



**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, August 17, 2018 @ 1:30 p.m.
Clearview Lodge – Activity Room**

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Regular Monthly Board Meeting – July 19, 2018
3. **Business Arising:**
 - a) Commercial Washer & Dryer
 - b) 8760 – RFP Natural Gas Pricing
 - c) TDHF Website & Email software
 - d) Business Plan Submission
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For July 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) Pets in Housing Units
 - b) Proposal to Landlord – Renovations at TDHF Admin Office
 - c) Resolution with MD of Taber – Carbon Levy and Housing Management Bodies
 - d) Proposed Board of Directors Meeting Date – Fall 2018
7. **Information**
 - a) Letter from Taber and District Chamber of Commerce
8. **Adjournment**

Next Meeting: TDHF Board Friday, September 28, 2018 1:30 pm TDHF Boardroom



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

**MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, July 19, 2018
TDHF Office - Boardroom**

ATTENDANCE

Board: Rosanne Horrocks Linda English Tamara Miyanaga
Deanna Killinger

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

Absent: Deb Hansen, Joe Strojwas

Rosanne Horrocks, Chairman, called the Regular monthly meeting to order at 1:36 p.m.

1. Approval of Agenda

Motion 2018-87

MOVED by L. English to approve the Agenda.

CARRIED

2. Approval of Minutes

Motion 2018-88

MOVED by T. Miyanaga to accept the minutes from the Regular Board Meeting of Friday, June 22, 2018.

CARRIED

3. Business Arising

- a) **Taber and District Health Foundation** - CAO reported that the Tub and Lift for Clearview Lodge have been ordered. The delivery time is between 8 and 12 weeks. The pergola at Prairie Rose Manor has been completed.
- b) **8760 RFP – Natural Gas 2022 - 2027** – CAO reported that the RFP has been completed. The reported energy prices seem very good but the official announcement and documentation has not yet been received from 8760.
- c) **Merge CVL Rooms #509 & 510** – The project has been completed and residents are moving in shortly.
- e) **TDHF Website Update & Email Issues** – CAO reported that the new website is operational and looks great. There were some unanticipated email issues that developed during the go-live and are still causing some grief.

4. Approval of Financial Statements and Reports:

Motion 2018-89

MOVED by D. Killinger to accept for information the financial information for the month of June 2018 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

a) Lodge Manager's Report

Motion 2018-90

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

CARRIED

b) Maintenance Manager's Report

Motion 2018-91

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

CARRIED

c) Placement Officer Report

Motion 2018-92

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

CARRIED

d) Financial Administrator Report

Motion 2018-93

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

CARRIED

e) Chief Administrative Officer Report

Motion 2018-94

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

CARRIED

6. New Business

a) Pets in Housing Units –

CAO presented research into the issue of Emotional Support Animals. CAO indicated that another request had been made by a Social Housing client to have an emotional support animal in a housing unit. CAO was encouraged to work with staff and bring a comprehensive policy regarding pets forward to the Board for review.

b) Calculation of Rent – Room #510 – Clearview Lodge

CAO presented a copy of an amended Schedule A – Schedule of Fees at July 1, 2018 which reflects a new Lodge Suite Type F for Room #510. As well, the suite will be rented only to couples and the maximum rent and Board or Service Package is set at \$1,650 per month. This rent calculation is identical to a couple living in two separate Suite Type B rooms (which is what Rooms 509 and 510 were)

c) **Proposed Building Committee Meeting date**

It was suggested that Wednesday, August 8th or Thursday, August 9th could be potential dates for the next Building Committee meeting. CAO to contact Town of Taber and MD of Taber representatives.

d) **Affordable Housing Energy Savings Program (AHESP)**

CAO reported that application had been submitted for energy audits at all Taber and District Housing properties.

e) **Non-Profit Energy Efficiency Transition Program (NEET)**

CAO reported that application had been submitted for energy audit at Clearview Lodge.

7. Adjournment

Motion 2018-95

MOVED by D. Killinger to adjourn this meeting at 3:40 pm

CARRIED

Next Meeting – Friday, August 17, 2018

Clearview Lodge – Activity Room

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Tim Janzen

From: Joshua Kinsella <JKinsella@8760.ca>
Sent: Monday, August 13, 2018 1:37 PM
To: Tim Janzen
Subject: Public Tender Results - Taber & District Housing Foundation

Hello Tim,

Thank you for the call earlier today, I am glad we got to finally catch up!

As discussed, please see the Spring Public Tender RFP results for Taber and District Housing Foundation below. You will receive a formal Welcome Package via email from our operations team with all of your countersigned documentation for your records as soon as we have it back from the respective retailers.

Electricity:

- **Term - January 1, 2022 – December 31, 2027**
- Product – Index
- Price – Alberta Pool Price plus \$0.0005/kWh
- Retailer – Direct Energy Business

Natural Gas:

- **Term – January 1, 2022 – December 31, 2022**
- Product – 75% Block
- Price - \$1.71/GJ
- Retailer – AltaGas

- **Term – January 1, 2023 – December 31, 2027**
- Product – 75% Block
- Price - \$2.56/GJ
- Retailer – Direct Energy Business

As always, please feel free to contact me directly should you have any questions or concerns.

Kind Regards,



Joshua Kinsella, BComm
Director Business Development
Cell: 780.292.0548 | jkinsella@8760.ca | www.8760.ca
"Making the complex simple"



8760 Utility Rates At August 17, 2018

	Nat. Gas Per GJ	Electricity Per MWh
Current AUMA contract	\$ 4.21	\$ 5.764
Upcoming Contract:		
January 1, 2019 – December 31, 2021	\$ 2.37	\$ 5.071

During the preparation of the 2019 CVL and Social Housing budget, this change in utility rates was estimated to reduce the overall utility cost of TDHF by \$48,000; despite an expected increase in network and transmission charges. It is unclear as to the potential effect of further increases of the carbon levy in the future.

It should be noted that we have only contract 75% of our historical consumption. Therefore, there is room for us to reduce our costs through conservation. But it also means that if we don't reduce, we will be purchasing about 25% of our natural gas at spot market rates. In calculating the 2019 budget, we used \$5.50 per GJ as the spot market rate (which we believed was a conservative figure)

New Contract:

January 1, 2022 – December 31, 2022	\$ 1.71
January 1, 2023 – December 31, 2027	\$ 2.56

There should be some additional savings for natural gas in 2022. The remaining 5 years (2023 – 2027) should cost about the same as predicted from 2019 to 2021. Overall, the main objective would be to reduce the amount of consumption by replacing existing furnaces, boilers and hot water heaters with more efficient units.

The future of electricity pricing and consumption is less clear. It will likely be easier to reduce electrical consumption by installing LED lighting systems. However, pricing quotes beyond December 2021 are unattainable until the government determines how power suppliers are to be paid. The expectation is that power generators will be paid for their capacity to produce electricity and then also for what they actually produce. This rate structure is likely to boost electricity rates significantly when 2022 rolls around.

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

	Actual Jan 01, 2018 to Jul 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
REVENUE			
Rental Revenue			
Resident Rent	785,263.00	1,356,765.00	-42.12
Lodge Fees	700.00	500.00	40.00
Rent Rebates	-6,342.00	-12,000.00	-47.15
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	779,621.00	1,345,265.00	-42.05
Resident Services			
Parking	1,548.00	2,500.00	-38.08
Laundry	6,460.00	12,000.00	-46.17
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	9,054.00	17,000.00	-46.74
Resident Fundraising	722.00	1,000.00	-27.80
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	2,509.00	3,600.00	-30.31
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	12,285.00	24,100.00	-49.02
Tenant Maintenance Recovery	210.00	500.00	-58.00
Total Resident Services	20,503.00	39,100.00	-47.56
Non Resident Services			
Facility Rental	1,125.00	1,500.00	-25.00
Meals on Wheels	12,069.00	36,000.00	-66.48
Other Meal Services	13,840.55	0.00	0.00
Guest Meals	5,612.00	12,000.00	-53.23
Staff Meals	0.00	0.00	0.00
Canteen Revenue	1,651.50	2,000.00	-17.43
Total Other Meal Services	21,104.05	14,000.00	50.74
Tuck Shop	1,150.00	3,500.00	-67.14
Catering	25.00	0.00	0.00
Sundry Revenue	50.00	0.00	0.00
Total Non Resident Services	35,523.05	55,000.00	-35.41
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	161,774.07	283,879.00	-43.01
Total ASHC Grants	161,774.07	283,879.00	-43.01
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	168,574.48	285,879.00	-41.03
Operation Funding			
Health Funding	316,877.45	540,132.00	-41.33
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 Jul 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Requisition Revenue	180,268.68	309,032.00	-41.67
Total Operation Funding	497,146.13	849,164.00	-41.45
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	11,321.91	1,221.00	827.27
Total Management and Admini...	11,321.91	3,521.00	221.55
Investment Income			
Interest	3,984.41	2,500.00	59.38
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	3,984.41	2,500.00	59.38
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	1,516,673.98	2,580,429.00	-41.22
EXPENSE			
Utilities			
Heating	36,744.84	59,500.00	-38.24
Electricity	37,330.62	65,000.00	-42.57
Water & Sewer	7,531.30	17,000.00	-55.70
Waste Removal	1,102.99	2,000.00	-44.85
Telephone	4,342.31	7,100.00	-38.84
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	9,971.50	17,094.00	-41.67
Total Utilities	97,023.56	167,694.00	-42.14
Operating			
Bakery	11,873.67	20,000.00	-40.63
Dairy	24,073.64	44,000.00	-45.29
Groceries	62,608.01	125,000.00	-49.91
Juice	0.00	0.00	0.00
Meat	36,390.22	67,000.00	-45.69
Total Food	134,945.54	256,000.00	-47.29
Food Supplies	7,796.99	20,000.00	-61.02
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	21,264.84	37,926.00	-43.93
Laundry	3,110.01	3,700.00	-15.95
Linen Supplies	4,686.50	4,800.00	-2.36
Total Cleaning	29,061.35	46,426.00	-37.40
Equipment & Furn Purchase	11,131.62	18,650.00	-40.31
Equipment & Furn Repairs	1,669.74	1,000.00	66.97
Insurance	4,173.35	9,200.00	-54.64
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	209.11	250.00	-16.36
Entertainment Supplies	1,187.47	3,300.00	-64.02
Trip Expenses	805.14	2,000.00	-59.74

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

	Actual Jan 01, 2018 to Jul 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Recreation Supplies (Vol Apprec)	3,314.95	5,700.00	-41.84
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	5,516.67	11,250.00	-50.96
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	2,518.94	2,750.00	-8.40
Pest Control	0.00	2,500.00	-100.00
Sundry	332.40	525.00	-36.69
Total Operating	197,146.60	368,301.00	-46.47
Operating Maintenance			
Appliances	3,773.11	4,800.00	-21.39
Bldg Safety & Security Systems	10,407.06	18,140.00	-42.63
Sundry	0.00	150.00	-100.00
Vehicles	303.37	900.00	-66.29
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	6,000.00	-100.00
Building Interior Painting Units	3,892.26	4,500.00	-13.51
Building Interior Flooring	5,279.53	5,900.00	-10.52
Building Interior Suite Reno	12,170.62	3,600.00	238.07
Building Exterior	7,432.07	9,850.00	-24.55
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	2,943.94	10,400.00	-71.69
Plumbing	6,780.46	7,300.00	-7.12
Electrical	2,804.33	5,070.00	-44.69
Grounds & Maintenance	6,610.36	12,000.00	-44.91
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	182.40	1,000.00	-81.76
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	62,843.11	99,510.00	-36.85
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	141,920.63	241,616.00	-41.26
Housekeeping Salaries	134,511.87	250,813.00	-46.37
Food Service Salaries	281,695.75	472,084.00	-40.33
Maintenance Salaries	40,309.32	69,466.00	-41.97
Resident Care Salaries	49,226.89	79,833.00	-38.34
Total Salaries & Wages	647,664.46	1,113,812.00	-41.85
Benefits	0.00	0.00	0.00
CPP	26,387.54	51,615.00	-48.88
EI	13,421.31	23,836.00	-43.69
EE Benefits	28,288.89	49,801.00	-43.20
Other Pension Contributions	15,347.77	33,644.00	-54.38
WCB	11,034.00	18,058.00	-38.90
Total Benefits	94,479.51	176,954.00	-46.61
Contract Employment	0.00	0.00	0.00
Personal Recruitment	64.29	0.00	0.00
Staff Functions & Recognition	1,180.33	4,800.00	-75.41
Training & Development	7,262.21	24,744.00	-70.65
Health & Safety	6,784.79	8,651.00	-21.57
Legal Fees	2,943.25	4,000.00	-26.42
Labour Relations	0.00	0.00	0.00
Total Human Resources	760,378.84	1,332,961.00	-42.96
Administration			
Bank Charges	985.00	1,650.00	-40.30
Courier & Postage	489.85	1,200.00	-59.18
Stationery & Other Supplies	2,715.62	7,000.00	-61.21
Office Rent	4,938.86	8,116.00	-39.15

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

	Actual Jan 01, 2018 to Jul 31, 2018	Budget Jan 01, 2018 to Dec 31, 2018	Percent
Office Equipment & Furn Purchase	2,329.44	1,500.00	55.30
Office Equipment & Furn Repairs	480.09	1,100.00	-56.36
Vehicle & Travel	1,382.05	2,610.00	-47.05
Board Expenses	1,499.02	7,000.00	-78.59
Association Fees	3,568.12	3,990.00	-10.57
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	21,570.17	1,200.00	1,697.51
IT Services	4,698.80	10,525.00	-55.36
Sundry	140.02	750.00	-81.33
Accreditation	0.00	750.00	-100.00
Total Administration	54,297.04	57,291.00	-5.23
Health Expenditures			
Salaries - Resident Care	275,956.51	493,740.00	-44.11
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	275,956.51	493,740.00	-44.11
Benefits - Resident Care	39,584.60	80,731.00	-50.97
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	39,584.60	80,731.00	-50.97
Materials & Supplies Resident C...	4,227.24	9,740.00	-56.60
Total Health Expenditures	319,768.35	584,211.00	-45.26
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	1,491,457.50	2,609,968.00	-42.86
NET INCOME	25,216.48	-29,539.00	-185.37

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**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING JULY 31, 2018

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		515,418.10
RECEIPTED DEPOSITS FOR THE MONTH		136,896.04
PADS		114,491.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		804.52
LESS DISBURSMENTS FOR THE MONTH	Checks	(122,334.17)
LESS DISBURSMENTS FOR THE MONTH	Payroll	(114,525.82)
	RRSP	(7,540.00)
	Bank Error	0.00
Miscellaneous	Deposit Forms ordered	0.00
RBC DIRECT DEBIT AGREEMENT		(34.90)
PAD return NSF		0.00
CHR Funding - Direct Deposit		46,811.45
Misc		0.00
DRSP - PDS		-2,362.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$567,624.22</u>
 <u>BALANCE PER BANK STATEMENT</u>		 584,203.37
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(16,579.15)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
 <u>NET BALANCE END OF MONTH</u>		 <u>\$567,624.22</u>



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

RECEIVED
AUG 8 2018

Business Account Statement

RBDA11030_3908506 E D 09179

00124



June 29, 2018 to July 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 June 29, 2018	\$537,436.83
Total deposits & credits (10)	+ 299,271.66
Total cheques & debits (86)	- 252,505.12
Closing balance on July 31, 2018	= \$584,203.37

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			537,436.83
03 Jul	Direct Payment (PAD's) service total GRADS1097890000		114,491.00	651,927.83
	Misc Payment ALBERTA HEALTH		46,811.45	
	Bill payment - 9752 SHAW CABLE	292.16		
	Bill payment - 9750 WCB-ALBERTA	1,351.95		
	Bill payment - 9754 SHAW CABLE	1,495.73		
	Misc Payment TOWN OF TABER Pre-Author	1,445.29		
	Insurance ENCON GROUP INC INSURANCE	8,994.87		
	Cheque Serial #	20.53 18742	53.57 18712	142.11 18748
	Cheque Serial #	160.58 18743	200.00 18735	761.25 18744

JTA2974534-0002579-00124-0011-0001-00-1

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Business Account Statement

June 29, 2018 to July 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
03 Jul	Cheque	3,758.98	4,561.61		
	Serial #	18738	18734		675,500.65
	Deposit interest			804.52	676,305.17
04 Jul	Cheque	25.77	151.85	223.60	
	Serial #	18736	18720	18729	
	Cheque	250.08	409.50	567.80	
	Serial #	18727	18732	18725	
	Cheque	928.72	1,023.92	1,071.00	
	Serial #	18745	18740	18731	671,652.93
05 Jul	Cheque	46.40	1,047.00	1,197.79	
	Serial #	18728	18751	18730	
	Cheque	11,313.75			
	Serial #	18752			658,047.99
06 Jul	Deposit 0073			430.00	
	Activity fee		303.55		
	Cheque	126.83	1,296.75		
	Serial #	18726	18733		656,750.86
09 Jul	Cheque	1,348.94			
	Serial #	18739			655,401.92
10 Jul	Cheque	39,545.31			
	Serial #	18783			615,856.61
11 Jul	Cheque	155.55			
	Serial #	18756			615,701.06
12 Jul	COMMERCIAL TAXES EMPTX 1200163		2,830.33		
	Cheque	1,246.48			
	Serial #	18767			611,624.25
13 Jul	Deposit 0074			294.30	
	Direct Deposits (PDS) service total GRADS7204090000		1,612.04		
	Cheque	73.48	118.56	146.77	
	Serial #	18753	18781	18779	
	Cheque	156.10	733.25	3,647.79	
	Serial #	18754	18778	18773	605,430.56
16 Jul	Direct Deposits (PDS) service total GRADS7204090000		11,500.00		
	Cheque	38.15	52.98	100.00	
	Serial #	18771	18776	18772	
	Cheque	117.24	267.86	450.45	
	Serial #	18777	18768	18757	
	Cheque	1,000.00	1,025.15	2,833.25	
	Serial #	18718	18761	18764	588,045.48

JTA2974534-0002580-00124

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

Business Account Statement

June 29, 2018 to July 31, 2018
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
17 Jul	Bill payment - 8173 SHAW CABLE		289.67		
	Cheque	30.00	89.25	161.94	
	Serial #	18724	18765	18775	
	Cheque	166.72	322.85	359.29	
	Serial #	18759	18774	18763	
	Cheque	431.67	600.01		
	Serial #	18780	18769		585,594.08
18 Jul	Bill payment - 4637 TELUS COMMUNICA		180.50		
	Cheque	48.99	63.64	448.00	
	Serial #	18770	18758	18782	
	Cheque	525.00	1,260.00		
	Serial #	18762	18760		583,067.95
19 Jul	Cheque	29.05			
	Serial #	18766			583,038.90
20 Jul	Deposit 0075			2,185.45	
	Cheque	84.30			
	Serial #	18755			585,140.05
23 Jul	ACCOUNT TRANSFER 9820485289 RBC Visa		166.92		584,973.13
24 Jul	Cheque	70.86			
	Serial #	18723			584,902.27
25 Jul	Direct Deposits (PDS) service total				
	GRADS7204090000 - PR		103,025.82		
	Misc Payment RBC PAYROLL - RRSP		7,540.00		474,336.45
26 Jul	Cheque	47.24			
	Serial #	18787			474,289.21
27 Jul	Deposit 0027			3,705.10	
	Cheque	163.59	1,268.00		
	Serial #	18788	18784		476,562.72
30 Jul	Reversed service fee			268.65	476,831.37
	Direct Deposits (PDS) service total				
	GRADS7204090000 DRSP		2,362.00		
	Misc Payment AUMA/AMSC AMSC18-1024402		8,554.27		
	Cheque	262.50	1,301.48	2,149.49	
	Serial #	18797	18802	18801	
	Cheque	3,009.54			
	Serial #	18798			459,192.09
31 Jul	Account transfer Apr May 2018			130,065.84	589,257.93
	Deposit 0026			215.35	
	Bill payment - 6742 SHAW CABLE		1,940.40		

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Business Account Statement

June 29, 2018 to July 31, 2018

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
31 Jul	Misc Payment TOWN OF TABER Pre-Author		1,222.79		
	Cheque	110.25	117.24	1,879.23	
	Serial #	18805	18806	18795	584,203.37
	Closing balance				584,203.37

Deposit Interest Earned: \$804.52

Account Fees: \$34.90

Important Account Information

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- Credit and debit card processing solutions
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- And more

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4.2) 14

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

REVENUE

Rental Revenue	
Resident Rent	392,005.21
Rent Rebates	-151.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>391,854.21</u>

Resident Services	
Parking	6,433.97
Utility Recovery	23,894.75
Sundry Resident Revenue	6,955.75
Tenant Maintenance Recovery	3,393.10
Total Resident Services	<u>40,677.57</u>

Non Resident Services	
Sundry Revenue	4,455.06
Total Non Resident Services	<u>4,455.06</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>452,866.69</u>
----------------------	-------------------

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	54,634.84
Electricity	37,397.08
Water & Sewer	53,120.62
Waste Removal	8,789.15
Telephone	5,672.39
Total Utilities	<u>159,614.08</u>

Operating	
Cleaning	2,811.16
Equipment & Furniture Purchase	605.00
Equipment & Furniture Repairs	0.00
Insurance	1,878.38
Resident/Volunteer Programs	600.00
Bad Debt Expense	0.00
Publicity & Promotion	295.63
Pest Control	570.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Total Operating	<u>6,760.17</u>

Operating Maintenance	
Appliances	4,107.84
Bldg Safety & Security Systems	2,073.82
Sundry	59.90
Vehicles	1,213.45
Building Int Painting Common Area	0.00
Building Interior Painting Units	8,057.23
Building Interior Flooring	2,240.30
Building Interior Suite Reno	1,668.57
Building Exterior	353.37
Building Remediation	0.00

4.a) x

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

Heating, Ventilation & A/C	15,379.19	
Plumbing	4,401.11	
Electrical	1,758.97	
Grounds & Maintenance	15,659.29	
Elevators	4,252.30	
Maintenance Equipment - Repair	305.49	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	628.07	
Facility Condition Inspection	675.00	
Total Maintenance	62,833.90	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	70,386.40	
Maintenance Salaries	91,301.54	
Total Salaries & Wages		161,687.94
Benefits	0.00	
CPP	7,876.76	
EI	4,065.95	
EE Benefits	7,029.19	
Other Pension Contributions	4,752.30	
WCB	330.46	
Total Benefits		24,054.66
Contract Employment	0.00	
Personal Recruitment	105.94	
Staff Functions & Recognition	322.09	
Training & Development	1,996.75	
Health & Safety	492.97	
Legal Fees	112.92	
Labour Relations	0.00	
Total Human Resources		188,773.27
Administration		
Bank Charges	1,193.81	
Courier/Postage	300.46	
Stationery & Other Supplies	1,122.50	
Office Rent	10,089.40	
Office Equipment & Furn	1,147.26	
Office Equipment & Furn Repairs	278.22	
Vehicle & Travel	2,373.39	
Board Expenses	1,499.05	
Association Fees	1,306.38	
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		30,833.95
Amortization		
Amortization	0.00	
Total Amortization		0.00
Capital Maintenance		
Bldg Safety & Sec Systems (C...	17,281.45	
Total Capital Maintenance		17,281.45
TOTAL EXPENSE		466,096.82
NET INCOME		-13,230.13

4. a) xi

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

SOCIAL HOUSING

Month ending July 31, 2018

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} **\$168,086.20**

RECEIPTED DEPOSITS FOR THE MONTH	\$	13,985.04
Deposit	\$	4,277.30
Interac	\$	9,707.74
PAD's(pre-authorized Debit)		\$47,467.00
REDEMPTION OF ROYAL BANK GIC		\$0.00
Govt of AB - LAP		\$69,331.75
Govt of AB		\$27,436.50
DRSP Claim		\$3,128.00
DEPOSIT INTEREST		\$205.15
Deposit		\$0.00
DRSP		\$0.00
LESS DISBURSMENTS FOR THE MONTH		(\$162,865.59)
PAD return / NSF		(\$162.00)
GIC Investment		\$0.00
Deposit forms ordered		\$0.00
Interac Administration Fee POS Jun & Jul		(\$129.15)
RBC Activity Fee		(\$93.95)
Cheque reversed		\$0.00
DRSP		\$0.00

GENERAL LEDGER ENDING BALANCE **\$166,388.95**

ENDING BALANCE PER BANK STATEMENT **\$166,961.99**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **(\$573.04)**
PLUS OUTSTANDING DEPOSIT **\$0.00**

RECONCILED BANK BALANCE **\$166,388.95**

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

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Business Account Statement

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June 29, 2018 to July 31, 2018

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

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

Royal Bank of Canada

4818 53RD ST, TABER, AB T1G 1W4

Opening balance on June 29, 2018	\$180,070.76
Total deposits & credits (20)	+ 161,553.44
Total cheques & debits (140)	- 174,662.21
Closing balance on July 31, 2018	= \$166,961.99

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			180,070.76
03 Jul	EF0703 01071695		648.00	
	Bill payment - 9717 SHAW CABLE	52.50		
	Bill payment - 9720 SHAW CABLE	52.50		
	Bill payment - 9722 SHAW CABLE	52.50		
	Bill payment - 9746 TELUS COMMUNICA	69.86		
	Bill payment - 9734 VAUXHALL-UTIL	86.52		
	Bill payment - 9735 VAUXHALL-UTIL	89.12		
	Bill payment - 9729 BARNWELL-VIL-UT	91.83		
	Bill payment - 9743 TELUS COMMUNICA	107.10		
	Bill payment - 9713 SHAW CABLE	171.83		
	Bill payment - 9738 TELUS COMMUNICA	176.96		
	Bill payment - 9736 BLUEWAVE ENERGY	287.34		

4. a) xiii



Business Account Statement

June 29, 2018 to July 31, 2018

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
03 Jul	Bill payment - 9737 TELUS COMMUNICA	349.30		
	Bill payment - 9733 VAUXHALL-UTIL	353.35		
	Bill payment - 9724 BARNWELL-VIL-UT	481.51		
	INTERAC FEES	7.93		
	MON FEE01071695	57.45		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment TOWN OF TABER Pre-Author	94.66		
	Misc Payment TOWN OF TABER Pre-Author	104.05		
	Misc Payment TOWN OF TABER Pre-Author	105.11		
	Misc Payment TOWN OF TABER Pre-Author	109.46		
	Misc Payment TOWN OF TABER Pre-Author	111.46		
	Misc Payment TOWN OF TABER Pre-Author	114.51		
	Misc Payment TOWN OF TABER Pre-Author	115.30		
	Misc Payment TOWN OF TABER Pre-Author	117.29		
	Misc Payment TOWN OF TABER Pre-Author	117.40		
	Misc Payment TOWN OF TABER Pre-Author	118.49		
	Misc Payment TOWN OF TABER Pre-Author	120.07		
	Misc Payment TOWN OF TABER Pre-Author	124.52		
	Misc Payment TOWN OF TABER Pre-Author	126.67		
	Misc Payment TOWN OF TABER Pre-Author	127.31		
	Misc Payment TOWN OF TABER Pre-Author	127.58		
	Misc Payment TOWN OF TABER Pre-Author	130.85		
	Misc Payment TOWN OF TABER Pre-Author	133.69		
	Misc Payment TOWN OF TABER Pre-Author	136.68		
	Misc Payment TOWN OF TABER Pre-Author	139.46		
	Misc Payment TOWN OF TABER Pre-Author	144.90		
	Misc Payment TOWN OF TABER Pre-Author	146.83		
	Misc Payment TOWN OF TABER Pre-Author	152.90		
	Misc Payment TOWN OF TABER Pre-Author	154.30		
	Misc Payment COINAMATIC CANA	157.50		
	Misc Payment COINAMATIC CANA	157.50		
	Misc Payment TOWN OF TABER Pre-Author	171.35		
	Misc Payment TOWN OF TABER Pre-Author	175.02		
	Misc Payment TOWN OF TABER Pre-Author	181.50		
	Misc Payment TOWN OF TABER Pre-Author	204.06		
	Misc Payment TOWN OF TABER Pre-Author	212.01		

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

Business Account Statement

June 29, 2018 to July 31, 2018

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
03 Jul	Misc Payment TOWN OF TABER Pre-Author		223.98		
	Misc Payment TOWN OF TABER Pre-Author		228.29		
	Misc Payment TOWN OF TABER Pre-Author		229.84		
	Misc Payment TOWN OF TABER Pre-Author		1,080.23		
	Misc Payment TOWN OF TABER Pre-Author		1,105.59		
	Misc Payment TOWN OF TABER Pre-Author		1,451.61		
	Cheque	108.76	118.44	138.24	
	Serial #	13987	13998	14004	
	Cheque	263.55			
	Serial #	14005			168,992.70
	Deposit interest			205.15	169,197.85
04 Jul	Direct Payment (PAD's) service total GRADS8751490000			47,467.00	216,664.85
	EF0704 01071695			1,178.00	
	Cheque	48.23	51.44	151.85	
	Serial #	14002	13999	13996	217,591.33
05 Jul	EF0705 01071695			930.00	
	Cheque	104.34	2,728.63		
	Serial #	14009	14001		215,688.36
06 Jul	Deposit 0037			900.00	
	Bill payment - 0032 TELUS MOBILITY		188.08		
	Pre-authorised payment returns GRADS8751490000		162.00		
	Activity fee		93.95		216,144.33
11 Jul	Cheque	220.50			
	Serial #	13994			215,923.83
13 Jul	Cheque	118.57	127.05		
	Serial #	14015	14014		215,678.21
16 Jul	Cheque	99.75	107.57	152.58	
	Serial #	14027	14026	14022	
	Cheque	189.00	220.50	518.26	
	Serial #	14016	14025	14020	
	Cheque	666.87	914.55	4,418.49	
	Serial #	14023	14013	14028	208,390.64
17 Jul	Bill payment - 8166 TELUS COMMUNICA		71.26		
	Bill payment - 8169 TELUS COMMUNICA		109.24		
	Cheque	17.07	41.72	50.00	
	Serial #	14029	14021	14010	

4.a) xv



Business Account Statement

June 29, 2018 to July 31, 2018

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
17 Jul	Cheque Serial #	89.25 14017	198.97 14024		207,813.13
18 Jul	EF0718 01071695			649.00	
	Bill payment - 4635 SHAW CABLE		166.91		
	Bill payment - 4631 TELUS COMMUNICA		356.29		
	Cheque Serial #	24.51 14018			207,914.42
19 Jul	Account Payable Pmt ALBERTA GOVT			96,768.25	
	EF0719 01071695			899.00	
	Bill payment - 1336 BARNWELL-VIL-UT		88.66		
	Bill payment - 1341 BARNWELL-VIL-UT		697.73		
	Cheque Serial #	58.99 14019			304,736.29
20 Jul	Deposit 0038			496.40	
	EF0720 01071695			472.94	
	Bill payment - 9509 VAUXHALL-UTIL		83.74		
	Bill payment - 9512 VAUXHALL-UTIL		84.19		
	Bill payment - 9505 VAUXHALL-UTIL		370.43		305,167.27
23 Jul	Deposit 0039			837.00	
	ACCOUNT TRANSFER 9820485290 - RBC Visa		402.85		305,601.42
24 Jul	Account Payable Pmt ALBERTA GOVT -DRSP			3,128.00	308,729.42
25 Jul	EF0725 01071695			212.00	
	Cheque Serial #	326.00 14012			308,615.42
26 Jul	EF0726 01071695			824.00	309,439.42
27 Jul	Deposit 0040			1,726.90	
	EF0727 01071695			1,888.80	
	Bill payment - 2142 BLUEWAVE ENERGY		243.54		
	Cheque Serial #	35.91 14030			312,775.67
30 Jul	EF0730 01071695			317.00	
	Bill payment - 9223 MUN OF TABER-TX		244.96		
	Misc Payment AUMA/AMSC AMSC18-1024397		9,630.73		303,216.98
31 Jul	Deposit 0041			317.00	
	EF0731 01071695			1,689.00	
	Account transfer ACTR7821201157		130,065.84		
	Bill payment - 6731 SHAW CABLE		52.50		
	Bill payment - 6735 SHAW CABLE		52.50		

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

Business Account Statement

June 29, 2018 to July 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Jul	Bill payment - 6738 SHAW CABLE	52.50		
	INTERAC FEES	6.32		
	MON FEE01071695	57.45		
	Misc Payment TOWN OF TABER Pre-Author	94.70		
	Misc Payment TOWN OF TABER Pre-Author	95.55		
	Misc Payment TOWN OF TABER Pre-Author	97.16		
	Misc Payment TOWN OF TABER Pre-Author	102.76		
	Misc Payment TOWN OF TABER Pre-Author	102.93		
	Misc Payment TOWN OF TABER Pre-Author	107.25		
	Misc Payment TOWN OF TABER Pre-Author	109.25		
	Misc Payment TOWN OF TABER Pre-Author	116.71		
	Misc Payment TOWN OF TABER Pre-Author	117.18		
	Misc Payment TOWN OF TABER Pre-Author	117.61		
	Misc Payment TOWN OF TABER Pre-Author	122.06		
	Misc Payment TOWN OF TABER Pre-Author	123.28		
	Misc Payment TOWN OF TABER Pre-Author	123.42		
	Misc Payment TOWN OF TABER Pre-Author	123.80		
	Misc Payment TOWN OF TABER Pre-Author	124.98		
	Misc Payment TOWN OF TABER Pre-Author	126.72		
	Misc Payment TOWN OF TABER Pre-Author	126.93		
	Misc Payment TOWN OF TABER Pre-Author	128.04		
	Misc Payment TOWN OF TABER Pre-Author	130.45		
	Misc Payment TOWN OF TABER Pre-Author	132.75		
	Misc Payment TOWN OF TABER Pre-Author	148.81		
	Misc Payment TOWN OF TABER Pre-Author	156.70		
	Misc Payment TOWN OF TABER Pre-Author	157.57		
	Misc Payment TOWN OF TABER Pre-Author	168.62		
	Misc Payment TOWN OF TABER Pre-Author	174.86		
	Misc Payment TOWN OF TABER Pre-Author	175.95		
	Misc Payment TOWN OF TABER Pre-Author	191.72		
	Misc Payment TOWN OF TABER Pre-Author	203.33		
	Misc Payment TOWN OF TABER Pre-Author	225.69		
	Misc Payment TOWN OF TABER Pre-Author	250.07		
	Misc Payment TOWN OF TABER Pre-Author	275.30		
	Misc Payment TOWN OF TABER Pre-Author	1,052.19		
	Misc Payment TOWN OF TABER Pre-Author	1,080.23		

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Business Account Statement

June 29, 2018 to July 31, 2018
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Jul	Misc Payment TOWN OF TABER Pre-Author	1,389.31		166,961.99
	Closing balance			166,961.99

Deposit Interest Earned: \$205.15

Account Fees: \$93.95

Important Account Information

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SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT
Month ending July 31, 2018

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$34,168.95			
RECEIPTED DEPOSITS FOR THE MONTH	<table><tr><td>\$400.00</td></tr><tr><td>\$0.00</td></tr><tr><td>\$40.64</td></tr></table>	\$400.00	\$0.00	\$40.64
\$400.00				
\$0.00				
\$40.64				
DEPOSIT INTEREST				
TOTAL DEPOSITS	\$440.64			
<u>Cheques written or Transfers out to Current Account</u>	(\$656.93)			
	\$0.00			
Deposit Slips ordered	\$0.00			
	\$0.00			
NET BALANCE END OF THE MONTH	\$33,952.66			
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$34,668.48			
Add: o/s deposit	\$0.00			
Less: o/s cheques	(\$715.82)			
<u>NET BALANCE END OF MONTH</u>	\$33,952.66			

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

Business Account Statement

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June 29, 2018 to July 31, 2018

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

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on June 29, 2018	\$34,427.84
Total deposits & credits (3)	+ 440.64
Total cheques & debits (1)	- 200.00
Closing balance on July 31, 2018	= \$34,668.48

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			34,427.84
03 Jul	Deposit interest		40.64	34,468.48
20 Jul	Deposit 0285		200.00	
	Cheque Serial #	200.00 560		34,468.48
27 Jul	Deposit 0286		200.00	34,668.48
	Closing balance			34,668.48
Deposit Interest Earned: \$40.64				

4.a) XXI



Business Account Statement

June 29, 2018 to July 31, 2018

Account number: 09179 100-158-5

Important Account Information

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Joan's Report to CAO
July 16– August 15, 2018

- 1) Resident info:
 - a. Move ins –0
 - b. Move outs –0
 - c. SL3 – 19
 - d. Resident Room changes -0
 - e. Change in Status - 2
 - f. New applicant interview - 3
 - g. Reevaluated existing applicants – 0
 - h. Wait list - 9
 - i. 79 residents in total
- 2) Family Meetings
 - a. Annual or Meet and Greet -6
 - b. Preadmission meeting – 0
- 3) Employee interviews:
 - a. 1 General Worker – 1 hired
 - b. 1 HCA – 1 hired
- 4) Chef has returned to work after a three month medical leave.
- 5) HCA has returned to work after a very lengthy medical leave. Her return has been very successful.
- 6) July 9 – Alycia participated in a CCHSS Medication Webinar.
- 7) July 17 – HCA meeting
- 8) July 19 – General worker is doing 6 week modified work. She received an injury from a non-work activity.
- 9) August 2 – Fire drill.
- 10) I was away on vacation from August 6 – 10th, 2018
- 11) Joley away: July 16 – 20 and August 6 – 10th, 2018
- 12) August 14 – Infection Control and Hand Hygiene Audit
- 13) August 14 – JHSC meeting.
- 14) Recreation:
 - a. Special Events
 - i. The Nut Man set up goodies in Atrium
 - ii. Jehovah Witness Bible Discussion held in craft room in morning
 - iii. LDS Church services.
 - iv. Movie night was held weekly.
 - v. Evangelical Church services.
 - vi. Craft ladies came in to make crafts with the residents.
 - vii. Catholic communion and Catholic Mass was held in the atrium.
 - viii. Iced Tea was served in the garden,
 - ix. Leister's Walker clinic was held in the atrium. Repairs on residents' walkers was provided.
 - x. Veggie peeling and corn husking in the craft room. The residents love to help with getting the veggies ready in the morning for the following meals.
 - xi. McKee Dee ice cream was here with their ice cream cart to sell ice cream products to anyone that wanted one.
 - xii. Personal Touch Clothing set up their wares in the atrium for the residents to browse and purchase if they wanted.
 - xiii. 20 residents participated in a meal of Take-out Chinese Food.

b. Entertainment – 8 additional groups other than outlined above came in to perform.

c. Outings :

i. July 26 – Trip to Agatha's Garden in Barnwell. Residents walked around her beautiful garden and were then provided with tea and goodies which they enjoyed while sitting around the waterfall.

ii. July 30 – Trip to Ursula's farm where they toured the garden, seen the turkeys, cow, cats and the exotic chickens. Residents were able to sample the strawberries and raspberries out of her garden and then were treated to roasted hot dogs over an open flame as well as homemade chocolate zucchini cake.

iii. August 2 – Trip to Oaklane Hutterite Colony

d. Volunteer hours - 83 hours logged.

15)

*** Alycia did very well keep the ship above water during the week that Joley and I were away on vacation.!!

Maintenance Report

August, 2018

Clearview Lodge

- Took a part north walk in tub to repair hinges on door.
- Fire drill completed at Lodge.
- Generator test performed.
- Shingling on the 500 wing completed.
- Railings in front entrance painted.
- New EP50 dispenser installed in commercial laundry room.
- Attended resident meetings.
- Arranging to get new washer and dryer installed.
- Checking all smoke detectors to fire alarm and the smoke detectors to HCAs phones.

Homestead Manor

- Received parts for auto door repair.
- Liberty Boilers installed a new pump on boiler system.
- Some problems with security phone system.

Pioneer Place

- Fire alarm up-grade coming to an end with programming set for the 22nd and verification on the 27-28th.

Harmony Home

- Fire alarm up-grade still in progress.
- Contacted Telus to check the line to elevator and Otis to program elevator phone.
- We had a resident pass away in a unit.
- Belfor Restoration hired to clean a unit.
- Delivered a stove and fridge to Harmony Home.
- Cabinets in Unit# 109 new toe kick installed and cabinets stained. Unit is ready to rent.
- Move in at unit #204.
- New door sweep installed on exit door.

Barnwell

- R&N house holes patched and painted.

- New door purchased for R&N.

Prairie Rose Manor

- New auto door has the trim finished and door adjusted.
- Move in at unit #12 at the Manor.
- Pulled carpet and ordered new floor coverings at #2 in the Manor, also installed new hi-rise toilet.
- Started remodeling west end patio.

Sunshine Manor

- New board ordered for the A/C unit at the Manor

Phase One

- Move out at unit #5016.
- Delivered new fridge to #5008.
- Units # 5002 and # 5911 had new tub surrounds installed.
- New tub surround purchased to install at #5915.
- Cleaned up alley and hauled excess junk away.

Phase Two

- Lawn watering and mowing notices delivered.
- Had a tenant pass away.

Phase Three

- Arrangements made for Town of Taber to work on water meters.
- New back splash installed at 3806.

Special Needs

- Grab bar installed above sink in bathroom.
- On-going maintenance.

General Maintenance

- Attended building committee at main office.
- Arranging tents, tables and chairs for BBQ.

Placement Officer Report Aug 2018

Family Housing

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

Senior Housing

- New applications- 1
- Move outs- 2
- Move in- 2 possible
- Waitlist- 17
- We have 4 people waiting to get in ASAP in PP and HM
- Vacancies- 7, most at Prairie Rose Manor

DRSP

- New application- 1
- Designations available- 2
- Annual review- 1
- Someone new will be put on the program by the end of Aug

Additional Information

Another person passed away with no next of kin, no one found her for days, and I had to go through all of her belongings to determine what could be thrown out by Belfor and what couldn't.

All annual rent reviews are complete.

Connecting with a lot of private landlords who will take our declined applicants who have an income over CNIT

Financial Administrator Report for Jul 17/18 – Aug 14/18

PAYROLL

- Completed, July month-end payroll, Aug mid-month advance
- 2 LTD Claims updating
- 1 Employee on medical leave applying for LTD
- 1 New Employee
- 4 employee meetings
- Benefit questions and inquiries
-

FINANCE

- 1 DRSP payments runs (8 clients each), DRSP claim, update YTD
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out, CVL resident changes
- Annual review for Taber Manors inputted for Aug 1
- Guest Meal invoicing for July completed
- Aug rent collection (SH / CVL) completed
- MOW client setups and closings, June meals 222 – 12 clients
- Report for Board Meeting Aug 18
- Manager Meeting Monthly Update YTD
- LAP Update to Tim
- Received Q1, Q2, Q3 ASHC Deficit funding
- AHS Schedule B monthly update
- YTD Training Costs - \$4811
- AHS quarterly report
- ASHC quarterly report
-

GENERAL

- Front Desk Vacation Coverage
- Working with Contractor and Landlord to possibly make some changes to fix heat issues in front office

5.dji

CAO Report

August 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 July 23 - 27

- July 23 – 27 - Vacation

Week of July 30 – Aug 3

- Gathered policy documents re: pets, support animals and service dogs from a number of housing foundations around Alberta
- Aug 2 – Cisco Meraki webinar – Systems & Device Management
- Aug 2 – Phone call re: YARDI Property Management software

Week of Aug 6 - 10

- Aug 6 – STAT holiday
- Call with Esther deVos, Capital Region Housing Corporation, re: tenant surveys for Community Housing and their experiences with pets
- Met with Jacob Wiebe, VHL Construction, about proposed renovations at TDHF Admin office
- Aug 8 – Cisco Meraki webinar - Security Device
- Phone call with Amber Gallant, with Corey and Bev, to review and discuss 2019 Business Plan and accompanying capital requests and additional requests for operating funds
- Letter to Taber Chamber of Commerce re: donation of chairs and tables for Clearview Lodge Resident and Family BBQ
- Aug 9 – Building Committee Meeting
- Aug 10 – FLEX Day

Week of Aug 13 – 17

- Aug 13 – Phone call with RCMP detachment re: unit of deceased tenant
- Continue working on pet policy, amendments to lease documents and application form
- Work on questions from Amber; re-submission of Capital Requests and Operating budget
- Finalize ARDN documents to prepare for submission to Town of Taber council and MD of Taber council
- Aug 16 – YARDI webinar with Corey and Bev
- Aug 17 – Resident and Family BBQ

Upcoming Events

September 2018 ->

- Create email distribution list to CVL family members and residents
- Building Committee:
 - Develop proposal for Clearview Lodge (Submit October 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
 - Financial Policies – reflect RBC Express functionality
- Research Maintenance Program software (Implement October 2018; if feasible)
- Research electronic payroll system; proposed go-live date – Sept/Oct 2018

Future:

- Holiday - Sept 4 – 7; Dec 27 – Jan 7, 2019
- APHAA Fall Conference Oct 1 – 4, 2018 Banff, AB
- ARDN Conference on Rural Housing Oct 24 – 26, 2018 Canmore, AB

Pet Policy Discussion

At August 17, 2018

Major Changes:

Service Dogs – create a policy document because we currently don't have one

Permitted Pets:

- Fish in five-gallon aquarium (same as current policy)
- Small frog/turtle/lizard in aquarium (NEW)
- Hamster/chinchilla/guinea pig/miniature rabbit – must be caged (NEW)
- Birds – Two small or one large – must be caged (NEW)

All Community Housing (Social Housing units and Senior Self-contained Apartments) would be eligible for permitted pets. However, they would have to fill out an application and provide proof of insurance. They would have to sign a Lease Addendum to ensure that they are bound by the conditions of being responsible for damages for their pet. They would not have to be responsible for a fee.

Cats & Dogs

Most of this policy document is about tenants being able to have ONE cat or ONE dog in their unit. However, we can deem whatever buildings we want as pet-free. This policy document states that Harmony Home Manor, Homestead Manor and Pioneer Place Manor would be dog and cat free as they have central HVAC systems. There is no real way to separate the units in terms of airflow.

Please read the document and review tenant requirements of actually getting approved to have a pet:

- Must prove the animal is spayed and neutered
- Must prove that the animal is healthy and up-to-date with shots.
- Must have animal licensed in Town of Taber
- Must have animal tags that identify who the animal belongs to
- Must provide pictures of the animal
- Must provide proof of tenant liability insurance
- Must pay \$200 non-refundable pet fee
- Must sign **Pets & Service Dogs – Lease Addendum** which makes it abundantly clear about Tenant Responsibilities and that the behavior of the pet could lead to plenty of issues for the Tenant.

Recommendation:

I have tried to strike a balance here of articulating a clear policy on Service Dogs, while also trying to get away from the ambiguity of the “support animal” issue. I remove the ambiguity and, I believe, the likelihood of a human rights complaint by allowing people to have pets in specific buildings or units while articulating clear and strict requirements. Hopefully, this will also encourage more people to have Tenant Insurance and give us opportunities to educate tenants why they should have it.

I look forward to your comments and how we can further strengthen these documents.

b. a.)



**Taber & District
HOUSING FOUNDATION**

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

Section: Tenant Administration	Date Board Approved:
Subject: Pets	Revision Dates:
Department: Social Housing	Policy Number: T - 62

Policy:

1. All TDHF tenants are allowed “permitted pets” in their housing units.
2. Tenants of specified Taber and District Housing Foundation (TDHF) properties are permitted to have one cat or one dog upon approval from Taber and District Housing Foundation.
3. Service dogs are not considered a pet.

Purpose:

TDHF recognizes the need to balance a resident’s desire to have a pet with the safety of all residents in mine. It is intended that this policy provide that balance.

Scope:

This policy applies to Senior Self-contained apartments and Community Housing units; except those units deemed pet-free.

Responsibility:

The Placement Officer is responsible for processing pet applications from existing tenants.

Definitions:

Tenant: Leaseholder and household members listed on the lease agreement

Premises: All parts of the leased property that are intended for the exclusive personal use of the Tenant e.g. rental unit, yard.

Permitted Pets – Applies to all Social Housing units. Permission must still be obtained and proof of insurance provided.

- Fish. Tank/aquarium/container size not exceeding 5 gallons.
- Small frog, turtle, lizard. (Small defined as less than 6 inches at full growth). Limit of TWO per household and kept in a secured aquarium (no exceeding 10 gallons)
- Hamster, chinchilla or gerbil, guinea pig, miniature rabbit. Must be caged. Limit of TWO per household.
- Birds. Must be caged. Small birds are limited to TWO per household. Large birds are limited to ONE per household.

Section: Tenant Administration	Date Board Approved:
Subject: Pets	Revision Dates:
Department: Social Housing	Policy Number: T - 62

Definitions (cont.):

Pets NOT Permitted – Applies to all TDHF units. These pet types are NEVER allowed in a TDHF property.

Certain pets, including, but not limited to, Rottweilers, Doberman Pinschers, Blue Heelers, Pit Bulls, German Shepherds, Chow Chows, Shar-peis, American Eskimos, American Staffordshire Terriers, Bull Terriers, Pit Bull Terriers, American Pit Bull Terriers, Staffordshire Bull Terriers, Mastiffs, Dogos Argentinos (Argentinian Mastiffs), Rhodesian Ridgebacks, crosses of those breeds, any dog that has a vicious disposition, ferrets, excessively noisy or loud birds, snakes, spiders and/or other animals deemed to be dangerous or vicious in nature, will not be permitted under any circumstances. The Landlord's discretion in this manner will be absolute.

Tenant's Agreement

1. Tenants wishing to have a pet must complete and submit a pet (**Pet Application**) and receive written approval from the Placement Officer prior to moving a pet in. Tenants approved to keep a pet shall sign the **Pets and Service Dogs – Lease Addendum**, indicating their understanding and agreement with the policy.
2. There will be a \$200 non-refundable pet fee.
3. TDHF assumes no responsibility or liability for pets while in/on TDHF premises and/or properties. No tenant shall keep a pet which is determined to be a dangerous or aggressive under any bylaw, or any animals which the Placement Officer or CAO has deemed to be a nuisance or danger to residents of the facility/property.
4. The agreement includes a commitment for arranging relocation of the pet should the tenant no longer be able to care for it.
5. Tenants are required to secure an adequate liability policy with animal tenants' endorsement.
6. TDHF will not accept ownership or responsibility for the relocation of the pet in the event of the tenant vacating their residence.



Section: Tenant Administration	Date Board Approved:
Subject: Pets	Revision Dates:
Department: Social Housing	Policy Number: T - 62

No Pet Properties

1. Social Housing properties deemed by TDHF to be pet-free are including but not limited to any property that has a central air intake system. These properties are:
 - Harmony Home Manor
 - Homestead Manor
 - Pioneer Place Manor
2. Tenants living in these properties are not permitted to have a cat or a dog.
3. Some smaller caged animals and fish are allowed with the exception of exotic pets.

Basic Qualifications

1. Animals that have a vicious disposition or excessively loud will not be permitted.
2. Animals must present no risk of disease to tenants, employees, volunteers or others. Copies of the animal's health records must be provided, proving that the animal has been spayed or neutered, is in good health, and immunized/vaccinated.
3. Proof of current health records are required annually.
4. Tenants will be required to provide proof of pet licensing from the Town of Taber. All animal bylaws must be followed.
5. Any dog whose behavior has resulted in a sanction from Animal Control shall not be allowed to be a pet.
6. Animals shall display tenant identification.
7. Households will be allowed only ONE cat or ONE dog. The pet must be under 50 cm (20 inches) at the shoulder and less than 16 kg (35 lbs) at adult size.
8. Service Dogs are not considered pets. See **Policy T-61: Service Dogs** for qualifications and rules.

Admission

1. Tenants must update their pet's registration once a year; certification to include:
 - a. Licensed veterinarian stating that the animal has received all inoculations required and that the animal is spayed or neutered.
 - b. Name and contact information of the Veterinarian who routinely cares for the animal.
 - c. Information sufficient to identify the animal. Two photographs are required.
 - d. The name and contact information of two responsible parties (emergency contacts) who will care for the animal if the tenant is unable to care for the animal.
 - e. Certificate of insurance verifying coverage for animal liability.

Section: Tenant Administration	Date Board Approved:
Subject: Pets	Revision Dates:
Department: Social Housing	Policy Number: T - 62

Service Rules

1. While on TDHF premises, the tenant shall keep proper control and care of any pet/service dog and not permit such animal to become a nuisance to any other tenant.
2. Animals shall be restrained (must be kept on a leash) at all times and not be allowed to wander freely on the grounds.
3. The tenant must ensure the premises, grounds and common areas of the interior and exterior premises are kept clean and free of pet waste and odor. The tenant shall promptly remove any debris or feces left by an animal and properly pick up such debris or feces by using a plastic bag and properly disposing in garbage receptacles located outside of the building.
4. Litter boxes must be lined with a plastic liner and changed weekly. Used litter must be double bagged and properly disposing in garbage receptacles outside of the building.
5. Under **NO** circumstances is animal excrement and/or debris to be disposed of down the toilet.
6. All feeding, watering and litter boxes must be placed on protective/plastic floor coverings and maintained in a proper and sanitary condition.
7. All animal food and treats must be stored in sealed air tight containers to prevent airborne (smell) contamination.
8. The tenant is responsible for the control of noise, behavior and odor of the pet. Loud and noisy animals which includes excessive barking, jumping, scratching, whining or any other sound is considered as creating a disturbance and shall be cause for sound violation and could result in a notice to immediately remove the pet from the premises and charges will apply for all damages.
9. Animal quiet time is from 9:00 pm to 8:00 am daily.
10. Aggressive or over protective animals which prevent normal entrance into the unit, will be required to permanently removed from the premises within five (5) days.
11. Tenants shall at all times, when TDHF staff or service providers are required to enter the unit, keep their animal confined to a carrier or enclosure.
12. The tenant of a service/pet dog may not leave the animal unattended in a unit for more than six consecutive hours. The tenant with a pet cat may not leave a cat unattended for more than 24 consecutive hours. The animal must be boarded off-site for absences from the unit past these limits.
13. TDHF assumes no responsibility for animals during times of tenants' absences and/or during periods when the tenant is unable to provide adequate/appropriate care to the animal (i.e. illness, vacation, etc.). During such times, it is the responsibility of the tenant's responsible party to remove the animal from the unit.
14. No guest animals are allowed to "temporarily" reside in the unit of a tenant.
15. The provide to allow an animal within a unit will be reviewed annually. Photo identification of the animal will be reviewed. The tenant's unit shall be maintained in a safe and sanitary manner. Any

Section: Tenant Administration	Date Board Approved:
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destruction or scratches on doors, millwork, shall be repaired or replaced by management and a charge will be deducted from the tenant's security deposit.

Violation of Service Rules

1. The Landlord will give the tenant ONE warning if the pet is not being cared for, or the regulations are not being followed. If the tenant does not rectify the problem, permission to have the pet will be rescinded by the landlord and the tenant will then be required to remove the pet from the premises. If the tenant does not remove the pet, the tenant will be in breach of the Residential Tenancy Agreement and will be required to vacate the premises in accordance with the Residential Tenancies Act.
2. Notwithstanding the foregoing, if the pet at any time poses a danger, threat or harm to the Landlord, the tenant, other persons, the premises or itself, permission to have the pet will be automatically rescinded by the Landlord and the tenant will then be required to remove the pet immediately from the premises. If the tenant does not remove the pet, the tenant will be asked to vacate the premises in accordance with the Residential Tenancies Act. The Landlord's discretion in this matter will be absolute.

Inspection

1. With appropriate written notification, TDHF may inspect the tenant's premises to ensure appropriate compliance with pet regulations and to ensure humane treatment of the animal.

Emergencies

1. The local authority may authorize TDHF to remove a pet/service dog that becomes vicious, displays symptoms of severe illness, or demonstrates other behaviors that constitute an immediate threat to the health and safety of the Social/Community housing as a whole, or TDHF staff.
2. TDHF shall remove the service dog/pet and take such action with respect to the animal as may be permissible under bylaws. The lease will permit TDHF to enter the premises and remove the animal from the project immediately, and or have the tenant remove the animal.
3. In a situation where TDHF, with best efforts and reasonable diligence, is unable to contact the tenant to make a removal request, the service animal shall be removed and sheltered with the emergency contact. The cost of the animal care facility shall be paid by the tenant.

Section: Tenant Administration	Date Board Approved:
Subject: Service Dogs	Revision Dates:
Department: Lodge & Social Housing	Policy Number: T - 61

Policy:

Service dogs must have the appropriate documentation to be recognized as a service animal.

Purpose:

The purpose of this policy is to outline the rules for service dogs in Clearview Lodge and Taber and District Housing Foundation housing units.

Scope:

This applies to Clearview Lodge, Senior Self-contained apartments and Community Housing units.

Responsibility:

The Chief Administrative Officer is responsible for reviewing the documentation to support the status of the dog as a Service Dog.

Definitions:

Service dog: A dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations as per the *Service Dogs Act*.

Rules:

1. Taber and District Housing Foundation shall require the qualification documentation for the service dog.
2. The request for a service dog to reside within a Taber and District Housing Foundation unit must be accompanied with an office Doctor's note indicating the need for the dog and that it will assist in the improvement of their health. Examples are for sight, hearing, seizures and mental health.
3. To be a qualified service dog under the *Service Dogs Act*, the dog must have:
 - a. Graduated from a program that is accredited by Assistance Dogs International (ADI); or,
 - b. Completed a program deliver by an organization identified on the Ministry's Qualified List; or,
 - c. Passed a test administered by an organization identified on the Ministry's Qualified List.
4. There is no breed restriction on a qualified service dog.
5. Service dogs shall not count as "pets" under the Pet Policy.
6. Dogs who do not qualify as a service dog under the regulations shall not be accepted as service dogs.
7. Tenants who have a service dog must submit a copy of their Service Dog Identification Card each time they are recertified.

Section: Tenant Administration	Date Board Approved:
Subject: Service Dogs	Revision Dates:
Department: Lodge & Social Housing	Policy Number: T - 61

8. The updated Service Dog Identification Card may be submitted at the time of the recertification or at the time of annual income review, whichever is sooner.
9. Therapy and emotional support animals, including dogs, will not be considered a service dog unless it has the required documentation.
10. If a tenant requires/acquires a service dog during their tenancy, Taber and District Housing Foundation will evaluate the current housing situation to ensure suitability for other tenants. A transfer in housing at the tenant's expense may apply.

Authorities:

Service Dogs Act

Forms:

Pet Application

Pet Addendum



**Taber & District
HOUSING FOUNDATION**

Providing housing for families and senior citizens in Taber and surrounding Area.

Pet Application Form

To have a _____ (Type and Breed of Pet) in my unit

I, _____ request permission from Taber and District
(Please print tenant's name)

Housing Foundation to have a _____ (Type and Breed of Pet) at:

Address: _____

I have provided:

- ☐ Payment of \$200 non-refundable fee
- ☐ Verification of Liability Insurance (copy attached)
- ☐ Medical verification as to need for a service dog (if applicable)
- ☐ Cats and Dogs must be licensed with Town of Taber and animal bylaws must be followed. Copy of Town of Taber license attached.
- ☐ Proof that pet has been spayed or neutered.
- ☐ Proof that pet vaccinations and inoculations are up to date.

Upon approval from Taber and District Housing Foundation, I agree to:

- a) Ensure that the pet does not interfere at any time with the rights of others;
- b) Takes all appropriate measures in order to prevent any damages to the property and (or) injuries;
- c) Assume all legal liability and hold Taber and District Housing Foundation harmless from any accident or damage that may occur as a result of having a _____ (Type and Breed of Pet) in my unit;
- d) Ensure appropriate sanitary conditions in the area where the pet lives;
- e) Violations of **a), b), c), or d)**, may result in loss of privileges.

Witness

Tenant's Signature

Authorization to have a pet approved by:

Date

Placement Coordinator

☐ Approved ☐ Declined

Chief Administrative Officer



**Taber & District
HOUSING FOUNDATION**

Providing housing for families and senior citizens in Taber and surrounding Area.

Pets & Service Dogs – Lease Addendum

Tenant and all members of Tenant's family or household are parties to a written lease with Taber and District Housing Foundation ("the Landlord"). This Addendum states the following additional terms, conditions and rules which are incorporated into the Lease. A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

1. The tenant must sign the Addendum Agreement to have a pet in the premises.
2. The tenant agrees to pay upon signing this addendum, a non-refundable pet fee of \$200.00.
3. Only one pet will be permitted in the premises, a _____.
(Type and Breed of Pet)
4. The pet must be spayed or neutered, and the tenant will provide the landlord with a copy of the certificate of spaying or neutering from a veterinarian.
5. The pet will be under 50 cm (20") at the shoulder and less than 16 kg (35 lbs) at adult size.
6. The pet must remain inside the premises and be on a leash, in a pet carrier, otherwise restrained when outdoors. The pet may not be allowed to run free or unrestrained, in the complex. Pets cannot be tied or restrained in any yard without a fence or in any of the common areas of the complex.
7. The tenant will clean up any pet feces and excrement immediately, and will place any pet waster in a plastic bag and dispose of it in a proper manner. Under **NO** circumstances is animal excrement and/or debris to be disposed of down the toilet.
8. The tenant will be responsible for the behavior of the pet and will at all times ensure that the pet does not interfere with the rights of the other tenants or the landlord, or with pets of other tenants.
9. The tenant will secure the pet whenever the landlord, its agents, and/or its contractors are in the premises.
10. **Certain pets, including, but not limited to, Rottweilers, Doberman Pinschers, Blue Heelers, Pit Bulls, German Shepherds, Chow Chows, Shar-peis, American Eskimos, American Staffordshire Terriers, Bull Terriers, Pit Bull Terriers, American Pit Bull Terriers, Staffordshire Bull Terriers, Mastiffs, Dogos Argentinos (Argentinian Mastiffs), Rhodesian Ridgebacks, crosses of those breeds, any dog that has a vicious disposition, ferrets, excessively noisy or loud birds, snakes, spiders and/or other animals deemed to be dangerous or vicious in natures, will not be permitted under any circumstances. The Landlord's discretion in this manner will be absolute.**
11. The tenant will be permitted one aquarium, or fish tank, not exceeding ten gallons.



**Taber & District
HOUSING FOUNDATION**

Providing housing for families and senior citizens in Taber and surrounding Area.

12. The tenant will be responsible for obtaining liability insurance for the acts of the pet.
13. The tenant will be required to obtain all pet licenses and tags in accordance with local bylaws.
14. The tenant will be required to ensure that the pet is vaccinated against diseases including, but not limited to, rabies, and for ensuring that the vaccinations are kept current.
15. The Landlord will give the tenant ONE warning if the pet is not being cared for, or the regulations are not being followed. If the tenant does not rectify the problem, permission to have the pet will be rescinded by the landlord and the tenant will then be required to remove the pet from the premises. If the tenant does not remove the pet, the tenant will be in breach of the Residential Tenancy Agreement and will be required to vacate the premises in accordance with the Residential Tenancies Act.
16. Notwithstanding the foregoing, if the pet at any time poses a danger, threat or harm to the Landlord, the tenant, other persons, the premises or itself, permission to have the pet will be automatically rescinded by the Landlord and the tenant will then be required to remove the pet immediately from the premises. If the tenant does not remove the pet, the tenant will be asked to vacate the premises in accordance with the Residential Tenancies Act. The Landlord's discretion in this matter will be absolute.
17. The Landlord will not be liable or responsible for bodily or personal injury or property damage of any nature which may be suffered or sustained by the Tenant or members of their household, or their visitors and guests except where such injury or damage is occasioned by the negligence of the Landlord, its Employees and/or Agents.
18. The Tenant must notify the Landlord or its agents immediately after they become aware of any personal injury to any member of their family or visitors or guests which occurs on the Landlord's property.
19. The Tenant will indemnify and hold harmless the Landlord, its Employees and/or Agents, from any and all claims, demands, actions and costs whatsoever that may arise out of the Tenant's performance of this Agreement.
20. Service dogs, specially trained to assist individuals with disabilities, are permitted. The Tenant must provide the Landlord with a copy of their identification card, displaying the Alberta Government logo and picture of the owner and the service dog. If the Tenant does not have an identification card, they must provide the Landlord with a letter from their physician to verify the need for a service dog and written confirmation from an Assistance Dogs International (ADI) accredited school that the dog has been trained and is qualified as a service dog.

TENANT

Taber and District Housing Foundation



Box 4779 Taber AB T1G 2E1

403-223-9411

jacob@vhlconstruction.ca

Taber & District Housing Foundation
5318 48 Ave. Taber Ab. T1G 1S2
Attention: Beverly Mikalson

August 6, 2018

RECEIVED
AUG - 7 2018

ESTIMATE: 18-255-COM

We hereby propose to supply labour and material necessary to repair heating system in your office according to the specifications which are part of this proposal,
For a total price of.....\$13,400.00 Excl. GST.

Specifications:

- Remove and reinstall ceiling tile to allow HVAC contractor to install new ducts and adjust existing.
- Supply and install new HVAC ducts.
(includes: replace all 5" & 6" runs to 24"x24"x8" ceiling lay ins, 8" pipe with balance dampers, Fab 5 flex for RA, also adding RA in the back and one more up front, closing RA to the ceiling space above furnace room, and adding a 4"x12" into bulk head above both front windows. Pro 8000 commercial thermostat.)
- Supply and install 1920 Sq. Ft. of R40 blow in insulation in attic space ceiling.
- Close off open roof vent penetration.
- Supply and install ½" drywall to close opening to attic from above ceiling grid and install an insulated access hatch.
- Supply and install a mirror tint on 2 front office windows.
- Clean up our work area included.

General

- Price is valid for 30 days;
- Payments within 30 days of invoice date;
- Overdue accounts 2% interest per month;
- Offer does not include repair of any unforeseen or hidden damages.
- Price is based upon regular time Monday-Friday 7:30-4:30.

Jacob Wiebe

I _____ affirm that I have the authority to sign and accept this quotation as well as my authorization to proceed with the above stated work at the price of \$ _____ plus GST.

Sign: _____ Date: _____



Taber and District Chamber of Commerce

4702 50 St Phone: 403-223-2265
Taber, AB Fax: 403-223-2291
T1G 2B6 taberchamber@gmail.com

RECEIVED
AUG 13 2018

August 9, 2018

Taber & District Housing Foundation
5318 48 ave
Taber, AB
T1G 1S2

Dear Ms. Horrocks:

RE: Waiver of Rental Charges for Chairs & Tables

We regret to inform you that we cannot provide the chairs and tables free for your event Aug 17. We have a policy in place preventing us from allowing anyone to have them free. There are many non-profits that rent them every year and it would not be fair to let one have the use for free and not the others.

We offer these tables and chairs to the residents of Taber as a service, it is not a money maker for us as we re-invest every year by buying new tables and chairs and fixing old ones. If we offered them for free to the many non-profits we would be running at a deficit for this program.

We'd be willing to let you use the trailer to transport them for your convenience however it would be with the understanding that should there be any damage you'd be responsible as it is not very road worthy which is why it as a rule does not move.

We hope you understand our position on this matter.

Kindest Regards,

Rick Popadynetz
President
Taber Chamber of Commerce

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