



**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, November 28, 2019
4718 – 56th Avenue, Taber, AB

ATTENDANCE

Board: Linda English Louie Tams Jennifer Crowson
Rosanne Horrocks Tom Machacek Ian Matheson

Absent: Harry Prummel

Administration: Tim Janzen (CAO), Joan Hart (CVL Manager), Carrie Wilson (Placement Officer)

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

1. Approval of Agenda

Motion 2019-140

MOVED by T. Machacek to approve the Agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2019-141

MOVED by T. Machacek to accept the minutes from the Board Meeting of Thursday, October 17, 2019.

CARRIED

Motion 2019-142

MOVED by L. English to accept the minutes from the Building Committee Meeting of Thursday, November 7 19, 2019.

CARRIED

3. Business Arising

- a) **Update – Bountiful House complaint** – The case file has been re-opened but CAO has not heard any more news from the adjuster.

- b) **TDHF Operational Review – Action Plan** – CAO reported that work was being completed on action items. The remaining items involved drafting updated policies on Senior Self-contained tenant application ratings for non-resident applicants and Annual Tenant Meetings for all Social Housing tenants.
- c) **Maintenance Truck Purchase** – As the collective bargaining process is now complete, CAO and Maintenance Manager will review truck purchase possibilities.

4. Approval of Financial Statements and Reports:

Motion 2019-143

MOVED by J. Crowson to accept for information the financial statements, bank statements and bank reconciliations for the month of October 31, 2019 for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager Report

Motion 2019-144

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

CARRIED

- b) Maintenance Manager's Report

Motion 2019-145

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

CARRIED

- c) Placement Officer Report

Motion 2019-146

MOVED by J. Crowson to accept the Placement Officer's report, as presented.

CARRIED

- d) Financial Administrator Report

Motion 2019-147

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

CARRIED

- e) Chief Administrative Officer Report

Motion 2019-148

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

CARRIED

6. New Business

a) Municipal Appointment Letters for November 2019 to October 2020

Motion 2019-149

MOVED by T. Machacek to accept the Municipal Appointment Letters for the period of November 2019 to October 2020, as listed below:

L. English	Town of Vauxhall
I. Matheson	Village of Barnwell
J. Crowson	Municipal District of Taber
L. Tams	Town of Taber

CARRIED

b) Nomination for Chairperson

T. Machacek nominated Rosanne Horrocks, accepted.

No other nominations.

Louie Tams seconded the nomination of R. Horrocks for Chairperson of the Board of Directors for the period of November 2019 to November 2020. R. Horrocks in the position of Chairperson was determined by acclamation.

c) Nomination for Vice-Chairperson

J. Crowson nominated Linda English, accepted.

No other nominations.

Louie Tams seconded the nomination of L. English for Vice-Chairperson of the Board of Directors for the period of November 2018 to November 2019. L. English in the position of Vice-Chairperson was determined by acclamation.

d) Selection of Committees and Committee Chairs

Motion 2019-150

MOVED by L. English that committees be comprised, as follows:

Building Committee:	Committee of the Whole; including Corey Beck and Joan Hart T. Machacek (Chair)
Personnel Committee:	J. Crowson (Chair), R. Horrocks, H. Prummel
Governance Committee:	L. English (Chair), L. Tams, J. Crowson
Budget & Audit Committee:	L. Tams (Chair), R. Horrocks, L. English
Fundraising Committee:	Committee of the Whole; T. Machacek (Chair)
Executive Committee:	R. Horrocks (Chair), L. English (Vice-Chair), T. Machacek

CARRIED

e) TDHF Signing Authorities

Motion 2019-151

MOVED by T. Machacek to establish the Signing Authorities; any two of the following:

Rosanne Horrocks	Tom Machacek	Linda English	Tim Janzen
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CARRIED

f) 2020 Board Calendar

Motion 2019-152

MOVED by L. English to accept the 2020 Board Calendar as amended.

CARRIED

g) Review of Collective Bargaining 2019/2023 Proposal –

Motion 2019-153

MOVED by L. Tams to accept the Collective Bargaining Agreement as presented.

CARRIED

h) Payout – Vacation Pay of Out-of-Scope Employee

Motion 2019-154

MOVED by T. Machacek that, effective December 31, 2019, Luch Carlin be paid out his outstanding vacation time balance; calculated as \$7,088.69.

CARRIED

i) Resolution: Clearview Lodge Accommodation and Service Rates – Effective January 1, 2020

Motion 2019-155

MOVED by L. English that effective January 1, 2020 (April 1, 2020 for existing residents), Taber and District Housing Foundation revise the Accommodation Charges for Clearview Lodge as indicated in the attached resolution.

CARRIED

j) Out-of-scope Salary Grid Increase

Motion 2019-156

MOVED by L. Tams to approve an increase of two percent to the Out-of-scope Salary Grid, effective January 1, 2020.

CARRIED

k) CAO Contract

Motion 2019-157

MOVED by T. Machacek to go into "In camera" at 3:30 p.m.

CARRIED

Motion 2019-158

MOVED by L. English to come out of "In camera" at 3:45 p.m.

CARRIED

Motion 2019-159

MOVED by L. Tams to approve the new employment contract for CAO, Tim Janzen; effective January 1, 2020.

CARRIED

7. Other Information

- a) Monthly Report – Social Housing – October 2019
- b) Christmas Hours – THDF Admin Office Schedule

8. Adjournment

Motion 2019 - 160

MOVED by L. English to adjourn this meeting at 4:00 pm

CARRIED

Next Meeting – TDHF Building Comm. Thurs, December 19, 2019 1:30 pm TDHF Boardroom

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

**Minutes of the Fundraising Committee Meeting
Taber and District Housing Foundation
Wednesday, January 15, 2020
TDHF Admin Office - Boardroom**

ATTENDANCE

Board: Rosanne Horrocks Tom Machacek Jennifer Crowson
Ian Matheson

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

Absent: Linda English, Harry Prummel, Louie Tams

Tom Machacek, Committee Chairman, called the meeting to order at 1:35 p.m.

1. Approval of Agenda

Agenda was approved with the addition of a discussion item – Announcement of 200 Affordable Housing units being built in Calgary, Alberta.

2. Approval of Minutes

Fundraising Committee Meeting minutes to be approved at monthly Board of Directors Meetings

3. Background Information

CAO presented a number of documents prepared in 2019 for a previous Fundraising Committee meeting:

- The Concept of Integrated Development (AFP Fundamentals of Fundraising)
- Proposed 2019 Annual Fund Development Plan – Financial Goals & Analysis
- Fundraising Information (updated with 2020 dates)
- Proposed 2019 Action Plan
- TDHF Goals & Strategies (from 2019 Strategic Planning sessions)

Do we want to fundraise? Why?

- "We have to" – people want increased services /quality but in an economic downturn, where will the money come from
- Would raise awareness of the organization and Clearview Lodge in the community
- There is a gap between residents'/tenants' ability to pay and the increase in costs
- Could fundraising fill the gap?

Is Board willing to participate in (or lead) the process?

Should we consider looking at the whole picture of raising alternative sources of revenue?

- Fundraising
- Grant proposals
- Social enterprise ventures

How do we want to fundraise?

- Events
- Programs

It was suggested that we consider an annual raffle. Another suggestion was a Garage Sale. Discussion considered how much do we want to raise (realistically)? What kind of prize would we offer? Are there groups that we could partner with?

- The logical partner would be the Resident Council that already does some of their own fundraising and has been quite successful.

The CAO enquired about TDHF participating in the Grand Parade which would be a 2 or 5 km walk scheduled for Saturday, June 6, 2020. This date coincides with Seniors week. The Grand Parade is coordinated by Blue Sea Foundation (also organizes Coldest Night of the Year) so there are some efficiencies in administrative work but TDHF participation would still require a significant number of volunteers. This item to be discussed at next TDHF Board meeting – January 23, 2020.

Another discussion point was setting up the ability to accept bequests. What are the legal and tax implications?

T. Machacek showed an online article about the City of Calgary and several housing organizations partnering to deliver 200 Affordable Housing units in Calgary.

4. Next Meeting Date

Next meeting date was set for Wednesday, April 15, 2020 at 1:30 pm at TDHF Admin office boardroom.

5. Adjournment

Moved by R. Horrocks to adjourn the meeting at 3:15 pm

Date _____

Date _____

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING NOVEMBER 30, 2019

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		563,643.33
RECEIPTED DEPOSITS FOR THE MONTH		4,570.35
PADS		121,820.00
		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		1,138.48
LESS DISBURSMENTS FOR THE MONTH		
	Checks	(26,256.08)
	RBC Express / PAD's	(77,727.43)
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	(113,427.64)
	RRSP	(7,009.38)
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		(164.30)
PAD return NSF		0.00
CHR Funding - Direct Deposit		46,475.35
Cheque Voided #		0.00
DRSP - PDS		(2,345.00)
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$510,717.68</u>

<u>BALANCE PER BANK STATEMENT</u>		513,498.49
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(2,780.81)
Stop payment		-
OUTSTANDING DEPOSITS		0.00
<u>NET BALANCE END OF MONTH</u>		<u>\$510,717.68</u>



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

Business Account Statement

RBBDA30000_7283609 E D 09179 00606
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

October 31, 2019 to November 29, 2019

Account number: 09179 100-146-0

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on October 31, 2019	\$590,074.49
Total deposits & credits (9)	+ 174,004.18
Total cheques & debits (78)	- 250,580.18
Closing balance on November 29, 2019	= \$513,498.49

Account Activity Details

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
	Opening balance				590,074.49
01 Nov	Direct Payment (PAD's) service total GRADS1097890000			121,820.00	711,894.49
	Misc Payment ALBERTA HEALTH			45,461.35	
	Misc Payment COINAMATIC CANA		157.50		
	Insurance ENCON GROUP INC INSURANCE		10,751.44		
	Cheque Serial #	724.28 19566			745,722.62
	Deposit interest			1,138.48	746,861.10
04 Nov	Cheque Serial #	173.88 19576			746,687.22
05 Nov	Cheque Serial #	253.05 19589	832.86 19569	2,875.99 19582	
	Cheque Serial #	5,918.73 19585			736,806.59



Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
06 Nov	Activity fee		164.30		
	Cheque	117.30	189.90	216.63	
	Serial #	19590	19586	19570	
	Cheque	294.87	902.58	1,100.39	
	Serial #	19573	19587	19580	733,820.62
07 Nov	Cheque	10.50	125.53	212.06	
	Serial #	19588	19578	19572	
	Cheque	656.25			
	Serial #	19575			732,816.28
08 Nov	Deposit 0009			2,580.60	
	COMMERCIAL TAXES EMPTX 6299290		45,960.20		
	Bill Payment DE BUSINESS		5,609.73		
	Cheque	78.75	120.00	194.00	
	Serial #	19583	19599	19579	
	Cheque	505.78	511.06		
	Serial #	19581	19591		682,417.36
12 Nov	Cheque	288.75	2,523.70	6,124.21	
	Serial #	19574	19606	19577	673,480.70
13 Nov	Cheque	117.30	191.00	577.47	
	Serial #	19609	19592	19571	
	Cheque	2,279.47			
	Serial #	19603			670,315.46
14 Nov	Cheque	36.82	58.38	75.96	
	Serial #	19608	19607	19601	
	Cheque	79.97	100.00	114.00	
	Serial #	19600	19597	19604	
	Cheque	1,489.95	1,998.28		
	Serial #	19584	19568		666,362.10
15 Nov	Deposit 0010			152.90	
	Bill payment - 5500 SHAW CABLE		134.98		
	Bill payment - 5505 TELUS COMMUNICA		176.96		
	Direct Deposits (PDS) service total GRADS7204090000		1,713.80		664,489.26
18 Nov	Direct Deposits (PDS) service total GRADS7204090000		11,800.00		
	Cheque	100.00	184.59	330.00	
	Serial #	19598	19605	19602	652,074.67
20 Nov	Direct Deposits (PDS) service total GRADS7204090000		128.91		651,945.76
22 Nov	Deposit 0011			1,333.40	
	Misc Payment ALBERTA HEALTH			156.00	



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

Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
22 Nov	ACCOUNT TRANSFER 9932615327		671.90		652,763.26
25 Nov	Bill payment - 4426 SHAW CABLE		1,940.40		
	Utility Bill Pmt ACCESS GAS SERV		3,266.45		
	Cheque	84.53	143.14	821.42	
	Serial #	19631	19612	19613	
	Cheque	824.09	3,710.34		
	Serial #	19622	19624		641,972.89
26 Nov	Misc Payment RBC PAYROLL		7,009.38		
	Cheque	37.28	117.30	118.91	
	Serial #	19611	19628	19618	
	Cheque	194.00	585.44	669.89	
	Serial #	19619	19629	19616	
	Cheque	1,426.40	2,295.78		
	Serial #	19620	19621		629,518.51
27 Nov	Bill payment - 6794 WCB-ALBERTA		5,751.04		
	Direct Deposits (PDS) service total GRADS7204090000		101,498.73		
	Cheque	151.92	988.94	4,889.57	
	Serial #	19614	19625	19617	516,238.31
28 Nov	Misc Payment ALBERTA HEALTH			858.00	
	Direct Deposits (PDS) service total GRADS7204090000		2,345.00		
	Cheque	41.79	81.84	233.42	
	Serial #	19610	19626	19623	
	Cheque	483.92	591.78		
	Serial #	19627	19595		513,318.56
29 Nov	Deposit 0012			503.45	
	Cheque	323.52			
	Serial #	19615			513,498.49
	Closing balance				513,498.49

Deposit Interest Earned: \$1,138.48

Account Fees: \$164.30

2019	CLEARVIEW LODGE	Approved 2019	YTD 2019	Nov 92%
REVENUE				
400000	RENTAL REVENUE			
400100	Resident Rent	1,374,090	1,276,647	93%
400150	Lodge Fees	500	700	140%
400200	Rent Rebates	(12,000)	(10,780)	90%
400400	Sundry Rent Revenue	-	-	
410000	RESIDENT SERVICES			
410010	Parking	2,500	2,283	91%
410060	Laundry	12,000	10,214	85%
410140	SUNDRY RESIDENT SERVICES			
410141	Medication Fees (MAP)	17,000	12,658	74%
410142	Resident Fundraising	1,000	319	32%
410144	Transportation Fee	2,000	-	0%
410145	Activity Fee	500	-	0%
410147	Personal Emergency Call System	3,600	3,472	96%
410160	Tenant Maintenance Recovery	500	250	50%
420000	NON-RESIDENT SERVICES			
420030	Facility Rental	1,500	1,500	100%
420040	Meals on Wheels	25,000	21,609	86%
420050	OTHER MEAL SERVICES			
420050	Other Meal Service	12,000	16,081	134%
420051	Guest Meals	12,000	9,496	79%
420053	Canteen Revenue	2,000	2,297	115%
420060	Tuck Shop	3,500	1,727	49%
420070	Catering	25	759	
420090	Sundry Revenue	50	45	
430000	GRANTS			
430005	AHSC Grants			
430020	ASHC - Maintenance	-	-	
430040	ASHC Grants - Specific Restrictions	-	-	
430050	ASHC - LAP Grant	285,000	277,182	97%
430110	Provincial - Grants	2,000	-	0%
431030	Federal - Other Grants	-	5,250	#DIV/0!
450000	OPERATIONAL FUNDING			
450010	Health Funding	548,132	501,089	91%
450030	Other Funding	-	-	
460010	Requisition Funding	330,664	303,109	92%
470000	MANAGEMENT & ADMINISTRATION			
470030	Insurance Recoveries	-	-	
470040	Other Recoveries	2,300	1,600	70%
470050	Maintenance Recovery	-	-	
470090	Gain or Loss on Sale of Capital	-	-	#DIV/0!
470110	NSF / Late Fees	-	25	
470130	Sundry Revenue	1,221	3,051	250%
475000	INVESTMENT INCOME			
475010	Interest Earned	2,800	10,618	379%
475070	Amort Deferred Cap Contributions	-	-	
480000	CHARITABLE REVENUE			
480010	Donation	-	595	
480020	Restricted Donations	-	-	
TOTAL REVENUE		2,629,883	2,451,794	93%

4.a) ✓

2019	CLEARVIEW LODGE	Approved 2019	YTD 2019	Nov 92%
EXPENSES				
510000	UTILITIES			
510005	Heating	48,000	37,242	78%
510010	Electricity	58,000	59,272	102%
510020	Water & Sewer	17,500	14,202	81%
510030	Waste Removal	2,100	1,733	83%
510040	Telephone	7,100	5,449	77%
510060	Bulk Contracted Expenses (Cable)	20,906	19,058	91%
Total Utilities		153,606	136,956	89%
520000	OPERATING			
520000	Food			
520001	Bakery	20,600	17,093	83%
520002	Dairy	45,320	35,484	78%
520003	Groceries	128,750	103,612	80%
520005	Meat	69,010	62,127	90%
520010	Food Supplies	20,000	14,226	71%
520030	Cleaning			
520031	Janitorial & Housekeeping	42,200	38,529	91%
520032	Laundry	3,700	5,497	149%
520033	Linen Supplies	4,800	-	0%
520040	Equip & Furniture Purchases	12,600	11,532	92%
520050	Equip & Furniture Repairs	1,000	768	77%
520060	Insurance	8,400	7,408	88%
520070	Resident / Volunteer Programs	-	-	
520071	Craft Supplies	250	108	43%
520072	Entertainment Supplies	3,000	2,681	89%
520073	Trip Expenses	2,000	1,410	71%
520074	Recreation Supplies	5,300	4,104	77%
520075	Tuck Shop Supplies (recoverable)	-	-	
520080	Bad Debt Expenses	-	-	
520090	Publicity & Promotion	250	70	28%
520120	Pest Control	2,500	480	19%
520130	Sundry	525	340	65%
Total Operating Expenses		370,205	305,468	83%
530000	OPERATING MAINTENANCE			
530005	Appliances	25,950	12,517	48%
530010	Building Safety & Security Systems	17,680	14,020	79%
530020	Sundry	150	17	11%
530030	Vehicle	1,100	860	78%
530040	Building Interior			
530041	Painting (Interior Common Area)	10,600	10,025	95%
530042	Painting (Units)	4,500	4,025	89%
530043	Flooring (Common Areas & Units)	4,900	1,704	35%
530044	Suites Renovations	3,600	6,529	181%
530050	Building Exterior	250	-	0%
530060	Building Remediation	-	-	
530070	HVAC (Heating, Vent, & A/C)	10,400	7,349	71%
530080	Plumbing	7,500	6,680	89%
530090	Electrical	5,070	6,928	137%
530100	Grounds Maintenance	13,000	8,813	68%
530120	Maintenance Equip Repairs	1,000	465	46%
530130	Maintenance Equip Purchase	-	-	#DIV/0!
530140	Maint. Tools & Supplies	1,000	646	65%
530160	Facility Cond. Inspection	-	-	
Total Operating Maintenance		106,700	80,576	76%

4/21/19

2019	CLEARVIEW LODGE	Approved 2019	YTD 2019	Nov 92%
555000	HUMAN RESOURCES			
550005	Salaries & Wages			
550010	Administration Wages	252,674	287,344	114%
550020	Housekeeping Salaries	267,334	219,609	82%
550030	Food Services Salaries	480,162	363,966	76%
550040	Maintenance Wages	69,472	72,968	105%
550050	Resident Caregivers Salaries (AVC)	81,240	71,980	89%
551000	Benefits			
551010	CPP	52,657	42,616	81%
551020	EI	24,782	20,124	81%
551030	Employee Benefit Programs	46,694	44,106	94%
551040	Other Pension Contributions (RRSP)	32,989	23,500	71%
551050	WCB	17,312	20,670	119%
553000	Personnel Recruitment	650	553	85%
554000	Staff Functions & Recognition	5,900	2,932	50%
555000	Training & Development	24,945	26,918	108%
556000	Health & Safety	8,651	5,543	64%
557000	Legal Fees	4,000	6,924	173%
558000	Labour Relations	30,000	20,584	69%
Total Human Resources		1,399,461	1,230,337	88%
580000	SALARIES - HEALTH SERVICES			
580200	Salaries - Resident Care (HCA's)	514,154	455,501	89%
581200	Benefits - Resident Care (HCA's)	80,714	64,699	80%
585200	Materials & Supplies - Resident Care	9,740	8,162	84%
Total Salaries - Health Services		604,608	528,362	87%
560000	ADMINISTRATION			
560000	Office & General Admin			
560001	Bank Charges	1,650	1,716	104%
560002	Courier & Postage	1,200	813	68%
560003	Stationery & Office Supplies	7,000	5,944	85%
560010	Office Rent	8,116	7,152	88%
560020	Office Equipment (& Furniture)	2,650	5,969	225%
560030	Office Equipment (& Furniture) Repairs	1,400	1,004	72%
560040	Vehicle & Travel	2,610	2,300	88%
560060	Board Expenses	8,700	2,274	26%
560070	Association Fees	4,230	4,241	100%
560080	Professional Fees			
560081	Legal Fees	150	-	0%
560082	Audit Fees	9,750	9,500	97%
560083	Consulting Fees	1,200	7,750	646%
560090	IT Services	12,825	7,976	62%
560110	Sundry	750	201	27%
560120	Accreditation	750	750	100%
Total Administration Expenses		62,981	57,590	91%
590000	INTEREST & BANK CHARGES			
590005	Long Term Interest (Debentures)	-	-	
591000	Extra Ordinary Expenses	-	-	
592000	Amortization	-	-	
Total Interest & Bank Charges		-	-	-
TOTAL OPERATING EXPENSES		2,697,561	2,339,289	87%
NET REVENUE over EXPENSES - Operating		(67,678)	112,505	-166%
600000	CAPITAL MAINTENANCE			
	Building Interior	-	-	
600300	Building Exterior	5,800	-	
600400	HVAC	-	-	
???	Equipment	-	-	
Total Capital Maintenance		5,800	-	
Capital Reserve				
NET REVENUE over EXPENSES - Total Operating & Capital		(73,478)	112,505	

4. a) vii

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

	Actual Jan 01, 2019 to Nov 30, 2019	Budget Jan 01, 2019 to Dec 31, 2019	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,276,647.00	1,374,090.00	-7.09
Lodge Fees	700.00	500.00	40.00
Rent Rebates	-10,780.00	-12,000.00	-10.17
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	1,266,567.00	1,362,590.00	-7.05
Resident Services			
Parking	2,283.00	2,500.00	-8.68
Laundry	10,214.00	12,000.00	-14.88
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	12,658.00	17,000.00	-25.54
Resident Fundraising	319.00	1,000.00	-68.10
Therapeutic Bath	0.00	0.00	0.00
Transporation Fee	0.00	2,000.00	-100.00
Activity Fee	0.00	500.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	3,472.00	3,600.00	-3.56
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	16,449.00	24,100.00	-31.75
Tenant Maintenance Recovery	250.00	500.00	-50.00
Total Resident Services	29,196.00	39,100.00	-25.33
Non Resident Services			
Facility Rental	1,500.00	1,500.00	0.00
Meals on Wheels	21,609.00	25,000.00	-13.56
Other Meal Services	16,080.50	12,000.00	34.00
Guest Meals	9,496.00	12,000.00	-20.87
Staff Meals	0.00	0.00	0.00
Canteen Revenue	2,296.80	2,000.00	14.84
Total Other Meal Services	27,873.30	26,000.00	7.21
Tuck Shop	1,727.00	3,500.00	-50.66
Catering	759.00	25.00	2,936.00
Sundry Revenue	45.00	50.00	-10.00
Total Non Resident Services	53,513.30	56,075.00	-4.57
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	277,181.85	285,000.00	-2.74
Total ASHC Grants	277,181.85	285,000.00	-2.74
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	5,250.00	0.00	0.00
Total Federal Grants	5,250.00	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	282,431.85	287,000.00	-1.59
Operation Funding			
Health Funding	501,088.85	548,132.00	-8.58
Other Funding	0.00	0.00	0.00

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

	Actual Jan 01, 2019 to Nov 30, 2019	Budget Jan 01, 2019 to Dec 31, 2019	Percent
Requisition Revenue	303,108.63	330,664.00	-8.33
Total Operation Funding	804,197.48	878,796.00	-8.49
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	1,600.00	2,300.00	-30.43
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00	0.00
NSF/Late Fees	25.00	0.00	0.00
Sundry Revenue	3,051.16	1,221.00	149.89
Total Management and Admini...	4,676.16	3,521.00	32.81
Investment Income			
Interest	10,617.53	2,800.00	279.20
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	10,617.53	2,800.00	279.20
Charitable Revenue			
Donations	595.00	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	595.00	0.00	0.00
TOTAL REVENUE	2,451,794.32	2,629,882.00	-6.77
EXPENSE			
Utilities			
Heating	37,242.11	48,000.00	-22.41
Electricity	59,271.84	58,000.00	2.19
Water & Sewer	14,202.30	17,500.00	-18.84
Waste Removal	1,733.27	2,100.00	-17.46
Telephone	5,448.84	7,100.00	-23.26
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	19,057.50	20,906.00	-8.84
Total Utilities	136,955.86	153,606.00	-10.84
Operating			
Bakery	17,092.98	20,600.00	-17.02
Dairy	35,483.80	45,320.00	-21.70
Groceries	103,611.88	128,750.00	-19.52
Juice	0.00	0.00	0.00
Meat	62,126.55	69,010.00	-9.97
Total Food	218,315.21	263,680.00	-17.20
Food Supplies	14,226.29	20,000.00	-28.87
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	38,529.14	42,200.00	-8.70
Laundry	5,496.89	3,700.00	48.56
Linen Supplies	0.00	4,800.00	-100.00
Total Cleaning	44,026.03	50,700.00	-13.16
Equipment & Furn Purchase	11,531.67	12,600.00	-8.48
Equipment & Furn Repairs	768.04	1,000.00	-23.20
Insurance	7,408.34	8,400.00	-11.81
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	108.00	250.00	-56.80
Entertainment Supplies	2,680.97	3,000.00	-10.63
Trip Expenses	1,410.22	2,000.00	-29.49

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

	Actual Jan 01, 2019 to Nov 30, 2019	Budget Jan 01, 2019 to Dec 31, 2019	Percent
Recreation Supplies (Vol Apprec)	4,104.08	5,300.00	-22.56
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	8,303.27	10,550.00	-21.30
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	70.00	250.00	-72.00
Pest Control	480.00	2,500.00	-80.80
Sundry	339.56	525.00	-35.32
Total Operating	305,468.41	370,205.00	-17.49
Operating Maintenance			
Appliances	12,516.67	25,950.00	-51.77
Bldg Safety & Security Systems	14,019.55	17,680.00	-20.70
Sundry	17.00	150.00	-88.67
Vehicles	859.84	1,100.00	-21.83
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	10,025.00	10,600.00	-5.42
Building Interior Painting Units	4,024.82	4,500.00	-10.56
Building Interior Flooring	1,703.60	4,900.00	-65.23
Building Interior Suite Reno	6,528.74	3,600.00	81.35
Building Exterior	0.00	250.00	-100.00
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	7,349.15	10,400.00	-29.34
Plumbing	6,680.43	7,500.00	-10.93
Electrical	6,928.07	5,070.00	36.65
Grounds & Maintenance	8,812.50	13,000.00	-32.21
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	464.65	1,000.00	-53.54
Maintenance Equipment - Purch...	0.00	0.00	0.00
Maintenance - Tools & Supplies	645.98	1,000.00	-35.40
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	80,576.00	106,700.00	-24.48
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	287,344.30	252,674.00	13.72
Housekeeping Salaries	219,608.56	267,334.00	-17.85
Food Service Salaries	363,966.41	480,162.00	-24.20
Maintenance Salaries	72,967.80	69,472.00	5.03
Resident Care Salaries	71,980.22	81,240.00	-11.40
Total Salaries & Wages	1,015,867.29	1,150,882.00	-11.73
Benefits	0.00	0.00	0.00
CPP	42,616.05	52,657.00	-19.07
EI	20,123.71	24,782.00	-18.80
EE Benefits	44,105.69	46,694.00	-5.54
Other Pension Contributions	23,500.47	32,989.00	-28.76
WCB	20,670.06	17,312.00	19.40
Total Benefits	151,015.98	174,434.00	-13.43
Contract Employment	0.00	0.00	0.00
Personal Recruitment	552.93	650.00	-14.93
Staff Functions & Recognition	2,932.46	5,900.00	-50.30
Training & Development	26,917.81	24,945.00	7.91
Health & Safety	5,542.99	8,651.00	-35.93
Legal Fees	6,923.55	4,000.00	73.09
Labour Relations	20,583.94	30,000.00	-31.39
Total Human Resources	1,230,336.95	1,399,462.00	-12.09
Administration			
Bank Charges	1,715.52	1,650.00	3.97
Courier & Postage	812.61	1,200.00	-32.28
Stationery & Other Supplies	5,943.92	7,000.00	-15.09
Office Rent	7,152.13	8,116.00	-11.88

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

	Actual Jan 01, 2019 to Nov 30, 2019	Budget Jan 01, 2019 to Dec 31, 2019	Percent
Office Equipment & Furn Purchase	5,968.90	2,650.00	125.24
Office Equipment & Furn Repairs	1,003.87	1,400.00	-28.30
Vehicle & Travel	2,300.25	2,610.00	-11.87
Board Expenses	2,274.42	8,700.00	-73.86
Association Fees	4,241.00	4,230.00	0.26
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	7,750.00	1,200.00	545.83
IT Services	7,976.29	12,825.00	-37.81
Sundry	201.00	750.00	-73.20
Accreditation	750.00	750.00	0.00
Total Administration	57,589.91	62,981.00	-8.56
Health Expenditures			
Salaries - Resident Care	455,501.18	514,154.00	-11.41
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	455,501.18	514,154.00	-11.41
Benefits - Resident Care	64,699.01	80,714.00	-19.84
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	64,699.01	80,714.00	-19.84
Materials & Supplies Resident C...	8,162.03	9,740.00	-16.20
Total Health Expenditures	528,362.22	604,608.00	-12.61
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	5,800.00	-100.00
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	5,800.00	-100.00
TOTAL EXPENSE	2,339,289.35	2,703,362.00	-13.47
NET INCOME	112,504.97	-73,480.00	-253.11

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

SOCIAL HOUSING
Month ending November 30, 2019

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{(THIS} \$397,489.64

RECEIPTED DEPOSITS FOR THE MONTH		\$	14,826.02
Deposit	\$	2,693.60	
Interac	\$	12,132.42	
PAD's(pre-authorized Debit)			\$53,776.00
REDEMPTION OF ROYAL BANK GIC			\$0.00
Govt of AB - LAP			\$0.00
Govt of AB			\$1,333.50
DRSP Claim			\$0.00
DEPOSIT INTEREST			\$646.91
RBC Express			(\$2,654.53)
Vendor PAD			(\$17,780.94)
LESS DISBURSMENTS FOR THE MONTH			(\$14,721.11)
PAD return / NSF			(\$169.00)
GIC Investment			\$0.00
Deposit forms ordered			\$0.00
Interac Administration Fee	POS	Nov	\$0.00
RBC Activity Fee			(\$103.05)
Cheque reversed	#		\$0.00
DRSP			\$0.00

GENERAL LEDGER ENDING BALANCE **\$432,643.44**

ENDING BALANCE PER BANK STATEMENT \$442,195.37

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$9,551.93)
PLUS OUTSTANDING DEPOSIT \$0.00

RECONCILED BANK BALANCE **\$432,643.44**



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

Business Account Statement

RBDDA30000_7283609 E D 09179 00600
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

October 31, 2019 to November 29, 2019

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on October 31, 2019	\$413,609.73
Total deposits & credits (20)	+ 70,582.43
Total cheques & debits (65)	- 41,996.79
Closing balance on November 29, 2019	= \$442,195.37

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			413,609.73
01 Nov	Deposit 0132		212.00	
	EF1101 01071695		2,103.00	
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	81.85		
	Misc Payment COINAMATIC CANA	160.02		
	Misc Payment COINAMATIC CANA	160.02		
	Misc Payment COINAMATIC CANA	163.71		415,280.38
	Deposit interest		646.91	415,927.29
04 Nov	Direct Payment (PAD's) service total GRADS8751490000		53,776.00	469,703.29
	EF1104 01071695		1,208.00	
	Bill payment - 4014 TELUS MOBILITY	232.40		

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Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
04 Nov	Cheque Serial #	5,223.75 14439			465,455.14
05 Nov	Pre-authorised payment returns GRADS8751490000		169.00		
	Cheque Serial #	2,040.26 14454			463,245.88
06 Nov	EF1106 01071695			396.67	
	Activity fee		103.05		
	Cheque Serial #	126.38 14447	141.65 14453		463,271.47
07 Nov	Cheque Serial #	125.53 14450	157.50 14449	163.28 14448	462,825.16
08 Nov	Bill Payment DE BUSINESS		5,152.17		
	Cheque Serial #	787.50 14452	825.01 14455		456,060.48
12 Nov	Cheque Serial #	1,215.90 14461			454,844.58
13 Nov	EF1113 01071695			75.10	
	Utility Bill Pmt EPCOR		273.99		
	Cheque Serial #	333.00 14428	504.00 14459	787.50 14463	
	Cheque Serial #	3,045.00 14468			449,976.19
14 Nov	Cheque Serial #	37.63 14460	338.20 14467	986.03 14446	
	Cheque Serial #	4,384.80 14451			444,229.53
15 Nov	Deposit 0133			685.00	
	Bill payment - 5448 SHAW CABLE		19.02		
	Bill payment - 5444 SHAW CABLE		37.70		
	Bill payment - 5451 SHAW CABLE		37.70		
	Bill payment - 5475 TELUS COMMUNICA		57.48		
	Bill payment - 5453 SHAW CABLE		59.75		
	Bill payment - 5491 VAUXHALL-UTIL		86.37		
	Bill payment - 5487 VAUXHALL-UTIL		88.97		
	Bill payment - 5471 BARNWELL-VIL-UT		94.40		
	Bill payment - 5466 TELUS COMMUNICA		107.10		
	Bill payment - 5463 TELUS COMMUNICA		114.52		
	Bill payment - 5495 TABER, ALTA-UTL		162.33		

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

Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
15 Nov	Bill payment - 5457 SHAW CABLE		166.07		
	Bill payment - 5482 VAUXHALL-UTIL		311.14		
	Bill payment - 5479 BARNWELL-VIL-UT		489.94		
	Cheque	46.19	673.00		
	Serial #	14462	14464		442,362.85
18 Nov	Cheque	36.75			442,326.10
	Serial #	14466			
20 Nov	EF1120 01071695			484.00	442,810.10
21 Nov	EF1121 01071695			260.00	443,070.10
22 Nov	Account Payable Pmt ALBERTA GOVT			1,333.50	
	EF1122 01071695			814.00	
	ACCOUNT TRANSFER 9932615328	169.16			445,048.44
25 Nov	EF1125 01071695			1,094.48	
	Bill payment - 4417 SHAW CABLE		52.50		
	Bill payment - 4419 SHAW CABLE		52.50		
	Bill payment - 4421 SHAW CABLE		52.50		
	Bill payment - 4412 MUN OF TABER-TX		83.90		
	Bill payment - 4409 BLUEWAVE ENERGY		179.08		
	Utility Bill Pmt ACCESS GAS SERV		4,076.95		
	Cheque	58.46	333.00	1,556.77	
	Serial #	14470	14456	14474	
	Cheque	3,045.00			
	Serial #	14479			436,652.26
26 Nov	EF1126 01071695			2,584.17	
	Cheque	118.92	157.50		
	Serial #	14473	14480		438,960.01
27 Nov	Deposit 0134			372.85	
	EF1127 01071695			1,026.00	
	Cheque	19.40	188.37		
	Serial #	14475	14476		440,151.09
28 Nov	Deposit 0135			718.75	
	EF1128 01071695			706.00	
	Cheque	90.45	490.25	591.77	
	Serial #	14478	14477	14457	440,403.37
29 Nov	Deposit 0136			705.00	
	EF1129 01071695			1,381.00	

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Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
29 Nov	Cheque	105.00	189.00		
	Serial #	14465	14472		442,195.37
	Closing balance				442,195.37

Deposit Interest Earned: \$646.91

Account Fees: \$103.05

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending November 30, 2019

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$37,047.14
RECEIPTED DEPOSITS FOR THE MONTH	\$1,258.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$61.60
TOTAL DEPOSITS	\$1,319.60
<u>Cheques written or Transfers out to Current Account</u>	(\$1,372.00)
	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u>\$36,994.74</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$37,194.74
Add: o/s deposit	\$0.00
Less: o/s cheques	(\$200.00)
<u>NET BALANCE END OF MONTH</u>	<u>\$36,994.74</u>



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

Business Account Statement

RBBDA30000_7283609 E D 09179 00609

TABER AND DISTRICT HOUSING FOUNDATION

DAMAGE DEPOSIT ACCOUNT(TRUST)

5318 48 AVE

TABER AB T1G 1S2

October 31, 2019 to November 29, 2019

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

Royal Bank of Canada

4818 53RD ST, TABER, AB T1G 1W4

Opening balance on October 31, 2019	\$37,247.14
Total deposits & credits (4)	+ 1,319.60
Total cheques & debits (3)	- 1,372.00
Closing balance on November 29, 2019	= \$37,194.74

Account Activity Details

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
	Opening balance				37,247.14
01 Nov	Deposit interest			61.60	37,308.74
08 Nov	Deposit 0827			200.00	37,508.74
14 Nov	Cheque	55.00			
	Serial #	597			37,453.74
20 Nov	Cheque	317.00	1,000.00		
	Serial #	595	596		36,136.74
22 Nov	Deposit 0828			377.00	36,513.74
27 Nov	Deposit 0829			681.00	37,194.74
	Closing balance				37,194.74

Deposit Interest Earned: \$61.60



Business Account Statement

October 31, 2019 to November 29, 2019
Account number: 09179 100-158-5

Serial #: 595

Amount: \$317.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 4th Avenue
TABER, ALBERTA T1G 1S2
PHONE (403) 223-2767

CHEQUE NO. 595
DATE 05112019
D D M M Y Y Y Y

PAY Three Hundred Seventeen 00/100 \$317.00

TO THE ORDER OF Anna Zacharias
4620 - 51st Avenue
Taber, AB T1G 1M7

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

0000595 *09179-003* 100-158-5*

Virtual Endorsement
DSPACC:
DSPTR:
CSID: 4193244489513201179
TXND:
SCANSES: 119,164,098
TIMSEQ:
CHANID: 003
APPCD: 5900
TRANSIT: 09179
TEFDT: 20/11/19
OPID: 865067391

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 596

Amount: \$1,000.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 4th Avenue
TABER, ALBERTA T1G 1S2
PHONE (403) 223-2767

CHEQUE NO. 596
DATE 05112019
D D M M Y Y Y Y

PAY One Thousand 00/100 \$1,000.00

TO THE ORDER OF Angela & Craig Hawkins
102 - 4th Avenue E
General Delivery
Bermont, AB T0K 0B0

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

0000596 *09179-003* 100-158-5*

GKREX 290456711153
51359-002 5478596
R0011ADANK
COALDAIR

20-Nov-2019
5478596 51359-002
51359 0203289

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

3006-002 R01
CIBC Calgary AB
20 Nov 2019
762206532

Serial #: 597

Amount: \$55.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 4th Avenue
TABER, ALBERTA T1G 1S2
PHONE (403) 223-2767

CHEQUE NO. 597
DATE 05112019
D D M M Y Y Y Y

PAY Fifty Five 00/100 \$55.00

TO THE ORDER OF Jacob Glinther
2944 - 31st Street
Pembroke Estates
Lethbridge, AB T1G 1N7

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

0000597 *09179-003* 100-158-5*

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

CAPTURING BRANCH
11/14/19 4:03 PM Pacific TZ
1st Choice Savings and Credit Union
11599-599
Fairmont Boulevard South Branch - Lethbridge

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2019	Social Housing	Approved 2019	YTD 2019	Nov 92%
REVENUE				
400000	RENTAL REVENUE			
400100	Resident Rent	655,633	642,551	98%
400200	Rent Rebates	(1,300)	(1,112)	86%
400400	Sundry Rent Revenue	-	-	#DIV/0!
410000	RESIDENT SERVICES			
410010	Parking	11,280	11,229	100%
410090	Utility Recovery	40,033	39,878	100%
410140	Sundry Resident Revenue	12,790	11,218	88%
410160	Tenant Maintenance Recovery	5,450	5,709	105%
420000	NON-RESIDENT SERVICES			
420090	Sundry Revenue	3,519	7,000	199%
470000	MANAGEMENT & ADMINISTRATION			
470012	PCMgmt Fee	-	4,123	
480000	CHARITABLE REVENUE			
480020	Restricted Donations	-	-	#DIV/0!
TOTAL REVENUE		727,404	720,595	99%
EXPENSES				
510000	UTILITIES			
510005	Heating	65,000	52,961	81%
510010	Electricity	59,000	59,484	101%
510020	Water & Sewer	89,568	83,975	94%
510030	Waste Removal	16,200	14,130	87%
510040	Telephone	5,946	10,212	172%
Total Utilities		235,714	220,761	94%
520000	OPERATING			
520030	Cleaning	11,950	6,232	52%
520040	Equip & Furniture Purchases	-	-	#DIV/0!
520050	Equip & Furniture Repairs	-	-	#DIV/0!
520060	Insurance	4,000	4,119	103%
520070	Resident / Volunteer Programs	970	600	62%
520080	Bad Debt Expenses	5,000	-	
520090	Publicity & Promotion	100	6	6%
520120	Pest Control	2,500	3,161	126%
520130	Sundry	-	16	#DIV/0!
Total Operating Expenses		24,520	14,135	58%

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2019	Social Housing	Approved 2019	YTD 2019	Nov 92%
530000	OPERATING MAINTENANCE			
530005	Appliances	15,620	23,948	153%
530010	Building Safety & Security Systems	25,850	15,244	59%
530020	Sundry	250	162	65%
530030	Vehicle	3,840	3,480	91%
530040	Building Interior			
	530041 Painting (Interior Common Area)	5,000	7,180	144%
	530042 Painting (Units)	17,600	11,956	68%
	530043 Flooring (Common Areas & Units)	23,400	20,681	88%
	530044 Suites Renovations	11,700	1,968	17%
530050	Building Exterior	1,925	5,308	276%
530070	HVAC (Heating, Vent, & A/C)	14,850	21,164	143%
530080	Plumbing	9,900	6,950	70%
530090	Electrical	5,000	3,828	77%
530100	Grounds Maintenance	20,000	32,600	163%
530110	Elevators	5,000	4,351	
530120	Maintenance Equip Repairs	2,000	2,304	115%
530130	Maintenance Equip Purchase	-	-	#DIV/0!
530140	Maint. Tools & Supplies	500	653	131%
530160	Facility Condition Inspection	-	-	#DIV/0!
Total Operating Maintenance		162,436	161,777	100%
555000	HUMAN RESOURCES			
550005	Salaries & Wages			
	550010 Administration Wages	156,542	128,228	82%
	550040 Maintenance Wages	163,455	148,732	91%
551000	Benefits			
	551010 CPP	12,277	11,565	94%
	551020 EI	6,615	5,598	85%
	551030 Employee Benefit Programs	16,134	17,499	108%
	551040 Other Pension Contributions (RRSP)	10,042	7,277	72%
	551050 WCB	1,100	365	33%
553000	Personnel Recruitment	200	878	439%
554000	Staff Functions & Recognition	2,638	472	18%
555000	Training & Development	5,800	7,674	132%
556000	Health & Safety	500	523	105%
557000	Legal Fees	250	-	0%
Total Human Resources		375,553	328,812	88%

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2019	Social Housing	Approved 2019	YTD 2019	Nov 92%
560000	ADMINISTRATION			
560000	Office & General Admin			
560001	Bank Charges	1,210	1,810	150%
560002	Courier & Postage	700	552	79%
560003	Stationery & Office Supplies	2,500	1,964	79%
560010	Office Rent	16,500	13,262	80%
560020	Office Equipment (& Furniture)	2,600	2,074	80%
560030	Office Equipment (& Furniture) Repairs	1,500	538	36%
560040	Vehicle & Travel	4,020	3,814	95%
560060	Board Expenses	8,200	2,274	28%
560070	Association Fees	1,545	1,698	110%
560080	Professional Fees			
560081	Legal Fees	500	-	0%
560082	Audit Fees	9,750	9,500	97%
560083	Consulting Fees	-	7,750	#DIV/0!
560090	IT Services	2,774	1,244	45%
560110	Sundry	250	174	70%
Total Administration Expenses		52,049	46,655	90%
TOTAL OPERATING EXPENSES		850,272	772,139	91%
Capital Grounds	special Needs	-	11,500	
Heating & Ventilation	PP Attic		5,790	
NET REVENUE over EXPENSES		(122,868.00)	(68,834.81)	

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2019 to Nov 30, 2019**

REVENUE

Rental Revenue	
Resident Rent	642,551.09
Rent Rebates	-1,112.12
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>641,438.97</u>
Resident Services	
Parking	11,228.55
Utility Recovery	39,877.81
Sundry Resident Revenue	11,217.75
Tenant Maintenance Recovery	5,709.00
Total Resident Services	<u>68,033.11</u>
Non Resident Services	
Sundry Revenue	6,999.81
Total Non Resident Services	<u>6,999.81</u>
Management & Administration	
PCMgmtFee	4,122.67
Total Management & Administr...	<u>4,122.67</u>
Charitable Revenue	
Restricted Donations	0.00
Total Charitable Revenue	<u>0.00</u>
TOTAL REVENUE	<u>720,594.56</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	52,960.70
Electricity	59,484.21
Water & Sewer	83,974.31
Waste Removal	14,129.61
Telephone	10,212.47
Total Utilities	<u>220,761.30</u>
Operating	
Cleaning	6,232.05
Equipment & Furniture Purchase	0.00
Equipment & Furniture Repairs	0.00
Insurance	4,118.96
Resident/Volunteer Programs	600.00
Bad Debt Expense	0.00
Publicity & Promotion	6.38
Pest Control	3,161.41
Sundry	16.05
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>14,134.85</u>
Operating Maintenance	
Appliances	23,947.80
Bldg Safety & Security Systems	15,243.77
Sundry	162.05
Vehicles	3,479.53
Building Int Painting Common Area	7,180.00
Building Interior Painting Units	11,955.51
Building Interior Flooring	20,681.24
Building Interior Suite Reno	1,968.56
Building Exterior	5,308.21
Building Remediation	0.00

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2019 to Nov 30, 2019**

Heating, Ventilation & A/C		21,164.71
Plumbing		6,949.77
Electrical		3,828.25
Grounds & Maintenance		32,600.36
Elevators		4,351.36
Maintenance Equipment - Repair		2,304.09
Maintenance Equipment - Purch...		0.00
Maintenance - Tools & Supplies		652.55
Facility Condition Inspection		0.00
Total Maintenance		161,777.76
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	128,227.97	
Maintenance Salaries	148,731.74	
Total Salaries & Wages		276,959.71
Benefits	0.00	
CPP	11,565.31	
EI	5,598.03	
EE Benefits	17,498.54	
Other Pension Contributions	7,276.84	
WCB	365.44	
Total Benefits		42,304.16
Contract Employment		0.00
Personal Recruitment		878.29
Staff Functions & Recognition		472.26
Training & Development		7,674.02
Health & Safety		523.21
Legal Fees		0.00
Labour Relations		0.00
Total Human Resources		328,811.65
Administration		
Bank Charges		1,809.78
Courier/Postage		552.02
Stationery & Other Supplies		1,964.49
Office Rent		13,262.31
Office Equipment & Furn		2,073.97
Office Equipment & Furn Repairs		538.10
Vehicle & Travel		3,813.50
Board Expenses		2,274.45
Association Fees		1,698.00
Professional Fees		0.00
Legal Fees		0.00
Audit Fees		9,500.00
Consulting Fees		7,750.00
IT Services		1,244.49
Sundry		173.76
Total Administration		46,654.87
Amortization		
Amortization		0.00
Total Amortization		0.00
Capital Maintenance		
Heating, Ventilation, A/C (Cap)		5,790.00
Grounds Maintenance (Cap)		11,500.00
Total Capital Maintenance		17,290.00
TOTAL EXPENSE		789,430.43
NET INCOME		-68,835.87

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Joan's Report to CMO
November 16 – December 15, 2019

- 1) Resident info:
 - a. Move ins – 3
 - b. Move outs – 2
 - c. SL3 – 18
 - d. Resident Room changes - 0
 - e. Change in Status - 0
 - f. New applicant interviews -2
 - g. Reevaluated existing applicants – 0
 - h. Wait list - 3
 - i. 77 residents in total
 - j. 21 residents on MAP
 - k. 23 residents receiving laundry services
 - l. 12 residents with In-house pendants
 - m. 9 residents receiving supplies
- 2) Family Meetings
 - a. Annual or Meet and Greet – 8
 - b. Preadmission meeting – 0
- 3) Employee news:
 - a. 1 HCA off on maternity leave
 - b. 2 employees off on LTD.
 - c. 1 employee off on medical leave; expected to be back by January 13, 2020
 - d. New hires:
 - i. 1 General Worker
 - e. Evaluations completed:
 - i. 0 housekeeper
 - ii. 1 HCA
 - iii. 2 kitchen
 - iv. 1 Coordinator
 - f. Training:
 - i. Joley completed her “Management Principles” module for Site Manager’s Course.
 - g. Meetings:
 - i. November 28 – HCA meeting
 - ii. December 3 – CVL Management meeting
- 4) November 18 – Infection Control and Outbreak Management Hand Hygiene audit completed.
- 5) November 26 – CCHSS Standards Review
- 6) November 19 & 20 I attended the Conference for LGM Service Providers.
- 7) CUPE negotiations on November 21, 2019.
- 8) November 25 – meet with HCA Coordinator and CUPE Shop Stewart to discuss “Letter of Understanding”
- 9) December 3 – Financial Statement review
- 10) December 3 – CUPE ratified their contract.
- 11) December 10 – Building Violence and Harassment policy meeting
- 12) December 12- AHS Partnership meeting

13) Recreation:

- a. Residents have been very busy with Special events, activities and entertainment groups as outlined in the monthly calendar.
- b. Outings:
 - i. 0
- c. Volunteer hours - 165 hours logged.

14) UPCOMING TRAINING:

- a. Mental Health training scheduled for January 2020

Clearview Lodge Resident Council Meeting

Date:, November 20 2019

Time: 6:30 P.M.

Place: Clearview Lodge Atrium

- 1.0 Additions & Agenda Approval
 - 1.1 Welcome & Introductions
- 2.0 Approval of Minutes from Sept 25, 2019
- 3.0 Old Business
 - 3.1 Resident Concerns (Tables in Atrium, rocks in garden)
 - 3.2 Christmas Jingle
- 4.0 Approval of Financial Report
- 5.0 New Business
 - 5.1 Resident Concerns or suggestions
 - 5.2 Christmas bonus for staff
- 6.0 Activity & Volunteer Report
- 7.0 Resident Report
- 8.0 Next Meeting: January 15, 2019
- 9.0 Meeting Adjournment

MINUTES
CLEARVIEW LODGE
RESIDENT COUNCIL MEETING

DATE: Nov 20, 2019

TIME: 6:30 PM

PLACE: Clearview Lodge Atrium

LODGE DESIGNATE: Jude Moser

- 1.0 The meeting was called to order by Joe Orban at 6:32 PM**
- 2.0 Anita Jensen read the minutes of Sept 25, 2019. Motion to accept the minutes as presented by Ruth Nawolski seconded by Joylane Bullock. Motion carried.**
- 3.0 Old Business**
 - 3.1 The felts were put on table legs.**
 - 3.2 We are still looking into changing out the larger rocks with something different, small rocks or artificial grass**
 - 3.3 Christmas jingle we had 31 baskets and made a total of \$2631**
- 4.0 The financial report was read by Brenda Engleson. Our balance as of November 20, 2019 is \$10,239.34. Motion to accept the report as presented by Gladys Zelenka seconded by Loretta Semaka. Motion carried.**
- 5.0 New Business**
 - 5.1 Christmas bonuses for staff in the sum of \$25 for each staff member. There are about 40-45 staff. Motion accepted by Jake Stolk and seconded by Margaret Price.**
- 6.0 Activity and Volunteer report read by Judy Moser (attached)**

7.0 Resident Report given by Gladys Zelenka.

Moved in: Karen Bourassa, Hishashi Shimosawa, Vince Leismester

Deceased: Theresa Valgardson

8.0 Adjourn: @ 7:00

9.0 Next Meeting: January 15, 2020

Chairperson

**CLEARVIEW LODGE RESIDENT ADVISORY COUNCIL
FINANCIAL REPORT SEPT 1 2019 TO NOV 20 2019**

BEGINNING BALANCE SEPT 1, 2019		9059.24
INCOME		
Toonie Tuesday	75.00	
50/50	149.00	
Christmas Basket Raffle (31 BASKETS)	2581.00	
TOTAL INCOME	2805.00	
EXPENSES		
Lodge Entertainment		835.00
Outing expenses		606.99
Welcome flowers		31.50
Supplies		56.41
Christmas Basket Raffle Table rent		150.00
Bank Charges		10.00
TOTAL EXPENSES		1689.90
BANK BALANCE AS OF NOV 20, 2019		10174.34

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Joan's Report to CAO
December 16 – January 15, 2020

- 1) Resident info:
 - a. Move ins – 1
 - b. Move outs – 3
 - c. SL3 – 16
 - d. Resident Room changes - 3
 - e. Change in Status -1
 - f. New applicant interviews -2
 - g. Reevaluated existing applicants – 0
 - h. Wait list - 4
 - i. 75 residents in total
 - j. 19 residents on MAP
 - k. 23 residents receiving laundry services
 - l. 12 residents with In-house pendants
 - m. 10 residents receiving supplies
- 2) Family Meetings
 - a. Annual or Meet and Greet – 5
 - b. Preadmission meeting – 0
- 3) Employee news:
 - a. 1 HCA off on maternity leave
 - b. 2 employees off on LTD.
 - c. 1 employee off on medical leave; expected to be back by March 16, 2020
 - d. 1 employee off on medical leave; date of return unknown
 - e. Alycia has returned to her HCA Coordinator position. Christina is working 3 days a week in the HCA coordinator position until Alycia leaves for her second maternity leave in April.
 - f. New hires:
 - i. 0
 - g. Evaluations completed:
 - i. 0 housekeeper
 - ii. 0 HCA
 - iii. 2 kitchen
 - h. Training:
 - i. January 6 and 7th - Mental Health training
 - i. Meetings:
 - i. December 17 – TDHF Management meeting
 - j. December 17 – out of scope luncheon at the main office.
 - k. December 20 - Resident Christmas party.
 - l. December 30 - Resident New Year's party.
 - m. December 31 – Inventory was completed.
 - n. Service package increase letters have been distributed to the residents.
 - o. January 13 – Tim, Dean Corey and I meet to discuss Meal plan.
 - p. Currently advertising for an LPN Educator to facilitate training through Norquest College for HCA certificate program.
- 4) Health and Safety news:
 - a. 2019 Internal Health and Safety audit has been completed and forwarded to CCSA.

- b. Kitchen has been working diligently in addressing all concerns brought forward at the last inspection.

5) Recreation:

- a. Residents have been very busy with Special events, activities and entertainment groups as outlined in the monthly calendar. Lodge was very busy with Christmas activities.
- b. Outings:
 - i. December 17 – Christmas light tour and trip to Tim Horton's for hot chocolate.
 - ii. January 9 – Went to Lindenvue to visit friends.
- c. Volunteer hours - 194 hours logged.

6) UPCOMING TRAINING:

- a. Alycia has been busy organizing training needed in 2020 for CCHSS.
- b. As per OHS requirement all of the management team at the lodge will be taking Standard First aid in February.
- c. Supportive Pathways is being organized during the time that Alycia is here to ensure all staff has the appropriate training.

Maintenance Report

December, 2019

Clearview Lodge

- Fixed a faulty connection on Alenti lift in west tub room.
- Ordered 10 pendant magnets to reset batteries.
- Changed out some lights to LED in the craft room.
- Move in at Unit #515.
- Boiler and back flow inspections completed.
- Had snow piles hauled away.
- Ordered transmitter for hair dressing room.
- Hot water leak repaired.
- Move out in unit #111, renos in progress.

Homestead Manor

- Whites replaced cast sewer line under the 100 wing in the Manor.
- We had a unit sprayed for bed bugs.
- Attended Christmas dinner at the Manor.
- Carpets in Hallways and common room have been steam cleaned. Also had furniture in common room cleaned.
- Boilers and back flow have been inspected.
-

Pioneer Place

- Window replacement in unit #115 by Benchmark.
- Had a false fire alarm go off. Brought in technician from Johnson Controls for faulty detector. Also added a tutorial on new fire panels from Simplex Tyco.
- Attended Christmas dinner at the Manor.
- Painting of the hallways is continuing.
- Purchased some flooring for Manor.
- Boilers and back flow inspections completed.

Harmony Home

- Had a unit sprayed for bed bugs by A&J Pest control.

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- Hallways have all had carpet installed, completes carpet replacement in the common areas of the Manor.
- Had snow piles hauled away.
- Taber Temp replaced some copper hot water lines.
- We had a false fire alarm at Manor from dust from vacuum.
- Inspections completed on all units.
- Served Christmas dinner at the Manor with Tim, Tom, Carrie and Corey.
- Harmony Homes boilers have been inspected.

Prairie Rose Manor

- Replaced a range in unit #10 at the Manor.
- Eavestrough replaced on Manor.
- Waiting on answer from ASHC on fire alarm replacement.
- Attended a tenant meeting with Carrie at the Manor.

Sunshine Manor

- Waiting on answer from ASHC on fire alarm replacement.

Barnwell

- Replaced hot water tank in unit #2 at the Manor.
- Talked with CAO from Village over snow removal at Bountiful House.

Phase One

- Replaced fridge in unit #5913.
- Move out at unit 5112, renos in progress.
- Floors in 5112 have been stripped and waxed.
- Contracted cleaners at unit #5112.
- Fire damaged unit renos is completed.
- Replaced the range in unit #5014.
- Move in at unit #5106.

Phase Two

- On-going maintenance.

Phase Three

- All units have had new furnaces installed.

Special Needs

- Monthly checks have been completed.
- Call in to Coin -a- matic for a wash machine repair.

General Maintenance

- Ian has completed first aid training.
- Purchased a weed whip from John Deere.
- Booked RCB to remove 4 dead trees from Social Housing.
- Attended budget meeting with Tim, Joan and Bev.
- Working on Employee Evaluations.
- Purchased some appliances for Social Housing.
- Purchased a power drain auger for Maintenance Dept.

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Maintenance Report

January, 2020

Clearview Lodge

- Had a service call from Arjo to replace temperature dial.
- Replaced lobby lights in Clearview to LED.
- Installed transmitter in Hairdressing room.
- Unit #111 received full paint and carpet replacement.
- Move outs in #508 and #515, rooms ready for move in.
- Move in at unit #215.
- Installed 2 more LED lights in atrium.
- Changed exit light in 100 wing.
- Set up HCA office with desk and internet.
- Checked out several zone valves in the Lodge.
- MUA unit on the 400 wing shut down on low limit during cold weather.

Homestead Manor

- Ordered a sight glass to install on boiler line.
- We had a tree removed from in front of the Manor.
- Securcom inspected fire alarm at the Manor for communication links and battery life.
- Tenant reporting bed bugs, pest control in progress.

Pioneer Place

- North wing at Manor has been painted.
- Securcom inspected fire alarm for communication links.
- Move in at unit #117.
- Removed a tree from Pioneer Place.
- Inspected one unit with Carrie to re-new lease.
- Move out at unit at #113.
- New vinyl floor installed in unit 113.

Harmony Home

- Done Right finished installing LED lights in common area.
- Carrie and I served an eviction letter to one tenant.
- Fire alarm inspected by Securcom for communication link.

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- We had a move in at unit #204.
- Checked on well- being of Tenant.

Prairie Rose Manor

- Move in at unit # 8.
- Furnace fix at unit #5 in the Manor.
- Had all furnaces serviced by Taber Temp Refrigeration & Heating.
- Showed a unit with Carrie at the Manor. Move -in at unit #6.
- Received go ahead from ASHC on up-dating fire alarm.

Sunshine Manor

- Monthly checks completed.
- One vacancy at the Manor.
- Received go ahead from ASHC on up-dating fire alarm.

Barnwell

- Replace the door closer on unit #5.

Phase One

- Move out in unit #5911, floors stripped and waxed.
- 5911 renovated and ready for move in, replaced refrigerator and hood fan.
- Renos completed and move in at #5112.
- Wind blew off some fascia tin on one of the duplexes.

Phase Two

- On-going maintenance.
- Replaced leaking faucet in 5603.
- Repaired furnace at unit 5602.

Phase Three

- Hired contractor to fix hole in siding and secure loose panels.

Special Needs

- Monthly checks completed.

General Maintenance

- Removed tree from behind shop.
- Picked up new dump tickets from Town of Taber.

- Turned up all MUA units to accommodate cold weather.
- Fire alarm up-grade bid package in progress.
- Attended fund raising committee meeting.
- Completed probationary evaluation for Maintenance Tech.

S.B.V.

Board Report January 2020

Family Housing

Applications-7

Move ins-3

Move outs-1

Waitlist- 2

Vacant Units-0

Senior Housing

Applications-5

Move ins-4

Move outs-1

Waitlist-6

Vacant units-4

DRSP

One of our clients decided to leave the program and move to Medicine Hat.

Additional Info

We had FCSS come into Homestead Manor to assess the need of the residents there.

We will be going ahead with an Intergenerational program with Taber Christian School starting in February.

The High Five kindergarten kids visit Homestead and Pioneer once a month.

We are also going to address the needs in Harmony Home this Wednesday.

We are planning Valentine's Day activities.

Free tax clinics taking place at the Manors in March.

Planning a BBQ in June for Seniors week.

We inquired about getting someone in to lead some exercises for the Seniors but in the end, it would be too much of a cost for them.

Instead the girls from FCSS Senior Services are going to try to teach them some gentle stretches etc.

Candice Fisher with The Hoarding Outreach Management and Education Team came to Taber on Monday January 20.

We re-visited some of our residents who had some issues with clutter and cleanliness.

She will be coming back once a month to help us with our tough cases and share her experience and knowledge.

Feb 13, she will be coming to do organization presentations at each manor.

We have had a lot of problems with one tenant at Harmony Home. She abuses alcohol and medication, gets hurt often and ends up in Hospital, smokes in her unit, distributes her own waste throughout the building, is often belligerent to other tenants, fails to keep her unit clean. She had been given many chances to improve her behavior. She was evicted December 17, 2019. She became an overholding tenant.

I applied to the (RTDS) Residential Tenancy Dispute Resolution Service and my original hearing date wasn't until Feb 12, 2020. In the meantime, it was reported that her smoke detector was going off. Maintenance entered the unit to find her

passed out on her couch as food was burning on her stove. I applied for an abridgment of service stating why I needed a sooner hearing date. I was granted a new one set for Jan 13, 2020. The tenant did not attend the telephone hearing. She was given a conditional order stating that as of January 31, 2020 she had to move out.

The conditions of this were that she had to pay her rent by noon Friday January 17, 2020 and she had to not cause any problems. If she did not pay her rent or caused problems, she would have 48 hours to vacate.

Unfortunately, she did not show up to pay her rent and also got in the face of another tenant and I received yet another complaint about her.

On Monday January 20, 2020 I served her with a notice of default and explained to her that she was to be out by Wednesday by noon and if not, a Civil Enforcement Agent would remove her. She said well can't I just come pay my rent? I told her no that she had to do that by Friday.

Financial Administrator Report for Nov 25/19 – Jan 21/20

PAYROLL

- Completed December Advances, December Monthend, January Advances
- 4 employee meeting
- 2 LTD, 2 Medical Leave, 1 Matt Lv, 2 term,
- Benefit questions, inquiries, changes, concerns, addition, deletions
- Calculated and paid out all CUPE Retro wage increases effective Jun 1, 2019 agreed upon in November negotiations
-

FINANCE

- 1 DRSP payment run (7 clients each), DRSP report, update YTD,
- 3 regular vendor cheque run.
- SH tenant move-ins, move-out,
- CVL resident move-ins, move-out
- Guest Meal invoicing for Nov & Dec completed
- Dec & Jan rent collection (SH / CVL) completed
- MOW client setups and closings, Nov meals 252 – 16 clients, Dec meals 237 – 18 clients
- MOW 2019 – 2638 meals (increase of 191 meals from 2018)
- Report for Board Meeting Jan 24
- Monthly Manager's financial update
- Monthly Rent Supplement Report YTD status for Edmonton
- 2019 year - Employee hours training \$20,700.23
- Working on Year End

GENERAL

- Front Desk Coverage when needed vacation, sick
- Discussion on meal program replacement and implementation
-

s.dji

CAO Report

January 2020

Duties & Activities

Regularly & Daily

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

Weekly

- weekly manager meeting with Joan and Corey
- Policy review

Week of Dec 2 - 6

- Dec 2 – Flex Day
- Dec 3 – Financial Statement review with Corey, Joan & Bev
- Dec 3 – Luncheon served at Pioneer Place Manor
- Dec 5 – APHAA Executive Meeting – Edmonton, AB
- Dec 6 – Vacation

Week of Dec 9 - 13

- Dec 9 – Participated in HCA meeting at Clearview Lodge
- Dec 10 – Conference Call – ASCHA Inclusive Direction Advisory Committee
- Dec 10 – Luncheon served at Harmony Home Manor
- Dec 10 – Joint Health & Safety Committee Meeting
- Dec 11 – Luncheon served at Homestead Manor
- Dec 12 – Admin staff Luncheon @ Boston Pizza
- Dec 13 – Updated Out-of-Scope letters for January 1, 2020

Week of Dec 16 - 20

- Dec 17 – Out-of-Scope Staff Luncheon @ TDHF Admin office Boardroom
- Dec 17 – Management Meeting
- Dec 18 – Flex Day
- Dec 19 & 20 – Vacation Days

Week of Dec 23 - 27

- Hold the fort with Carrie while Tanya and Bev were off

Week of Dec 30 – Jan 3

- Vacation

Week of Jan 6 - 10

- Jan 6 - Vacation
- Updating Board profiles – paper files & webpage
- Develop Policy P – 9.1 – Staff Meal Purchase Plan
- Continue to finalize wording for CUPE 2038 Collective Bargaining Agreement – 2019 – 2023
- Phone calls to regional CAOs on behalf of ASCHA Inclusive Direction Advisory Committee
- Phone call with Robin James, Lethbridge Housing Authority CAO re: HOME Case Manager for assistance re: clients exhibiting hoarding behavior
- Work on 2020 scheduling for meetings/conferences – internal & external
- Jan 10 – Flex Day

Week of Jan 13 – 17

- Jan 13 – ASCHA IDAC Conference call
- Phone calls to regional CAOs, on behalf of ASCHA IDAC
- Approve updated forms for shoe and uniform allowance – part of new Collective Bargaining Agreement
- Jan 13 – Meet with CVL Lodge Manager, Food Services Coordinator and Maintenance Manager to discuss and finalize Policy P-9.1 – Staff Meal Purchase Plan
- Jan 14 – TDHF Admin staff meeting
- Jan 15 – Fundraising Committee meeting
- Jan 17 – Met with CVL Lodge Manager and CUPE 2038 Union rep, Cheryl Higgins, to discuss several issues, including extending Letter of Understanding for Interim HCA Coordinator
- Jan 17 – Went to Town of Taber Economic Development Office to discuss Affordable Housing project; encouraged to present ask to Town Council as soon as practically possible (scheduled for February 10)

Week of Jan 20 - 24

- Jan 21 – Call with Zakk Morrison, FCSS Manager
- Jan 21 – Complete Statistics Canada Payroll Survey
- Work on Affordable Housing Project
- Complete Policy P-9.1 Staff Meal Purchase Plan and distribute meal tickets to CVL Lodge Manager for sale
- Complete wage updates for CUPE 2038 staff and pay grid by job classification and step level
- Jan 23 – Board of Directors Meeting

Upcoming Events

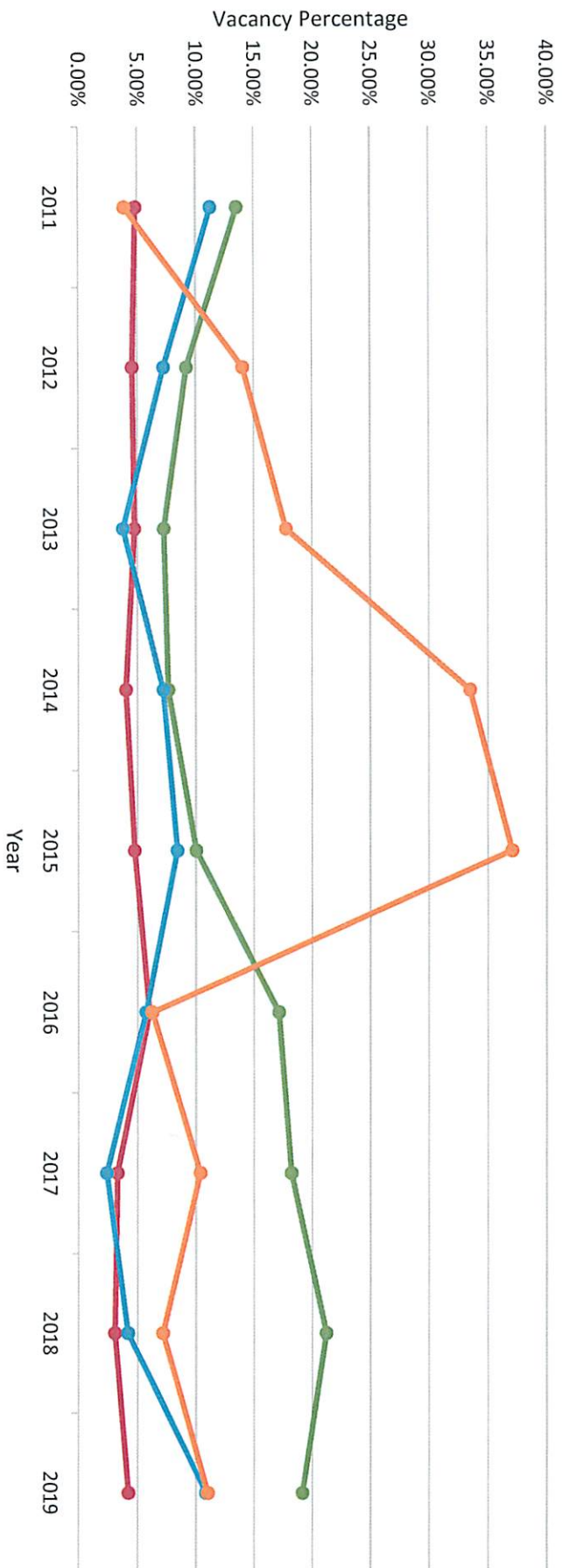
February 2020 –

- Create Action Plan for Implementation of Strategic Planning Goals/Principles (Feb)
- Building Committee:
 - Submit proposal for Affordable Housing Project to Town Council (February 10, 2020)
 - Develop proposal for Clearview Lodge – March/April 2020
- Fundraising Program:
 - Research tax and legal implications of accepting bequeaths
 - 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
 - develop Safety Walkabout plan for Supervisors, and Senior Leadership
 - Emergency Response Plan – complete evacuation and business continuity
 - Disability Management Program & Return to Work
 - Financial Policies – reflect RBC Express functionality
- Human Resources & Staffing:
 - Succession Planning – preparing the Foundation for the possibility of changes in leadership personnel
 - Discuss and review scheduling of Lodge Manager and Maintenance Manager to consider greater flexibility
- Research electronic payroll system with committee (including staff members); proposed go-live date – April/May 2020
- Research Maintenance Program software (Implement 2nd/3rd Quarter 2020)

Future:

- Feb 13, 2020 - APHAA Education Committee Meeting – Red Deer, AB
- Feb 20, 2020 - ASCHA South Zone Meeting – High River, AB
- Apr 5 – 8, 2020 - ASCHA Conference – Red Deer, AB
- Apr 28, 2020 - APHAA Executive Committee Meeting, Red Deer, AB
- May 6 & 7, 2020 - APHAA Conference – Leduc, AB

TDHF Vacancy Statistics



December 20, 2019

Mr. Tim Jansen
Chief Administrative Officer
Taber and District Housing Foundation
5318 48 Avenue
Taber AB T1G 1S2

Dear Mr. Jansen:

We are providing your 2020 Alberta Social Housing Corporation (ASHC) Social Housing, Lodge Assistance Program, and Capital Maintenance and Renewal approved budgets, as well as a Rent Supplement Program update. We trust this will enable you to plan your 2020 operations on committed and reliable funding.

Budgets will be formalized annually with the provincial 2020 budget. Should the province's budget change, the ASHC will provide updates and direction to mitigate any impact on housing management body (HMB) budgets.

The ASHC recognizes the importance of the contribution of the Government of Canada to the social housing programs in Alberta through the funding provided in the Social Housing Agreement.

In *Budget 2019*, the department was directed to find more effective and efficient ways to deliver affordable housing in Alberta. There is an overall need to find new efficiencies and ensure that we are making the most of every taxpayer dollar and ensure the housing system is fiscally sustainable into the future.

2020 Social Housing Operating Budget

The Housing Division has been directed to find cost savings of \$4.6 million annually by reducing overall operating expenses of HMBs. **Therefore, your 2020 approved operating deficit budget is (\$96,404).**

As in the past, HMBs can adjust revenues and expense categories between properties in their social housing budgets. Early in 2020, you will be provided with site-level budget templates. Please complete and return your 2020 site-level budget reallocations by **March 31, 2020**, with explanations for the adjustments. Failure to do so may result in quarterly funding being withheld.

2020 Lodge Assistance Program (LAP)

On December 5, 2019, the *Ensuring Fiscal Sustainability Act* received Royal Assent in the Alberta Legislature. This Act amends a number of pieces of legislation, including the *Alberta Housing Act*, to pause the indexing of several benefit programs, including the minimum monthly disposable income amount for residents of the Seniors' Lodge Program. As such, the minimum monthly disposable income amount for the Seniors' Lodge Program remains at \$322 per month. There is no defined end date to the pause, and lodge operators are to continue to set lodge rates that ensure each resident is left with at least \$322 until otherwise directed by the department.

Therefore the LAP and Unique Home Program rates "per eligible resident per day" will remain consistent at \$13.23 per day/per eligible client for the next three years. The department will advise annually when the LAP submissions are due at a later date.

More information on the *Ensuring Fiscal Sustainability Act* can be found online at <https://www.alberta.ca/implementing-budget-2019.aspx>.

2020/2021 Capital Maintenance and Renewal Budget

Department staff reviewed the maintenance projects identified in your 2020-2022 business plan with you in November. The approvals considered age, condition and facility component priorities (i.e., life safety, building envelope, mechanical, electrical, environmental sustainability, etc.).

ASHC Owned Assets

Based on the evaluation we are pleased to advise you Capital Maintenance and Renewal (CMR) investment funding of \$57,853 is approved for the ASHC owned portfolio, as per the attached listing.

Non-ASHC Owned Assets

We advise you that there is no Capital Maintenance and Renewal (CMR) funding currently approved for the non-ASHC owned portfolio. If you operate a non-ASHC owned portfolio, the CMR budget will be approved in the new-year and you will be notified if funding is approved for these projects.

Maintaining safe, secure, affordable housing for Albertans with low income is a key priority that both the government and your organization shares. If you have any emergent capital issues prior to the next CMR approvals please forward that information the following email address.

If you have any questions regarding the information above, please email SH.CMR-Housing@gov.ab.ca.

Rent Supplement Program Update

As you know, *Budget 2019* approved a Rent Supplement funding reduction of \$11 million in 2020-21 and a further reduction of \$5 million in 2021-22, bringing the total reduction to \$16 million.

To meet this reduction, HMBs administering the provincial Rent Supplement Programs have been directed by Alberta Seniors and Housing to suspend intake of applications and stop the allocation of supplements to households on their waitlists until the Rent Supplement Programs have been redesigned.

The department has been collecting data and working with HMBs to develop the best approach to managing program delivery in light of these funding reductions. We are aiming to approve individual HMB rent supplement budgets no later than March 2020. Interim direction will be communicated before then as we work towards our new budget targets.

As the fiscal periods between HMBs and ASHC cross over, in January 2020 you will receive the same advancement of rent supplement funding that was based upon your 2019 approved budget. We ask that you remain cognisant of the reduction to our funding targets and hold the excess of funds for future decisions.

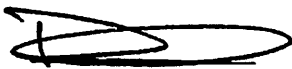
Overall

We will continue to work with you to address any concerns you may have with our current operating or capital maintenance and renewal budget in the upcoming year. We trust you will find efficiencies within your organization to meet this budget with minimal impact services provided to tenants and ensure that units remain operational.

Section 21 of the Management Body Operation and Administration Regulation notes that expenditures must be made within approved budgets. ASHC has limited funding for contingency and HMBs will be held accountable to manage operations within their budgets. Budget amendments will only be considered on an emergency basis for unforeseen events.

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

Yours truly,



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

Attachment

cc: Rosanne Horrocks, Board Chair, Taber and District Housing Foundation
Amber Gallant, Housing Advisor, Alberta Seniors and Housing

Attachment 1 - 2020 Capital Maintenance & Renewal Budget

HMB ID	Housing Management Body	Building Name	Major Expense Type	"Detailed" Description of Work	Estimated Cost
TAB	Taber And District Housing Foundation	Harmony Manor	Building Exterior and Interior	Investigate barrier-free design	\$ 17,853
TAB	Taber And District Housing Foundation	Homestead Manor	Building Exterior and Interior	Concrete Exterior Stairs (7)	\$ 25,000
TAB	Taber And District Housing Foundation	Harmony Manor	Suite Renewal	Repair One damaged suite (complete)	\$ 7,500
TAB	Taber And District Housing Foundation	Homestead Manor	Suite Renewal	Repair One damaged suite (complete)	\$ 7,500
					<u>\$ 57,853</u>



**Taber & District
HOUSING FOUNDATION**

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

Section: Personnel Administration	Date Board Approved: January 23, 2020
Subject: Staff Meal Purchase Program	Revision Dates
Department: Lodge and Social Housing	Policy Number: P - 9.1

Staff Meal Purchase Program Policy

Effective January 21, 2020

Regular meals are prepared for the Residents at Clearview Lodge. The goal of the program is to provide similar meals to staff, when available. If there are not sufficient meal supplies, leftovers will be offered as a substitute.

Staff may purchase four (4) meal tickets (or multiples thereof) at a time; for \$5.00 per ticket. A meal ticket is for **one** meal: either a lunch meal or supper meal. Breakfast will not be offered in the meal purchase program.

Beverages and snacks are **not** included in the meal ticket. Beverages and snacks are provided for CVL residents/guests only.

Tickets may be purchased in advance from the CVL Lodge Manager (or appointed designate). Ticket sales will be offered at set times determined by the Lodge Manager (or appointed designate). **Ticket sales are final.** Tickets will not be replaced if damaged, lost or misplaced.

To be redeemed, meal tickets must be presented to the Food Services Coordinator (or appointed designate), on the date of the meal requested, by:

10:00 am - Lunch Service
3:30 pm - Supper Service

At the time of redemption, the Food Services Coordinator (or appointed designate) will indicate to staff if sufficient meal supplies are available or if leftovers will be provided. Staff members can decide at that time if they want to redeem their ticket for leftovers.

A staff person may redeem tickets for more than one meal (i.e. lunch and supper meals) in a day but it would require a ticket for each meal. **Ticket redemptions are final and will not be refunded.**

The Food Services Coordinator (or appointed designate) reserves the right to limit the number of redemptions on any given date if demand is expected to exceed the food supply. This should reduce the possibility of reduced portions or outright running out of food and creating disappointment.

Hot meals are not to be given to staff until **ALL residents, guests and Meals-On-Wheels recipients** have finished eating, as they have priority. This includes the supper shift.

NEWS LIST

Town of Taber Purchases Land for New Chamber Location

Post Date: 01/21/2020 1:30 PM

Following discussions with the Taber & District Chamber of Commerce in late 2019, Council of the Town of Taber is announcing it has moved forward with a land purchase earmarked to be the future home of the new Taber Chamber office.

The Town of Taber has acquired approximately 1.3 acres of land located at 5431 47 Ave.

Town Council saw this opportunity as another way to help drive Taber's economic growth as its business community continues to expand. The new location will allow the Chamber greater exposure being visible from Highway 3. Additionally, it will allow the Chamber to provide a modern space with additional tenants that highlights the Town as a progressive and engaged community to set up a business.

"It is important to our Council to continue to support our local businesses, so we are proud to be able to partner with the Taber Chamber to do just that," said Mayor Andrew Prokop, "we know that a new space will help them expand their capacity as they continue to foster a strong business community in Taber."

"This is going to be an exciting future for the Taber & District Chamber of Commerce," said Chamber President Joanne Sorensen, "with a new location nearer to the core of our businesses and visible from Highway 3, we will be able to provide even more services for our members and to help continue to promote and foster Taber as a great place to visit and grow a business."

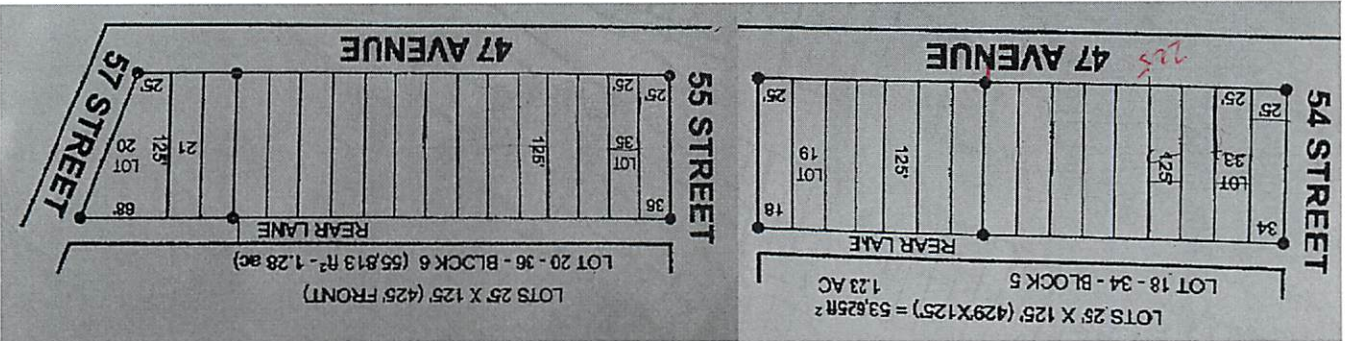
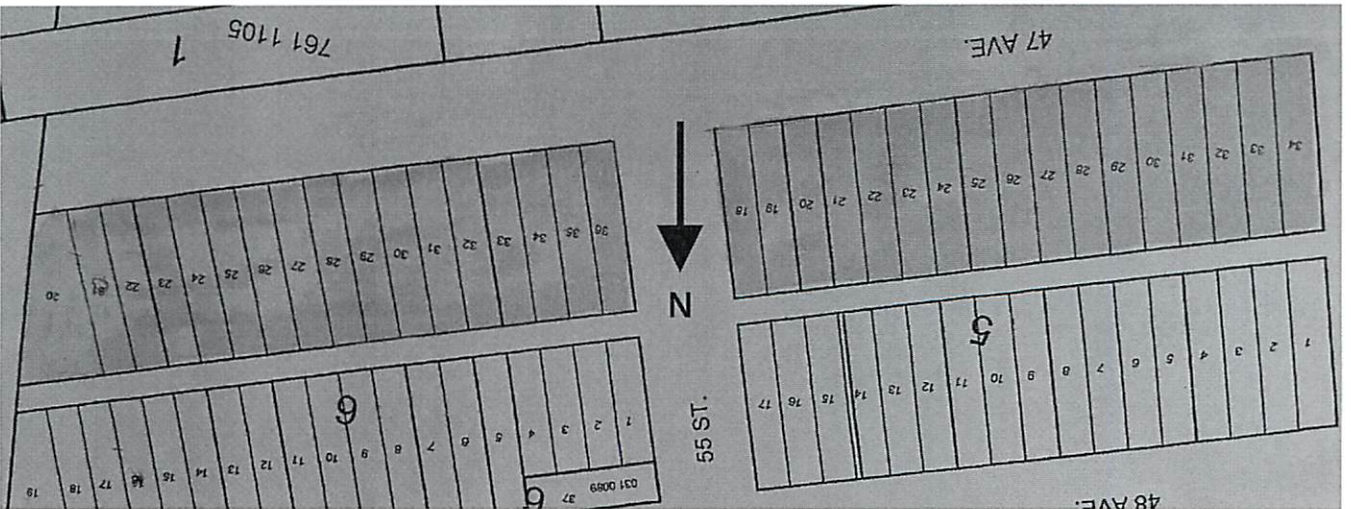
The Taber & District Chamber of Commerce will be responsible for the costs associated with their new building, with construction to commence at a date to be announced by the Chamber in the future.

###

[Return to full list >>](#)

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SITE PLAN



Contact us for more
 information about this
 unique opportunity.

Robert Kinniburgh
 403.315.5154
 robert.kinniburgh@avisonyoung.com

Doug Mereska
 403.3942.0064
 doug.mereska@avisonyoung.com

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Monthly Report (Social Housing)

Nov-19 2019

	Senior Self Contained
New Applicants	2
Move In's	2
Move Outs	1
Wait List	5
Vacant Units	7

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Richard Ostrom	6-Nov-19	112	52060
Jacob Friesen	27-Nov-19	201	52040

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Abram Zacharias	30-Nov-19	204	52040

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home		
	306	Ready
	204	
Homestead Manor	Full	
Pioneer Place	117	Ready
Prairie Rose Manor		
	8	Ready
	1	Ready
	7	ready
Bountiful House	Full	
Sunshine Manor	3	Ready

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

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Marya Nyakuola	14-Nov-19	10	52000
Emerald/Andrew Bo	26-Nov-19	2	52000

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number
Yvonne Will	30-Nov-19	20	52000

Community Housing Vacancies:

	Unit #	Status
Taber - Phase 1 52000		
	17	Ready
	20	
Taber - Phase 2 52010	Full	
Taber - Phase 3	Full	
52020		
Taber - Phase 4 52030	Full	
Barnwell Phase 23 52090	Full	
Vauxhall Phase 33 52120	full	

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Monthly Report (Social Housing)

Dec-19 2019

	Senior Self Contained
New Applicants	3
Move In's	2
Move Outs	1
Wait List	7
Vacant Units	6

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

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Denise North Peigan	Dec-23-19	204	52040
John Sparks	27-Dec-19	117	52060

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Nyayiam Gal	13-Dec-19	17	52000
Shayla Eliason	27-Dec-19	20	52000

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Elizabeth Meier	31-Dec-19	113	52060

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home		
	306	Ready
Homestead Manor		
	Full	
Pioneer Place	113	
Prairie Rose Manor		
	8	Ready
	1	Ready
	7	ready
Bountiful House		Full
Sunshine Manor	3	Ready

Community Housing Vacancies:

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

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DSL Residents

In a DSL program at any time during the month of

August 2019

DEC 23 2019



Zone: South

Region: Chinook

82028 Clearview Lodge

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	620	20	615	99.19
Totals:	20	620	20	615	99.2

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
266198000	CG0007135/19	CH38899	BIHOLAR,KAY	DSL3	19-Jul-2019		720553	Taber Home Care Office
954120100	CG0001309/19	CH9649	DOERKSEN,ANNE	DSL3	01-Feb-2019		720553	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON,LEONE MARGARET	DSL3	31-Aug-2018		720553	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI,BARBARA	DSL3	25-Mar-2017		749716	Taber Home Care Office
467455400	CG0000360/18	CH11845	BIGELOW,AUDREY	DSL3	12-Jan-2018		749716	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK,JOYLANE ANNA	DSL3	03-Aug-2017		749716	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI,OLGA	DSL3	20-Jun-2019		749716	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATIE	DSL3	20-Sep-2017		749716	Taber Home Care Office
869607000	CG0003037/19	CH18856	FERGUSON,KATHLEEN FRANCIS	DSL3	30-Mar-2019	24-Sep-2019	749716	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES,ALICE MARIAN	DSL3	31-Mar-2017		749716	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER,AUDREY	DSL3	26-Oct-2018		749716	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT,KATHARINA	DSL3	27-Sep-2017		749716	Taber Home Care Office
120942000	CG0002593/18	CH35311	PERL,ANNE	DSL3	28-Mar-2018		749716	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL,AGNES ELIZABETH	DSL3	06-Aug-2019		749716	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER,MARY ANNA	DSL3	11-Oct-2018		749716	Taber Home Care Office
992457000	CG0009503/18	CH12036	TAMTOM,MAGDELENA	DSL3	14-Nov-2018		749716	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL,ANNA	DSL3	09-Jul-2019		749716	Taber Home Care Office
637074000	CG0001425/19	CH35104	WICKENHEISER,ADELINE REGINA	DSL3	14-Feb-2019	01-Nov-2019	749716	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER,WILHELMINA	DSL3	24-Mar-2017		749716	Taber Home Care Office
674145200	CG0002101/17	CH12944	ZELENKA,GLADYS	DSL3	07-Mar-2017		749716	Taber Home Care Office

Monday, December 09, 2019

Page 1 of 1

DSL Residents

In a DSL program at any time during the month of

September 2019

DEC 16 2019



Zone: South

Region: Chinook

82028 Clearview Lodge

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	600	20	594	99
Totals:	20	600	20	594	99.0

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
869607000	CG0003037/19	CH18856	FERGUSON,KATHLEEN FRANCIS	DSL3	30-Mar-2019	24-Sep-2019	576168	Taber Home Care Office
266198000	CG0007135/19	CH38899	BIHOLAR,KAY	DSL3	19-Jul-2019		720553	Taber Home Care Office
954120100	CG0001309/19	CH9649	DOERKSEN,ANNE	DSL3	01-Feb-2019		720553	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON,LEONE MARGARET	DSL3	31-Aug-2018		720553	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI,BARBARA	DSL3	25-Mar-2017		749716	Taber Home Care Office
467455400	CG0000360/18	CH11845	BIGELOW,AUDREY	DSL3	12-Jan-2018		749716	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK,JOYLANE ANNA	DSL3	03-Aug-2017		749716	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI,OLGA	DSL3	20-Jun-2019		749716	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATIE	DSL3	20-Sep-2017		749716	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES,ALICE MARIAN	DSL3	31-Mar-2017		749716	Taber Home Care Office
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834281900	CG0007426/19	CH27416	REMPEL,AGNES ELIZABETH	DSL3	06-Aug-2019		749716	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER,MARY ANNA	DSL3	11-Oct-2018		749716	Taber Home Care Office
992457000	CG0009503/18	CH12036	TAMTOM,MAGDELENA	DSL3	14-Nov-2018		749716	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL,ANNA	DSL3	09-Jul-2019		749716	Taber Home Care Office
637074000	CG0001425/19	CH35104	WICKENHEISER,ADELINE REGINA	DSL3	14-Feb-2019	01-Nov-2019	749716	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER,WILHELMINA	DSL3	24-Mar-2017		749716	Taber Home Care Office
674145200	CG0002101/17	CH12944	ZELENKA,GLADYS	DSL3	07-Mar-2017		749716	Taber Home Care Office

DSL Residents

In a DSL program at any time during the month of

October 2019

DEC 16 2019



Zone: South

Region: Chinook

82028 Clearview Lodge

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	620	19	589	95
Totals:	20	620	19	589	95.0

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
266198000	CG0007135/19	CH38899	BIHOLAR,KAY	DSL3	19-Jul-2019		720553	Taber Home Care Office
954120100	CG0001309/19	CH9649	DOERKSEN,ANNE	DSL3	01-Feb-2019		720553	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON,LEONE MARGARET	DSL3	31-Aug-2018		720553	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI,BARBARA	DSL3	25-Mar-2017		749716	Taber Home Care Office
467455400	CG0000360/18	CH11845	BIGELOW,AUDREY	DSL3	12-Jan-2018		749716	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK,JOYLANE ANNA	DSL3	03-Aug-2017		749716	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI,OLGA	DSL3	20-Jun-2019		749716	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATIE	DSL3	20-Sep-2017		749716	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES,ALICE MARIAN	DSL3	31-Mar-2017		749716	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER,AUDREY	DSL3	26-Oct-2018		749716	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT,KATHARINA	DSL3	27-Sep-2017		749716	Taber Home Care Office
120942000	CG0002593/18	CH35311	PERL,ANNE	DSL3	28-Mar-2018		749716	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL,AGNES ELIZABETH	DSL3	06-Aug-2019		749716	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER,MARY ANNA	DSL3	11-Oct-2018		749716	Taber Home Care Office
992457000	CG0009503/18	CH12036	TAMTOM,MAGDELENA	DSL3	14-Nov-2018		749716	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL,ANNA	DSL3	09-Jul-2019		749716	Taber Home Care Office
637074000	CG0001425/19	CH35104	WICKENHEISER,ADELINE REGINA	DSL3	14-Feb-2019	01-Nov-2019	749716	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER,WILHELMINA	DSL3	24-Mar-2017		749716	Taber Home Care Office
674145200	CG0002101/17	CH12944	ZELENKA,GLADYS	DSL3	07-Mar-2017		749716	Taber Home Care Office

7.5/11

DSL Residents

In a DSL program at any time during the month of **November 2019**

Zone: **South**

Region: **Chinook**

82028 **Clearview Lodge**

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	600	18	540	90
Totals:	20	600	18	540	90.0

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
266198000	CG0007135/19	CH38899	BIHOLAR,KAY	DSL3	19-Jul-2019		720553	Taber Home Care Office
954120100	CG0001309/19	CH9649	DOERKSEN,ANNE	DSL3	01-Feb-2019		720553	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON,LEONE MARGARET	DSL3	31-Aug-2018		720553	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI,BARBARA	DSL3	25-Mar-2017		749716	Taber Home Care Office
467455400	CG0000360/18	CH11845	BIGELOW,AUDREY	DSL3	12-Jan-2018		749716	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK,JOYLANE ANNA	DSL3	03-Aug-2017		749716	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI,OLGA	DSL3	20-Jun-2019		749716	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATIE	DSL3	20-Sep-2017		749716	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES,ALICE MARIAN	DSL3	31-Mar-2017		749716	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER,AUDREY	DSL3	26-Oct-2018		749716	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT,KATHARINA	DSL3	27-Sep-2017		749716	Taber Home Care Office
120942000	CG0002593/18	CH35311	PERL,ANNE	DSL3	28-Mar-2018	17-Dec-2019	749716	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL,AGNES ELIZABETH	DSL3	06-Aug-2019		749716	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER,MARY ANNA	DSL3	11-Oct-2018		749716	Taber Home Care Office
992457000	CG0009503/18	CH12036	TAMTOM,MAGDELENA	DSL3	14-Nov-2018	11-Dec-2019	749716	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL,ANNA	DSL3	09-Jul-2019		749716	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER,WILHELMINA	DSL3	24-Mar-2017		749716	Taber Home Care Office
674145200	CG0002101/17	CH12944	ZELENKA,GLADYS	DSL3	07-Mar-2017		749716	Taber Home Care Office



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Taber and District Housing Foundation helping seniors in manors across the region

■ **Improving:** TDHF hoping to make seniors lives better in housing facilities

By **Greg Price**
Taber Times

gprice@tabertimes.com

Taber and District Housing Foundation (TDHF) and Family and Community Support Services (FCSS) have teamed up to help make seniors lives as fulfilling as possible in various manors in the region.

"We are collaborating on addressing the emotional, physical and relational needs of senior residents of Pioneer Place for the purpose of improving their overall well-being," said Carrie Wilson, a placement officer for the Taber and District Housing Foundation.

"We have other manors, but this is the first to sort of guinea pig the programs."

What the housing foundation and FCSS is hoping for is all the programming they are doing spreads out to the various manors the foundation area covers as well,

including Vauxhall.

All sorts of fun activities are going on at Pioneer Place, including the 'Not So Perfect Pitches' singing for seniors. Puzzles/games have been introduced to keep residents' minds sharp. Also, grief counseling groups have been offered.

"We are trying to cover all our bases and build relationships with residents. Bridging those gaps, I think they would be more apt to partaking in counseling programs if they feel more comfortable with the people who are offering the programs," said Wilson.

"We are working on the emotional and the physical with some of the activities we have done, and bringing them into the common area, to not only build relationships with FCSS people and myself, but also other residents within the manor."

The initiative was started in late October with a kids Halloween parade for residents as the kick off

and feedback has been extremely positive.

"They are so happy. I get thank you phone calls. They want these things," said Wilson.

"There's a real need that is being filled. Most of the seniors had not even heard of the FCSS and their programs they offer until they were introduced at the manor."

To celebrate the Christmas season through the Silver Sharing Program, there is a Christmas tree in the atrium of the clinic, where gender and age is attached to small gifts be they PJs or socks. A group of children will be coming into Pioneer Place on Dec. 16, dressed as elves and give each senior a gift.

The New Year will see an inter-generational program start up in January 2020.

"Grade 8 students from Taber Christian School will be coming to the manor once a month," said Wilson.

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