



**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, June 22, 2018 @ 1:30 p.m. TDHF Office Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – May 25, 2018
 - b) Minutes – Budget & Audit Committee Meeting – June 7, 2018
3. **Business Arising:**
 - a) Taber & District Health Foundation Grant
 - b) 8760 – Natural Gas – 2022 – 2027 Rates
 - c) Bountiful House – Lawn Mowing & Snow Removal
 - d) Clearview Lodge – Merge Rooms #509 & 510
 - e) TDHF Website Update
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For May 31, 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) 2018 Housing Management Body Budget – Alberta Seniors & Housing
 - b) 2018/9 DSL Funding Advice – Alberta Health Services
 - c) Policy P-23: Employee Classifications
 - d) Arbitrator Option – CUPE 2038 – Negotiations 2019
 - e) TDHF Business Plan – 2019 - 2022
 - f) ARDN Business Case
7. **Information**
 - a) Affordable Housing Energy Savings Program (AHESP)
 - b) Monthly Report – Social Housing @ May 31, 2018
 - c) Patient Care Based Funding in Designated Supportive Living

8. Adjournment

Next Meeting: TDHF Board of Directors Friday, July 27, 2018 1:30 pm TDHF Boardroom
Could we consider July 20, 2018?



**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, May 25, 2018
TDHF Office - Boardroom

ATTENDANCE

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

Administration: Tim Janzen (CAO), Joan Hart (Lodge Manager), Corey Beck (Maintenance Manager, Kristin Skiba (Placement Coordinator)

Absent: Deanna Killinger

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

1. Approval of Agenda

Motion 2018-59

MOVED by L. English to approve the Agenda.

CARRIED

2. Approval of Minutes

Motion 2018-60

MOVED by T. Miyanaga to accept the minutes from the Regular Board Meeting of Friday, April 27, 2018.

CARRIED

3. Business Arising

- a) **CVL Resident & Family BBQ** - CAO reported that Martin Shields, Member of Parliament, would be attending the CVL Resident and Family BBQ on Friday, August 17th.
- b) **RBC Express Enrolment** - CAO reported that Beverly Mikalson, Financial Administrator, had completed the registration process for Income Tax Filing and Electronic Transfer Payment. As well, the first ETF payment was successfully executed.
- c) **8760 RFP – Natural Gas 2022 - 2027** – CAO reported that the RFP is underway and final details about natural gas contract values should be available at the next Board of Directors meeting.
- d) **Taber & District Health Foundation** – CAO reported that a TDFH representative toured the Clearview Lodge on Friday, May 20, 2018, to view the East Tub room and discuss the proposed funding request for a new tub and lift. CAO to attend the June 22nd meeting for Taber and District Health Foundation to answer any additional questions.

4. Approval of Financial Statements and Reports:

Motion 2018-61

MOVED by J. Strojwas to accept for information the financial information for the month of April 2018 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager's Report

Motion 2018-62

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

CARRIED

- b) Maintenance Manager's Report

Motion 2018-63

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

CARRIED

- c) Placement Officer Report

Motion 2018-64

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

CARRIED

- d) Financial Administrator Report

Motion 2018-65

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

CARRIED

- e) Chief Administrative Officer Report

Motion 2018-66

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

CARRIED

6. New Business

- a) Bountiful House – Lawn Mowing and Snow Removal –

Motion 2018-67

MOVED by T. Miyanaga to hire a part-time employee to mow lawns and perform snow removal at Bountiful House.

CARRIED

Motion 2018-68

MOVED by L. English to purchase a lawnmower (value approx. \$625) to be used and stored at Bountiful House.

CARRIED

b) **Clearview Lodge – Merge Rooms #509 & 510 –**

Motion 2018-69

MOVED by J. Strojwas that rooms #509 & 510 at Clearview Lodge be amalgamated by removing the shared wall between the two units. The resulting larger unit will be a couple's unit.

CARRIED

c) **ARDN – Affordable Housing Project – Financial Model**

CAO presented the most current proposal from ARDN. The model included twenty affordable units (6 Bachelor suites and 14 one bedroom) and ten near-market units (6 one-bedroom and 4 two-bedroom units). There was discussion about the appropriateness of size of units, rent charged and expected demand. It is anticipated that there will continue to be discussion at the next Building Committee meeting, which is expected to be scheduled in the second week of June.

d) **Policy T-26.1: Schedule A – Residential Lease – Rules and Regulations – Family Housing –**
CAO presented an updated policy to reflect changes in smoking of tobacco, cannabis and electronic cigarettes and the production in cannabis in Family Housing units.

Motion 2018-70

MOVED by T. Miyanaga that Policy T-26.1: Schedule A – Residential Lease – Rules and Regulations – Family Housing be accepted as presented.

CARRIED

f) **Policy T-26.2: Schedule A – Residential Lease – Rules and Regulations – Senior Self-Contained –**
CAO presented an updated policy to reflect changes in smoking of tobacco, cannabis and electronic cigarettes and the production in cannabis in Senior Self-Contained apartment units.

Motion 2018-71

MOVED by T. Miyanaga that Policy T-26.1: Schedule A – Residential Lease – Rules and Regulations – Senior Self-Contained be accepted as presented.

CARRIED

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

Motion 2018-72

MOVED by J. Strojwas to adjourn this meeting at 3:44 pm

CARRIED

Next Meeting – Friday, June 22, 2018

TDHF Administration Office

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

**Minutes of the Budget & Audit Committee
Of Taber & District Housing Foundation
Held Thursday, June 7, 2018 at 1:30 pm
CVL Activity Room**

Members in Attendance: J. Strojwas (Committee Chair), R. Horrocks (Board Chair), D. Hansen
Also in Attendance: Tim Janzen (CAO), Beverly Mikalson (Financial Administrator)

Absent:

The meeting was called to order at 1:30 pm.

1. 2019 Clearview Lodge Budget

The CAO advised that the goal in preparing this budget was to ensure that the operating budget would have a \$66,000 deficit after Amortization of Deferred Capital Contributions and Amortization expenses (Building, Equipment, paved areas, etc.) were removed.

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

Discussion items included:

- 1) Resident Rent would be increased by \$25 per month, effective April 1, 2019.
- 2) The 2019 LAP grant is calculated on 61 eligible residents.
- 3) AHS funding is based on a continuation of 2018 funding levels, plus an anticipated increase of 1%.
- 4) Requisition levels to increase by 7%.
- 5) The majority of expenses are increased by inflation or by estimates provided by suppliers.
- 6) Utilities represent a significant decrease. Contracted rates for natural gas and electricity from 8760 will significantly reduce the cost but expected increases transmission fees and carbon levy will offset some of the savings.
- 7) Salaries and benefits to increase by 2.0% at January 1 (out of scope) and June 1 (CUPE 2038).
- 8) There may be an opportunity to reduce labor relations costs by using an arbitrator rather than a lawyer. However, legal fees consistent with prior expenses are included in the budget.
- 9) Capital items included shingling part of the 500 wing and the possibility of purchasing Suzy Q food carts.

Moved by J. Strojwas:

That the committee recommend approval of the 2019 Clearview Lodge budget to the Board at the June 22, 2018 meeting.

CARRIED.

- 1) Adjournment: Meeting was adjourned at approximately 3:30 pm.

Date

Date

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

	Actual Jan 01, 2018 to May 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
REVENUE			
Rental Revenue			
Resident Rent	559,534.00	1,356,765.00	-58.76
Lodge Fees	500.00	500.00	0.00
Rent Rebates	-4,086.00	-12,000.00	-65.95
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	555,948.00	1,345,265.00	-58.67
Resident Services			
Parking	1,053.00	2,500.00	-57.88
Laundry	4,780.00	12,000.00	-60.17
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	6,665.00	17,000.00	-60.79
Resident Fundraising	393.00	1,000.00	-60.70
Therapeutic Bath	0.00	0.00	0.00
Transportation Fee	0.00	2,000.00	-100.00
Activity Fee	0.00	500.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	1,784.00	3,600.00	-50.44
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	8,842.00	24,100.00	-63.31
Tenant Maintenance Recovery	210.00	500.00	-58.00
Total Resident Services	14,885.00	39,100.00	-61.93
Non Resident Services			
Facility Rental	625.00	1,500.00	-58.33
Meals on Wheels	8,406.00	36,000.00	-76.65
Other Meal Services	9,518.55	0.00	0.00
Guest Meals	4,500.00	12,000.00	-62.50
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,244.90	2,000.00	-37.76
Total Other Meal Services	15,263.45	14,000.00	9.02
Tuck Shop	887.00	3,500.00	-74.66
Catering	25.00	0.00	0.00
Sundry Revenue	50.00	0.00	0.00
Total Non Resident Services	25,256.45	55,000.00	-54.08
Grants			
ASHC Grants	0.00	0.00	0.00
ASHC Maintenance Grant	0.00	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00	0.00
ASHC LAP Grant	115,552.91	283,879.00	-59.30
Total ASHC Grants	115,552.91	283,879.00	-59.30
Provincial Grants	0.00	2,000.00	-100.00
Federal Grants	0.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	6,800.41	0.00	0.00
Total Federal Grants	6,800.41	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	122,353.32	285,879.00	-57.20
Operation Funding			
Health Funding	225,055.00	540,132.00	-58.33
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2018 to May 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Requisition Revenue	128,763.34	309,032.00	-58.33
Total Operation Funding	353,818.34	849,164.00	-58.33
Management & Administration			
Management Fee	0.00	0.00	0.00
Intercompany Recovery	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Other Recovery	0.00	2,300.00	-100.00
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00	0.00
NSF/Late Fees	0.00	0.00	0.00
Sundry Revenue	2,865.66	1,221.00	134.70
Total Management and Admini...	2,865.66	3,521.00	-18.61
Investment Income			
Interest	2,370.49	2,500.00	-5.18
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	2,370.49	2,500.00	-5.18
Charitable Revenue			
Donations	0.00	0.00	0.00
Resticted Donations	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	0.00	0.00	0.00
TOTAL REVENUE	1,077,497.26	2,580,429.00	-58.24
EXPENSE			
Utilities			
Heating	33,044.08	59,500.00	-44.46
Electricity	25,419.65	65,000.00	-60.89
Water & Sewer	5,302.96	17,000.00	-68.81
Waste Removal	787.85	2,000.00	-60.61
Telephone	3,067.51	7,100.00	-56.80
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	7,122.50	17,094.00	-58.33
Total Utilities	74,744.55	167,694.00	-55.43
Operating			
Bakery	8,553.35	20,000.00	-57.23
Dairy	17,892.47	44,000.00	-59.34
Groceries	47,316.58	125,000.00	-62.15
Juice	0.00	0.00	0.00
Meat	27,600.69	67,000.00	-58.80
Total Food	101,363.09	256,000.00	-60.41
Food Supplies	6,399.22	20,000.00	-68.00
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	15,456.09	37,926.00	-59.25
Laundry	2,404.45	3,700.00	-35.01
Linen Supplies	4,686.50	4,800.00	-2.36
Total Cleaning	22,547.04	46,426.00	-51.43
Equipment & Furn Purchase	10,062.32	18,650.00	-46.05
Equipment & Furn Repairs	729.74	1,000.00	-27.03
Insurance	2,985.09	9,200.00	-67.55
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	39.15	250.00	-84.34
Entertainment Supplies	1,021.60	3,300.00	-69.04
Trip Expenses	549.63	2,000.00	-72.52

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

	Actual Jan 01, 2018 to May 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Recreation Supplies (Vol Apprec)	2,939.81	5,700.00	-48.42
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	4,550.19	11,250.00	-59.55
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	957.09	2,750.00	-65.20
Pest Control	0.00	2,500.00	-100.00
Sundry	332.40	525.00	-36.69
Total Operating	149,926.18	368,301.00	-59.29
Operating Maintenance			
Appliances	3,638.11	4,800.00	-24.21
Bldg Safety & Security Systems	5,909.83	18,140.00	-67.42
Sundry	0.00	150.00	-100.00
Vehicles	167.99	900.00	-81.33
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	6,000.00	-100.00
Building Interior Painting Units	3,002.26	4,500.00	-33.28
Building Interior Flooring	4,040.03	5,900.00	-31.52
Building Interior Suite Reno	5,491.27	3,600.00	52.54
Building Exterior	4,691.60	9,850.00	-52.37
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	2,838.94	10,400.00	-72.70
Plumbing	6,140.39	7,300.00	-15.89
Electrical	777.88	5,070.00	-84.66
Grounds & Maintenance	5,773.88	12,000.00	-51.88
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	154.60	1,000.00	-84.54
Maintenance Equipment - Purch...	109.00	8,900.00	-98.78
Maintenance - Tools & Supplies	94.37	1,000.00	-90.56
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	42,830.15	99,510.00	-56.96
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	106,894.36	241,616.00	-55.76
Housekeeping Salaries	96,680.75	250,813.00	-61.45
Food Service Salaries	197,076.70	472,084.00	-58.25
Maintenance Salaries	28,177.44	69,466.00	-59.44
Resident Care Salaries	33,927.33	79,833.00	-57.50
Total Salaries & Wages	462,756.58	1,113,812.00	-58.45
Benefits	0.00	0.00	0.00
CPP	18,831.90	51,615.00	-63.51
EI	9,502.83	23,836.00	-60.13
EE Benefits	20,280.42	49,801.00	-59.28
Other Pension Contributions	11,054.94	33,644.00	-67.14
WCB	-233.65	18,058.00	-101.29
Total Benefits	59,436.44	176,954.00	-66.41
Contract Employment	0.00	0.00	0.00
Personal Recruitment	64.29	0.00	0.00
Staff Functions & Recognition	748.91	4,800.00	-84.40
Training & Development	6,151.23	24,744.00	-75.14
Health & Safety	5,914.55	8,651.00	-31.63
Legal Fees	112.92	4,000.00	-97.18
Labour Relations	0.00	0.00	0.00
Total Human Resources	535,184.92	1,332,961.00	-59.85
Administration			
Bank Charges	650.45	1,650.00	-60.58
Courier & Postage	319.85	1,200.00	-73.35
Stationery & Other Supplies	2,284.83	7,000.00	-67.36
Office Rent	3,702.54	8,116.00	-54.38

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

	Actual Jan 01, 2018 to May 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Office Equipment & Furn Purchase	1,984.74	1,500.00	32.32
Office Equipment & Furn Repairs	291.78	1,100.00	-73.47
Vehicle & Travel	966.36	2,610.00	-62.97
Board Expenses	669.53	7,000.00	-90.44
Association Fees	3,419.62	3,990.00	-14.30
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	9,500.00	9,750.00	-2.56
Consulting Fees	16,570.17	1,200.00	1,280.85
IT Services	3,735.42	10,525.00	-64.51
Sundry	140.02	750.00	-81.33
Accreditation	0.00	750.00	-100.00
Total Administration	44,235.31	57,291.00	-22.79
Health Expenditures			
Salaries - Resident Care	193,695.01	493,740.00	-60.77
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	193,695.01	493,740.00	-60.77
Benefits - Resident Care	25,771.74	80,731.00	-68.08
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	25,771.74	80,731.00	-68.08
Materials & Supplies Resident C...	3,103.11	9,740.00	-68.14
Total Health Expenditures	222,569.86	584,211.00	-61.90
Interest & Bank Charges			
Long Term Interest	0.00	0.00	0.00
Extraordinary Expenses	0.00	0.00	0.00
Amortization	0.00	0.00	0.00
Total Interest & Bank Charges	0.00	0.00	0.00
Capital Maintenance			
Bldg Safety/Security Systems (C...	0.00	0.00	0.00
Building Interior (Cap)	0.00	0.00	0.00
Building Exterior (Cap)	0.00	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00	0.00
Painting (Cap)	0.00	0.00	0.00
Electrical (Cap)	0.00	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00	0.00
Elevator (Cap)	0.00	0.00	0.00
Total Capital Maintenance	0.00	0.00	0.00
TOTAL EXPENSE	1,069,490.97	2,609,968.00	-59.02
NET INCOME	8,006.29	-29,539.00	-127.10

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING MAY 31, 2018

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		407,719.92
RECEIPTED DEPOSITS FOR THE MONTH		260,045.80
PADS		115,854.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		496.23
LESS DISBURSMENTS FOR THE MONTH	Checks	(111,964.08)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(125,036.89)
	RRSP	-8,159.90
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(225.93)
PAD return NSF		0.00
CHR Funding - Direct Deposit		51,762.50
Misc		0.00
DRSP - PDS		-2,523.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$587,968.65</u>

<u>BALANCE PER BANK STATEMENT</u>	588,388.48
bank error	
LESS OUTSTANDING CHEQUES (SEE ATTACHED)	(419.83)
Stop payment	-
OUTSTANDING DEPOSITS	0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$587,968.65</u>



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

Business Account Statement

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JUN 1 2018

JUN 18 2018

RBBDA11030_2528524 E D 09179

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April 30, 2018 to May 31, 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 April 30, 2018	\$434,638.27
Total deposits & credits (11)	+ 428,158.53
Total cheques & debits (97)	- 274,408.32
Closing balance on May 31, 2018	= \$588,388.48

Have your business needs changed? We can help.

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

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			434,638.27
01 May	Direct Payment (PAD's) service total GRADS1097890000		115,854.00	550,492.27
	Misc Payment ALBERTA HEALTH		45,011.00	
	Insurance ENCON GROUP INC INSURANCE	9,571.57		
	Cheque 11.35	43.05	90.90	
	Serial # 18616	18592	18589	
	Cheque 132.70	180.00	195.91	
	Serial # 18611	18612	18615	
	Cheque 250.00	325.00	556.63	
	Serial # 18609	18579	18582	
	Cheque 604.40	1,309.43		
	Serial # 18591	18595		582,232.33
	Deposit interest		496.23	582,728.56
02 May	Misc Payment ALBERTA HEALTH		6,751.50	

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Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
02 May	Cheque	35.47	229.27	450.45	
	Serial #	18603	18596	18511	
	Cheque	450.45	4,752.83		
	Serial #	18551	18593		583,561.59
03 May	Cheque	225.00			
	Serial #	18599			583,336.59
04 May	Deposit	0061		229.55	
	Activity fee		225.93		
	Cheque	146.22	373.00	505.78	
	Serial #	18619	18546	18597	582,315.21
07 May	Deposit	0062		157,558.62	739,873.83
08 May	Cheque	277.48			
	Serial #	18586			739,596.35
10 May	Cheque	41,691.17			
	Serial #	18661			697,905.18
11 May	Deposit	0063		197.50	
	Direct Deposits (PDS) service total				
	GRADS7204090000		1,499.10		
	Cheque	50.22	53.57	81.05	
	Serial #	18628	18652	18625	
	Cheque	190.50	212.30	342.75	
	Serial #	18660	18650	18647	
	Cheque	347.00			
	Serial #	18544			695,326.19
14 May	Direct Deposits (PDS) service total				
	GRADS7204090000		935.71		
	Cheque	126.00	278.68	574.60	
	Serial #	18627	18657	18658	
	Cheque	5,020.11	5,736.34		
	Serial #	18648	18588		682,654.75
15 May	Cheque	36.74	86.99	103.98	
	Serial #	18621	18630	18653	
	Cheque	140.00	188.37	224.00	
	Serial #	18639	18636	18655	
	Cheque	500.70	503.49	730.90	
	Serial #	18635	18624	18646	
	Cheque	737.91	947.18	1,010.13	
	Serial #	18602	18656	18641	
	Cheque	2,473.30	3,576.85		
	Serial #	18645	18637		671,394.21

JTA2711263-0003662-00164

H. a) vii



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

Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
16 May	Direct Deposits (PDS) service total GRADS7204090000		10,600.00		
	Cheque	80.53	150.66	166.72	
	Serial #	18622	18644	18629	
	Cheque	192.82	450.45	460.28	
	Serial #	18638	18626	18640	
	Cheque	828.71			
	Serial #	18651			658,464.04
17 May	Cheque	63.84	96.26	225.00	
	Serial #	18649	18654	18643	
	Cheque	335.61			
	Serial #	18642			657,743.33
18 May	Deposit 0064			433.50	
	Cheque	83.74	105.00	311.43	
	Serial #	18632	18633	18631	
	Cheque	1,209.87			
	Serial #	18634			656,466.79
22 May	Cheque	142.20			
	Serial #	18659			656,324.59
23 May	Cheque	369.68			
	Serial #	18623			655,954.91
24 May	ACCOUNT TRANSFER 9814473727		116.39		655,838.52
25 May	Deposit 0065			4,094.90	
	Cheque	108.03	1,495.73		
	Serial #	18684	18678		658,329.66
28 May	Deposit 0066			97,261.78	
	Cheque	424.73	4,101.62	9,000.00	
	Serial #	18672	18680	18587	742,065.09
29 May	Misc Payment AUMA/AMSC AMSC18-1023627		10,490.22		
	Cheque	103.98	160.00	193.02	
	Serial #	18685	18671	18667	
	Cheque	772.68	820.90	996.50	
	Serial #	18670	18679	18674	
	Cheque	1,101.82	3,224.70	4,242.03	
	Serial #	18668	18669	18681	
	Cheque	4,748.10			
	Serial #	18666			715,211.14
30 May	Direct Deposits (PDS) service total GRADS7204090000		116,024.18		
	Misc Payment RBC PAYROLL		8,159.90		

JTA2711263-0003663-00164-0013-0002-00-1

4.5 Viii



Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
30 May	Cheque Serial #	789.97 18677			590,237.09
31 May	Deposit 0067			269.95	
	Misc Payment TOWN OF TABER Pre-Author		1,331.37		
	Cheque Serial #	11.82 18676	50.54 18682	62.94 18663	
	Cheque Serial #	73.77 18683	82.34 18665	505.78 18673	588,388.48
	Closing balance				588,388.48

Deposit Interest Earned: \$496.23

Account Fees: \$225.93

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JTA2711263-0003664-00164

4.2) 1X

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to May 31, 2018**

REVENUE

Rental Revenue	
Resident Rent	280,573.82
Rent Rebates	-147.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>280,426.82</u>
Resident Services	
Parking	4,585.41
Utility Recovery	16,935.06
Sundry Resident Revenue	5,204.75
Tenant Maintenance Recovery	420.50
Total Resident Services	<u>27,145.72</u>
Non Resident Services	
Sundry Revenue	2,762.12
Total Non Resident Services	<u>2,762.12</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>326,214.51</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	48,724.14
Electricity	26,269.41
Water & Sewer	35,891.18
Waste Removal	6,272.25
Telephone	4,027.45
Total Utilities	<u>121,184.43</u>
Operating	
Cleaning	734.24
Equipment & Furniture Purchase	344.70
Equipment & Furniture Repairs	0.00
Insurance	1,341.70
Resident/Volunteer Programs	300.00
Bad Debt Expense	0.00
Publicity & Promotion	244.72
Pest Control	570.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Total Operating	<u>3,535.36</u>
Operating Maintenance	
Appliances	2,907.84
Bldg Safety & Security Systems	1,952.82
Sundry	59.90
Vehicles	671.96
Building Int Painting Common Area	0.00
Building Interior Painting Units	8,057.23
Building Interior Flooring	2,240.30
Building Interior Suite Reno	379.99
Building Exterior	201.43
Building Remediation	0.00

4. a) X

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2018 to May 31, 2018**

Heating, Ventilation & A/C		9,534.30
Plumbing		4,037.40
Electrical		1,238.37
Grounds & Maintenance		14,184.07
Elevators		115.33
Maintenance Equipment - Repair		305.49
Maintenance Equipment - Purch...		0.00
Maintenance - Tools & Supplies		206.35
Facility Condition Inspection		675.00
Total Maintenance		<u>46,767.78</u>
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	50,215.98	
Maintenance Salaries	64,550.70	
Total Salaries & Wages		114,766.68
Benefits	0.00	
CPP	5,669.22	
EI	2,922.51	
EE Benefits	5,020.85	
Other Pension Contributions	3,496.15	
WCB	233.65	
Total Benefits		17,342.38
Contract Employment		0.00
Personal Recruitment		105.94
Staff Functions & Recognition		223.54
Training & Development		1,251.30
Health & Safety		458.18
Legal Fees		112.92
Labour Relations		0.00
Total Human Resources		<u>134,260.94</u>
Administration		
Bank Charges		851.86
Courier/Postage		215.46
Stationery & Other Supplies		993.33
Office Rent		7,569.97
Office Equipment & Furn		802.56
Office Equipment & Furn Repairs		104.20
Vehicle & Travel		1,728.39
Board Expenses		669.56
Association Fees		1,004.88
Professional Fees		0.00
Legal Fees		0.00
Audit Fees		9,500.00
Consulting Fees		570.23
IT Services		1,326.96
Sundry		126.29
Total Administration		<u>25,463.69</u>
Amortization		
Amortization		0.00
Total Amortization		<u>0.00</u>
Capital Maintenance		
Bldg Safety & Sec Systems (C...		13,042.45
Total Capital Maintenance		<u>13,042.45</u>
TOTAL EXPENSE		<u>344,254.65</u>
NET INCOME		<u><u>-18,040.14</u></u>

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

SOCIAL HOUSING
Month ending May 31, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{(THIS} \$252,596.17

RECEIPTED DEPOSITS FOR THE MONTH		\$	14,290.44
Deposit	\$	11,019.84	
Interac	\$	3,270.60	
PAD's(pre-authorized Debit)			\$48,875.00
REDEMPTION OF ROYAL BANK GIC			\$0.00
Govt of AB - LAP			\$0.00
Govt of AB			\$0.00
DRSP Claim			\$5,506.75
DEPOSIT INTEREST			\$266.31
Deposit			\$0.00
DRSP			\$0.00
LESS DISBURSMENTS FOR THE MONTH			(\$193,031.72)
PAD return / NSF			(\$442.00)
GIC Investment			\$0.00
Deposit forms ordered			\$0.00
Interac Administration Fee	POS	May	(\$65.35)
RBC Activity Fee			(\$248.69)
Cheque reversed			\$0.00
RBC Visa			(\$910.68)
DRSP			\$0.00

GENERAL LEDGER ENDING BALANCE **\$126,836.23**

ENDING BALANCE PER BANK STATEMENT \$126,836.23

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

RECONCILED BANK BALANCE **\$126,836.23**



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

Business Account Statement

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April 30, 2018 to May 31, 2018

RBBDA11030_2528524 E D 09179

00666



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 April 30, 2018	\$257,375.02
Total deposits & credits (18)	+ 68,938.50
Total cheques & debits (90)	- 199,477.29
Closing balance on May 31, 2018	= \$126,836.23

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

Account Activity Details

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
	Opening balance				257,375.02
01 May	EF0501 01071695			3,298.12	
	Misc Payment COINAMATIC CANA		78.75		
	Misc Payment COINAMATIC CANA		78.75		
	Misc Payment COINAMATIC CANA		157.50		
	Misc Payment COINAMATIC CANA		157.50		
	Cheque Serial #	43.05 13923	463.06 13932	556.64 13920	259,137.89
	Deposit interest			266.31	259,404.20
02 May	Direct Payment (PAD's) service total GRADS8751490000			48,875.00	308,279.20
	Cheque Serial #	33.26 13924	120.50 13922	275.28 13925	

4. a) XIV 1 of 17



Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
02 May	Cheque Serial #	914.55 13879	914.55 13901		306,021.06
03 May	EF0503 01071695			520.00	306,541.06
04 May	EF0504 01071695			212.00	
	Pre-authorized payment returns GRADS8751490000		442.00		
	Activity fee		248.69		
	Cheque Serial #	120.06 13935			305,942.31
07 May	Cheque Serial #	157,558.62 13936			148,383.69
11 May	Cheque Serial #	86.10 13949	106.50 13951	108.76 13958	
	Cheque Serial #	141.62 13957	200.90 13942	349.30 13956	
	Cheque Serial #	472.92 13959	541.14 13961		146,376.45
14 May	Cheque Serial #	80.72 13941	133.77 13962	748.87 13963	
	Cheque Serial #	1,162.88 13955			144,250.21
15 May	Cheque Serial #	80.91 13947	87.00 13943	457.13 13945	
	Cheque Serial #	503.51 13937	1,447.46 13927		141,674.20
16 May	Cheque Serial #	11.70 13952	68.16 13946	914.55 13938	140,679.79
17 May	Account Payable Pmt ALBERTA GOVT			2,378.75	
	Cheque Serial #	51.85 13954	138.85 13960	290.70 13964	
	Cheque Serial #	335.64 13948			142,241.50
18 May	Deposit 0030			977.00	
	EF0518 01071695			440.00	
	Cheque Serial #	10.50 13919	56.37 13939	100.00 13950	
	Cheque Serial #	5,312.19 13944			138,179.44
22 May	EF0522 01071695			632.94	
	Cheque Serial #	439.70 13953			138,372.68

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

Business Account Statement

April 30, 2018 to May 31, 2018

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
23 May	Account Payable Pmt ALBERTA GOVT			3,128.00	
	EF0523 01071695			260.00	141,760.68
24 May	ACCOUNT TRANSFER 9814473726	910.68			
	Utility Bill Pmt EPCOR	217.84			
	Cheque 326.00				
	Serial # 13940				140,306.16
25 May	EF0525 01071695			878.00	
	Cheque 87.03	157.50			
	Serial # 13970	13968			140,939.63
28 May	EF0528 01071695			472.00	
	Cheque 42.00				
	Serial # 13965				141,369.63
29 May	EF0529 01071695			1,425.00	
	Misc Payment AUMA/AMSC AMSC18-1023615	13,523.60			
	Cheque 169.97				
	Serial # 13967				129,101.06
30 May	EF0530 01071695			1,183.00	
	Cheque 179.24				
	Serial # 13966				130,104.82
31 May	Deposit 0032			942.25	
	Deposit 0031			1,351.35	
	EF0531 01071695			1,698.78	
	INTERAC FEES	7.90			
	MON FEE01071695	57.45			
	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	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	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			

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4. a) xvj



Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 May	Misc Payment TOWN OF TABER Pre-Author	108.71		
	Misc Payment TOWN OF TABER Pre-Author	110.67		
	Misc Payment TOWN OF TABER Pre-Author	112.63		
	Misc Payment TOWN OF TABER Pre-Author	112.63		
	Misc Payment TOWN OF TABER Pre-Author	116.55		
	Misc Payment TOWN OF TABER Pre-Author	118.51		
	Misc Payment TOWN OF TABER Pre-Author	118.51		
	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	126.35		
	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	136.15		
	Misc Payment TOWN OF TABER Pre-Author	140.07		
	Misc Payment TOWN OF TABER Pre-Author	185.15		
	Misc Payment TOWN OF TABER Pre-Author	196.91		
	Misc Payment TOWN OF TABER Pre-Author	1,005.91		
	Misc Payment TOWN OF TABER Pre-Author	1,080.23		
	Misc Payment TOWN OF TABER Pre-Author	1,428.47		
	Cheque 137.47			
	Serial # 13969			126,836.23
	Closing balance			126,836.23
Deposit Interest Earned: \$266.31		Account Fees: \$248.69		

JTA2711283-0015020-00666

4. a) xvii

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending May 31, 2018

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$33,091.55
RECEIPTED DEPOSITS FOR THE MONTH	\$400.00
	\$0.00
DEPOSIT INTEREST	\$39.06
TOTAL DEPOSITS	\$439.06
<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>\$33,530.61</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$33,535.02
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$4.41)
<u>NET BALANCE END OF MONTH</u>	<u><u>\$33,530.61</u></u>



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

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Business Account Statement

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05903



TABER AND DISTRICT HOUSING FOUNDATION

DAMAGE DEPOSIT ACCOUNT(TRUST)

5318 48 AVE

TABER AB T1G 1S2

April 30, 2018 to May 31, 2018

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 April 30, 2018	\$33,095.96
Total deposits & credits (2)	+ 439.06
Total cheques & debits (0)	- 0.00
Closing balance on May 31, 2018	= \$33,535.02

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Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			33,095.96
01 May	Deposit interest		39.06	33,135.02
31 May	Deposit 0283		400.00	33,535.02
	Closing balance			33,535.02

Deposit Interest Earned: \$39.06

4.a) XIX



Business Account Statement

April 30, 2018 to May 31, 2018

Account number: 09179 100-158-5

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4.a)XX

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

- 1) Resident info:
 - a. Move ins -0
 - b. Move outs -1
 - c. SL3 – 20 (1 LTC waiting placement)
 - d. Resident Room changes -0
 - e. Change in Status - 1
 - f. New applicant interview - 2
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 8
 - i. 76 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -8
 - b. Preadmission meeting - 1
- 3) May 16 – Housekeeping Meeting
- 4) May 17 – HCA meeting.
- 5) May 24 – Kitchen meeting.
- 6) May 29 – Representative from AHS reviewed our Continuing Care Health Service Standards and is working with Alycia to ensure everything is in place when we have our audit.
- 7) May 29 – Tim, Joley and I meet to review our External Audit action plan.
- 8) May 30 – we started a process with the staff to help education them on the emergency panel. We plan to hold weekly drills with all departments until everyone feels comfortable with the processes developed in the event of an emergency.
- 9) Joley and I participated in a webinar on the upcoming changes to the OHS legislation.
- 10) June 1 – Tim, Bev, Corey and I meet to review 2019 budget.
- 11) June 12 – JHSC meeting.
- 12) I was away on vacation from June 4 – 15th.
- 13) Recreation:
 - a. Special Events
 - i. Resident Council meet on May 16th.
 - ii. The Nut Man set up goodies in Atrium
 - iii. Jehovah Witness Bible Discussion held in craft room in morning
 - iv. Christian Reform church provided a service for the seniors.
 - v. Catholic Mass on Wednesday mornings.
 - vi. LDS scripture reading in the craft room.
 - vii. LDS Church services.
 - viii. Leishman's Hearing came in to provide services
 - ix. Kiwanis Bingo in the evening.
 - x. Movie night was held weekly.
 - xi. Alzheimers' Society Support Group held their monthly meeting.
 - xii. Blood pressure testing once a week.
 - xiii. Live Dog Show.
 - xiv. Evangelical Church services.
 - xv. Senior's Week
 1. Graham Abela came and did the cake cutting ceremony to start the week off.
 2. Westlake School children came in and preformed for us.
 3. Reinlander Church was here in the evening to sing.

4. WR Myers Stage Band came in and played music.
5. Tween Valley Christian School came in and sang for us.
6. St. Pat's School students came in and performed a few songs for the residents.
7. Live Dog Show
8. 40 residents joined Judy and her helpers on the front parking lot for a bonfire where they enjoyed mini wieners and smores.
9. St. Mary's Jazz band and friends came in and played music.
10. Nine of our local finest came in and helped serve the residents lunch and then sat and visited for a while.
11. Bullock family came in one evening to entertain the residents.
12. Diana Ruggles played the piano one afternoon.
13. Central School students came in and sang for the residents.
- xvi. Iced tea was served in the garden.
- xvii. Father's Day breakfast was served on June 14th. All of the men were pampered with waffles, whipped cream and strawberries served with a side of bacon and sausage.
- b. Entertainment – 8 additional groups other than outlined above came in to perform.
- c. Outings :
 - i. May 30 – Outing to Lindenvue
 - ii. June 7 – As part of Seniors Week the residents attended the Strawberry Tea at the Legion.
- d. Volunteer hours - 120 hours logged.
- e. Resident Council May 16th, 2018 agenda, minutes and financial report included.

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

AGENDA
CLEARVIEW LODGE RESIDENT COUNCIL MEETING

Date: May 16, 2018

Time: 6:30 p.m.

Place: Clearview Lodge Atrium

- 1.0 Additions & Agenda Approval
 - 1.0 Welcome & Introductions
- 2.0 Minutes of March 21, 2018
- 3.0 Old Business
 - 3.1 Mother's Day Pie & Cake Auction
- 4.0 Financial Report
- 5.0 New Business
 - 5.1 Family Barbeque
 - 5.2 Christmas Jingle
 - 5.3 Kim Christianson - Mobile Dental Hygiene Clinic
- 6.0 Reports
 - 6.1 Activity & Volunteer Report
 - 6.2 Resident Report
- 7.0 Next Meeting - September 19, 2018
- 8.0 Adjourn

**CLEARVIEW LODGE RESIDENT ADVISORY COUNCIL
FINANCIAL REPORT MAR 20 TO 2018 TO APRIL 30 2018**

BEGINNING BALANCE MARCH 20 , 2018		
INCOME		
Activities Income raffles, toonie Tuesdays etc	245.00	
TOTAL INCOME	245.00	
EXPENSES		
Lodge Entertainment		
Welcoming flowers		760.00
Outing expenses		52.50
Bank Charges		425.56
TOTAL EXPENSES		1298.06
BANK Statement BALANCE AS OF APRIL 30, 2018		6532.15

Submitted by
Brenda Engstrom

Minutes of Clearview Lodge Resident Council Meeting

Date: May 16, 2018

Time: 6:30 p.m.

Place: Clearview Lodge Atrium

- 1.0 The meeting was called to order by Joe Orban at 6:40 p.m. There were 20 residents in attendance.
- 2.0 Joanne Bronsch read the minutes of March 21, 2018. Motion to accept the minutes as presented by Anna Stoller, seconded by Joylane Bullock. Motion carried.
- 3.0 Old Business
- 3.1 The Mother's Day Pie & Cake Auction was very successful and raised \$4,446.00.
- 4.0 Joe Orban gave the financial report. Our account balance as of April 30, 2018 is \$6,532.15. Motion to accept the financial report by Ruth Nawolski, seconded by Marilyn Thomson. Carried.
- 5.0 New Business
- 5.1 Family Barbeque will be on August 17, 2018
- 5.2 Christmas Jingle Basket Raffle will be on November 17, 2018
- 5.3 Kim Christianson - Mobile Dental Hygiene Clinic
Kim will be setting up a mobile dental clinic in the hair salon. She will provide services such as oral exams and education, teeth cleaning, fluoride treatment, sealants, and referrals.
- 6.1 Activity and Volunteer Report - Jude gave her report (copy attached).
- 6.2 Resident report given by Gladys Zelenka
Moved in - Margaret Shimbashi, Jeni Gibson
Moved out - Rose Tyo
Deceased - Robert Dick
- 7.0 Next Meeting - September 19, 2018
- 8.0 Moved by Reid Jensen that the meeting adjourned at 7:04 pm

Maintenance Report

June, 2018

Clearview Lodge

- Started on 509 and 510 renovations.
- #318 full paint and ready for move in.
- Lawns sprayed for weeds
- Desk top replaced in Activity office finishing our insurance claim on sprinkler break.
- Lethbridge Comm Appliance called in to repair older commercial washer.
- Six pendants purchased and received.
- Priced out replacing vanities in the 100 wing.
- Kitchen hood cleaned by Airstream.
- Pumped dry well at the Lodge.

Homestead Manor

- Fire drill completed.
- Lawns sprayed for weeds.
- Units # 200 and #308 ready to rent.
- Inspected a unit with Kristin.
- Hi-rise toilet installed in public washroom.(requested from tenant meeting)

Pioneer Place

- Fire alarm up-grade almost finished.
- Fire drill completed.
- Arranged with ASHC to have electrical contractor to hire Securcom to install auto-dialers.

Harmony Home

- Fire drill completed.
- Arranged with ASHC to have electrical contractor to hire Securcom to install auto-dialers.
- Roofing project consultants paid out.
- Units #108 and #204 ready to occupy.

Prairie Rose Manor

- Zone valves on sprinklers lines replaced.
- Fire drill completed.
- Replaced cylinder locks on outside automatic door.

Bountiful House

- Employee hired and lawns mowed.
- Lawn mower bought for Manor.

Sunshine Manor

- Fire drill completed.

Phase One

- #5008 has had repairs completed and rented out.
- All units filled.
- Unit #5104 had sewer line augered out .

Phase Two

- Lawn mowing notices delivered.
- One tenant charged for mowing.

Phase Three

- Window replaced at #3806 by Benchmark Glass.

Special Needs

- On-going maintenance.

General Maintenance

- Priced out replacing the security phones at Manors.(waiting on Capital Budget)
- Talked to David Staines to get ABC schedules signed off for Pioneer up-grade.

Placement officer Board Report, June 2018

Family Housing

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

Senior Housing

- New applications- 2
- Move outs- 1
- Move ins- 3
- Vacant units- 4

DRSP

- Program is full- possibility to put someone else on with a supplement payment that will put us right at the top of our budget

Additional Info

- Tenant surveys were delivered
- New Schedule "A" is being used in all new lease signings
- Tenant meetings coming up to inform all tenants about our rules regarding the new cannabis regulations

Financial Administrator Report for May 23/18 – Jun 20/18

PAYROLL

- Completed, June mid month advances, June Monthend payroll in progress
- 3 LTD Claims updating – 1 employee RTW timeline
- 1 Employees Terminated
- 2 New Employee
- 5 employee meetings
- Field Employee Benefit Questions, additions changes

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 May completed
- June rent collection (SH / CVL) completed (Board Package increases for all Residents)
- MOW client setups and closings, May meals 213 – 16 clients
- Report for Board Meeting Jun 22
- Manager Meeting monthly update YTD & work on 2019 budget for SH & CVL
- AHS Schedule B monthly update
- Submitted SH 2018 Approved Budget Site allocation
- YTD Training Costs - \$4332
- Budget & Audit Committee Meeting for 2019 CVL Budget presentation

GENERAL

- Front Desk Coverage

CAO Report

June 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 May 28 – Jun 1

- May 29 – OHS Audit Action Plan – met with Joley and Joan re: progress to date on Action Plan
- May 29/30 – received Housing Management Body budget for 2018 Social Housing.
- Placed computers at Harmony Home, Pioneer Place & Homestead Manor
- Discussed Social Housing budget with Amber Gallant, Portfolio Advisor
- Discussed implications of Social Housing Budget approval with Financial Administrator
- Jun 1- Met with Corey, Joan & Bev – review of 2019 Clearview Lodge budget

Week of Jun 4 - 8

- Jun 4 – Colin Seely, AltisMSP, re: CVL network and wide area network between CVL and Admin Office
- Jun 5 & 6 – FLEX Day – finished CIH Canada assignment
- Jun 7 – Budget & Audit Committee – 2019 Clearview Lodge budget
- Jun 8 – Phone call with ARDN staff – reviewing Business Case, Needs Assessment and Financial Model documents
- Jun 8 – received 2018/9 DSL funding amounts from AHS

-
- Jun 13 – Met with Richelle Gardner, RBC Group RRSP representative, to discuss current group RRSP plan, and RBC offerings for Group TFSA and RPP (Defined Contribution)
- Jun 13 – Building Committee meeting – review ARDN documents to date
- Jun 14 – CMHC Meeting: Stay Ahead of the Curve – Red Deer, AB
- Jun 15 – Reviewed

- Jun 18 – Present at Taber and District Health Foundation re: grants for tub and lift at Clearview Lodge and improvements at Prairie Rose Manor
- Review 2009, 2011 and 2012 blueprints and plans for Clearview Lodge expansion phases
- Work with Bev and Corey 2019 – 2022 Social Housing financial budget
- Jun 22 – Board of Directors Meeting

- Create email distribution list to CVL family members and residents
- Building Committee:
 - 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

- Holiday – July 26th; likely a week in July and/or August
- APHAA Fall Conference Oct 1 – 4, 2018 Banff, AB
- ? ARDN Conference on Rural Housing ? Oct 24 – 26, 2018 Canmore, AB



ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

RECEIVED

JUN 13 2018

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AR 45699

May 8, 2018

Ms. Rosanne Horrocks
Board Chair
Taber and District Housing Foundation
5318 - 48 Avenue
Taber AB T1G 1S2

Dear Ms. Horrocks:

Budget 2018 continues our \$1.2 billion commitment to maintain and improve access to safe, secure and affordable housing. This commitment to Albertans in need also requires partners and increased funding.

The Government of Alberta and Taber and District Housing Foundation share a valued partnership that ensures Albertans continue to have access to affordable housing. Housing management bodies (HMBs) are an integral part of the network of support for Albertans with low income. To that end, I am very pleased to advise that Taber and District Housing Foundation will be receiving a budget increase for 2018 to ensure Albertans in need can have a safe place to call home.

The increase in operating funds for HMBs across Alberta is \$11.2 million. It is part of our government's continued commitment to maintain, build and refurbish safe, affordable housing. These additional funds will contribute to Taber and District Housing Foundation meeting the housing needs of your community.

In support of this commitment, your approved 2018 deficit operating budget is \$36,582, compared to your tentative surplus operating budget of \$23,742. The funding is being provided under the Family and Community Housing and Seniors' Community Housing programs.

Department staff will continue to work with you to monitor your operational budget. I ask that no public communication about this approval for increased operational funding be made without approval from Seniors and Housing. If you have any further questions regarding your budget and/or the increase in funding, please contact your Housing Advisor.

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Ms. Rosanne Horrocks
Page Two

Thank you for your continued commitment to providing affordable housing options for Albertans.

Sincerely,

A handwritten signature in cursive script that reads "Lori Sigurdson".

Lori Sigurdson
Minister of Seniors and Housing

cc: Mr. Tim Janzen, Taber and District Housing Foundation

May 30, 2018

Mr. Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 48 Avenue
Taber, Alberta T1G 1S2

Dear Mr. Janzen:

RE: 2018 Housing Management Body (HMB) Budget

As a follow up to the Minister's recent letter regarding a funding increase for 2018 Social Housing Operating Budget, I am pleased to provide you with information on the 2018 budget for your social housing portfolio, Rent Supplement Program, and Lodge Assistance Program. As part of Budget 2018, the government increased funding for our social housing portfolio funding by \$11.2 million and will continue its commitment to work with our HMBs to better understand your operating needs as well as capital maintenance and renewal requirements in future years. The province recognizes the Government of Canada's contribution to the social housing programs through the Social Housing Agreement that was signed in June of 2016.

2018 Social Housing Operating Budget

Your approved 2018 deficit operating budget is \$36,582. This budget is based on the 2018 operational budget included in your 2018-2020 business plan as well as information available to your Housing Advisor. We recognize that this may not reflect your full operational needs, but our goal is to have your operating budget needs included within your 2019 Business Plan. We will continue to work with you to address any concerns you may have.

As we are only supplying you with your 2018 approved deficit budget, attached are your site-level budget templates. Please complete and return your 2018 site-level budget reallocations by **June 15th, 2018**.

2018 Rent Supplement Program (RSP) Budget

There has been no change to the tentatively approved 2018 RSP budget of \$37,000.

You need to ensure that you do not exceed your rent supplement budget in 2018 and we expect that you will operate within your individual budget level in 2018.

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Mr. Tim Janzen

Page Two

2018 Lodge Assistance Program (LAP)

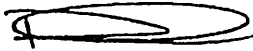
The LAP and Unique Home Program rates have been formally approved to increase to \$13.10 from \$12.70 per eligible resident per day. This is a result of rolling in and eliminating the Temporary Lodge Disposal Income grant of \$50 per month. These program funding changes have taken place immediately.

Adjustments are in the process of being made based on the number of eligible lodge residents for 2018, and will be factored into your Quarter 3 payments.

In closing, we want to ensure all HMB's expenditures are within your approved budget as per section 20 and 21 of the *Management Body Operation and Administration Regulation*. Due to limited funding available for contingency, it is expected that HMBs will be held accountable to manage within their budgets. Budget amendments will only be considered on an emergency basis for events that could not be forecasted.

If you have any questions or concerns regarding your budget, please contact your Housing Advisor.

Yours truly,



Philip Henke, CPA, CGA
Director
HMB Operations and Compliance
Housing Division

cc: Ms. Rosanne Horrocks, Board Chair, Ridget Country Housing
Amber Gallant, Housing Advisor, Alberta Seniors and Housing

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BUDGET 2018

Organization: Taber And District Housing Foundation

REVENUE

400000 Rent
410000 Resident Services
420000 Non-Resident Services
Total Revenue

Budget Assigned By Seniors & Housing	
Total	
773,393	

Amounts Entered on Spreadsheet by Housing Provider			
Seniors	Family	Family - Municipally Owned	Total
540,908.00	167,316.00	-	708,224.00
54,570.00	4,582.00	-	59,152.00
4,220.26	1,796.74	-	6,017.00
599,698.26	173,694.74	-	773,393.00

EXPENSES

550000 Human Resources
520000 Operating
530000 Operating Maintenance
510000 Utilities
500000 Taxes and Land Leases
560000 Administration
Total Expenses
Net Excess (Deficiency)

809,975	
(36,582)	

237,771.53	116,229.47	-	354,001.00
16,852.99	5,393.01	-	22,246.00
84,408.11	31,726.89	-	116,135.00
173,455.01	96,112.97	-	269,567.98
-	-	-	-
33,684.21	14,340.81	-	48,025.02
546,171.85	263,803.15	-	809,975.00
53,526.41	(90,108.41)	-	(36,582.00)

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June 8, 2018

TABER & DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER, AB T1G 1S2

Attention: Tim Janzen

Dear Tim:

Re: Annual Service Letter – 2018/19 Designated Supportive Living (DSL) and Specialty Bed sites Funding Advices

We are pleased to provide you with this Annual Service Letter that sets out the AHS Funding Methodology and Service Fees with respect to the Services of Clearview Lodge in Taber, Alberta, as updated for the 2018/19 funding year.

The attached Funding Advice information includes a funding increase of 1% applied to all rates in the model in recognition of inflation impacts on operational costs.

These changes will be applied retroactively to April 1, 2018. Updated payments will commence in July 2018 and retroactive payments will be in July 2018.

If you have any questions about the values in the attached funding advices, please contact Robert Veronovici, Director for Business Advisory Services Continuing Care, at Robert.veronovici@ahs.ca

Sincerely,

A handwritten signature in cursive script that reads "Robert Hawes".

Robert Hawes
Chief Program Officer
Finance

A handwritten signature in cursive script that reads "David O'Brien".

David O'Brien
Senior Program Officer
Community, Seniors Addiction & Mental Health



June 8, 2018

TABER & DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER, AB T1G 1S2

Attention: Tim Janzen

Dear Tim:

RE: Funding for 2018/2019 (DAL) – Clearview Lodge, Taber, Alberta

For this site, the 2018/19 AHS funding is \$545,536.

Thank you for your ongoing support and delivery of quality care. There is no way we could service the complex client needs without your dedication.

Sincerely,

A handwritten signature in cursive script that reads "Terri Fortunaso".

Terri Fortunaso

Director, Continuing Care Partnerships, South Zone



Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21, 2010; Oct 7, 2011
Department: Lodge & Social Housing	Policy Number: P - 23

EMPLOYEE CLASSIFICATIONS - (Out of Scope)

It is the intent of Taber and District Housing Foundation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. The following classifications apply to Out of Scope Employees who are on the Taber and District Housing Foundation payroll.

Each employee will belong to one of the following employment categories:

EMPLOYEE TYPE	
MANAGEMENT or SUPERVISORY	- Hours per week are determined by the Board or the CAO. - Does not receive overtime pay. - Entitled to receive one (1) weeks additional vacation in lieu of overtime pay. - Not required to record their hours of work, however work & all paid time off are recorded for administrative purposes on a time sheet submitted monthly each pay period. - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Entitled to annual vacation. - Salaried.
FULL-TIME REGULAR	- Works at 35 – 40 hours per week. - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Entitled to annual vacation. - Is required to record his/her hours of work, time off, etc. - Overtime hours paid at time and a half. - Salaried.
PART-TIME REGULAR (With Benefits)	- Those who work at least scheduled 20 hours per week (Averaged over a month). - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Vacation pay is earned and accrued. Vacation time with pay shall be payable at the time vacation is taken. Vacation time shall be on prorated basis of vacation time earned by full-time employees. - Entitled to sick leave credits on a prorated basis earned by Regular Full-time employees. - Extra hours & overtime hours shall be paid at time and a half. - Paid by the hour.
PART-TIME (Without Benefits)	- Those who work less than 20 hours per week (work irregularly, 'on-call' basis, or regularly but less than 20 hours each week). - Not eligible for benefits. - Entitled to vacation pay, paid each pay period and to time off without pay as vacation time on a prorated basis of vacation time earned by Full Time Employees. - Paid by the hour.
TEMPORARY or SEASONAL	- Those who are hired for a specified period of time, regardless of the number of hours worked. - Not eligible for benefits. - An existing employee who was not receiving benefits prior to the temporary position will not be eligible to receive benefits.

**TABER & DISTRICT HOUSING**

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

Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21, 2010; Oct 7, 2011
Department: Lodge & Social Housing	Policy Number: P - 23

	• An existing employee who is receiving benefits prior to the temporary position will continue to receive benefits. • Entitled to vacation pay. • Paid by the hour or salaried depending on the position.
CASUAL	• Those who work irregularly or an 'on-call' basis. • Is not eligible for benefits. • Entitled to vacation pay, paid each pay period. • Paid by the hour or on an on call basis as agreed to by the employer.
CHANGE IN CATEGORY	• Temporary, seasonal and casual employees who become full-time or regular part-time employees will be come eligible for benefits upon completion of the applicable waiting periods. • Full-time and regular part-time employees who are the successful applicant of a temporary position shall revert back to their former position upon the completion of the temporary position and shall maintain the benefit eligibility they had as a permanent employee during the duration of the temporary position.

Arbitrator Proposal

At June 22, 2018

I received a reference for Janet from Green Acres Foundation CAO, Dawna Coslovi. They use her for all of their collective bargaining negotiation sessions. I had tried to contact Janet in May but she was travelling and so we were only able to touch base in June. Please find enclosed a copy of Janey Money Management Consultant Fee Schedule 2018.

In our telephone conversation, Janet discussed her approach to negotiations and her expectation of time and cost. Janet did indicate that prior to any discussion about contract, she would prefer to meet the Board of Directors face to face. Janet did indicate that she would be available to meet in the last week of June (She has since confirmed that she would be available to meet on Friday, June 29th. Alternatively, she could meet with the Board in September.

Janet indicated that she has extensive experience in negotiating labor contracts as she was a HR professional in Lethbridge. She still has family that lives in Lethbridge so she is in the area often. Janet indicated that her prior experience with CUPE is that they will offer to prepare any documents once the negotiation is completed (likely to ensure that they are completed on a timely basis) and we would have to proof the documents. As a result, she indicated that a lawyer is not necessarily required to complete the negotiation process, nor the documentation afterward.

The overall process for the Collective Bargaining Agreement process was outlined as follows:

Introductory Proposal

The management team (and Board representative?) would teleconference with Janet to create the ingoing proposal.

Negotiation Session

Janet would attend the sessions and lead our group. She anticipated that it would take 3 days. I believe that is pretty much the standard timeframe that CUPE negotiations have been in the past; though in 2016, we did get it done in two days.

Follow-up

Review of documents and completion of the negotiation; up to and including signature.

Budget:

Introductory Proposal	10 hours @ \$100/hr	\$1,000
Negotiations	24 hours @ \$125/hr	\$3,000
Follow-up	10 hours @ \$100/hr	\$1,000
Total		\$5,000
Disbursements:		
Travel	\$400 per trip X 2	\$ 800
Hotel costs	5 nights @ \$200/night	\$1,000
Meals	5 days @ \$100/day	\$ 500
Total		say \$2,500

At a maximum, costs would be between \$8,000 and \$10,000.

Recommendation:

There are significant savings that can be achieved by using an arbitrator rather than a lawyer. I do not believe that we will get exactly the same level of service from the arbitrator but I do believe that we can likely achieve the same result. The management team (and particularly the CAO) will likely need to be more engaged in the preparation process than previously in 2016. I expect that if TDHF wishes to make any significant change to issues around pay, sick leave policy, short-term disability policies and the meal program, the management team would need to do a significant amount of the work for a lawyer or an arbitrator.

The major areas that might require a lawyer, would be:

- Delegating managerial responsibilities to the Journeyman Chef, and
- Moving the Journeyman Chef position to out-of-scope.

However, I suspect that these items may very well be expenses in 2018 when the Journeyman Chef returns to work from medical leave. Also, I believe that many of these costs could be over and above the normal lawyer fees for collective bargaining agreement negotiations.

Overall, I think that using an arbitrator would provide an opportunity for significant savings. As well, it would allow the Management team to gain a lot of additional knowledge in the process of negotiation. We may need to use some of those savings if a lawyer is required to be successful in moving the Journeyman Chef to out of scope.

I would recommend that we try to use the arbitrator in 2019 as we have costed a very conservative settlement into the 2019 budget. I am hopeful that we can negotiate for some items that would make the organization more efficient and cost effective in the future while offering a decent increase to staff. But even if we were unsuccessful in achieving our negotiating goals, we would achieve much of our savings by using the cheaper services of an arbitrator.

Janet Money, Management Consultant
c/o 308 - 75 Serrais Road,
St. Albert, Alberta
T8N 6N2

FEE SCHEDULE - 2018

HOURLY RATE

\$125/hr while at the bargaining table, including time in caucus (all time spent with any and/or all of the team members}

and

\$100/hr for all independent preparation time (for all time spent alone preparing for our negotiations and/or initial preparation time with Employer team)

MILEAGE RATE

\$400.00 Rtn trip St. Albert to Taber or Lethbridge

OUT OF POCKET EXPENSES

- 1. Meals – Actual Cost plus tip**
- 2. Hotels – As per hotel invoice**
- 3. Taxi – As per receipt**
- 4. Incidental costs approved by the Management**

METHOD OF PAYMENT

I will submit invoices, on a monthly basis, with my GST Reg Number on the invoice.

Invoice will include itemization of hours, by each date worked, either in a meeting, in actual bargaining, or in preparation.

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TDHF 2019 Budget Report

At June 22, 2018

These are events or assumptions that are either material or distinct for 2019.

Revenues:

- Projections use a **\$25 per month per resident increase** in the 2019 Board Service Package; therefore, packages would range from \$825 to \$925 per month in 2019 (effective April 1, 2019)
- There is no increase in Resident Services included in the budget; however, it is anticipated that this will be reviewed before January 1, 2019 and it is likely that there will be small increases for parking and MAP. But the overall effect on revenues is negligible.
- Meal services revenue (i.e. Guest meals, meal plans and Meals on Wheels) is projected to hold steady.
- LAP Grant is projected for 60 residents (consistent with prior years); no rate increase
- AHS HCA Contract funding is anticipated to increase by 1% from 2018 actual (consistent with the 2018 increase)
- The Requisition Funding is projected to increase by 7%.

Expenses:

- Significant reductions in utility expenses is expected due to the new pricing for natural gas (savings of \$7,000) and electricity (savings of \$10,000); effective January 1, 2019. The savings are estimated conservatively as 75% of natural gas is contracted; the remaining 25% is spot priced at \$6.00/GJ which is double the current spot prices. Network and transmission costs are expected to continue to rise which reduced some of the electricity savings.
- Food costs are projected to increase by 3%
- Additional Janitorial costs due to scrubbing and waxing of Dining Room & Atrium floor - \$5,000
- Salaries are projected to increase by 2%.
- Payroll software costs of \$1,800
- Labor Relations are costed at \$30,000 (due to accounting requirement that it be expensed in the year incurred). *There may be a possibility to reduce this to some degree by using an arbitrator.*
- Operating Maintenance costs/projects scheduled for 2019:
 - Commercial washer (\$13,500) and dryer (\$7,500)
 - Paint 100 or 200 wing (including doors) - \$10,600
 - Painting front entry peak (same color) \$1,900
 - Shingle westside of 500 wing roof - \$5,800 (recorded in Capital section of budget)
- Board Strategic Meeting - \$2,000

2019	CLEARVIEW LODGE	Pending 2019	YTD 2019	Information 2019	Jan 0%
REVENUE					
400000	RENTAL REVENUE				
400100	Resident Rent	1,374,090	-	Board Package incr \$25/rm/month	0%
400150	Lodge Fees	500	-	room transfers	0%
400200	Rent Rebates	(12,000)	-	refund moved to higher level of care	0%
400400	Sundry Rent Revenue	-	-		
410000	RESIDENT SERVICES				
410010	Parking	2,500	-		0%
410060	Laundry	12,000	-		0%
410140	SUNDRY RESIDENT SERVICES				
410141	Medication Fees (MAP)	17,000	-		0%
410142	Resident Fundraising	1,000	-	photo and ice cream sales	0%
410144	Transportation Fee	2,000	-	Resident Council funding	0%
410145	Activity Fee	500	-	Resident Council funding	0%
410147	Personal Emergency Call System	3,600	-		0%
410160	Tenant Maintenance Recovery	500	-	A/C install, lock replacement, moveout damages	0%
420000	NON-RESIDENT SERVICES				
420030	Facility Rental	1,500	-	Hairdresser	0%
420040	Meals on Wheels	25,000	-	MOW	0%
420050	OTHER MEAL SERVICES				
420050	Other Meal Service	12,000	-	Non Resident Meal Plans	0%
420051	Guest Meals	12,000	-	Resident Guest Meals	0%
420053	Canteen Revenue	2,000	-	Misc coffee	0%
420060	Tuck Shop	3,500	-	Residents charged for care supplies	0%
420070	Catering	25	-		
420090	Sundry Revenue	50	-		
430000	GRANTS				
430005	AHSC Grants				
430020	ASHC - Maintenance	-	-		
430040	ASHC Grants - Specific Restrictions	-	-		
430050	ASHC - LAP Grant	285,000	-		0%
430110	Provincial - Grants	2,000	-	STEP program	0%
431030	Federal - Other Grants	-	-	YEP Program	#DIV/0!
450000	OPERATIONAL FUNDING				
450010	Health Funding	548,132	-		0%
450030	Other Funding	-	-		
460010	Requisition Funding	330,664	-	7% increase	0%
470000	MANAGEMENT & ADMINISTRATION				
470030	Insurance Recoveries	-	-		
470040	Other Recoveries	2,300	-		0%
470050	Maintenance Recovery	-	-		
470090	Gain or Loss on Sale of Capital	-	-		#DIV/0!
470110	NSF / Late Fees	-	-		
470130	Sundry Revenue	1,221	-		0%
475000	INVESTMENT INCOME				
475010	Interest Earned	2,800	-	Bank	0%
475070	Amort Deferred Cap Contributions	-	-		
480000	CHARITABLE REVENUE				
480010	Donation	-	-		
480020	Restricted Donations	-	-		
TOTAL REVENUE		2,629,883	-	-	0%

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2019	CLEARVIEW LODGE	Pending 2019	YTD 2019	Information 2019	Jan 0%
EXPENSES					
510000	UTILITIES				
510005	Heating	48,000	-	8760 - New Supplier	0%
510010	Electricity	58,000	-	8760 - New Supplier	0%
510020	Water & Sewer	17,500	-	T of T	0%
510030	Waste Removal	2,100	-	T of T & recycling	0%
510040	Telephone	7,100	-	office, mobility,	0%
510060	Bulk Contracted Expenses (Cable)	20,906	-	Resident Shaw Cable	0%
Total Utilities		153,606	-	-	0%
520000	OPERATING				
520000	Food				
520001	Bakery	20,600	-		0%
520002	Dairy	45,320	-		0%
520003	Groceries	128,750	-		0%
520005	Meat	69,010	-		0%
520010	Food Supplies	20,000	-		0%
520030	Cleaning				
520031	Janitorial & Housekeeping	42,200	-		0%
520032	Laundry	3,700	-		0%
520033	Linen Supplies	4,800	-		0%
520040	Equip & Furniture Purchases	12,600	-		0%
520050	Equip & Furniture Repairs	1,000	-		0%
520060	Insurance	8,400	-		0%
520070	Resident / Volunteer Programs	-	-		
520071	Craft Supplies	250	-	Resident Craft Supplies	0%
520072	Entertainment Supplies	3,000	-	Resident Entertainment	0%
520073	Trip Expenses	2,000	-		0%
520074	Recreation Supplies	5,300	-	Resident Recreation supplies	0%
520075	Tuck Shop Supplies (recoverable)	-	-		
520080	Bad Debt Expenses	-	-		
520090	Publicity & Promotion	250	-		0%
520120	Pest Control	2,500	-		0%
520130	Sundry	525	-		0%
Total Operating Expenses		370,205	-	-	0%

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2019	CLEARVIEW LODGE	<u>Pending</u> 2019	<u>YTD</u> 2019	Information 2019	<u>Jan</u> 0%
530000	OPERATING MAINTENANCE				
530005	Appliances	25,950	-		0%
530010	Building Safety & Security Systems	17,680	-		0%
530020	Sundry	150	-		0%
530030	Vehicle	1,100	-		0%
530040	Building Interior				
	530041 Painting (Interior Common Area)	10,600	-		0%
	530042 Painting (Units)	4,500	-		0%
	530043 Flooring (Common Areas & Units)	4,900	-		0%
	530044 Suites Renovations	3,600	-		0%
530050	Building Exterior	250	-		0%
530060	Building Remediation	-	-		
530070	HVAC (Heating, Vent, & A/C)	10,400	-		0%
530080	Plumbing	7,500	-		0%
530090	Electrical	5,070	-		0%
530100	Grounds Maintenance	13,000	-		0%
530120	Maintenance Equip Repairs	1,000	-		0%
530130	Maintenance Equip Purchase	-	-		#DIV/0!
530140	Maint. Tools & Supplies	1,000	-		0%
530160	Facility Cond. Inspection	-	-		
Total Operating Maintenance		106,700	-	-	0%

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2019	CLEARVIEW LODGE	Pending 2019	YTD 2019	Information 2019	Jan 0%
555000	HUMAN RESOURCES				
550005	Salaries & Wages				
550010	Administration Wages	252,674	-		0%
550020	Housekeeping Salaries	267,334	-		0%
550030	Food Services Salaries	480,162	-		0%
550040	Maintenance Wages	69,472	-		0%
550050	Resident Caregivers Salaries (AVC)	81,240	-		0%
551000	Benefits				
551010	CPP	52,657	-	All EE's except HCA's	0%
551020	EI	24,782	-	All EE's except HCA's	0%
551030	Employee Benefit Programs	46,694	-	All EE's except HCA's	0%
551040	Other Pension Contributions (RRSP)	32,989	-	All EE's except HCA's	0%
551050	WCB	17,312	-	All EE's except HCA's	0%
553000	Personnel Recruitment	650	-		0%
554000	Staff Functions & Recognition	5,900	-		0%
555000	Training & Development	24,945	-		0%
556000	Health & Safety	8,651	-		0%
557000	Legal Fees	4,000	-	HR legal fees	0%
558000	Labour Relations	30,000	-	CUPE negotiator fee	0%
Total Human Resources		1,399,461	-	-	0%

b.e.v

2019	CLEARVIEW LODGE	Pending 2019	YTD 2019	Information 2019	Jan 0%
580000	SALARIES - HEALTH SERVICES				
580200	Salaries - Resident Care (HCA's)	514,154	-	HCA Salaries including HCA Coord	0%
581200	Benefits - Resident Care (HCA's)	80,714	-	HCA Benefits (CPP, EI, ENCON, RRSP, WCB)	0%
585200	Materials & Supplies - Resident Care	9,740	-	Non recoverable supplies to provide resident care	0%
Total Salaries - Health Services		604,608	-	-	0%
560000	ADMINISTRATION				
560000	Office & General Admin				
560001	Bank Charges	1,650	-		0%
560002	Courier & Postage	1,200	-		0%
560003	Stationery & Office Supplies	7,000	-		0%
560010	Office Rent	8,116	-		0%
560020	Office Equipment (& Furniture)	2,650	-		0%
560030	Office Equipment (& Furniture) Repairs	1,400	-		0%
560040	Vehicle & Travel	2,610	-		0%
560060	Board Expenses	8,700	-		0%
560070	Association Fees	4,230	-		0%
560080	Professional Fees				
560081	Legal Fees	150	-		0%
560082	Audit Fees	9,750	-		0%
560083	Consulting Fees	1,200	-		0%
560090	IT Services	12,825	-	Senior Care, Virus software, PR software	0%
560110	Sundry	750	-		0%
560120	Accreditation	750	-		0%
Total Administration Expenses		62,981	-	-	0%
590000	INTEREST & BANK CHARGES				
590005	Long Term Interest (Debentures)	-	-		
591000	Extra Ordinary Expenses	-	-	Emergent Funds client payouts	
592000	Amortization	-	-	Amortization	
Total Interest & Bank Charges		-	-	-	-
TOTAL OPERATING EXPENSES		2,697,561	-	-	0%
NET REVENUE over EXPENSES - Operating		(67,678)	0		0%
600000	CAPITAL MAINTENANCE				
	Building Interior	-	-		
600300	Building Exterior	5,800	-	wing shingles	
600400	HVAC	-	-		
???	Equipment	-	-		
Total Capital Maintenance		5,800	-		
Capital Reserve					
NET REVENUE over EXPENSES - Total Operating & Capital		(73,478)	-		

b. e) vi

Tim Janzen

From: Wanda Hong <wanda.hong@gov.ab.ca> on behalf of John Thomson <john.thomson@gov.ab.ca>
Sent: Thursday, June 14, 2018 9:37 AM
To: Undisclosed recipients:
Subject: Expression of Interest for the Affordable Housing Energy Savings Program (AHESP) Application and Funding Process
Attachments: 45740 Attachment 2 - Program Guide.pdf; 45740 Attachment 1 - AHESP Fact Sheet.pdf; 45740 Attachment 4a - Project Retrofit Funding requests.pdf; 45740 Attachment 4b - Project Audit Funding requests.pdf; 45740 Attachment 3 - Program Application Form.pdf

As you may be aware, the Government of Alberta is allocating \$25 million, under the AHESP, to make Alberta's provincially and municipally owned affordable housing stock more environmentally and financially sustainable. The program includes access to \$9 million in federal funding from the Low Carbon Economy Leadership Fund.

The primary objective of the program is to reduce the energy consumption and greenhouse gas emissions of the provincial and municipal affordable housing stock. Alberta's affordable housing system contains over 36,000 affordable housing units in Alberta supporting over 75,000 Albertans with low income, including seniors.

Seniors and Housing is soliciting applications from housing management bodies and other housing providers across the province to access funding for energy audits and retrofits in affordable housing units. We encourage you to apply. Further details about the submission process are in the attached documents:

1. AHESP Fact sheet
2. Program Guide
3. Program Application Form and
4. Excel Spreadsheets
 - a. Project Retrofit Funding requests
 - b. Project Audit Funding requests

Note: the Excel spreadsheets should be submitted with the Program Application form

Interested applicants can send their submissions to SH.AHESP@gov.ab.ca with subject line "AHESP application submission". Completed submissions must be submitted on or before July 11, 2018.

If there are any questions or concerns about the application process, please feel free to contact Connie Robinson, AHESP Project Coordinator, Capital Program Branch, Housing Division at 780-422-8472 (toll-free by first dialing 310-0000) or connie.d.robinson@gov.ab.ca.

Thank you,

John Thomson
Assistant Deputy Minister

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contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

Affordable Housing Energy Savings Program (AHESP)

Description

The Government of Alberta has allocated \$25 million for Affordable Housing Energy Savings Program (AHESP) to make Alberta's provincially and municipally owned affordable housing stock more environmentally and financially sustainable. The program includes access to \$9 million in federal funding from the Low Carbon Economy Leadership Fund (LCELF).

Alberta's affordable housing system contains over 36,000 affordable housing units in Alberta; supporting over 75,000 Albertans with low income, including seniors. The day-to-day operation of the government supported affordable housing program is managed by over 100 housing providers. The primary objective of the program is to reduce energy consumption and greenhouse gas (GHG) emissions of the provincial and municipal affordable housing stock.

Expected outcomes

The program creates several opportunities:

- Reduced GHG emissions and improved energy efficiency
- Increased environmental and financial sustainability of affordable housing
- Lower utility costs for affordable housing providers and tenants
- Support implementation of GoA's Climate Leadership Plan (CLP)

Program Evaluation and Prioritization

Seniors and Housing will solicit applications from HMBs and other housing providers across the province for funding for energy audits that will identify buildings requiring retrofits.

Results of energy efficiency audits will be used to assist in prioritizing retrofit projects where greatest energy efficiency gains can be realized. Prioritized retrofit projects will be completed to improve energy efficiency in existing affordable housing assets.

Eligible retrofits

The energy efficiency retrofits will include:

- Replacing exterior windows and doors
- Upgrading and/or installing attic, exterior wall and basement insulation
- Replacing heating, cooling, water and lighting systems

The Government of Alberta has made a strong commitment, through the Provincial Affordable Housing Strategy, to foster a stable and integrated affordable housing system that will make life better for Albertans now and into the future.

Contact

Questions related to AHESP can be directed to SH.AHESP@gov.ab.ca.

Program Application Form

Affordable Housing Energy Savings Program

Alberta Seniors and Housing, through the Climate Leadership Plan (CLP), is seeking applications for funding for energy audits and/or retrofits resulting in energy savings for affordable housing.

Funding Type Requested

(Select one or both):

☐ Project audit funding

☐ Project retrofit funding

Applicant Information

Organization Name	
Contact Name and Title	
Primary Contact Number (format: XXX-XXX-XXXX)	
E-mail Address:	

Project Information

Include information on the Audit Funding Requests and Retrofit Project Funding Requests excel spreadsheet provided with this application. List projects in order of priority.

Authorization

As the individual submitting this form, I have the authorization of the organization to submit this Application Form on its behalf.

☐ Yes ☐ No

Signature: **	Date:
---------------	-------

**All applications must be signed by the person with designated authority for the applicant's organization. Consultants may not apply on behalf of the applicant.

Submit completed application, no later than July 11, 2018, to Capital Program Branch (contact info below). Late or incomplete application forms will not be considered.

Program Application Form

For additional information contact:

Connie Robinson, Project Coordinator
Capital Program Branch

Seniors and Housing
12th floor, 10044 – 108 Street NW
Edmonton, AB T5J 5E6

Telephone: (780) 422-8472

Email: SH.AHESP@gov.ab.ca

Monthly Report (Social Housing)

May 2018

	Senior Self Contained
New Applicants	4
Move In's	2
Move Outs	1
Wait List	18
Vacant Units	7

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

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Linda Christensen	29-May-18	309	52050

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Chelsea Meesto	18-May-18	27	52030

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Elizabeth Fehr	31-May-18	3	52070

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number
Katharina Wall	31-May-18	8	52000

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	204	Ready
	108	Ready
Homestead Manor	103	Ready
	308	Ready
Pioneer Place		
Prairie Rose Manor	5	Ready
	1	Ready
	7	ready
Bountiful House		
Sunshine Manor		

Community Housing Vacancies:

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

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June 08, 2018

Taber & District Housing Foundation

Dear Tim Janzen:

Re: Initial steps toward implementation of PCBF in DSL

The Continuing Care Business Model and Funding Steering Committee has agreed to move to a standard provincial Patient/Care-Based Funding (PCBF) in Designated Supportive Living (DSL). On April 23, 2018, initial steps towards the implementation of PCBF in DSL were announced at the Steering Committee. While the funding model will not initially be based upon the acuity of individual residents or the occupancy of the site, the plan is to eventually introduce these funding modifiers to have a truly activity-based funding model.

Phase 1 of this implementation includes 35 DSL sites from 20 providers, which will be retroactively funded under the standard provincial funding model, starting April 1st, 2018. Phase 1 eligibility was determined based on sites:

- With contracted DSL spaces;
- Built to the B2 occupancy classification code;
- With a Master Service Agreement (MSA) with AHS; and,
- No previously agreed funding modifiers for care, occupancy or accommodations.

As part of this first phase of the transition, sites will receive funding for their designated spaces based on 100% occupancy and 100 Case Mix Index (CMI). Actual CMI and Occupancy adjustments for the designated spaces will be made in future funding phases when the data is widely-reviewed and endorsed. Phase 1 sites will be notified in a separate letter.

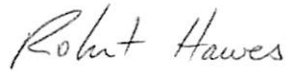
Please note integrated home care spaces were not included in DSL phase 1 at this time. These spaces are planned to be considered in future phases. As such, sites with both DSL and integrated home care spaces will receive separate funding advices for the 2018/2019 fiscal year.

Future implementation phases will proceed dependent on plans and budget approvals. This may increase or decrease current funding levels and involve:

- Introducing actual occupancy and client acuity (Case Mix Index) adjustments to the PCBF model based on widely-reviewed and endorsed data.
- Bringing into scope additional DSL sites that are not part of Phase 1 by:
 - Negotiating contract amendments through mutual agreement between AHS and the appropriate contracted health service providers
 - Addressing any building occupancy classification code issues

Please note that all 2018/2019 DSL funding advices will be distributed early June. If you have any questions regarding this, please contact Anderson Chuck, Senior Program Officer, AHS Financial Planning, at Anderson.Chuck@albertahealthservices.ca.

Sincerely,



Robert Hawes
Chief Program Officer, Finance



David O'Brien
Senior Program Officer,
Community, Seniors, Addiction & Mental Health

Frequently Asked Questions:

Initial steps toward implementation of PCBF in DSL

Q1). Why is the PCBF model being proposed for DSL?

Currently, various funding methodologies are being used for Designated Supportive Living (DSL) across the province, with inconsistent accountabilities. Patient/Care-Based Funding (PCBF) will standardize the funding methodology across the province by being fair, transparent and consistent with the quality, quantity and complexity of the services needed by the residents.

Q2). How will the PCBF model be implemented in DSL?

The PCBF model in DSL will be based on four main factors: number of contracted beds; bed type (SL3, SL4 and SL4D), occupancy rate, and case mix index (CMI).

Information on contracted beds and bed type is based on the contract between the operator and Alberta Health Services (AHS). Data on occupancy rate and CMI is based on the resident census record and assessments, respectively. The occupancy and CMI information is collected on a monthly basis and aggregated for the calendar year to inform funding for the prospective year. The occupancy and CMI information will also be shared on a monthly basis with the sites and AHS operations for accuracy and thorough validation. The occupancy (census) reports have been distributed and are in their initial stages of validation, while work is underway to distribute the assessment reports.

Q3). What is Phase 1 of Patient/Care-Based Funding (PCBF) implementation?

The Continuing Care Business Model and Funding Steering Committee has agreed to move to a standard provincial funding model in DSL. On April 23, 2018, initial steps towards the implementation of PCBF in DSL were announced at the Steering Committee. While the funding model will not initially be based upon the acuity of individual residents or the occupancy of the site, the plan is to eventually introduce these funding modifiers to have a true activity-based funding model.

Phase 1 of this implementation includes 35 DSL sites from 20 providers, which will be retroactively funded under the standard provincial funding model, effective April 1st, 2018. Integrated home care spaces are not included in DSL phase 1 at this time. These spaces are planned to be considered in future phases.

Q4). What were the eligibility criteria for Phase 1 sites?

Phase 1 eligibility was determined based on sites:

- With contracted DSL spaces;
- Built to the occupancy classification code (B2);
- With a Master Service Agreement (MSA) with AHS; and,
- With no previously agreed funding modifiers for care, occupancy or accommodations.

Q5). Why is my site not part of Phase 1, despite meeting the criteria?

Based on the best evidence available, all DSL sites that met the criteria as of March 31, 2018, were identified as Phase 1 sites.

Q6). My site does not meet the criteria for Phase 1 implementation. How will my site be funded?

DSL sites that are not part of Phase 1 will continue to receive funding as per their current funding model.

Q7). Why are Phase 1 sites funded at 100 CMI and 100% Occupancy?

A gradual, phased-in implementation of PCBF is planned for DSL. Phase 1 is the first step towards introducing a standard funding model in DSL. Actual CMI and Occupancy adjustments for the designated spaces will be made in future funding phases when the data is widely-reviewed and endorsed.

Q8). When will my site become part of this implementation?

Future implementation phases will proceed dependent on plans and budget approvals. This may increase or decrease current funding levels and involve:

- Introducing actual occupancy and client acuity (Case Mix Index) adjustments to the PCBF model based on widely-reviewed and endorsed data.
- Bringing into scope additional DSL sites that are not part of Phase 1 by:
 - Negotiating contract amendments through mutual agreement between AHS and the appropriate contracted health service providers
 - Addressing any building occupancy classification code issues

Q9). What if my site is not constructed as per B2 building occupancy classification?

Alberta Health has recently approved B3 building classification as the minimum requirement, offering more flexibility regarding the building occupancy classification criteria.

Q10). How will the funding adjustments to PCBF funding level apply?

As per the methodology tabled by Alberta Health, funding adjustments will be made at the provider level. As such, providers with DSL sites that are collectively funded at levels below those of the standard provincial funding model for DSL will receive an increase to standard levels. Funding for providers with DSL sites collectively funded at levels higher than standard levels will not change in 2018/2019. In future years, funding adjustments for these providers may be implemented.

Q11). How will the integrated home care spaces be funded under DSL phase 1?

Integrated home care spaces are not included in DSL phase 1 at this time. These spaces are planned to be considered in future phases. As such, sites with both DSL and integrated home care spaces will receive separate funding advices for the 2018/2019 fiscal year.

Q12). Who should I contact if I have any questions regarding Phase 1-PCBF implementation?

If you have any questions, please contact:

PCBF Contacts:

Fahd Mirza

Manager

Fahd.Mirza@ahs.ca

Nida Abdulrub

Senior Business Analyst

Nida.Abdulrub@ahs.ca

Zone Contacts:

North Zone	Robyn Maddox	Robyn.Maddox@albertahealthservices.ca
Edmonton Zone	Lorie Anne Little	LorieAnne.Little@albertahealthservices.ca
Calgary Zone	Anne Heinemeyer	Anne.Heinemeyer@albertahealthservices.ca
Central Zone	Lori Sparrow	Lori.Sparrow@albertahealthservices.ca
South Zone	Terri Fortunaso	Theresa.Fortunaso@albertahealthservices.ca

DSL Residents

Registered/Admitted into a DSL program at any time during the month of

March 2018



Zone: **South**

Region: **Chinook**

82028 **Clearview Lodge**

Taber and District Housing Foundation

<i>SL Level</i>	<i>Beds</i>	<i>Bed Days</i>	<i>Residents</i>	<i>Resident Days</i>	<i>Occupancy</i>
DSL3	20	620	21	593	95.65
Totals:	20	620	21	593	95.7

ULI	Resident ID	SL Level	Program Start	Program End	Case Manager	Community Care Office
438168300	CG0001257/18	DSL3	09-Feb-2018		142602	Taber Home Care Office
264951300	CG0000523/18	DSL3	15-Jan-2018		142602	Taber Home Care Office
467455400	CG0000360/18	DSL3	12-Jan-2018		142602	Taber Home Care Office
846550100	CG0008285/17	DSL3	27-Sep-2017		142602	Taber Home Care Office
856963230	CG0003283/17	DSL3	12-Apr-2017		142602	Taber Home Care Office
896541500	CG0002783/17	DSL3	31-Mar-2017		142602	Taber Home Care Office
674145200	CG0002101/17	DSL3	07-Mar-2017		142602	Taber Home Care Office
606988600	CG0006793/16	DSL3	17-Aug-2016		142602	Taber Home Care Office
184631500	CG0000406/16	DSL3	13-Jan-2016		142602	Taber Home Care Office
825439600	CG0009870/14	DSL3	20-Nov-2014		142602	Taber Home Care Office
120942000	CG0002593/1	DSL3	28-Mar-2018		729113	Taber Home Care Office
827171500	CG0008111/17	DSL3	20-Sep-2017		729113	Taber Home Care Office
458003200	CG0006687/17	DSL3	03-Aug-2017		729113	Taber Home Care Office
319331300	CG0004304/17	DSL3	05-May-2017		729113	Taber Home Care Office
977070100	CG0002621/17	DSL3	25-Mar-2017		729113	Taber Home Care Office
272804000	CG0002623/17	DSL3	24-Mar-2017		729113	Taber Home Care Office
264320600	CG0001977/17	DSL3	06-Mar-2017		729113	Taber Home Care Office
530463100	CG0007546/16	DSL3	02-Sep-2016		729113	Taber Home Care Office
805795400	CG0007545/16	DSL3	02-Sep-2016		729113	Taber Home Care Office
756120690	CG0002994/16	DSL3	09-Apr-2016	23-Mar-2018	759995	Lethbridge Home Care Office
769341000	CG0008629/17	DSL3	06-Oct-2017	08-Mar-2018	N/A	Taber Home Care Office