		0.00
Building Interior Suite Reno		5,480.61
Building Exterior		0.00
Building Remedation		0.00
Heating, Ventilation & A/C		1,226.64
Plumbing		5,733.56
Electrical		715.62
Grounds & Maintenance		5,742.38
Elevators		0.00
Maintenance Equipment - Repair		9.07
Maintenance Equipment - Purch...		109.00
Maintenance - Tools & Supplies		94.37
Facility Condition Insprection		0.00
Total Operating Maintenance		<u>29,049.83</u>
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	85,824.02	
Housekeeping Salaries	79,120.20	
Food Service Salaries	153,915.12	
Maintenance Salaries	22,253.31	
Resident Care Salaries	26,327.14	
Total Salaries & Wages		<u>367,439.79</u>
Benefits	0.00	
CPP	14,111.98	
EI	7,092.79	
EE Benefits	16,127.88	
Other Pension Contributions	8,708.19	
WCB	-181.25	
Total Benefits		<u>45,859.59</u>
Contract Employment		0.00
Personal Recruitment		35.30
Staff Functions & Recognition		635.95
Training & Development		4,607.76
Health & Safety		5,614.02
Legal Fees		0.00
Labour Relations		0.00
Total Human Resources		<u>424,192.41</u>
Administration		
Bank Charges		424.52
Courier & Postage		198.15
Stationery & Other Supplies		1,729.55
Office Rent		2,555.66
Office Equipment & Furn Purchase		1,873.35
Office Equipment & Furn Repairs		291.78
Vehicle & Travel		798.86
Board Expenses		669.53
Association Fees		3,419.62
Professional Fees		0.00
Legal Fees		0.00
Audit Fees		9,500.00
Consulting Fees		16,540.60

Taber and District Housing Foundation - cvlodge **Income Statement Jan 01, 2018 to Apr 30, 2018**

IT Services		1,926.76
Sundry		96.52
Accreditation		0.00
Total Administration		<u>40,024.90</u>
Health Expenditures		
Salaries - Resident Care	153,043.22	
Nursing Management	0.00	
HCA	0.00	
Total Salaries - Resident Care		<u>153,043.22</u>
Benefits - Resident Care	20,286.01	
Nursing Management	0.00	
HCA	0.00	
Total Benefits - Resident Care		<u>20,286.01</u>
Materials & Supplies Resident C...		2,306.40
Total Health Expenditures		<u>175,635.63</u>
Interest & Bank Charges		
Long Term Interest		0.00
Extraordinary Expenses		0.00
Amortization		0.00
Total Interest & Bank Charges		<u>0.00</u>
Capital Maintenance		
Bldg Safety/Security Systems (C...		0.00
Building Interior (Cap)		0.00
Building Exterior (Cap)		0.00
Heating, Ventilation, A/C (Cap)		0.00
Painting (Cap)		0.00
Electrical (Cap)		0.00
Grounds Maintenance (Cap)		0.00
Elevator (Cap)		0.00
Total Capital Maintenance		<u>0.00</u>
TOTAL EXPENSE		<u>850,655.33</u>
NET INCOME		<u>11,513.10</u>

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING APRIL 30, 2018

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		264,098.05
RECEIPTED DEPOSITS FOR THE MONTH		225,373.08
PADS		114,815.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		560.28
LESS DISBURSMENTS FOR THE MONTH	Checks	(121,061.30)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(110,826.96)
	RRSP	-7,602.55
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(123.68)
PAD return NSF		0.00
CHR Funding - Direct Deposit		45,011.00
Misc		0.00
DRSP - PDS		-2,523.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$407,719.92</u>
 <u>BALANCE PER BANK STATEMENT</u>		 434,638.27
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(26,918.35)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
 <u>NET BALANCE END OF MONTH</u>		 <u>\$407,719.92</u>

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

Business Account Statement

RECEIVED

MAY 11 2018

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March 29, 2018 to April 30, 2018

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

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 March 29, 2018	\$318,922.88
Total deposits & credits (9)	+ 385,759.36
Total cheques & debits (86)	- 270,043.97
Closing balance on April 30, 2018	= \$434,638.27

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				318,922.88
02 Apr	Direct Payment (PAD's) service total GRADS1097890000			114,752.00	433,674.88
	Misc Payment ALBERTA HEALTH			45,011.00	
	Misc Payment TOWN OF TABER Pre-Author		726.17		
	Insurance ENCON GROUP INC INSURANCE		9,920.32		
	Cheque 100.00	111.93	155.97		
	Serial # 18512	18526	18540		467,671.49
	Deposit interest			560.28	468,231.77
03 Apr	Cheque 43.04	53.20	360.00		
	Serial # 18521	18536	18524		
	Cheque 505.78	524.82	779.15		
	Serial # 18528	18535	18518		
	Cheque 5,052.11				
	Serial # 18523				460,913.67

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Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
04 Apr	Cheque	27.12	224.00	278.21	
	Serial #	18537	18541	18520	
	Cheque	441.76	1,152.86		
	Serial #	18543	18532		458,789.72
05 Apr	Cheque	70.30	163.28	522.90	
	Serial #	18517	18527	18529	458,033.24
06 Apr	Direct Payment (PAD's) service total GRADS1097890000			63.00	458,096.24
	Deposit 0055			19,522.90	
	Activity fee		123.68		
	Cheque	44.10	1,455.33		
	Serial #	18525	18522		475,996.03
11 Apr	Cheque	100.00	1,048.56		
	Serial #	18550	18553		474,847.47
12 Apr	Cheque	1,990.77	39,785.96		
	Serial #	18549	18547		433,070.74
13 Apr	Deposit 0056			3,482.60	
	Direct Deposits (PDS) service total GRADS7204090000		1,522.82		
	Cheque	108.08	210.35	219.35	
	Serial #	18573	18548	18574	
	Cheque	5,250.00	5,366.13		
	Serial #	18555	18570		423,876.61
16 Apr	Direct Deposits (PDS) service total GRADS7204090000		10,600.00		
	Cheque	89.25	92.24	100.00	
	Serial #	18562	18577	18568	
	Cheque	103.98	164.87	269.00	
	Serial #	18575	18552	18576	
	Cheque	360.00	758.97	5,005.71	
	Serial #	18560	18563	18558	406,332.59
17 Apr	Cheque	58.89	108.63	250.08	
	Serial #	18572	18571	18557	
	Cheque	516.02	976.41	4,075.88	
	Serial #	18559	18567	18566	400,346.68
18 Apr	Cheque	44.10	757.14	1,124.56	
	Serial #	18561	18578	18569	
	Cheque	1,260.00	13,503.00		
	Serial #	18556	18554		383,657.88
19 Apr	Cheque	218.00			
	Serial #	18565			383,439.88

JTA2591391-0003242-00149



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

Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
20 Apr	Deposit 0058			227.95	
	Cheque	29.05	797.00		
	Serial #	18564	18545		382,841.78
24 Apr	ACCOUNT TRANSFER 9811467885		1,777.31		381,064.47
25 Apr	Direct Deposits (PDS) service total GRADS7204090000		100,226.96		
	Misc Payment RBC PAYROLL		7,602.55		
	Cheque	33.39	53.57	1,495.73	
	Serial #	18383	18608	18604	271,652.27
26 Apr	Cheque	17.00	63.53	94.41	
	Serial #	18490	18585	18583	
	Cheque	131.00	651.83	3,829.31	
	Serial #	18437	18584	18601	266,865.19
27 Apr	Deposit 0059			199,180.46	
	Direct Deposits (PDS) service total GRADS7204090000		2,523.00		
	Misc Payment AUMA/AMSC AMSC18-1023195		13,589.05		
	Cheque	63.53	76.29	2,178.32	
	Serial #	18580	18607	18606	
	Cheque	2,872.05	3,807.65	5,108.25	
	Serial #	18594	18605	18590	435,827.51
30 Apr	Deposit 0060			2,959.17	
	Misc Payment TOWN OF TABER Pre-Author		1,292.21		
	Cheque	65.00	130.00	155.97	
	Serial #	18610	18581	18614	
	Cheque	249.90	330.75	418.95	
	Serial #	18598	18617	18600	
	Cheque	748.00	757.63		
	Serial #	18618	18613		434,638.27
	Closing balance				434,638.27
Deposit Interest Earned: \$560.28				Account Fees: \$123.68	

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Business Account Statement

March 29, 2018 to April 30, 2018

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.
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Royal Bank of Canada GST Registration Number: R105248165.

JTA2591391-0003244-00149

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

REVENUE

Rental Revenue	
Resident Rent	225,937.74
Rent Rebates	-147.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>225,790.74</u>
Resident Services	
Parking	3,645.41
Utility Recovery	13,599.01
Sundry Resident Revenue	4,187.50
Tenant Maintenance Recovery	295.50
Total Resident Services	<u>21,727.42</u>
Non Resident Services	
Sundry Revenue	2,177.75
Total Non Resident Services	<u>2,177.75</u>
Management & Administration	
PCMgntFee	2,378.75
Total Management & Administr...	<u>2,378.75</u>
Charitable Revenue	
Restricted Donations	13,501.10
Total Charitable Revenue	<u>13,501.10</u>
TOTAL REVENUE	<u>265,575.76</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	43,996.37
Electricity	21,351.46
Water & Sewer	27,883.80
Waste Removal	5,003.80
Telephone	3,220.57
Total Utilities	<u>101,456.00</u>
Operating	
Cleaning	396.63
Equipment & Furniture Purchase	0.00
Equipment & Furniture Repairs	0.00
Insurance	1,073.36
Resident/Volunteer Programs	300.00
Bad Debt Expense	0.00
Publicity & Promotion	26.81
Pest Control	480.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Total Operating	<u>2,276.80</u>
Operating Maintenance	
Appliances	2,307.84
Bldg Safety & Security Systems	841.32
Sundry	32.90
Vehicles	489.12
Building Int Painting Common Area	0.00
Building Interior Painting Units	8,057.23
Building Interior Flooring	2,240.30
Building Interior Suite Reno	326.88
Building Exterior	17.79
Building Remediation	0.00

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

Heating, Ventilation & A/C	6,722.59	
Plumbing	2,492.86	
Electrical	1,051.39	
Grounds & Maintenance	13,689.81	
Elevators	115.33	
Maintenance Equipment - Repair	80.92	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	189.48	
Facility Condition Inspection	675.00	
Total Maintenance	<u>39,330.76</u>	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	39,147.16	
Maintenance Salaries	52,038.78	
Total Salaries & Wages		91,185.94
Benefits	0.00	
CPP	4,565.45	
EI	2,350.79	
EE Benefits	4,016.68	
Other Pension Contributions	2,830.17	
WCB	181.25	
Total Benefits		13,944.34
Contract Employment	0.00	
Personal Recruitment	105.94	
Staff Functions & Recognition	175.00	
Training & Development	741.37	
Health & Safety	458.18	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources		<u>106,610.77</u>
Administration		
Bank Charges	539.82	
Courier/Postage	124.60	
Stationery & Other Supplies	728.52	
Office Rent	5,230.79	
Office Equipment & Furn	689.40	
Office Equipment & Furn Repairs	104.20	
Vehicle & Travel	1,405.89	
Board Expenses	669.56	
Association Fees	1,004.88	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	9,500.00	
Consulting Fees	540.65	
IT Services	0.00	
Sundry	82.79	
Total Administration		<u>20,621.10</u>
Amortization		
Amortization	0.00	
Total Amortization		<u>0.00</u>
TOTAL EXPENSE		<u>270,295.43</u>
NET INCOME		<u><u>-4,719.67</u></u>

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

SOCIAL HOUSING
Month ending April 30, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{(THIS} \$163,488.88

RECEIPTED DEPOSITS FOR THE MONTH	\$	12,241.70
Deposit	\$	9,619.50
Interac	\$	2,622.20
PAD's(pre-authorized Debit)		\$50,253.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$69,331.75
Govt of AB		\$0.00
DRSP Claim		\$6,256.00
DEPOSIT INTEREST		\$237.87
Deposit		\$0.00
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$46,865.15)
PAD return / NSF		(\$373.00)
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS Mar & April		(\$123.13)
RBC Activity Fee		(\$77.30)
Cheque reversed		\$0.00
RBC Visa		(\$1,774.45)
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE **\$252,596.17**

ENDING BALANCE PER BANK STATEMENT \$257,375.02

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$4,778.85)
PLUS OUTSTANDING DEPOSIT \$0.00

RECONCILED BANK BALANCE **\$252,596.17**

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

Business Account Statement

RBBDA11030_1836668 E D 09179

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MAY 11 2018

March 29, 2018 to April 30, 2018

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 March 29, 2018	\$173,694.72
Total deposits & credits (21)	+ 138,320.32
Total cheques & debits (121)	- 54,640.02
Closing balance on April 30, 2018	= \$257,375.02

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			173,694.72
02 Apr	Direct Payment (PAD's) service total GRADS8751490000		8,760.00	182,454.72
	EF0402 01071695		512.00	
	INTERAC FEES	6.78		
	MON FEE01071695	54.45		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment TOWN OF TABER Pre-Author	79.31		
	Misc Payment TOWN OF TABER Pre-Author	93.03		
	Misc Payment TOWN OF TABER Pre-Author	94.99		
	Misc Payment TOWN OF TABER Pre-Author	96.95		
	Misc Payment TOWN OF TABER Pre-Author	100.87		
	Misc Payment TOWN OF TABER Pre-Author	100.87		

4.9 x 11



Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
02 Apr	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		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		110.67		
	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		114.59		
	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		118.51		
	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		130.27		
	Misc Payment TOWN OF TABER Pre-Author		134.19		
	Misc Payment TOWN OF TABER Pre-Author		136.15		
	Misc Payment TOWN OF TABER Pre-Author		138.11		
	Misc Payment TOWN OF TABER Pre-Author		142.03		
	Misc Payment COINAMATIC CANA		157.50		
	Misc Payment COINAMATIC CANA		157.50		
	Misc Payment TOWN OF TABER Pre-Author		161.63		
	Misc Payment TOWN OF TABER Pre-Author		192.99		
	Misc Payment TOWN OF TABER Pre-Author		1,023.71		
	Misc Payment TOWN OF TABER Pre-Author		1,071.33		
	Misc Payment TOWN OF TABER Pre-Author		1,407.11		
	Cheque 27.29	100.00	111.93		
	Serial # 13875	13888	13883		
	Cheque 546.00				
	Serial # 13892				
	Deposit interest				174,536.49
				237.87	174,774.36
03 Apr	Direct Payment (PAD's) service total				
	GRADS8751490000			41,493.00	216,267.36
	EF0403 01071695			1,325.00	

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

Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
03 Apr	Pre-authorised payment returns GRADS8751490000		373.00		
	Cheque Serial #	44.13 13884	53.53 13882	251.35 13891	
	Cheque Serial #	300.00 13878			216,570.35
04 Apr	EF0404 01071695			882.00	
	Cheque Serial #	109.41 13897	326.00 13874		217,016.94
05 Apr	EF0405 01071695			775.00	
	Cheque Serial #	10.97 13876			217,780.97
06 Apr	Activity fee		77.30		217,703.67
12 Apr	Cheque Serial #	723.87 13899			216,979.80
13 Apr	Deposit 0026			200.00	
	Cheque Serial #	29.45 13902	46.79 13906	80.58 13914	
	Cheque Serial #	144.49 13913	463.03 13915	525.04 13916	
	Cheque Serial #	2,352.32 13911	5,250.00 13904		208,288.10
16 Apr	Cheque Serial #	105.71 13910	883.40 13917		207,298.99
17 Apr	Cheque Serial #	158.82 13912	3,001.62 13907		204,138.55
18 Apr	EF0418 01071695			315.94	204,454.49
19 Apr	Account Payable Pmt ALBERTA GOVT			6,256.00	
	Cheque Serial #	121.50 13898	150.00 13909	177.90 13743	
	Cheque Serial #	356.28 13918			209,904.81
20 Apr	Deposit 0027			111.45	
	EF0420 01071695			700.00	
	Cheque Serial #	58.99 13908			210,657.27
23 Apr	EF0423 01071695			761.00	211,418.27
24 Apr	Account Payable Pmt ALBERTA GOVT			69,331.75	
	EF0424 01071695			998.00	



Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
24 Apr	ACCOUNT TRANSFER 9811467886	1,774.45			279,973.57
25 Apr	EF0425 01071695			732.00	
	Cheque	83.90	108.76	148.08	
	Serial #	13926	13930	13934	
	Cheque	326.00			
	Serial #	13900			280,038.83
26 Apr	EF0426 01071695			472.00	
	Utility Bill Pmt EPCOR	239.67			
	Cheque	48.00			
	Serial #	13903			280,223.16
27 Apr	Deposit 0028			1,298.00	
	EF0427 01071695			488.56	
	Misc Payment AUMA/AMSC AMSC18-1023183	18,154.35			
	Cheque	165.48	708.75		
	Serial #	13931	13928		262,981.14
30 Apr	Deposit 0029			1,012.75	
	EF0430 01071695			1,658.00	
	INTERAC FEES	7.45			
	MON FEE01071695	54.45			
	Misc Payment TOWN OF TABER Pre-Author	93.03			
	Misc Payment TOWN OF TABER Pre-Author	93.03			
	Misc Payment TOWN OF TABER Pre-Author	93.03			
	Misc Payment TOWN OF TABER Pre-Author	94.99			
	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	102.83			
	Misc Payment TOWN OF TABER Pre-Author	102.83			
	Misc Payment TOWN OF TABER Pre-Author	104.79			
	Misc Payment TOWN OF TABER Pre-Author	104.79			
	Misc Payment TOWN OF TABER Pre-Author	104.79			
	Misc Payment TOWN OF TABER Pre-Author	106.75			
	Misc Payment TOWN OF TABER Pre-Author	106.75			
	Misc Payment TOWN OF TABER Pre-Author	110.67			
	Misc Payment TOWN OF TABER Pre-Author	110.67			
	Misc Payment TOWN OF TABER Pre-Author	112.63			

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

Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
30 Apr	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		116.55		
	Misc Payment TOWN OF TABER Pre-Author		118.51		
	Misc Payment TOWN OF TABER Pre-Author		126.35		
	Misc Payment TOWN OF TABER Pre-Author		126.35		
	Misc Payment TOWN OF TABER Pre-Author		130.27		
	Misc Payment TOWN OF TABER Pre-Author		145.95		
	Misc Payment TOWN OF TABER Pre-Author		147.91		
	Misc Payment TOWN OF TABER Pre-Author		147.91		
	Misc Payment TOWN OF TABER Pre-Author		159.67		
	Misc Payment TOWN OF TABER Pre-Author		179.27		
	Misc Payment TOWN OF TABER Pre-Author		982.77		
	Misc Payment TOWN OF TABER Pre-Author		1,098.03		
	Misc Payment TOWN OF TABER Pre-Author		1,398.21		
	Cheque	65.00	189.00	315.00	
	Serial #	13933	13905	13921	
	Cheque	597.03			
	Serial #	13929			257,375.02
	Closing balance				257,375.02

Deposit Interest Earned: \$237.87

Account Fees: \$77.30

4 a) xvi



Business Account Statement

March 29, 2018 to April 30, 2018

Account number: 09179 100-106-4

Important Account Information

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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.

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JTA2591391-0013412-00586

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending April 30, 2018

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$32,534.72
RECEIPTED DEPOSITS FOR THE MONTH	\$517.00
	\$0.00
DEPOSIT INTEREST	\$39.83
TOTAL DEPOSITS	\$556.83
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u><u>\$33,091.55</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$33,095.96
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$4.41)
<u>NET BALANCE END OF MONTH</u>	<u><u>\$33,091.55</u></u>

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

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MAY - 8 2018

Business Account Statement

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March 29, 2018 to April 30, 2018

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

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on March 29, 2018	\$32,739.13
Total deposits & credits (3)	+ 556.83
Total cheques & debits (1)	- 200.00
Closing balance on April 30, 2018	= \$33,095.96

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			32,739.13
02 Apr	Deposit interest		39.83	32,778.96
13 Apr	Cheque Serial #	200.00 555		32,578.96
20 Apr	Deposit 0281		200.00	32,778.96
27 Apr	Deposit 0282		317.00	33,095.96
	Closing balance			33,095.96

Deposit Interest Earned: \$39.83

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Business Account Statement

March 29, 2018 to April 30, 2018
Account number: 09179 100-158-5

Important Account Information

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

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- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

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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.
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Joan's Report to CAO
April 16– May 15, 2018

- 1) Resident info:
 - a. Move ins -2
 - b. Move outs -1
 - c. SL3 – 19 (1 LTC and 1 SL4 waiting placement)
 - d. Resident Room changes -0
 - e. Change in Status - 1
 - f. New applicant interview - 0
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 6
 - i. 77 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -7
 - b. Preadmission meeting - 0
- 3) 5 General Worker interviews conducted – 2 new hires.
- 4) 1 HCA interview conducted – 1 hired
- 5) 5 summer students interviewed – 1 hired.
- 6) April 16 – Alycia and I spent another day working on the Continuing Care Standards. At the partnership meeting one of the presenters was an educator for the CCHSS. I have reached out to her and she will be coming out on May 24th to review what we have in place to date and assist in the areas that are needed.
- 7) April 17 – SL3 meeting.
- 8) April 17 – Kitchen meeting
- 9) April 18 – 2018 OHS Act changes webinar.
- 10) April 25 – Volunteer Appreciation
- 11) Resident survey has been completed and scores tallied; results forwarded to Tim.
- 12) April 27 – South Zone Partnerships meeting
- 13) May 1 – Emergency Preparedness meeting.
- 14) May 4 – STOP! Clean your hands webinar.
- 15) May 9th – Budget and Finance meeting.
- 16) May 10th – Tim, Kristin and I meet with Dana Karapita to discuss seniors' incomes.
- 17) May 15th – JHSC meeting.
- 18) Recreation:
 - a. Special Events
 - i. The Nut Man set up goodies in Atrium
 - ii. Christian Women's Bible study group met in the morning
 - iii. Jehovah Witness Bible Discussion held in craft room in morning
 - iv. Christian Reform church provided a service for the seniors.
 - v. Catholic Communion in the atrium
 - vi. Catholic Mass on Wednesday mornings.
 - vii. LDS church came in to provide services and bible studies.
 - viii. Playful Spirits children group came in to spend time with the seniors.
 - ix. Alzheimers' monthly support group.
 - x. Between Friends – Farewell event – completed now until Fall.
 - xi. Leishman's Hearing came in to provide services
 - xii. Kiwanis Bingo in the evening.
 - xiii. CNIB monthly meeting

- xiv. UCW hosted Birthday Bingo in the evening.
- xv. Movie night has been started...it appears that this evening program is started to develop some interest.
- xvi. Blood pressure testing once a week.
- xvii. Taber 4H came in to do some activities with the residents.
- xviii. Personal Touch Clothing was here to show off the wares for the seniors to purchase.
- xix. Volunteer Appreciation hosted about 85 guests.
- xx. Mother's Day Tea was on May 11th.
- xxi. Pie and Cake auction was on May 12th...from 107 donated items the Resident Council was able to raise \$4446.00.
- xxii. Coffee with Karin...pharmacist from Co-op provided information on health topics that relate to seniors.
- b. Entertainment - 15 groups came in to entertain for the seniors.
- c. Outings :
 - i. April 27 – Country Drive and then to Dairy Queen for a treat.
- d. Volunteer hours - 178 hours logged.

***Anyone interested in joining CVL facebook page please sent a request to Alycia Timm or Jo-Anne Machacek.

Maintenance Report

May, 2018

Clearview Lodge

- West End Eaves Troughing to replace around perimeter of Lodge.
- Unit #403, painted and new carpet installed.
- Pricing out changing the bathroom floor in #403.
- Pricing of joining two rooms in 500 wing. (creating a couples room)
- Fire alarm re-certification completed by Done Right.
- Pricing adding cameras to our system.
- Received price to replace Activity coordinators desk top damaged from sprinkler leak.
- Ducharme to make desk top and forward bill to TMD adjusters. (Last of insurance claim from the sprinkler break)
- Ordered 6 pendants for the lodge. (Deal price honored of \$200.00 a pendant)
- Ran a generator test at Lodge.
- Stanley Access replaced electric striker on southwest door.
- Ordering safety floor to replace East tub room before new tub arrives.
- Attended a few resident meetings at the Lodge.
- Lethbridge Commercial Appliances ordered parts and repaired combi-oven.
- Pricing out shingling the 500 wing.

Homestead Manor

- Fire alarm re-certification completed.
- Sprayed a unit that reported bed bugs.
- We had a resident pass away recently in Homestead.
- Resident moved out of unit #308 at the Manor.

Pioneer Place

- Fire alarm up-grade in progress.
- Talked with Simplex Tyco about up-dating our auto dialers.
- Checking into monitoring companies that are ULC compliant.
- Installed 2 A/C s at Pioneer Place.

Harmony Home

- Finished cleaning out #108 at Harmony ready to rent.

- Final spray on bed bugs at the Manor.
- Otis Tech came through and checked out elevator.(no problems)
- Checking into monitoring companies that are ULC compliant.
- Installed an A/C at Harmony Home.

Prairie Rose Manor

- Fire alarm re-certification completed.
- Arranged with M.D. fire department on changing out lock box.
- Automatic Doors installed at the Manor by Stanley Access Door Systems.
- Done Right to install electrical to doors.
- Received a cylinder lock for door opener from Active Lock & Safe.
- Sprinklers turned on for the season.

Sunshine Manor

- Fire alarm re-certification completed.
- Arranged with M.D. fire department on changing out lock box.
- Fire Dept. answered a false alarm call at Sunshine Manor.

Bountiful House

- HWT fix at unit #6
- Move out in unit #4.
- Talked with Town about snow removal in BH parking lot.
- Propose hiring person to mow lawns and shovel sidewalks in winter.

Phase One

- #5016 completely painted, 2 new doors and upstairs doors spray painted also counter top replaced.
- Finished renovations at #5016 and move in.
- Front lawns sprayed for dandelions.

Phase Two

- Hot water tank replaced at #5602.
- Front lawns sprayed for dandelions.

Phase Three

- Move in at unit # 3802. Mowed lawns for move in.
- Installed new window well coverings on all basement windows.

- Front lawns sprayed for dandelions.

Special Needs

- Replaced light at the north residence.
- Replaced tub spout on large tub.

General Maintenance

- Finished leaves clean up.
- Mowing started at all projects.
- Sprinklers started up for season.
- Attended a budget meeting with Tim, Joan and Bev.
- Sent floor plans of manors in to price camera system for each.
- Received 8 toilets from Wolseleys.
- Maintenance guys serviced all mowers.
- Contacted Securcom in Lethbridge about installing ULC compliant auto dialers and monitor pricing at new fire alarm up-grades.
- Contacted RCB for stump grinding at Phase 1 and 2.
- Received info on changing locks to keyless entry.

Placement Officer Report May 2018

Family Housing

- New applications- 2
- Move outs- 1
- Move ins- 1
- Waitlist- 4
- Evictions- 0

Senior Housing

- New applications- 4
- Move outs- 1
- Move ins- 4
- Waitlist- 16

DRSP

- No change, still full

Additional info

- Rent reviews. New carbon rebate included in the calculation has just been the icing on the cake this year.
- A lot of move ins happening in Homestead at the end of May

Financial Administrator Report for Apr 25 – May 23/18

PAYROLL

- Completed, May mid month advances, May Monthend payroll in progress
- 3 LTD Claims updating – 1 employee RTW timeline
- 2 Employees Terminated
- 4 New Employee
- 5 employee meetings
- Employee Benefit Changes due to CUPE wage increase June 1
- Field Employee Benefit Questions

FINANCE

- 1 DRSP payments runs (9 clients each), DRSP claim, update YTD
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Guest Meal invoicing for Apr completed
- May rent collection (SH / CVL) completed (Board Package increases for all Residents)
- MOW client setups and closings, Apr meals 183 – 13 clients
- Report for Board Meeting May 25
- Manager Meeting monthly update YTD & work on 2019 budget for SH & CVL
- AHS Schedule B monthly update
- Submitted SH Q1 report to ASHC
- YEP claim submitted
-

GENERAL

- Front Desk Coverage
- Replaced AVC computer

CAO Report

May 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 Apr 30 – May 4

- May 1 – Emergency Response Meeting
- May 2 & 3 – APHAA Conference – Edmonton, AB
 - Hoarding Mitigation Strategies
 - Presentation re: cannabis consumption and production in rental units
 - Review & Discussion of Alberta Affordable Housing Strategy
- Met with ARDN representatives in Edmonton office to discuss business case
- May 4 – Flex Day

Week of May 7 - 11

- Review leases, accompanying regulations and TDHF policy re: smoking and how additional wording be added to address cannabis consumption and production
- Contacted Andrew Malcolm, Town of Taber Economic Development, to discuss ARDN proposed business case and how it might be received in the community. Also discussed land options and feasibility of specific land parcels to business case (i.e. zoning, appropriateness of location, etc.)
- May 9 – Meeting with Joan, Corey & Bev for 2019 Clearview Lodge Operating & Capital Budget
- Develop tenant satisfaction surveys for Senior Self-contained apartments
- May 10 – Meet with Joan, Kristin & Dana Karapita, AHS Social Worker, to discuss opportunities to assist mutual clients in accessing funding (OAS, GIS, ASB) and care
- May 11 – Tour Clearview Lodge tub rooms with Taber and District Health Foundation representative; explaining our request for funding

Week of May 14 - 18

- Discussed rental opportunities with FCSS, Taber and Community Adult Learning & Native Friendship Center
- Contacted CAOs of most Southern Alberta Foundations to enquire about charges for optional services (i.e. MAP, personal care services, personal laundry, suite transfer fees, parking, scooter parking, cable/phone/internet, meal plans)
- Reviewed and discussed business case with ARDN; compared projections to actual for vacancy rates, utilities, maintenance and repair costs, management fees and salaries
- Compiled responses from CAOs for service charges; the results provide good comparison for future review of TDHF charges
- Reviewed previous concept (provided by local developer) to determine strengths, weaknesses and opportunity costs of ARDN proposal
- May 17 & 18 – Flex Day

Week of May 21 - 25

- May 21 – Victoria Day - STAT
- Review proposal to merge Rooms #509 & 510 at Clearview Lodge
- Review proposal for snow removal and lawn mowing at Bountiful House
- Meeting with AHS – Adult Day Program at Clearview Lodge
- Reviewed TDHF website modifications

Upcoming Events

June 2018 -

- Create email distribution list to CVL family members and residents
- Building Committee:
 - Complete Needs Assessment process (May 31) and develop Affordable Housing strategy (June 30)
 - Develop proposal for Social Housing project (Submit May 31)
 - Develop proposal for Clearview Lodge (Submit August 31)
- 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
- 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 2018/9; if feasible)
- Research electronic payroll system; proposed go-live date – Sept/Oct 2018

Future:

- Flex Days – June 15th
- Holiday – July 26th; likely a week in July and/or August
- APHAA Fall Conference Oct 1 – 4, 2018

Banff, AB

Propose hiring an employee at Barnwell. Employee would mow grass at Bountiful House Manor during summer months. (Approx. 18 weeks @ 2 hours per mow) $18 \times 2 = 36$ hours @ 17.00 per hour = \$612.00).

Have the same employee on call to shovel sidewalks as needed. (Ex. Grassy Lake, 34.5 hours shoveling snow @ 17.00 per hour = 586.50)

Cost of new mower to have on site = \$625.00.

Mowing = \$612.00

Snow removal = 586.50

Mower = 625.00

Total cost = \$1823.50

Snow Removal for Barnwell 2016/2017 = \$4610.50

2017/2018 = \$3440.00

Average cost of snow removal. = \$4000.00

1st year cost (Approx) = \$1823.50

Savings 1st year (adding lawns) = \$2176.50

2nd year savings (Approx) = \$2801.50

PROPOSAL - Merging Rooms #509 & 510

May 25, 2018

This proposal is to merge two of the smallest rooms (#509 & 510) together to make a couple's room of approximately 400 square feet. The proposal would involve (at a minimum) taking down the non-bearing wall between the rooms, removing one bath and shower, and relocating the closets.

Situation:

Currently, CVL has two rooms vacant, Room #509 and 512(?). Therefore, only one resident would have to be moved from Room 510 to 512 for the renovation to begin.

Review of our annual vacancy calculations show that in the last 4 years the rooms have had considerable turnover:

- Room 509 – 11 different tenants
- Room 510 – 3 different tenants

In the past, people have been willing to move into CVL and into Room 509 in particular, with the full intention to transfer as soon as a different unit becomes available. Often the intention is known prior to their move-in and the transfer fee is waived; all so we can continue to keep the building full.

However, in the past year, it has become more and more difficult to get residents to move into Room 509 and a few residents have deferred moving in until a different unit is available.

In the past 4 years, the vacancy rate in the two units has been considerably higher than the CVL average of 0.8% vacancy:

- Room 509 – 3.43%
- Room 510 – 2.08%

Cost Estimate:

Cost of wall take-down, bathroom removal, close removal, one door removed and framed back and drywall patched (quoted)	\$3,200.00
Relocate wiring (estimate)	\$2,000.00
Relocate and remove sprinklers (estimate)	\$3,000.00
Carpet & Paint (labor only as we have carpet inventory on hand)	\$325.00
One room was recently updated for paint and carpet; second unit is ready for updating	
Miscellaneous costs (spraying ceiling, etc.)	<u>\$300.00</u>
Total	<u>\$8,825.00</u>

With contingency, the **budget should be set at about \$10,000.**

Financial Projections:

Current Board Package costs for Rooms #509 & 510	\$825 per month
Proposed Board package for new updated room	\$925 to 950

In 2018, the median rent charges are \$564 and median rent and board service charges are \$1,425.

Revenues – Status Quo

Room #509	\$1,425 * 12 months	\$17,100
Room #510	\$1,425 * 12 months	<u>\$17,100</u>
	Total	<u>\$34,200</u>

Revenues – Proposal

Merged Room	(\$1,000 + 1,475) * 12 months	\$29,700
	Total	<u>\$29,700</u>
Difference	(assuming full occupancy in both cases)	\$4,500 per year

Extreme Case – Couple High Income (36K per spouse) in separate/adjoining rooms:

Spouse #1	\$1,711 * 12 months	\$20,532
Spouse #2	\$1,711 * 12 months	<u>\$20,532</u>
	Total	<u>\$41,064</u>
Difference	(assuming full occupancy in both cases)	\$11,364 per year

Issues that could increase the difference include:

- Couples with higher than median income (will max out quicker and therefore decrease rent)
- Couples with very low income; will run into \$315 rule
- Renovations taking much longer than anticipated (further loss of revenue)
- Difficulty in finding couples to fill and then rent to a single individual

Issues that could decrease the difference include:

- Larger unit encourages people to move in and affects transfer rate between units

Recommendation:

That Rooms #509 & #510 be merged to become an oversized suite, designed for a couple to reside. The renovation should be completed as soon as possible with a minimum of modifications. This will provide TDHF with a learning opportunity for any future room renovations.

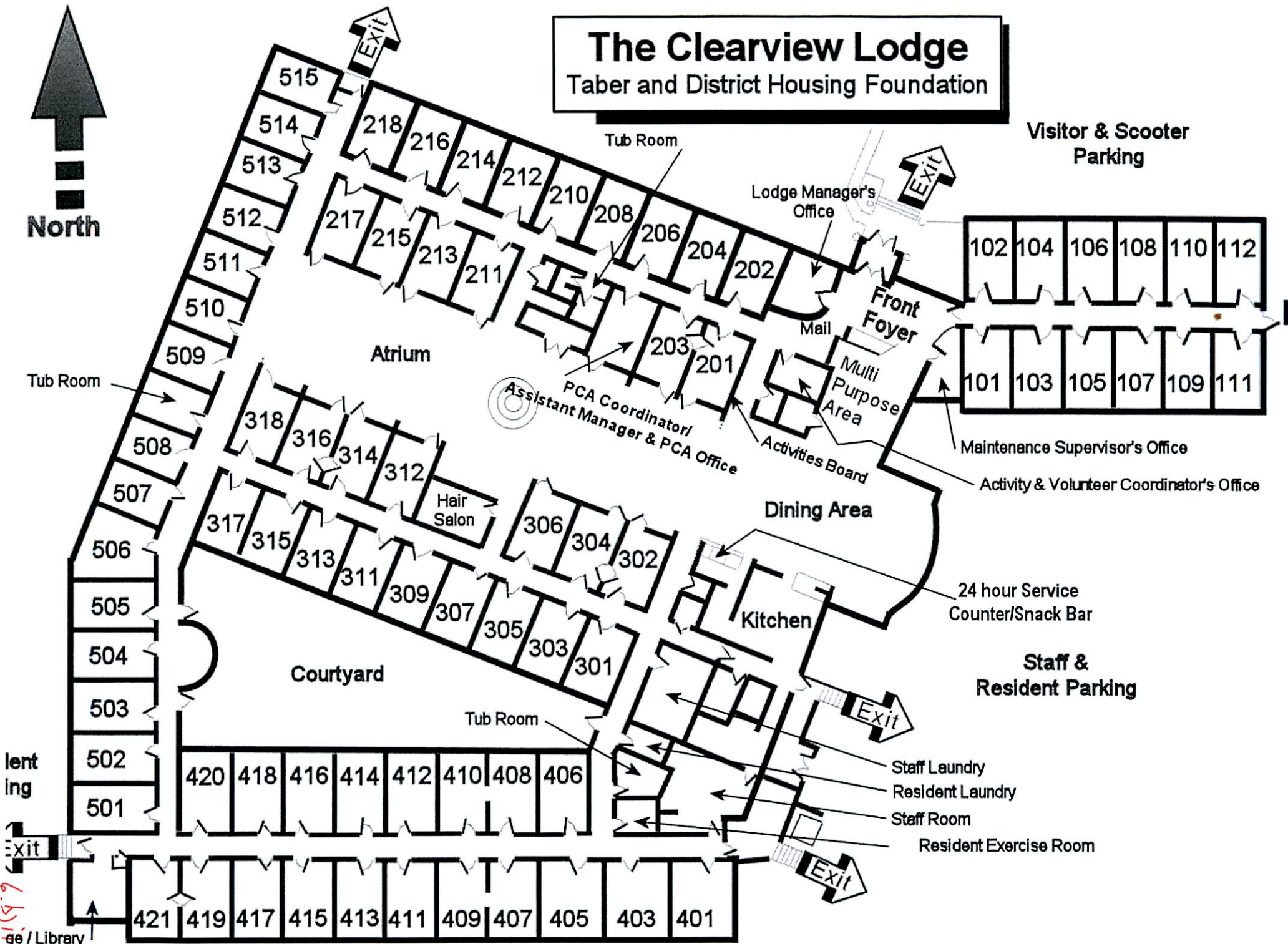
Consideration should be made in setting policy regarding the calculation of rent and board service packages for this specific room (or category of rooms). The main reason for the potential decrease in revenues is based on how rent (and maximum rent) is calculated and the discounting of the Board service charge when two residents share a room. The discounting makes sense when two people are crammed into one small room. But in this case, the new merged room will have the same square feet as two separate units. Why then should there be a discount? Especially when all the room now comes in one open area.

While there are other rooms that could benefit from merging, this decision should be seen as an opportunity at this “moment in time” and not necessarily a precedent. Future decisions would be based on careful study of the renovation process and subsequent effect on leasing and revenues.



The Clearview Lodge

Taber and District Housing Foundation



119-9
ge / Library

TABER AND DISTRICT HOUSING FOUNDATION
AFFORDABLE HOUSING PROJECT
SHI-2017-049—FINANCIAL MODEL
SUBMITTED MAY 24TH, 2018

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



1942 94 Street NW
Edmonton AB T6N 1J3
www.ardn.ca

6.075



Project Name	TABER HOUSING PROJECT
Address	-

Program Summary	
Total Units	31
Total Square Footage of Units	15,140
Total Number of Modules	98
Gross Residential SQ-FT	16,460
Total SQ-FT of Building	18,024

Costs Summary	
Total Soft Cost	\$ 716,931.41
Total Hard Cost	\$ 3,817,449.18
Total Development Cost	\$ 5,111,880.60
Cost Of Land	\$ 500,000.00

Capital Summary*	
Total Project Cost	\$ 5,111,881
Owner Equity incl. land	\$ 500,000
Prov. & Fed. Investment	\$ 2,271,836
Federal Gov. Loan	\$ 218,982
Financing Required	\$ 2,121,062
Loan To Cost	41.49%

Rent Roll Summary*	
OVERALL MONTHLY RENT	\$ 22,256.64
Annualized	\$ 267,079.68
Rent per Sq Ft	\$ 1.47

Operating Summary*	
Potential Gross Income	\$ 267,080
Effective Gross Income	\$ 251,696
Operating Expenses	\$ 96,189
Operating Expense Ratio	38.22%
Net Income	\$ 155,507
DCR	1.10
Cash Flow	\$ 14,347

DISCLAIMER:

PLEASE NOTE THIS IS A PRELIMINARY FINANCIAL MODEL.
WILL BE CONFIRMED AT A LATER DATE.

*Calculated on annualized basis

6.4.11



Construction Program

In this section we will outline the important construction indicators of the project. It will describe the composition of the structures being built and the size of the development.

Do you have Emergency Shelters?	No
Do you have Transitional Shelters?	No
Do you have Affordable Units?	Yes
Do you have Market Units?	Yes
Do you have Commercial Spaces?	Yes

Affordable Units	
Do you have Studios?	Yes
Do you have One-Bedrooms?	No
Do you have Two-Bedrooms?	No
Do you have Three-Bedrooms?	No
Do you have Shared Spaces?	No

Market Units	
Do you have Studios?	No
Do you have One-Bedrooms?	Yes
Do you have Two-Bedrooms?	Yes
Do you have Three-Bedrooms?	No
Do you have Shared Spaces?	No

Commercial Spaces	
Do you have Offices?	Yes
Do you have a Library?	No

Type of Structure	Unit Type	Number of Units	SF per Unit	Rent Roll	Rent per Sq Ft	Total Rent	Total SF	Number of Modules	Module Size
Affordable Units	Studio	16	310	\$ 534	\$ 1.72	\$ 5,340	1,850.00	12	155
	One Bedroom	1	465	\$ 838	\$ 1.76	\$ 838	838.00	42	
	Two Bedroom	20	607	\$ 12,000.00	\$ 6.07	\$ 12,000.00	8,370.00	54	
	Three Bedroom	6	838	\$ 5,025	\$ 1.80	\$ 5,025	2,790.00	18	
Market Units	Studio	4	620	\$ 933	\$ 1.50	\$ 3,732	2,480.00	16	
	One Bedroom	10	1,500	\$ 8,668	\$ 6.68	\$ 8,668	5,270.00	34	
	Two Bedroom	1	1,500	\$ 1,500	\$ 1.00	\$ 1,500	1,500.00	10	
	Office Space	1	1,500	\$ 1,500	\$ 1.00	\$ 1,500	1,500.00	10	
Subtotal		31				\$ 22,256.64	15,140.00	98	

Square Footage of Interiors and Exteriors	
TOTAL SQUARE FOOTAGE OF UNITS	15,140
TOTAL CORRIDORS AND LOBBIES	1,504
TOTAL NUMBER OF MODULES	97.68
Sq Ft per Leasable Unit	15,140
Gross Residential Sq Ft	16,460
Stairs & Cor. & Admin. & Reception	1,504
TOTAL SQUARE FOOTAGE OF BUILDING	18,024
Parking Stalls	19
Parking and Curbing Sq Ft	2,064.60

6.d,iii

Tabulation Of Costs

This sheet contains a tabulation of the costs of construction. They are separated into hard costs and soft costs. The soft costs are based on a % of the total cost (Soft + Hard costs) that has been calculated using averages of previous

SOFT COSTS	% of Total	Cost Amount	Comments
Land Value	9.78%	\$ 500,000	
Consultants (Arch & Eng.)	6.00%	\$ 215,514.33	
Others(Geo Tech/Traffic/Enviro/Well Building)		\$ 72,937	
Pre-Development Costs		\$ 60,000	To be Confirmed
Marketing		\$ 1,250	To be Confirmed
Financing Fees		\$ 141,160	
Development Permit		\$ 500	To be Confirmed
Building Permits		\$ 8,000	To be Confirmed
Legal		\$ 20,000	
Contingency	5.00%	\$ 152,570	
Insurance		\$ 10,000	To be Confirmed
Taxes		\$ 5,000	To be Confirmed
Demolition		\$ -	Site Dependent
Appraisal		\$ 5,000	
Off Site Levies		\$ -	Site Dependent
Transformer		\$ 25,000	To be Confirmed
TOTAL SOFT LESS LAND	14.02%	\$ 716,931	

HARD COSTS			% of Total		\$ / Sq. Ft
GC Costs		4.00%	2.30%	\$ 117,361	
Winter Conditions			0.29%	\$ 15,000	
Hard Construction Costs	\$ 150.00	per sq ft	52.89%	\$ 2,703,589.16	
Net Zero Implementation	\$ 35.00	per sq ft	12.34%	\$ 630,837.47	
Foundation Services	\$ 35.00	per sq ft	4.51%	\$ 230,442.91	
Landscape paving	\$ 1.50	per sq ft	0.53%	\$ 27,035.89	
Hard Surface Parking and Curbing	\$ 2.50	per sq ft	0.10%	\$ 5,161.50	
Constr Mgt. Fee	3.00%	of Hard Constr. & Parking	1.72%	\$ 88,021	
TOTAL HARD COST			74.68%	\$ 3,817,449	\$ 211.80
ARDN Fee	\$ 2,500.00	Per Door	1.52%	\$ 77,500.00	
Does ARDN Manage Project?	No	Based on Development Cost	0.00%	\$ -	

TOTAL DEVELOPMENT COSTS \$ 5,111,880.60



Capital Budget

This sheet contains all the details of financing the project.

In Project Cost below is a summary of the costs and the projected total cost.

Further below is a breakdown of both equity funding and debt funding.

Project Cost	
Land Cost	\$ 500,000
Construction Costs (hard costs)	\$ 3,817,449
Construction Costs (soft costs)	\$ 716,931
ARDN Per Door Fee	\$ 77,500
ARDN Project Mgt. Fee	\$ -
Total Project Cost	\$ 5,111,881

Total projected Funding from CMHC based on # of affordable units	\$ 398,150
--	------------

Equity Available	
Land Value (if owned)	\$ 500,000 9.78%
Provincial Investment	\$ 2,092,668 40.94%
CMHC Innovation Grant	\$ 179,167 3.50%
CMHC Innovation Loan	\$ 218,982 4.28%
Private investment	\$ - 0.00%
Federal Grant	\$ - 0.00%
Municipal Grant	\$ - 0.00%
Other Contribution	\$ - 0.00%
Total Equity Available	\$ 2,990,818 58.51%

Mortgage Financing	
Total Project Cost	\$ 5,111,881
Total Equity Available	\$ 2,990,818
Financing Required	\$ 2,121,062 41.49%
LTC	41.49%
Interest Rate	3.00%
Amortization	20
Annual Debt Payment	\$ 141,160

Additional Mortgage Financing (Year 11 Onwards)*	
Financing for CMHC loan required	\$ 218,982
Interest Rate	5.00%
Amortization	25
Annual Debt Payment	\$ 15,362

*Refinancing the CMHC 0% Interest 10 Year Loan Payment

6.d.v



Projected Rent Roll

This page highlights the rental rates for various unit types. Depending on the inputs in the Construction Program it will calculate overall monthly rent, annual rent, number of units and rent per sq ft.

Calculation of Monthly Rent			Affordable - Average % Below Market Rate		Transitional - Average % Below Market Rate	
Type of Structure	Unit Type	Number of Units	Rent per Sq. Ft.	Rent per Unit	Total Rent	
Emergency	Studio	0	\$ -	\$ -	\$ -	25%
	One Bedroom	0	\$ -	\$ -	\$ -	45%
	Two Bedroom	0	\$ -	\$ -	\$ -	
	Three Bedroom	0	\$ -	\$ -	\$ -	
	Shared Spaces	0	\$ -	\$ -	\$ -	
2nd Stage - Transitional	Studio	0	\$ 1.26	\$ 391.88	\$ -	
	One Bedroom	0	\$ 0.99	\$ 460.63	\$ -	
	Two Bedroom	0	\$ 0.83	\$ 513.10	\$ -	
	Three Bedroom	0	\$ 0.81	\$ 625.57	\$ -	
	Shared Spaces	0	\$ -	\$ -	\$ -	
Affordable Units	Studio	6	\$ 1.72	\$ 534.38	\$ 3,206.25	
	One Bedroom	14	\$ 1.35	\$ 628.13	\$ 8,793.75	
	Two Bedroom	0	\$ 1.13	\$ 699.68	\$ -	
	Three Bedroom	0	\$ 1.10	\$ 853.05	\$ -	
	Shared Spaces	0	\$ -	\$ -	\$ -	
Market Units	Studio	0	\$ 2.30	\$ 712.50	\$ -	
	One Bedroom	6	\$ 1.80	\$ 837.50	\$ 5,025.00	
	Two Bedroom	4	\$ 1.50	\$ 932.91	\$ 3,731.64	
	Three Bedroom	0	\$ 1.47	\$ 1,137.40	\$ -	
	Shared Spaces	0	\$ -	\$ -	\$ -	
Commercial Spaces	Office Space	1	\$ 1.00	\$ 1,500	\$ 1,500.00	
	Library	0	\$ -	\$ -	\$ -	

OVERALL MONTHLY RENT	\$ 22,256.64
Annualized	\$ 267,079.68
Total Number of Units	31
Residential Size (Sq Ft)	15,140
Rent per Sq Ft	\$ 1.47

Operating Statement

This is the operating statement. It breaks down the revenues the project will generate in one year and the expenses it will generate in one year.

Projected Operating Statement - Revenue				
	31	Vacancy Rate	Unit / Month	
Residential Revenues	\$ 267,080	0%	\$ 718	
Laundry	\$ -		\$ -	
Interior Parking	\$ -		\$ -	
Exterior Parking	\$ -		\$ -	
Miscellaneous Income	\$ -		\$ -	
Other Income	\$ -		\$ -	
Potential Gross Income (PGI)	\$ 267,080			
Vacancy Loss : Res. Revenues	-\$ 11,378	4.26%		
Vacancy Loss : Laundry	\$ -	0.00%		
Vacancy Loss : Parking	\$ -	0.00%		
Vacancy Loss : Other Income	\$ -	0.00%		
Vacancy Loss : Bad Debts	-\$ 4,006	1.50%		
Total Loss due to Vacancy	-\$ 15,384			
Effective Gross Income (EGI)	\$ 251,696			

Projected Operating Statement - Expenses				
	31	% of EGI	Unit/Year	
Residential Operating Expenses				
Insurance	\$ 6,882	2.73%	\$ 222	
Heat & Electrical Backup	\$ 17,205	6.84%	\$ 555	
Water & Sewer	\$ 20,000	7.95%	\$ 645	
Maintenance & Repairs	\$ 29,450	11.70%	\$ 950	
General & Admin.	\$ 2,517	1.00%	\$ 81	
Replacement Reserve	\$ 12,585	5.00%	\$ 406	
Advertising & Promotion	\$ 1,550	0.62%	\$ 50	
Garbage / Snow / Landscaping	\$ 6,000	2.38%	\$ 100	
Total Expenses	\$ 96,189	38.22%	\$ 3,103	
Total Expenses as % of EGI	38.2%			
Total Expenses as % of PGI	36.0%			
Res. Net Operating Income (NOI)	\$ 155,507		\$ 5,016	

Sensitivity Analysis

This is a sensitivity analysis of residential vacancy. It shows the different Year 1 DCRs per set vacancy. The top vacancy is the break even point.

Vacancy	Vacancy Loss	EGI	Cash Flow	DCR in Year 1
9.97%	-\$ 26,640.15	\$236,433	-	1.00
0.0%	\$ -	\$263,073	\$ 25,041.74	1.18
2.0%	-\$ 5,341.59	\$257,732	\$ 20,020.65	1.14
4.0%	-\$ 10,683.19	\$252,390	\$ 14,999.55	1.11
6.0%	-\$ 16,024.78	\$247,049	\$ 9,978.45	1.07
8.0%	-\$ 21,366.37	\$241,707	\$ 4,957.35	1.04
10.0%	-\$ 26,707.97	\$236,366	-\$ 63.75	1.00
12.0%	-\$ 32,049.56	\$231,024	-\$ 5,084.84	0.96
14.0%	-\$ 37,391.16	\$225,682	-\$ 10,105.94	0.93
16.0%	-\$ 42,732.75	\$220,341	-\$ 15,127.04	0.89
18.0%	-\$ 48,074.34	\$214,999	-\$ 20,148.14	0.86
20.0%	-\$ 53,415.94	\$209,658	-\$ 25,169.24	0.82
22.0%	-\$ 58,757.53	\$204,316	-\$ 30,190.33	0.79
24.0%	-\$ 64,099.12	\$198,974	-\$ 35,211.43	0.75
26.0%	-\$ 69,440.72	\$193,633	-\$ 40,232.53	0.71
28.0%	-\$ 74,782.31	\$188,291	-\$ 45,253.63	0.68
30.0%	-\$ 80,123.90	\$182,950	-\$ 50,274.73	0.64
32.0%	-\$ 85,465.50	\$177,608	-\$ 55,295.82	0.61
34.0%	-\$ 90,807.09	\$172,266	-\$ 60,316.92	0.57
36.0%	-\$ 96,148.68	\$166,925	-\$ 65,338.02	0.54
38.0%	-\$ 101,490.28	\$161,583	-\$ 70,359.12	0.50
40.0%	-\$ 106,831.87	\$156,242	-\$ 75,380.21	0.47
42.0%	-\$ 112,173.47	\$150,900	-\$ 80,401.31	0.43
44.0%	-\$ 117,515.06	\$145,558	-\$ 85,422.41	0.39
46.0%	-\$ 122,856.65	\$140,217	-\$ 90,443.51	0.36
48.0%	-\$ 128,198.25	\$134,875	-\$ 95,464.61	0.32
50.0%	-\$ 133,539.84	\$129,534	-\$ 100,485.70	0.29



This is a detailed breakdown of financials from the first year of operations to the fifth year. The revenues and expenses are projected to grow at 2.5% per year.

Year 1 to 5 Proforma					
	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue					
Residential Revenues	\$ 267,079.68	\$ 273,756.67	\$ 280,600.59	\$ 287,615.60	\$ 294,805.99
Potential Gross Income (PGI)	\$ 267,079.68	\$ 273,756.67	\$ 280,600.59	\$ 287,615.60	\$ 294,805.99
Vacancy Loss - Res. Revenues	\$ (11,377.59)	\$ (11,682.03)	\$ (11,953.59)	\$ (12,252.42)	\$ (12,558.74)
Vacancy Loss - Bad Debts	\$ (4,005.20)	\$ (4,106.35)	\$ (4,209.01)	\$ (4,314.23)	\$ (4,422.09)
Total Vacancy Loss	\$ (15,383.79)	\$ (15,788.38)	\$ (16,162.59)	\$ (16,566.66)	\$ (16,980.83)
Effective Gross Income (EGI)	\$ 251,695.89	\$ 257,968.29	\$ 264,437.99	\$ 271,048.94	\$ 277,825.17
Operating Expense					
Insurance	\$ 6,882.00	\$ 7,054.05	\$ 7,230.40	\$ 7,411.16	\$ 7,596.44
Heat & Electrical Backup	\$ 17,205.00	\$ 17,635.13	\$ 18,076.00	\$ 18,527.90	\$ 18,991.10
Water & Sewer	\$ 20,000.00	\$ 20,500.00	\$ 21,012.50	\$ 21,537.81	\$ 22,076.26
Maintenance & Repairs	\$ 29,450.00	\$ 30,186.25	\$ 30,940.91	\$ 31,714.43	\$ 32,507.29
General & Admin.	\$ 2,516.96	\$ 2,579.88	\$ 2,644.38	\$ 2,710.49	\$ 2,778.25
Replacement Reserve	\$ 12,584.79	\$ 12,896.41	\$ 13,221.90	\$ 13,552.45	\$ 13,891.26
Advertising & Promotion	\$ 1,550.00	\$ 1,588.75	\$ 1,628.47	\$ 1,669.18	\$ 1,710.91
Garbage / Snow / Landscaping	\$ 6,000.00	\$ 6,150.00	\$ 6,303.75	\$ 6,461.34	\$ 6,622.88
Total Expenses	\$ 96,188.75	\$ 98,593.47	\$ 101,058.31	\$ 103,584.77	\$ 106,174.39
Total Expenses as % of EGI	38.22%	38.22%	38.22%	38.22%	38.22%
Total Expenses as % of PGI	36.02%	36.02%	36.02%	36.02%	36.02%
Res. Net Operating Income (NOI)	\$ 155,507.14	\$ 159,394.82	\$ 163,375.69	\$ 167,464.18	\$ 171,650.78
Annual Debt Payment	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33
Debt Coverage Ratio (DCR)	1.10	1.13	1.16	1.19	1.22
Cash Flow	\$ 14,346.81	\$ 18,234.48	\$ 22,219.35	\$ 26,303.85	\$ 30,490.45
Asset Value	\$ 2,704,471.95	\$ 2,772,083.75	\$ 2,841,385.84	\$ 2,912,420.49	\$ 2,985,231.00
Growth in Residential Revenue (Per Yr)	2.50%				
Growth in Expenses (Per Yr)	2.50%				
Total Ending Cash Flow	\$ 14,346.81	\$ 32,581.29	\$ 64,800.65	\$ 81,104.49	\$ 111,594.94

6. d) ix



This is a detailed breakdown of financials from the sixth year of operations to the tenth year. The revenues and expenses are projected to grow at 2.5% per year.

Year 6 to 10 Proforma						
	Year 6	Year 7	Year 8	Year 9	Year 10	
Revenue						
Residential Revenues	\$ 302,176.14	\$ 309,730.55	\$ 317,473.81	\$ 325,410.66	\$ 333,545.92	
Potential Gross Income (PGI)	\$ 302,176.14	\$ 309,730.55	\$ 317,473.81	\$ 325,410.66	\$ 333,545.92	
Vacancy Loss - Res. Revenues	\$ (12,872.70)	\$ (13,194.52)	\$ (13,524.38)	\$ (13,862.49)	\$ (14,209.06)	
Vacancy Loss - Bad Debts	\$ (4,532.64)	\$ (4,645.96)	\$ (4,762.11)	\$ (4,881.16)	\$ (5,003.19)	
Total Vacancy Loss	\$ (17,405.35)	\$ (17,840.48)	\$ (18,286.49)	\$ (18,743.65)	\$ (19,212.25)	
Effective Gross Income (EGI)	\$ 284,770.80	\$ 291,890.07	\$ 299,187.32	\$ 306,667.00	\$ 314,333.68	
Operating Expense						
Insurance	\$ 7,786.35	\$ 7,981.01	\$ 8,180.54	\$ 8,385.05	\$ 8,594.67	
Heat & Electrical Backup	\$ 19,465.88	\$ 19,952.53	\$ 20,451.34	\$ 20,962.62	\$ 21,486.69	
Water & Sewer	\$ 22,628.16	\$ 23,193.87	\$ 23,773.72	\$ 24,368.06	\$ 24,977.26	
Maintenance & Repairs	\$ 33,319.97	\$ 34,152.97	\$ 35,006.80	\$ 35,881.97	\$ 36,779.01	
General & Admin.	\$ 2,847.71	\$ 2,918.90	\$ 2,991.87	\$ 3,066.67	\$ 3,143.34	
Replacement Reserve	\$ 14,238.54	\$ 14,594.50	\$ 14,959.37	\$ 15,333.35	\$ 15,716.68	
Advertising & Promotion	\$ 1,753.68	\$ 1,797.52	\$ 1,842.46	\$ 1,888.52	\$ 1,935.74	
Garbage / Snow / Landscaping	\$ 6,788.45	\$ 6,958.16	\$ 7,132.11	\$ 7,310.42	\$ 7,493.18	
Total Expenses	\$ 108,828.75	\$ 111,549.46	\$ 114,338.20	\$ 117,196.66	\$ 120,126.57	
Total Expenses as % of EGI	261.67%	261.67%	261.67%	261.67%	261.67%	
Total Expenses as % of PGI	277.66%	277.66%	277.66%	277.66%	277.66%	
Res. Net Operating Income (NOI)	\$ 175,942.05	\$ 180,340.60	\$ 184,849.12	\$ 189,470.35	\$ 194,207.10	
Annual Debt Payment	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33	\$ 141,160.33	
Debt Coverage Ratio (DCR)	1.25	1.28	1.31	1.34	1.38	
Cash Flow	\$ 34,781.72	\$ 39,180.27	\$ 43,688.79	\$ 48,310.02	\$ 53,046.77	
Asset Value	\$ 3,069,861.77	\$ 3,136,358.32	\$ 3,214,767.28	\$ 3,295,136.46	\$ 3,377,514.87	

Growth in Residential Revenue (Per Yr)	2.50%
Growth in Expenses (Per Yr)	2.50%

Total Ending Cash Flow	\$ 146,376.66	\$ 185,556.94	\$ 228,245.72	\$ 277,555.74	\$ 330,802.51
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6.d)x



This is a detailed breakdown of financials from the eleventh to fifteenth year. The revenues and expenses are projected to grow at 2.5% per year.

Year 11 to 15 Proforma						
	Year 11	Year 12	Year 13	Year 14	Year 15	
Revenue						
Residential Revenues	\$ 341,884.57	\$ 350,431.68	\$ 359,192.48	\$ 368,172.29	\$ 377,376.60	
Potential Gross Income (PGI)	\$ 341,884.57	\$ 350,431.68	\$ 359,192.48	\$ 368,172.29	\$ 377,376.60	
Vacancy Loss : Res. Revenues	\$ (14,564.28)	\$ (14,928.39)	\$ (15,301.60)	\$ (15,684.14)	\$ (16,076.24)	
Vacancy Loss : Bad Debts	\$ (5,128.27)	\$ (5,256.48)	\$ (5,387.89)	\$ (5,522.56)	\$ (5,660.65)	
Total Vacancy Loss	\$ (19,692.55)	\$ (20,184.87)	\$ (20,689.49)	\$ (21,206.72)	\$ (21,736.89)	
Effective Gross Income (EGI)	\$ 322,192.02	\$ 330,246.82	\$ 338,502.99	\$ 346,965.56	\$ 355,639.70	
Operating Expense						
Insurance	\$ 8,809.54	\$ 9,029.78	\$ 9,255.52	\$ 9,486.91	\$ 9,724.09	
Heat & Electrical Backup	\$ 22,023.85	\$ 22,574.45	\$ 23,138.81	\$ 23,717.28	\$ 24,310.21	
Water & Sewer	\$ 25,601.69	\$ 26,241.73	\$ 26,897.78	\$ 27,570.22	\$ 28,269.48	
Maintenance & Repairs	\$ 37,698.49	\$ 38,640.95	\$ 39,606.98	\$ 40,597.15	\$ 41,612.08	
General & Admin.	\$ 3,221.92	\$ 3,302.47	\$ 3,385.03	\$ 3,469.66	\$ 3,556.40	
Replacement Reserve	\$ 16,109.60	\$ 16,512.34	\$ 16,925.15	\$ 17,348.28	\$ 17,781.99	
Advertising & Promotion	\$ 1,964.13	\$ 2,033.73	\$ 2,094.59	\$ 2,136.69	\$ 2,190.11	
Garbage / Snow / Landscaping	\$ 7,680.51	\$ 7,872.52	\$ 8,069.33	\$ 8,271.07	\$ 8,477.84	
Total Expenses	\$ 123,129.74	\$ 126,207.98	\$ 129,363.18	\$ 132,597.26	\$ 135,912.19	
Total Expenses as % of EGI	261.67%	261.67%	261.67%	261.67%	261.67%	
Total Expenses as % of PGI	277.66%	277.66%	277.66%	277.66%	277.66%	
Res. Net Operating Income (NOI)	\$ 199,062.28	\$ 204,038.84	\$ 209,139.81	\$ 214,368.31	\$ 219,727.51	
Annual Debt Payment	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	
Debt Coverage Ratio (DCR)	1.27	1.30	1.34	1.37	1.40	
Cash Flow	\$ 42,540.16	\$ 47,516.72	\$ 52,617.69	\$ 57,846.18	\$ 63,205.39	
Asset Value	\$ 3,461,952.74	\$ 3,548,501.56	\$ 3,637,214.10	\$ 3,728,144.45	\$ 3,821,348.06	

Growth in Residential Revenue (Per Yr)	2.50%
Growth in Expenses (Per Yr)	2.50%

Total Ending Cash Flow	\$ 373,142.67	\$ 420,659.39	\$ 473,277.07	\$ 531,123.26	\$ 594,328.64
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* DCR from Year 11 onwards is low due to the CMHC Innovation loan Payment refinancing

6. dy xi



This is a detailed breakdown of financials from the sixteenth to twenty-first year. The revenues and expenses are projected to grow at 2.5% per year.

Year 16 to 21 Proforma						
Revenue	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21
Residential Revenues	\$ 386,811.01	\$ 396,481.29	\$ 406,393.32	\$ 416,553.15	\$ 426,966.98	\$ 437,641.15
Potential Gross Income (PGI)	\$ 386,811.01	\$ 396,481.29	\$ 406,393.32	\$ 416,553.15	\$ 426,966.98	\$ 437,641.15
Vacancy Loss : Res. Revenues	\$ (16,478.15)	\$ (16,890.10)	\$ (17,312.36)	\$ (17,745.16)	\$ (18,188.79)	\$ (18,643.51)
Vacancy Loss : Bad Debts	\$ (5,802.17)	\$ (5,947.22)	\$ (6,095.90)	\$ (6,248.30)	\$ (6,404.50)	\$ (6,564.62)
Total Vacancy Loss	\$ (22,280.31)	\$ (22,837.32)	\$ (23,408.26)	\$ (23,993.46)	\$ (24,593.30)	\$ (25,208.13)
Effective Gross Income (EGI)	\$ 364,530.70	\$ 373,643.96	\$ 382,985.06	\$ 392,559.69	\$ 402,373.68	\$ 412,433.02
Operating Expense	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21
Insurance	\$ 9,967.19	\$ 10,216.37	\$ 10,471.78	\$ 10,733.57	\$ 11,001.91	\$ 11,276.96
Heat & Electrical Backup	\$ 24,917.97	\$ 25,540.92	\$ 26,179.44	\$ 26,833.93	\$ 27,504.78	\$ 28,192.40
Water & Sewer	\$ 28,965.96	\$ 29,690.11	\$ 30,432.37	\$ 31,193.17	\$ 31,973.00	\$ 32,772.33
Maintenance & Repairs	\$ 42,652.38	\$ 43,718.69	\$ 44,811.66	\$ 45,931.95	\$ 47,080.25	\$ 48,257.25
General & Admin.	\$ 3,645.31	\$ 3,736.44	\$ 3,829.85	\$ 3,925.60	\$ 4,023.74	\$ 4,124.33
Replacement Reserve	\$ 18,226.53	\$ 18,682.20	\$ 19,149.25	\$ 19,627.98	\$ 20,118.68	\$ 20,621.65
Advertising & Promotion	\$ 2,244.86	\$ 2,300.98	\$ 2,358.51	\$ 2,417.47	\$ 2,477.91	\$ 2,539.86
Garbage / Snow / Landscaping	\$ 8,689.79	\$ 8,907.03	\$ 9,129.71	\$ 9,357.95	\$ 9,591.90	\$ 9,831.70
Total Expenses	\$ 139,310.00	\$ 142,792.75	\$ 146,362.56	\$ 150,021.63	\$ 153,772.17	\$ 157,616.47
Total Expenses as % of EGI	38.22%	38.22%	38.22%	38.22%	38.22%	38.22%
Total Expenses as % of PGI	36.02%	36.02%	36.02%	36.02%	36.02%	36.02%
Res. Net Operating Income (NOI)	\$ 225,220.70	\$ 230,851.22	\$ 236,622.50	\$ 242,538.06	\$ 248,601.51	\$ 254,816.55
Annual Debt Payment	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	\$ 156,522.12	\$ 15,361.79
Debt Coverage Ratio (DCR)	1.44	1.47	1.51	1.55	1.59	16.59
Cash Flow	\$ 68,698.58	\$ 74,329.09	\$ 80,100.38	\$ 86,015.94	\$ 92,079.39	\$ 239,454.76
Asset Value	\$ 3,916,881.76	\$ 4,014,803.81	\$ 4,115,173.90	\$ 4,218,053.25	\$ 4,323,504.58	\$ 4,431,592.20

Growth in Residential Revenue (Per Yr)	2.50%
Growth in Expenses (Per Yr)	2.50%

Total Ending Cash Flow	\$ 663,027.22	\$ 737,356.32	\$ 817,456.69	\$ 903,472.63	\$ 995,552.02	\$ 1,235,006.78
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* DCR from Year 11 onwards is low due to the CMHC Innovation loan Payment refinancing

b.d.xii

**SCHEDULE “A” - To Residential Lease - Rules & Regulations for Residents
Seniors Self-Contained Apartments**

- A) **Tenants** shall not create or cause any disturbance to others. Please maintain “Quietness” between 10:00 p.m. & 7:00 a.m.
- B) **No pets**, with the exception of fish in a maximum 20 liter or 5 gallon fish tank or bowl, will be permitted on any part of the premises unless prior written approval is obtained from the Landlord.
- C) **The maximum** stay for guests cannot exceed 14 days. TDHF must authorize any changes to the number of Tenants living in the accommodation. No permanent family/guests allowed unless authorized by Taber & District Housing Foundation.
- D) **Prohibition of Smoking/Consumption of Tobacco/Cannabis/Electronic cigarettes:**
- 1) There is a **“Smoke Free Building” policy** in effect. Smoking (other than Grandfathered smoking tenants) is prohibited in all areas other than the specially designated “Smoking Area”.
 - 2) In consideration of the Landlord’s desire to offer tenants a smoke-free environment, the health hazards associated to second hand smoke, other safety concerns and the nuisance caused by the presence of smoke including lasting odors which permeate walls, floor coverings and other interior finishes, this premise is strictly non-smoking. This prohibition includes the use of both tobacco and cannabis products and electronic cigarettes which have undesirable effects on the property of the landlord and the peaceful enjoyment of other tenants. Breach of this prohibition will be considered a substantial breach of the lease and as a result the landlord will take any and all action, including eviction.
 - 3) **Grandfathered smoking tenants only:**
Effective April 24, 2008, all TDHF senior facilities are designated as non-smoking with the exception of current smoking tenants – these tenants have been “grandfathered”. If a grandfathered tenant transfers to a different unit this will be considered as a new lease and that unit/tenant will be non-smoking. Grandfathered tenants must keep suite doors shut while smoking in their unit.
 - 4) **Guests are not** permitted to smoke in any suite (even if tenant is grandfathered). Please assist us by advising your guests accordingly.
 - 4) **Oxygen & Oxygen Equipment:** Tenants requiring oxygen & oxygen equipment are prohibited from smoking within any TDHF owned & operated facilities. Tenants are prohibited from smoking outside on TDHF owned and operated grounds and property when wearing oxygen equipment.
- E) **Prohibition of Cannabis Production**
In consideration of the nuisance smells, the property damage associated with increased indoor moisture levels, the danger of overburdened electrical systems, and safety concerns related to these things, there is a prohibition on the growth of marijuana in the premises. Further, in consideration of the nuisance smells associated with the production of marijuana derivatives and other deleterious effects caused by such activities, the production of marijuana derivatives is also strictly prohibited. Any breach of these prohibitions will be considered a substantial breach of the lease and as a result the landlord will take any and all action, including eviction.
- F) **Rents** are due and payable on the first business day of each month. Annual Income Reviews are done to determine monthly rents. Working tenants may be required to verify their income on a monthly basis.

- G) NSF Payments:** When tenants' pay rent by cheque and the payment is returned NSF (Non-Sufficient Funds) the tenant is subject to a returned item fee of \$25.00. Note: Only cash, money order or debit will be accepted after one NSF payment.
- H) Children** who visit residents must not be left unsupervised.
- I) Legal** "promotional material" for Tenants may be posted on the Bulletin Board. Sales presentations, political campaigns or religious services are not allowed in the common areas without the express authorization of a legislated statute, or unless approved by the Landlord.
- J) Tenants** are responsible for their own personal insurance requirements.
- K) Tenants** will be responsible for damage caused by negligence, e.g., unattended windows, running water, etc.
- L) Parking** facilities shall be used at one's own risk. Unlicensed or inoperable vehicles may be towed away at the owner's expense. Each tenant is allotted one parking stall per rental unit. When a tenant has a vehicle he/she must park in the stall assigned. Each tenant will pay a monthly parking fee (as set by the Board). It will be the tenants option to park elsewhere (ie on the street), however they will still be responsible for the assigned stall and its associated fee.
- M) Tenants** shall keep their suites in a clean condition.
- N) Garbage** must be placed in plastic bags and tied before depositing it into the appropriate refuse containers.
- O) No** combustible or flammable materials may be kept on the premises.
- P) Tenants** wishing to transfer to another unit or manor may be subject to a \$100.00 administrative fee.
- Q) The Tenant** with the Landlord's express written authorization may only do alterations or redecoration.
- R) Tenants** shall take part in mandatory "pre-announced" Fire drills each year (if they are present in the building).
- S) Duplicating keys** provided by the Landlord and distribution of such keys to any other person is strictly prohibited. At the end of your lease, all keys listed on your 'Registration of Tenant Keys' must be handed back in. In the event that all keys are not accounted for, a fee of \$20.00 per key may apply. In the event that a key is lost or stolen, advise TDHF immediately with the details. Duplication of the keys provided by the Landlord is strictly prohibited; any requests for additional keys must be made directly to Taber and District Housing Foundation.
- T) The use** of motorized scooters is not permitted within the building.
- U) The Tenant** acknowledges that use of any recreational or exercise equipment is entirely at their own risk, and hereby waives all recourse against Taber and District Housing Foundation and the Province of Alberta in the event of any mishaps and/or injury.
- V) Any Grab Bars** that are installed in a bathroom are the responsibility of the tenant and they are to remain in the unit when the tenant leaves. This is due to holes being created in the ceramic tile.

- W) If a tenant chooses to install an **Air Conditioning** unit in the window of their unit, the tenant will have Taber and District Housing Foundation Maintenance personnel install the A/C unit and are subject to an installation fee. Harmony Home only – if A/C unit is installed at Harmony Home the tenant understands that the A/C unit will stay with the suite when they move on.
- X) **Vacation / Absences:** Tenants are required to advise Taber and District Housing Foundation if they plan to away from their units for more than 60 days. Continued tenancy will be determined on a case-by-case basis at that time.
- Y) **Resident Code of Conduct:**
- Acceptable Dress in common areas: Tenants (& their guests) must dress appropriately. For example but not limited to: housecoats (robes) are not permitted in the common areas of your facility.
 - TDHF will not allow physical or verbal abuse by tenants (& their guests). Tenants must conduct themselves in a manner that is conducive to a congregate living environment, meaning the use of common courtesy, good manners and a pleasant attitude toward others. Foul language will not be tolerated.
 - Disruptions that affect the well-being of yourself or others will not be tolerated.
 - Tenants (& their guests) must not create or cause an annoyance to others.
 - There is a “No Alcohol” policy in effect in the common areas. Alcoholic beverages must be consumed in the privacy of your suite. The use of alcohol or other substances to a degree that would cause disruption to others is not tolerated.
- Z) **Recycling Bins** have been provided in the Taber Manors. Please read the attached information.
- AA) **Energy Conscious:** Please remember that Normal Thermostat setting for winter is 20-22 degrees C (or 75-75 degrees F).
- BB) **Security:** To ensure the safety & security of all residents, everyone must do his or her part to prevent unauthorized entry to the building. Do not open the main door unless you know who you are letting into the building. Do not leave the main door unattended or propped open. Always be careful with your keys and report to maintenance or Taber and District Housing Foundation business office immediately if keys are lost or stolen.
- CC) **Elevator - Harmony Home only:** When using the Harmony Home elevator to move in or out (or transport large objects) all tenants **must** make prior arrangements with maintenance personnel in order to have the ***moving curtain*** installed in the elevator **prior** to their move in or out.

OTHER RULES:

The Landlord has the right to amend these regulations and make additional reasonable regulations that may be needed for the safety, care and cleanliness of the premises and such regulations must be kept and observed by the Tenant.

I HAVE READ, UNDERSTAND AND AGREE TO HONOUR THE ABOVE RULES AND REGULATIONS.

Signature of Tenant/(s)

Date

b.e)111

**SCHEDULE "A" TO RESIDENTIAL LEASE
RULES & REGULATIONS for FAMILY HOUSING**

- A) **CLEAN CONDITION:** The Tenant must keep the Premises (inside and out) clean and dispose of all garbage, recycling and compost in the proper manner.
- B) **LAWNS & GARDENS:** The Tenant must maintain the lawn, garden, plants and trees belonging to the Premises in good condition, which includes being watered, weeded and cut regularly.
Initial (s) _____
- C) **WALKS:** The Tenant must use the yard entrance and walks in the proper manner. The Tenant must keep the Premises' walks, yards and garbage disposal area clean and tidy at all times, and free of all objectionable material. The Tenant must keep the Premises' walks clear of ice and snow, as well as the Premises' portion of a municipal sidewalk, if applicable.
Initial (s) _____
- D) **ALTERATIONS:** The Tenant without the written consent of the Landlord may do no alterations, painting, papering or redecorating. If any alterations, additions or improvements are made, the Premises must be returned to its former state and condition, unless the Landlord agrees to such alterations, additions or improvements may remain and become the property of the Landlord without any cost to the landlord or obligation to the Tenant.
- E) **WALLS:** The Tenant must not drive nails, screws, hooks, etc. (other than small picture hooks) into or otherwise damage the walls, floors, ceiling or woodwork of the Premises unless approved by the Landlord. If moving into a freshly painted unit, please do not wash the walls for at least 30 days as the paint needs at least that long to cure properly.
- F) **WINDOWS:** The Tenant must not shake, clean or hang any laundry, rugs, mats, cloths, clothes, bedding, etc., from the windows. No objects or dirt may be thrown or swept from the windows. The Tenant must not place or hang anything out of windows. The Tenant is responsible for replacement of all broken or damaged glass regardless of the cause, including without limitation, vandalism.
- G) **WATER:** The water must not be left running unless in actual use. To prevent flooding, shower curtains must be put inside the bathtub. Waterbeds are not allowed unless the tenant is covered by Tenants personal Liability Insurance. The Tenant is responsible for all damage caused by running water.
- H) **WIRING:** No wires, electric lights, television or radio connections are to be added to the Premises. The position of any existing wires must not be altered. The telephone must remain only in the location provided in the Premises. No radio or T.V. antenna or towers may be installed on the Premises without the written consent of the Landlord.
- I) **WEATHER DAMAGE:** The Tenant will be responsible for damage to plumbing by freezing, or to floors or walls by rain, if windows are left open.
- J) **STATE OF REPAIR:** The Tenant acknowledges the Premises is in satisfactory condition and agrees to immediately report all damages that may occur to the Landlord.
Initial (s) _____
- K) **SAFETY:** The Tenant must keep all health, fire and police regulations of the Province or Municipality.
- L) **COMBUSTIBLES:** No combustible material or flammable liquid may be kept on the Premises except in small quantities and in approved containers.

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- M) **ANIMALS:** No pets, with the exception of fish in a maximum 20 liter or 5-gallon fish tank or bowl, will be permitted on any part of the Premises unless prior written approval is obtained from the Landlord.

Initial (s) _____

- N) **PARKING:** If parking facilities are used, the Tenant does so at his own risk and is required to park in the stall assigned to him. Unlicensed or inoperable vehicles parked on the landlord's property will be removed at the Tenant's expense. Boats, trailers, campers or R.V.'s may be parked only with prior written permission.

- O) **SIGN:** The Tenant must not place or allow to be placed in or out of the Premises, any visible placard, notice, plate or sign for advertising purposes.

- P) **NOISE & DISTURBANCES:** The Tenant must not do or permit to be done in the Premises anything that is likely to disturb or be a nuisance to the other tenants or neighbors. In particular, the Tenant must not allow the noise of radio, T.V., stereo, musical instrument, vehicles or guests to disturb other tenants at any time.

Initial (s) _____

- Q) **KEYS:** Duplication of keys provided by the Landlord allowing access to any portion of the Premises or distribution of such keys or extra keys to any person other than the Tenant or the Tenant's household member is **strictly prohibited**. The Tenant will not change, replace or re-code any locks on the premises. No additional lock will be placed on any doors without prior written permission of the Landlord.

- R) **HOUSE GUESTS:** Overnight guests may, periodically, stay with the Tenant for a period of two days/month. For any time greater than the stated two days/month, the Tenant shall obtain approval from the Landlord for any extension, which may be granted subject to additional rental charges. The Tenant is responsible for all household members and guests regarding noise disturbance or damage.

Initial (s) _____

- S) **ELECTRICAL SUPPLIER:** TDH will choose the electricity supplier. The tenant is not permitted to alter the electrical supplier or enter into a contract with an alternate supplier.

- T) **SWIMMING POOLS:** The tenant must not place large above ground swimming pools on the premises. Small kiddie pools are allowed, and must be small enough to be emptied of water each evening. The tenant is responsible for the safety and care of their children and as well of other children who use the pool. (Tenants should have liability coverage through their tenant insurance for their own protection.)

- U) **UNIT TRANSFERS:** Tenants wishing to transfer to another unit will be subject to a \$100.00 administrative fee.

- V) **NSF RENT PAYMENTS:** When paying rent by way of cheque and the payment is returned NSF (Non-Sufficient Funds) there is a returned item charge of \$25.00. Only cash, money order or debit card will be accepted after one NSF payment.

- W) **NEIGHBOUR RELATIONS:** The tenant is expected to maintain harmony within the neighborhood. If a serious problem arises, call 911 or Taber and District Housing Foundation's Business office.

Initial (s) _____

- X) **ENERGY CONSCIOUS:** Normal Thermostat Setting for winter is 20-22 degrees C (or 70-75 degrees

Y) **SMOKING/CONSUMPTION:** In consideration of the Landlord's desire to offer tenants a smoke-free environment, the health hazards associated to second hand smoke, other safety concerns and the nuisance caused by the presence of smoke including lasting odors which permeate walls, floor coverings and other interior finishes, this premise is strictly non-smoking. This prohibition includes the use of both tobacco and marijuana products which have undesirable effects on the property of the landlord and the peaceful enjoyment of other tenants. Breach of this prohibition will be considered a substantial breach of the lease and as a result the landlord will take any and all action, including eviction.

Initial (s) _____

Z) **CANNABIS PRODUCTION:** In consideration of the nuisance smells, the property damage associated with increased indoor moisture levels, the danger of overburdened electrical systems, and safety concerns related to these things, there is a prohibition on the growth of marijuana in the premises. Further, in consideration of the nuisance smells associated with the production of marijuana derivatives and other deleterious effects caused by such activities, the production of marijuana derivatives is also strictly prohibited. Any breach of these prohibitions will be considered a substantial breach of the lease and as a result the landlord will take any and all action, including eviction.

Initial (s) _____

AA) **OTHER RULES:** The Landlord has the right to amend these regulations and make additional reasonable regulations that may be needed for the safety, care and cleanliness of the Premises and such regulations must be kept and observed by the Tenant.

I HAVE READ, UNDERSTAND AND AGREE TO HONOUR THE RULES AND REGULATIONS.

Date

Signature of Tenant

Signature of Tenant

Monthly Report (Social Housing)

April

2018

	Senior Self Contained
New Applicants	2
Move In's	1
Move Outs	2
Wait List	18
Vacant Units	4

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Katharina Berg	20-Apr-18	3	52130

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Linda Holst	30-Apr-18	103	52050
Brenda DeVries	30-Apr-18	108	52040

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	204	Ready
Homestead Manor		
Pioneer Place		
Prairie Rose Manor	5	Ready
	1	Ready
	7	ready
Bountiful House		
Sunshine Manor		

	Community Housing
New Applicants	3
Move In's	1
Move Outs	2
Wait List	4
Vacant Units	0

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Avylynn Hein	30-Apr-18	12	52000

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number
Ryzya Brown	29-Apr-18	27	52030
Jennie McClain	29-Apr-18	12	52000

Community Housing Vacancies:

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

7. a j i

To: security@wingsofprovidence.ca; ceo@ywcalethbridge.org
Subject: National Housing Co-Investment Fund

As you may be aware, the federal government launched its National Housing Co-Investment Fund under the National Housing Strategy on May 2. The fund will be accessible to those seeking capital contributions and/or low-cost loans to build new affordable housing and repair/renew existing affordable and community housing. The fund will be open to the following groups through a rolling application process:

- Community housing sector (eg. non-profit housing organizations and rental co-operatives)
- Municipal, Provincial, and Territorial Governments, including their agencies
- Indigenous Governments and Organizations (including First Nation Bands and Tribal Councils)
- Private entrepreneur/builder/developer

Applications are subject to ambitious mandatory minimum requirements related to accessibility, affordability, and environmental efficiency. Applications submitted by non-provincial or municipal governments require a contribution from either the province or a municipality. We are working with CMHC to quickly outline how we can streamline conversations with any of you that are applying and looking for both federal and provincial contributions.

For more information on the mandatory requirements and partnering provisions, as well as additional financial information, please see the following info sheet:

<https://eppdscrmssa01.blob.core.windows.net/cmhcprodcontainer/files/pdf/create%20new%20housing/nhs-co-invest-fund-highlight-sheet-en.pdf?sv=2017-07-29&ss=b&srt=sco&sp=r&se=2019-05-09T06:10:51Z&st=2018-03-11T22:10:51Z&spr=https,http&sig=0Ketq0sPGtnokWOe66BpgguDljVgBRH9wLOCg8HfE3w%3D>

For more general information about the fund and for information on other National Housing Strategy initiatives, please see the link below:

<https://www.nhs-snl.ca/en/guidepage-strategy/help-and-resources>

If you have any questions regarding details of the fund, we encourage you to contact CMHC directly. You may find the provincial contacts at this link: https://www.cmhc-schl.gc.ca/en/corp/cous/cous_009.cfm.

Thank you,

John Thomson
Assistant Deputy Minister
Housing Division

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May 21, 2018

MAY 24 2018

RECEIVED

Taber and District Housing Foundation

Dear Sir or Madam:

I have recently been fortunate to facilitate 2 Housing Board retreat/planning sessions and was excited to be selected to do so:

- Leduc Regional Housing Foundation
- North Peace Housing Foundation

If your Board (or your management team) wishes to spend some time together discussing the future plans for your organization, I would be pleased to facilitate such a session. I offer inexpensive 3rd party facilitation that meets your needs as the customer. Feel free to invite me to drive to your community to assist!

Unlike many facilitators, I know the subject matter having come from the municipal world plus the Capital Region Board dealt with many housing initiatives during my 10 years on the board and 5 years as Chair. Facilitating recently has added to my body of knowledge as well.

Allow me to help facilitate your planning session – let's book it now!

Yours truly,

Nolan Crouse
President, Crouse Developments Inc.

P.S. By the way, I also facilitate Chief Executive/Executive Director performance reviews, if that is something you require.



File Crouse153

