



**Taber & District
HOUSING FOUNDATION**

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

AGENDA

Regular Monthly Board Meeting Taber and District Housing Foundation Thursday, February 27, 2020 @ 1:30 p.m. TDHF Admin Office Boardroom

- 1. Approval of Agenda**
- 2. Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – January 23, 2020
- 3. Business Arising:**
 - a) Follow-up – Bountiful House complaint
 - b) TDHF Operational Review – Action Plan
 - c) Maintenance Truck – Review upon completion of Collective Bargaining process
 - d) Bequests – Info from KPMG
- 4. Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For December 31, 2019 - Bank Reconciliations, Income statements, and current cheque listing issued up to Meeting date (if available, info handed out at the meeting).
- 5. Reports**
 - a) Lodge Manager Report
 - b) Maintenance Manager Report
 - c) Placement Officer Report
 - d) Financial Administrator Report
 - e) Chief Administrative Officer Report
- 6. New Business:**
 - a) CVL Applicant – Board Approval
 - b) Affordable Housing Project
 - c) Grand Parade – June 6, 2020
 - d) ASCHA 2020 Ballot Voting Authorization
 - e) Policies –
 - i) Policy P-25: Personal Days
 - ii) Policy HS-25: Safe Footwear
 - iii) Policy HS-36.35: Working in Extreme Temperatures
 - iv) Policy HS-14: OHS & Risk Control Commitment
- 7. Information**
 - a) Monthly Report – Social Housing – January 2020
 - b) AHS Report – DSL Residents – December 2019
- 8. Adjournment**

Next Meeting:	Building Committee	Wednesday, March 11	TDHF Admin Office Boardroom
	Budget & Audit Comm	Thursday, March 19	Clearview Lodge – Activity Room
	AGM	Thursday, March 19	Clearview Lodge – Atrium
	Board of Directors	Thursday, March 19	Clearview Lodge – Activity Room



**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, January 23, 2020
TDHF Admin Office Boardroom**

ATTENDANCE

Board:	Linda English Harry Prummel	Rosanne Horrocks	Tom Machacek
Absent:	Louie Tams	Ian Matheson	Jennifer Crowson
Administration:	Tim Janzen (CAO), Joan Hart (CVL Manager), Corey Beck (Maintenance Manager), Carrie Wilson (Placement Officer)		

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

1. Approval of Agenda

Motion 2020-001

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

CARRIED

2. Approval of Minutes

Motion 2020-002

MOVED by L. English to accept the minutes from the Board Meeting of Thursday, November 28, 2019.

CARRIED

Motion 2020-003

MOVED by T. Machacek to accept the minutes from the Fundraising Committee Meeting of Wednesday, January 15, 2020.

CARRIED

3. Business Arising

- a) **Update – Bountiful House complaint** – CAO has not heard any recent 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 requested permission to proceed with the purchase of a Maintenance truck.

Motion 2020-004

MOVED by T. Machacek that the CAO and Maintenance Manager be authorized to research and purchase a pickup truck for the TDHF Maintenance department. The purchase price is not to exceed \$45,000.

CARRIED

4. Approval of Financial Statements and Reports:

Motion 2020-005

MOVED by L. English to accept for information the financial statements, bank statements and bank reconciliations for the month of November 30, 2019 for both Social Housing and Clearview Lodge as presented.

CARRIED

Motion 2020-006

MOVED by L. English to accept for information the current cheque listing to January 23, 2020, for both Social Housing and Clearview Lodge as presented.

CARRIED

5. Reports

- a) Lodge Manager Report

Motion 2020-007

MOVED by H. Prummel to accept the Lodge Manager's report, as presented.

CARRIED

- b) Maintenance Manager's Report

Motion 2020-008

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

CARRIED

- c) Placement Officer Report

Motion 2020-009

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

CARRIED

d) Financial Administrator Report

Motion 2020-010

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

CARRIED

e) Chief Administrative Officer Report

Motion 2020-011

MOVED by H. Prummel to accept the Maintenance Manager's report, as presented.

CARRIED

6. New Business

a) TDHF Vacancy Statistics – up to December 31, 2019

CAO presented a graph showing Vacancy Statistics for 2011 to 2019, with comparisons for Senior Self-contained apartments (rural and Taber) and Community Housing (rural and Taber).

b) 2020 Social Housing and Capital Maintenance & Renewal Budget – AB Seniors & Housing

CAO presented a letter, dated December 20, 2019, from Alberta Seniors & Housing that indicates the 2020 approved operating deficit budget for Social Housing is \$96,404. As well, TDHF is approved for \$57,853 for Capital Maintenance and Renewal (CMR) investment funding.

c) Policy P-9.1: Staff Meal Purchase Plan

Motion 2020-012

MOVED by L. English that Policy P-9.1: Staff Meal Purchase Plan be accepted as presented.

CARRIED

d) Priority IV – Clearview Lodge Applicant

Lodge Manager presented information about a Clearview Lodge applicant that is a Priority IV application (is under 65 years of age), non-resident of Taber and MD of Taber, and is a SL3 referral from Alberta Health Services. If there are less than two vacant units at Clearview Lodge, accepting a Priority IV application requires Board approval (Policy T-11: Article 2.1).

Motion 2020-013

MOVED by H. Prummel that, effective immediately, the applicant be accepted as a SL3 resident at Clearview Lodge.

CARRIED

e) Affordable Housing Project – Presentation to Taber Town Council

Motion 2020-014

MOVED by T. Machacek to approve the presentation of the Affordable Housing Project: Business Case by the TDHF CAO, to Taber Town Council for their support. The presentation is tentatively scheduled for Monday, February 10, 2020.

CARRIED

f) Grand Parade – Proposed Fundraiser

Motion 2020-015

MOVED by L. English that TDHF participate in the Grand Parade (June 6, 2020) as a celebration of Seniors Week and a fundraiser for Senior's projects/programming in Taber and area.

CARRIED

7. Other Information

- a) Monthly Report – Social Housing – November & December 2019
- b) AHS Report – DSL Residents – August, September, October & November 2019
- c) Taber Times article – January 1, 2020 – “TDHF Helping Seniors in Manors across the region”

8. Adjournment

Motion 2020-016

MOVED by L. English to adjourn this meeting at 3:25 pm

CARRIED

Next Meeting –	TDHF Building Comm. Board Meeting	TBD Thursday, Feb 27, 2020	TDHF Boardroom TDHF Boardroom
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Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Tim Janzen

From: Jeff Gibbs <jeff.gibbs@priddlegibbs.com>
Sent: Monday, February 10, 2020 7:38 PM
To: Tim Janzen
Cc: Corey Beck
Subject: 011009 - Taber Housing - claimant Mark Aho -- Bountiful House -- Trip and fall: Oct. 8, 2018

Tim,

I've now heard from the examiner for your insurance company. She agrees with my logic here and, under the circumstances here it seems highly unlikely that Mr. Aho will take this matter any further. With this being the case, she has asked that I close my file at this time even though the 2 year limitation date doesn't come up until October 8, 2020. In the remote off-chance that you again hear from Mr. Aho, or a lawyer representing him, or are served with legal documents, please notify me immediately and I'll reopen my file and address. In the interim, I'm closing my file in accordance with the examiner's instructions.



Jeff Gibbs, FCIP, CRM, JD(LL.B.)

17313 – 107 Ave
Edmonton, AB T5S 1E5

Tel: (780) 462-5465 | Fax: (780) 489-3320 | Email: jeff.gibbs@priddlegibbs.com

Representing MS Amlin Underwriters Limited, for and on behalf of the underwriting members of Lloyd's Syndicate 2001

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From: Tim Janzen <timj@taberhsg.ca>
Sent: Monday, January 27, 2020 2:57 PM
To: Jeff Gibbs <jeff.gibbs@priddlegibbs.com>
Cc: Corey Beck <Coreyb@taberhsg.ca>
Subject: RE: 011009 - Taber Housing - claimant Mark Aho -- Bountiful House -- Trip and fall: Oct. 8, 2018

Thanks Jeff.

Here's hoping that this thing can be dead for a second time.

Tim Janzen
Chief Administrative Officer
Work: (403) 223 - 2767 Ext 7
Cell: (403) 382 – 7098



From: Jeff Gibbs <jeff.gibbs@priddlegibbs.com>

Sent: Monday, January 27, 2020 2:55 PM

To: Tim Janzen <timj@taberhsg.ca>

Subject: 011009 - Taber Housing - claimant Mark Aho -- Bountiful House -- Trip and fall: Oct. 8, 2018

Tim,

This one is in a holding pattern. We clearly denied this one a second time to the claimant's lawyer, pointed out the discrepancies in Mr. Aho's sworn affidavit, including what Foundation personnel could clearly testify to which would rebut some of his allegations. Right after the second denial, and pointing out the discrepancies, the lawyer advised us that he was no longer representing Mr. Aho. I have heard nothing further from either Mr. Aho or a new lawyer representing him.

The 2 year limitation period here doesn't come up until October 8, 2020. My thinking on this one is that, with no activity, the two denials, and the strong arguments we raised questioning Mr. Aho's discrepancies, there is a good chance nothing further will be heard here. As such, if we don't hear from him in the next couple weeks or so, I'll again be closing my file, with another note to you asking that I be notified immediately if you hear anything further here.

Call or email me if you have any questions.



Jeff Gibbs, FCIP, CRM, JD(LL.B.)

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From: Tim Janzen <timj@taberhsg.ca>

Sent: Monday, January 27, 2020 1:49 PM

To: Jeff Gibbs <jeff.gibbs@priddlegibbs.com>

Subject: RE: 011009 - Taber Housing - claimant Mark Aho -- Bountiful House -- Trip and fall: Oct. 8, 2018

Jeff:

I thought I would reach out to you and see about the status of this claim.

Are there any other items that you require from us?

Tim Janzen

Chief Administrative Officer

Work: (403) 223 - 2767 Ext 7

Cell: (403) 382 – 7098

3 as ii

Tim Janzen

From: Barthel, Yvonne C <ybarthel@kpmg.ca>
Sent: Tuesday, February 25, 2020 10:26 AM
To: Tim Janzen
Cc: Muise, LiL E
Subject: RE: TDHF Bequests

Good Morning Tim,

Yes I was able to consider a few things on the accepting of bequests. My apologies for the delay.

We have done something somewhat similar for a not for profit organization in the past (i.e. specifically for selling land to an NPO, etc.).

For Taber Housing I would think that we would compose a hand out that would talk about donating to Taber Housing, which would include discussing donating to a charity, and about estate planning as a result and some different options.

We would expect the cost on this to be between \$400 - \$600.

I don't see any financial statement implications nor any legal implications to the Foundation. But I can follow this up further for you.

I hope that information is useful, happy to chat further.

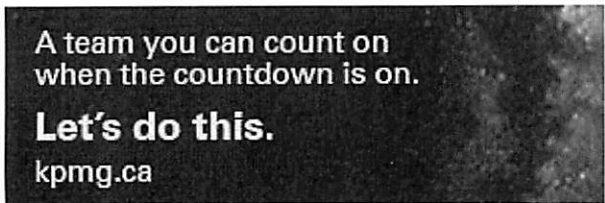
Best,
Yvonne

Yvonne Barthel, CPA, CA

Partner, Audit
KPMG Enterprise

KPMG LLP

Lethbridge Centre Tower
400-4th Avenue South, Suite 500
Lethbridge, Alberta
T1J 4E1
T 403 380 5744
F 403 380 5760
ybarthel@kpmg.ca



A team you can count on
when the countdown is on.

Let's do this.

kpmg.ca

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

- 1) Resident info:
 - a. Move ins – 3
 - b. Move outs – 1
 - c. SL3 – 18
 - d. Resident Room changes - 1
 - e. Change in Status -1
 - f. New applicant interviews -9
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 10 (**Nice to see this number increasing**)
 - i. 76 residents in total. **We will be full by March 1**
 - j. 20 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 – 7
 - 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. 2 employees resigned.
 - e. 1 Housekeeper back from medical leave; she is currently on modified duties.
 - f. New hires:
 - i. 1 General worker
 - ii. 1 HCA
 - g. Evaluations completed:
 - i. 1 housekeeper
 - ii. 0 HCA
 - iii. 0 kitchen
 - h. Training:
 - i. February 6 – Standard First Aide for 8 employees.
 - ii. February 10 & 11 – Supportive Pathways training
- 4) Meetings:
 - i. January 28 – Housekeeping Meeting
 - ii. January 29 – HCA meeting
 - iii. February 4 – Emergency Preparedness meeting.
 - iv. February 7 – JHSC meeting
- 5) We interviewed two and hired one LPN to take on the responsibility as our Educator for new non-certified HCA hires. She will also be responsible to do CCHSS training that needs to be completed by a Regulated Health Care provider. Unfortunately, she fell and broke her elbow and had surgery and won't be able to start until mid-March.
- 6) Dean is continually working with his team to meet or exceed the residents needs in the kitchen. I am aware of the concerns that were brought forward at the "Resident Council" meeting on February 19, 2020, I would just like to let the board know that I feel Dean and his team are doing an exceptional job at trying to keep everyone's needs and wants met. It

hasn't been too long ago that we lost a valued member of the kitchen team and Dean is working hard at mentoring the two new Assistant Cooks. I have attached a couple of documents that highlight the scope of excellence the kitchen is trying to maintain to keep the resident's dietary needs and wants met. Of course, these don't include their long list of likes and dislikes. I have also attached the recap from the recent Resident Survey.

- 7) January 16 - AHS Complex Behavior Working Group meeting in Medicine Hat.
- 8) January 28 – Dean and I met with Mark Yana, our Complete Purchasing representative, to review our current program.
- 9) February 3 – Fire drill
- 10) Health and Safety news:
 - a. 2019 Internal Health and Safety audit has been completed and forwarded to CCSA.
- 11) FYI - I have included a document that I developed a number of years ago when AHS was talking about changing to “Activity Based Funding”. Document was developed to track hours of care scheduled in the resident care plan. I recently had Alycia update for Tim to share with CAO in Crowsnest Pass so I thought I would also share with you. We currently only have 40 hours per day of HCA care available.
- 12) Recreation:
 - a. Residents have been very busy with Special events, activities and entertainment groups as outlined in the monthly calendar. Lodge continues to be very busy with activities.
 - b. Outings:
 - i. February 5 – trip to the Casino in Lethbridge
 - ii. February 14 – Lethbridge Walmart and McDonalds for lunch
 - c. Volunteer hours - 170 hours logged.
- 13) UPCOMING TRAINING:
 - a. Alycia has been busy organizing training needed in 2020 for CCHSS.
 - b. Another two sessions of Supportive Pathways have been organized for March and April.
- 14) Discussion for Board Approval of 61 year old male.

February 2020 Scheduled Care Hours

Resident	A M	P M	Meal Assist	MAP	Cueing and Redirect	Unschedule/Sche duled Pericare	Toilet assist/ overnight assist	Safety (Hourly) Checks	O2 Assist	Behavior / Language Barrier	Special Treat	Skin Care	Cathetar/ Ostomy Care	Exercises (ROM)	Mobility	Delegate Tasks - Voltaren/ Sp. Creams	Total Minutes per day	Bath	Behavior Support	O2 Assist	Trasfer Assistance	Ostomy	Wt/Ht	Total Minutes per week
																								0
	10	10		25			40	25									110	60						830
	10	15													20		45	0						315
	10	10	5					25									50	60						410
			30														30							210
	15	15	10	30				25						10			105	30						765
	15	15	15					25							20		90							630
	10	10	15	10				25									70	30						520
	15	15	15	15		20		25									105	30						765
	10	10			5												25							175
	10																10							70
	5	5															10							70
	15	15					40								30		100	30						730
	10	10			10		10	25			15				15		95	60						725
																	0	30						30
	10	10	15														35							245
	5	5															10							70
	15																15	30						135
	20			20													40	30						310
	5																5							35
	15	15															30							210
	10	10															20	30						170
	15	15		10				25							20		85	60						655
											20						20							140
				20													20							140
	15	15		20						30							80	30						590
											10						10	30						100
																	0	30						30
																	0	30						30
	15	15	30	20				25									105	60						795
	10	10				20											40							280
	10										20						30	60						270
	10		5	45	15			25		10	15						125	60						935

5-25-20

Dietary Restrictions for Residents

Resident Name

Table 1		Severe Diabetic	Alt. Choice	
		Diabetic		
		Lactose Intolerant	Lactose Milk	
Table 2		Allergic Turkey, Diabetic	Alt. Choice	
		Allergic Pork	Alt. Choice	
Table 3		Diabetic		
Table 4		Swallowing	Strain Soup	
		Allergic Tomatoes	Alt. Choice	
(lunch)		Lactose Intolerant	Lactose Milk	
Table 5		Lactose Intolerant	Lactose Milk	Alt. Choice
		Allergic Pineapple		
		Allergic Mushrooms	Alt. Choice	
		Severe Diabetic	Alt. Choice	
Table 6		Low sodium Diet	Alt. Choice	
		Allergic Corn, Broccoli	Alt. Choice	
		Lactose Intolerant	Lactose Milk	
		Gluten Free Diet	Alt. Choice	
		Diabetic		
Table 7		Allergic Strawberrys, Cherry's	Alt. Choice	
		Lactose Intolerant	Lactose Milk	
Table 8		Gluten Free Diet	Alt. Choice	
Table 9		Diabetic		
	*	Allergic Strawberrys, Celery	Alt. Choice	Prepared Items marked
		Allergic Salmon	Alt. Choice	
Table 10		Low sodium Diet	Alt. Choice	
		Diabetic		
Table 11		Severe Diabetic	Alt. Choice	
		Diabetic		
		Severe Diabetic	Alt. Choice	
		Diabetic		
Table 12		Allergic Mushrooms	Alt. Choice	
Table 13		Low sodium Diet		
Table 14		Allergic Onions	Alt. Choice	
Table 15				

Extreme allergy to celery → all labels of salad dressing, sauces, spices need to be checked to ensure no celery or celery product in the ingredient.

Beverage LIST

Resident name		
Table 1		Lactose Milk
		Lactose Milk
Table 2		Orange Juice
Table 3		
Table 4		Strawberry Ensure
Table 5		Fruit Lax
		Lactose Milk
		Fruit Lax Mon,Wed, Fri
Table 6		Prune Juice
		Lactose Milk, Prune Juice
Table 7		Orange Juice
		Orange Juice
		Vanilla Ensure
Table 8		Cranberry Juice
Table 9		Prune Juice, Lactose Milk
		Prune Juice
		Prune Juice
Table 10		Apple Juice
		Prune Juice
		Vanilla Ensure, Cranberry Juice
Table 11		Diet Cranberry Juice
		Prune Juice
		Prune Juice
		Prune Juice
Table 12		Orange Juice
		Orange Juice
		Chocolate Ensure
		Orange Juice, Fruit Lax, Prune Juice
Table 13		Orange Juice
		Orange Juice
		Orange Juice
Table 14		Prune Juice
		Prune Juice
		Orange Juice
		Orange Juice
		Orange Juice
		Milk Butler On Table
ON CART	12 Prune J	
	12 Orange J	
	2 Cranberry J	
	1 Diet Cranberry J	
	2 Vannila Ensure	
	1 Strawberry Ensure	
	1 Choc. Ensure	
	5 Lactose Milk	
	1 Apple Juice	
	2 Fruit Lax- 3 M,W,F	

Cereal List
 Big Breakfast Day , Cereal List
 Resident Name

Table 1			
Table 2		full Bran Flakes	
Table 3			
Table 4			
Table 5			
Table 6			
Table 7		1/2 Cheerios	
Table 8			
Table 9		1/2 Cheerios	
Table 10			
Table 11			
Table 12		full Bran Flakes	
Table 13			
Table 14			
	Hot Cereal Day		
Table 1			
Table 2		full Bran Flakes	
Table 3			
Table 4		Special K	
		Cornflake,Rice Krispys Mix	
Table 5			
Table 6		Corn Flakes	
		Bran Flakes	
		Bran Flakes	
Table 7		Cheerios	
Table 8		Cheerios	
Table 9		Cheerios	
Table 10			
Table 11		Cheerios	
Table 12		Bran Flakes	
Table 13		Bran Flakes	
Table 14		Cheerios	
		Cheerios	
		Corn Flakes	
		Bran Flakes	

LUNCH Beverage LIST

Table 1		
Table 2		Sm Tomato Juice
Table 3		
Table 4		Strawberry Ensure
Table 5		Strawberry Ensure
Table 6		Prune Juice
Table 7		Vanilla Ensure
Table 8		
Table 9		
Table 10		
Table 11		
Table 12		Chocolate Ensure
Table 13		Sm Tomato Juice
Table 14		

Supper Beverage LIST

Table 1		
Table 2		Sm Tomato Juice
Table 3		
Table 4		Strawberry Ensure
Table 5		Strawberry Ensure
Table 6		Prune Juice
Table 7		Vanilla Ensure
Table 8		
Table 9		Sm Tomato Juice
Table 10		Vanilla Ensure
Table 11		
Table 12		Chocolate Ensure
Table 13		Sm Tomato Juice
Table 14		V-8 Juice

Dear Resident, We are interested in your feedback regarding how we are doing at Clearview Lodge. Please complete the following survey by **February 5, 2020** and place your completed survey in the designated box located across from Joan Hart's office. All surveys and comments will be held in the strictest of confidence. Thank you in advance for your participation.

Taber & District Housing Foundation - Clearview Lodge										
Question		Very Satisfied		Neutral			Very Dissatisfied			Comments
		7	6	5	4	3	2	1	TOTALS	
1	Do you feel safe and secure at the lodge?	47	11	1	0	0	0	0	59	
2	Is the lodge kept clean?	52	7	0	0	0	0	0	59	
3	Do you find the lodge accommodations comfortable?	41	16	2	0	0	0	0	59	
4	Do you enjoy your table partners and surroundings?	37	11	8	1	1	0	1	59	
5	Are the meals served Satisfactory?	34	18	3	3	1	0	0	59	
6	Is the facility well maintained?	47	12	0	0	0	0	0	59	
7	Do you receive assistance with your personal care from the Health Care Aides?	28	9	3	4	0	0	0	44	
8	Is your personal care performed in a respectful and dignified manner?	29	13	1	1	0	0	0	44	
9	Do you feel you are involved in your own care planning?	40	9	2	3	1	0	0	55	
10	Does the staff treat you with respect?	49	10	0	0	0	0	0	59	
11	Is the staff courteous and friendly?	50	9	0	0	0	0	0	59	
12	How would you rate the friendliness of Management team?	44	14	0	1	0	0	0	59	
13	How would you rate the friendliness of the Maintenance staff?	48	9	1	1	0	0	0	59	
Thank you for your comments? Please do not sign this survey, as we want to respect your confidentiality.										

Comments

Happy with things now
The staff are very committed - even when we ask them at 11:45 to set another table for guests.
I needed extra care for a short time and I was treated extra specially well.
I'm very happy here- I can't complain about anything.
There are too many sandwiches (too much bread) and for someone who dislikes pasta in any form, served too often.
I appreciate lots of good fruit as an alternate to sweet desserts.
I appreciate how cheerful the staff are in caring for our needs and making us feel worth.
Even the maintenance staff is courteous and friendly even in dealing with extra requests we make. That is special.
Sometimes the noise level gets pretty high at meal time so that is hard to hear our associates at our tables.
Wonderful meals; everything is very clean. The only problem is you like to be with people that have some of the same interests you have. If not, it can be very lonely to be with people.
I can take care of myself and am well respected.
I am thankful to live in this great and wonderful place and a great staff.
The staff that serve meals are very friendly.
The meals are good and healthy
Before and after cataract surgery I was given drops in my eyes. Was done very professional. I'm very grateful that I can do my meds and personal care.
This is a very pleasant place to live. It's like a happy family.
Meals not as good as they were.
Meals are not as good as they were 2 years ago.
Sometimes feel like the people at the table are talking about me.
Mealtimes is made more pleasant since I have observed those that serve our meals; they try their best to remember who has allergies or diet restrictions, etc.
They go out of their way to remember and give a substitute if possible. It's good to know that they are looking out to always be a help.
I tell people this is an excellent place to come when and if they need to be in a facility such as Clearview!!
I don't receive any personal care but what I observe tells me that they do an excellent job.
Joan, you are doing a great job! Keep it up!! And God bless you always.
I enjoy the friendliness of their chats, smiles and all they do to make our stay pleasant and running smoothly. They are patient and they know that we can't be rushed to prevent any mishaps or whatever. I love it here!!
Very good
Very good
I need help with compression stockings. The staff is helpful
I seldom use maintenance staff but when I have they have been most cooperative.
Girls that help is very courteous.
Everything ok by me.
ok..ok
I am very happy to be living here.
I think this is a great place.
Truly feels like home, this was the best decision I've made for myself.
This is the best run facility in Alberta. I've talked to lots of people in Senior Accommodations, not one compares to Clearview Lodge.
Thank you and keep up the good work.
I am very pleased with everything at the lodge.
The staff are wonderful.
Main meals not as good as they used to be, yet rent keeps increasing.
To many leftovers in the soups (Pot Luck)
Vegetables not cooked long enough. Sometimes still raw (could be the cooks fault).
Company very enjoyable; love it where I am.
Well taken care of.
Staff very helpful.
Thanks everyone
So far I have not needed assistance with personal care.
I do my own shower and wash my hair.
I want to remain independent as long as I can.
I enjoy living at the lodge, my room is very nice, the shower and cupboards are very good. My plants are blooming real well (They give me something to do)

I'm very happy here.
All very good.
The meals are served satisfactorily but the meals have deteriorated. Sometimes they are delicious where other times the soup is too thick or simply water with whatever is leftover in the fridge.
As well as dessert with a little yogurt or whipped cream leftovers are put together.
I find this disappointing as rent increases and the food is less delicious.
I have absolutely no complaints with my care. I appreciate their respect and cheerfulness. No complaints and appreciate their friendliness.
I love this place. I hate being alone so this place is perfect for me.
Everything is fine
I think that this is a great place and I am very happy.
Very happy at the lodge; family is happy also.
Very good; no complaints
If I need help they come.
All is very good
The Health Care Aides are great.
I cannot think of a better place that I'd want to be in - I love it here.
I cannot think of anything negative at Clearview.
I hope I will never have to move from here.
So far so good
Good
Staff has been very good to me; you're the best so far so good
Thanks to you all.
Group activities could include more hands on such as baking and crafts.
Some could have new games - Dominoes Rumoli, Scrabble, Sequence Tile Rummy
Be more aware of food allergies
Under cooked veggies
Can we get another brand of coffee?
Serving can be slow- so all soups get cool.
We get a lot of veggies - not necessary
Homemade bread is a real treat.
No need yet for personal care
Do my own care.
Personal Care not needed.
I am glad to be here!!
Thanks for everything!!
Reg's feet are always in my space.
Some staff are soo good to me - feel loved
There is one table partner that has dementia so its hard
One thing I noticed is the stew has no gravy on it; the pie crust is so tough you can't cut it.
It is so hard if you ask one person they think it is great, then the next one will say it was horrible.
So I think someone should talk each person or as a group.
Another thing are the waffles are trouble sometimes , only good when Jen makes them. There are so many things its hard to remember them all.
I think the food is going downhill "the soup is not hot enough" most of the time.
I wold like to see the vegetables in most of the salads cut a little smaller.
When Dean is around the meals are good, but when he isn't here most of the time they are trouble.
Everything is ok and good. I am well taken care of.
My thanks to you and your staff and all very well
I am ok and very happy with all.
Thanks everyone.
I love them all.

Maintenance Report

February 2020

Clearview Lodge

- Lino at kitchen entrances re-welded.
- PPE station installed in laundry room for housekeepers.
- Generator check carried out by Maintenance staff.
- Fire drill performed at the Lodge.
- Cleaned resident laundry dryer vents.
- Window has been ordered to replace a damaged one in unit #508.
- Installed some in line thermometers in the Lodge.

Homestead Manor

- New range delivered to Unit #211.
- Sprayed a unit for bed bugs in Manor.
- Some complaints over snow removal starting too early.
- Unit checked for bed bugs.
- Carrie and I visited some cluttered units for re-inspection.

Pioneer Place

- Move out at unit #102. Reno in progress, paint and flooring to be replaced. Painting is completed.
- Vinyl Flooring installed at unit #102.
- Broken window has been ordered for unit #103.
- Move out at unit #113. Unit ready to occupy.

Harmony Home

- 2 Stove incidents causing smoke and bringing Fire Dept.
- One eviction, waiting to gain control of unit. (perishables discarded only)
- Couple of cameras added to our system in the Manor.
- New fridge was installed at unit #104.
- Attended a meeting with Carrie and tenants over Computer usage.
- Carrie and I met with tenant over rules of independent living.
- Couple of incidents over drunk tenants and 911 being called.

J.h.)

Prairie Rose Manor

- New thermostat replaced in unit #5.
- Replaced batteries in fire alarm.
- Replaced two shower heads at the Manor.
- Attended site visit for bidders.
- Bid documents put out for Fire Alarm up-grade at the Manor.
- Done Right Electric won the bid for up-grade.

Sunshine Manor

- Monthly checks completed.
- Bid documents put out for Fire Alarm up-grade at the Manor.
- Done Right Electric won the bid for up-grade.

Barnwell

- Storm door fixed in unit #5
- Replace tub spout and cleaned dryer vent in unit #4.

Phase One

- New range installed at Unit #5012

Phase Two

- On- going maintenance.

Phase Three

- On-going maintenance.

Special Needs

- Replaced window hardware in one bedroom.
- Grab bar re-installed.

General Maintenance

- Ordered and received 10 toilets for TDHF.
- Attended Standard First Aid Training at the Lodge.

Board Report February 2020

Senior Housing

Applications -0

Move ins-0

Move outs-3

Waiting List-7

Vacancies-6 (4 in Taber, 1 Grassy Lake, 1 in Vauxhall)

Family Housing

Applications-1

Move ins-0

Move outs-0

Waiting List-5

Vacancies-Full

DRSP

No changes to this program.

Additional Info

Income review letters have gone out to Phase 1-3

Income review letters for the Taber Manors will be out by the end of the month.

I attended a course called Supportive Pathways and also got re-certified in First Aid.

The Hoarding Outreach Specialist Candice Fisher came to each manor and did a presentation on getting organized in small spaces. She will be coming back to check in and give strategies to our tenants who have too much stuff.

Dealing yet again with another tenant with severe substance issues. Trying to navigate the system and learn who can help with these individuals. Her family came to Taber on the weekend and was able to get her to sign a personal directive and they are now making arrangements to have her sent to treatment.

FCSS

St. Pats grade 2/3 came to Pioneer for games, reading and activities.

St. Augustine's youth group came to Pioneer to decorate Valentine's Day cookies with the residents.

FCSS counsellors started having regular coffee meets once a week in Pioneer Place and Homestead Manor.

We had a local chef, James Ebrey come in and do a workshop on cooking for one. There were 15 residents in attendance.

1 from Harmony Home, 3 from Pioneer Place and the rest were from Homestead Manor. The residents helped chop, whip, and cook up four different dishes that can be easily made at home with affordable ingredients.

We are trying to get an intergenerational program going at Homestead Manor with some high school students from St. Mary's.

CAO Report

February 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 Jan 27 - 31

- Jan 28 – APHAA Executive Committee Meeting – Online
- Jan 29 – Researched a variety of options for purchase of CVL Maintenance truck – used or new
- Jan 29 – Worked with Joan Hart, and Steve Connors, Brownlee Law, on Letter of Understanding re: Pandemic Outbreak processes; forwarded to CUPE 2038 for review
- Jan 30 – Completed application for Canada Summer Jobs – one Groundskeeper and one Assistant Volunteer Coordinator
- Jan 31 – Prepared for Town of Taber Town Council Presentation

Week of Feb 3 - 7

- Feb 3 – Submitted 4th Quarter 2019 report to AB Seniors & Housing (Thanks Bev!)
- Feb 4 – Emergency Response Preparedness Meeting
- Feb 4 – Meeting with Shellie Wolverton, Blue Sea Foundation re: Grand Parade event
- Feb 4 – Telephone call with Amber Gallant re: 2019 Carryover
- Feb 7 – Submitted Accident, Damage or Loss Report (ADLR) to Amber Gallant re: Harmony Home fire alarm and visit by Taber Fire Department
- Feb 7 – Joint Health & Safety Committee meeting

Week of Feb 10 - 14

- Feb 10 – Presented Affordable Housing Project to Town of Taber Town Council
- Feb 11 – APHAA Nominating Committee meeting - Online
- Feb 12 – Webinar with Blue Sea Foundation re: Grand Parade application process
- Feb 13 – APHAA Education Committee meeting – Red Deer, AB
- Feb 14 – FLEX Day

Week of Feb 17 - 21

- Feb 17 – STAT Holiday
- Feb 19 – CVL Resident Council meeting – presented information about Grand Parade
- Feb 19 - Received approval letter for Prairie Rose Manor and Sunshine Manor fire alarm panels/systems
- Feb 20 – ASCHA South Zone meeting – High River, AB
- Feb 21 – Interview with Trevor Busch, Taber Times
- Feb 21 – Reviewed CVL Resident Survey results

Week of Feb 24 - 28

- Feb 24 - Met with Corey & Joan to get updated on any operational issues
- Feb 24 – Prepared agenda package for Board of Directors meeting
- Feb 24 – Calls to HMB CAOs and Amber Gallant, Portfolio Advisor, re: RFP process and documents
- Feb 25 – Phone Call with Zain Abedin, ARDN rep, re: Affordable Housing project
- Feb 27 – TDHF Board of Directors meeting
- Feb 28 – Meeting with Jack Simpson, CUPE 2038 National Representative

Upcoming Events

March 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 plans, designs & drawings for Affordable Housing Project; present to Taber Town Council by Sept 2020
 - Develop proposal for Clearview Lodge – Sept/Oct 2020
- Fundraising Program:
 - Grand Parade – June 6, 2020
 - 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 – May 2020
- Research Maintenance Program software (Implement 2nd/3rd Quarter 2020)

Future:

- | | |
|-----------------------|--|
| • March 12, 2020 (am) | - Southern AB CAO meeting – Green Acres Foundation, Lethbridge |
| • March 12, 2020 (pm) | - CVL Staff Meeting |
| • Apr 5 – 8, 2020 | - ASCHA Conference – Red Deer, AB |
| • Apr 28, 2020 | - APHAA Executive Committee Meeting, Edmonton, AB |
| • May 6 & 7, 2020 | - APHAA Conference – Leduc, AB |

Tim Janzen

From: Monks, Phyllis <Phyllis.Monks@taber.ca>
Sent: Tuesday, February 18, 2020 4:08 PM
To: Tim Janzen
Subject: Council Resolution for TDHF

Follow Up Flag: Follow up
Flag Status: Flagged

At the February 10, 2020 Council meeting the following resolution was passed by Council. It should be exciting working on this project in the next few months to hopefully get to a tender ready design for your new building. Let's keep in touch throughout and let me know if there's anything you need from us. Once you have a designer picked I can supply as-builts of what we do have for site dimensions and servicing to get them started.

RES. 87/2020 MOVED by Councillor Tams that Council requests additional information from Taber and District Housing Foundation for the land requirements, and for plans for building size and needs, and that we will hold the subject property for a period of 6 months for the Taber and District Housing Foundation.

CARRIED UNANIMOUSLY

Phyllis Monks

Director of Planning & Economic Development

Town of Taber

A-4900 50th Street

Taber AB T1G 1T1

Phone (403) 223-5524

E-mail: Phyllis.Monks@taber.ca



Taber
Economic
Development

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The Grand Parade

June 6, 2020

WHAT:

This is a fundraising event that celebrates Seniors.

Participants register online to walk a 2km or 5km on a safe looping route. Each route is mapped out with a rest stop and route marshals along the way to guide participants safely.

We would likely follow the Coldest Night of the Year 5km route that follows the walking path around the south and west sides of the golf course and then walk easterly on 50th Avenue until returning to 48th Street.

The 2 km path may involve walking around the perimeter of Confederation Park several times.

WHEN:

It is scheduled for Saturday, June 6, 2020 at 10:00 am.

We are in the process of completing the application for the Town of Taber to secure the facilities and the date.

WHERE:

Confederation Park – across 48th Street from Clearview Lodge and Homestead Manor

Does this siting make sense? My thought was that we wanted to keep it close to Clearview Lodge and the Manors so if the weather was good, we might be able to bring out our residents.

WHO:

Everyone is welcome.

There are some target groups that we should consider:

- Seniors within the community
- Family members of residents
- Challenge groups – i.e. teams from Town of Taber and MD of Taber; several financial institutions, companies, churches, service groups
- Students – particularly those participating in our mentor programs

Proposed Activities/Schedule:

9:00 am	Registration Desk opens
10:00 am	Opening/Walk
11:00 ish	Celebration Lunch
1:00 ish	Clean up

b. c) i

Volunteers/Roles Required:

- Event Director:** It is suggested that this role could be divided into two positions; one who administers the event and one who actively recruits and promotes.
- Route Team:** We should have a leader from our organization, but we could see if the Taber Fire Service is willing to man the route. I believe that they do for the Coldest Night of the Year.
- Registration Team:** This group deals with all the paperwork on the day of the Parade. First off, at Registration Desks prior to the event and then working through all the financial issues (i.e. counting, reconciling all cash and cheques).
- Food Team:** Currently, Carrie is working with FCSS to see if they can manage the celebration lunch. They might still need our assistance. If FCSS cannot, then we would likely look to other local agencies that have skills in feeding large groups of people.
- Promo Team:** While Blue Sea considers this team optional, the success of an event is two-fold: one, cultivating Team Captains that will build and encourage their teams to fundraise and two, finding interested corporate sponsors. There are some additional financial incentives from Blue Sea for first-time events, if certain sponsor targets are met.
- Welcome Team:** Again, this is optional. I suspect that we will have 50 to 75 walkers and as a result, the Registration Team and the ED will likely be the welcome team.

The leaders of these teams would likely be TDHF staff or Board members. There would be some tasks that need to take place between now and June 6th. However, most of the volunteers are required on the day of the event.

Looking at Coldest Night of the Year (CNOY) events in Lethbridge and Taber, both sites had 26 volunteers despite Lethbridge having twice as many walkers. Lethbridge also raised three times as much money. But this is a function of 10 years of hosting the event in Lethbridge and 2/3 years in Taber. These events build momentum over time.

Expectations:

Taber CNOY has consistently had about 70ish walkers. I think I would be ecstatic to get that many. But we probably need to consider our planning to accommodate more. However, I don't think it really takes much more than scaling the amount of food required.

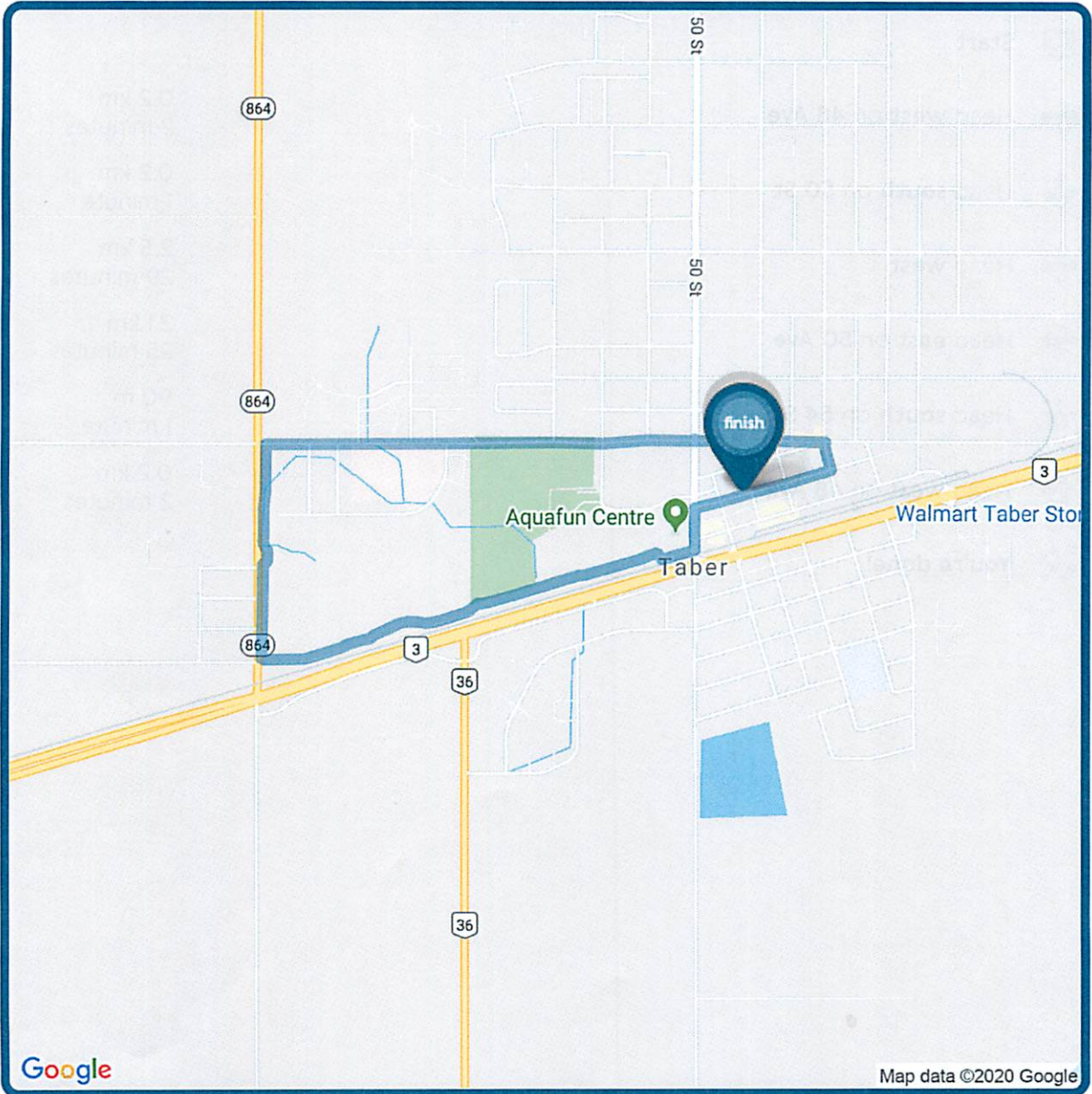
Taber CNOY raised about \$15,000 this year of which they will give Blue Sea about 35%. As we are a first-year event, our payout rate is guaranteed to be 70%. I am hopeful that we could NET \$10,000 (that means we need to raise between 14 and \$15,000 in donations and sponsorships. **We need to determine what we would use the monies for?**

Overall, I hope that this event can be a bit of a coming out party for TDHF. We can promote our organization and the services we provide, while celebrating the Seniors in our community. If we can raise some money for projects that will further support Seniors in our community, so much the better.

6.6.11

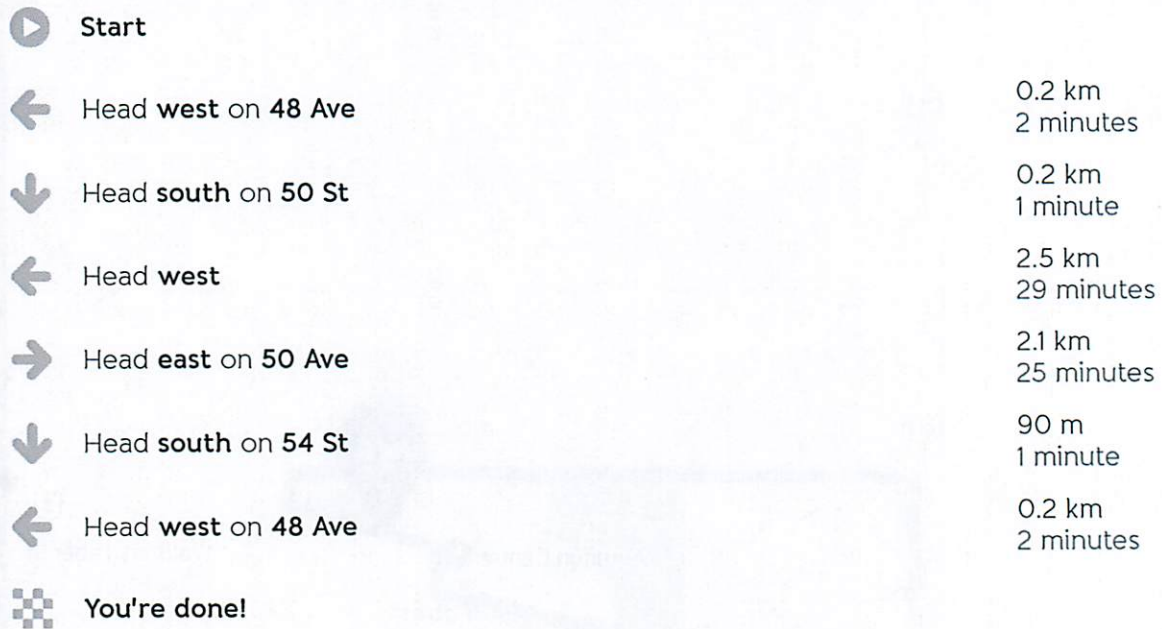
taber 5km

last updated january 17, 2020 at 11:10 am



taber 5km

last updated january 17, 2020 at 11:10 am

- 
- ▶ **Start**
 - ← Head **west** on **48 Ave** 0.2 km
2 minutes
 - ↓ Head **south** on **50 St** 0.2 km
1 minute
 - ← Head **west** 2.5 km
29 minutes
 - Head **east** on **50 Ave** 2.1 km
25 minutes
 - ↓ Head **south** on **54 St** 90 m
1 minute
 - ← Head **west** on **48 Ave** 0.2 km
2 minutes
 - ❏ **You're done!**

Tim Janzen

From: The Grand Parade <mailer@blueseas.org>
Sent: Wednesday, February 19, 2020 8:14 AM
To: Tim Janzen
Subject: Congratulations, your application has been approved: Taber and District Housing Foundation

Follow Up Flag: Follow up
Flag Status: Flagged



Way to go!

Dear Tim Janzen,

Welcome to our family of TGP Charities. You've joined a group of passionate people honouring aging friends and family.

Now that you are Approved:

- **Your page:** Your new charity fundraising page will be live when we officially launch the new 2020 website - you'll be able to find it [here](#) when that happens.
- **Come back often:** WAVES has a lot of great stuff! Sign in at any time to review your organizational profile, check for Walker/Team registrations, track important statistics to see how you're progressing, and use the tools and guide provided.
- **Team access:** If someone in your team needs access to WAVES, please email katy@blueseaphilanthropy.org.

If you have any questions, please call us direct at 519.603.2250 or toll free at 1.877.743.3413.

The TGP Team

The Grand Parade

Phone: 519.603.2250 x4

Toll Free: 1.877.743.3413

If you feel you have received this email in error, or you would like to be removed from further communications from the 2020 The Grand Parade, [click here](#) to unsubscribe.



Host Charity Overview 2020

The Celebration of a Lifetime!

The Grand Parade (TGP) is a family-friendly fundraising walk that raises money for registered charities who serve and celebrate aging Canadians.

The Grand Parade is a chance for communities across Canada to walk and fundraise together in celebration and support of aging friends and family. We're walking for our parents, our dear Aunt, favourite Uncle, younger sister, and great-grandparents. We're

walking to encourage and honour them. We're walking to showcase their contribution and value. We're walking to ensure they are cared for. And we're walking to proudly and publicly proclaim our support. **It's the celebration of a lifetime - everyone loves a parade!**

- **Raising money:** TGP charity partners raise money in this peer-to-peer fundraising event by recruiting teams of walkers to register and fundraise, and also by cultivating local businesses to sponsor the event.
- **Ready to go:** TGP charity partners benefit from accessing Blue Sea Foundations national promotional and fundraising infrastructure, event management portal, and by working closely with our team of experienced event managers.
- **Proven experience:** TGP is hosted by an approved charity partner under agreement with Blue Sea Foundation. Blue Sea works with 300+ Canadian charities through our two other national events: the **Ride for Refuge** and the **Coldest Night of the Year**. Together they have raised more than \$40 million since 2010.

"Our desire is for **The Grand Parade** to become your signature spring fundraiser and a well-loved addition to your annual development plan."

At a glance

When

We walk on **Saturday, June 6, 2020**. Registration opens at 9:00 am, and the walk begins shortly after 10:00 am. Participants return an hour or so later for celebration snack (or lunch, depending on the capacity of each location).

What

Participants register online to walk 2 or 5 km on a safe, looping route. Each route is mapped out with a rest stop and route marshals along the way to guide them safely.

The highlight of the event is **the send-off!** The first 100 meters or so will be festively signed and decorated to create a parade-like celebration for participants as they leave and return.

Who

Everyone is welcome! The event is family-friendly with walkers ranging in age from toddlers (with parents) to active seniors (with their younger middle-aged kids!).

How

Teams and participants register online at **The Grand Parade** and use our world-class online **Fundhub** to set up their fundraising page, add a photo and message, and email their donors. Donors are automatically receipted within minutes of their secure online gift.

Registration

There is **no registration fee** to participate in The Grand Parade. Participants are required to register online and encouraged to fundraise by emailing family and friends in support of their walk or by **collecting pledges** of cash or cheques made payable to The Grand Parade.

Walker Reward

Any youth (aged 1-17) who fundraises \$75+ and adults (aged 18+) who fundraises \$150+ will earn our *Special Edition TGP Participant T-shirt*.

What We Do

What You Do

Volunteer Roles

Financial Details

Charity Examples

walking to encourage and honour them. We're walking to showcase their contribution and value. We're walking to ensure they are cared for. And we're walking to proudly and publicly proclaim our support. **It's the celebration of a lifetime - everyone loves a parade!**

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At a glance

What We Do

What You Do

What do you do? You operate the event well and recruit teams and walkers to participate!

Leadership

- **Event Director:** Your ED is critical to your campaign. We often see this role shared by two people - one who administers the event, and one who actively recruits and promotes. Choose this role well - it is key to your success.

- **Team:** To succeed, you need a team gathered around your event director(s). Meet early and often for best results.
- **CEO/ED:** We expect that your CEO/ED will be actively recruiting and fundraising in The Grand Parade. When senior leadership engages well, so does your staff, volunteers, and community.

Event Management

- **Training:** Take all the required training that we provide and carefully read the online guide in WAVES. This will make working with us and managing the event much easier and more successful.
- **Operations:** You'll need a start/finish location to accommodate 100-150+ walkers, opening ceremonies, registration, and after-event snack. You'll also need to map out 2km and 5km walking routes that are safe and approved by us, along with a couple of rest stops.
- **Volunteers:** You'll need 30-40 volunteers (depending of course on how many walkers you have) to help manage your event safely. As mentioned above, our online volunteer management system will help you do a great job in this area.

Recruitment + Fundraising

- **Team Captains:** The key to your fundraising success is being able to recruit team captains, who in turn recruit the walkers, who in turn do the fundraising. The average team has 7 walkers who raise \$200 each. At a minimum, you'll need to recruit 15-20 team captains to hit your fundraising goal. All other promotion, while helpful, pales in comparison to recruitment.
- **Fundraising:** Our online Fundhub makes fundraising easy. We've also created a supporting menu of fundraising tools to support both the novice and veteran fundraiser.
- **Community Sponsorship:** Gathering community sponsors helps launch your event with both key financial dollars and the teams/walkers that get involved. We've created a system to make these efforts smooth and easy.
- **Promotion:** You'll promote your event with marketing materials we provide, including posters, bookmarks, social media collateral, and promo videos.

Role	#	Description
Event Director	1	The event director is the main public contact and overall cheerleading director of the event. Many locations have co-leaders to share the load with the Co-Leader often taking the role of 'Volunteer Leader'. Most EDs invest 150-200 hours into the event over three months.
Route Team	1+10	The route team reports to the ED and is lead by a Route Leader who assigns route marshals, support vehicles and rest stop attendants while ensuring the route is safe, signed and well-managed.
Registration Team	1+10	The registration team reports to the ED and is lead by a Registration Leader who is responsible for training and managing registration volunteers at check-in and then for later counting and reconciling all cash and cheques.
Food Team	1+5	The food team reports to the ED and is lead by a Food Leader who is responsible for serving the post-WALK snack.
Promo Team - optional	1+5	The promo team is usually the core team of the event but can include some high-capacity 'sales' types who help brainstorm and cultivate team captains and business sponsors.
Welcome Team - optional	1+5	The welcome team reports to the ED on event day and is assigned to the welcome desk, greeting at the door or managing parking or outdoor directions.
Total Volunteers	6 leaders + 35 volunteers for a 150-person event	

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At a glance

What We Do

What You Do

Volunteer Roles

Financial Details

Charity partners earn two sources of direct revenue in TGP:

- **Donation Revenue:** All the online or cash + cheque donations raised by teams and their participants walking in your location
- **Sponsorship:** All the sponsorship revenue received from local businesses who buy a sponsorship for recognition at the event

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Payout Schedule

Total Raised in Location	Participants Needed	Payout %
up to \$19,999	20 Teams/150 Walkers	65%
\$20,000-\$39,999	30 Teams/200 Walkers	70%
\$40,000-\$59,999	40 Teams/250 Walkers	75%
\$60,000+	50 Teams/300 Walkers	80%

- Payout percentage is cumulative from the first dollar.
- Payout is calculated on total verified donation revenue and community sponsorships.
- Locations who raise \$10,000 or more in business sponsorship receive 85% of their sponsorship earnings, assuming the location raises a **minimum of \$20,000 in donation revenue**.
- New location partners receive 70% minimum payout or higher.
- All charity partner grant cheques are forwarded the first week of August.
- Processing fees paid by donors who elect to cover this cost when donating online are excluded in the charity partner payouts.

Financial Details

TGP pays for the entire event infrastructure mentioned above under "What We Do." Charity partners are responsible for staff time, event day meal and snacks, start/finish location rental (as required), decorations, any local advertising, fuel, mileage, printing, and smaller miscellaneous event day items (most of which can be sponsored). A more specific breakdown follows below:

What TGP pays for	What Charity pays for
Fundhub, credit card processing fees, and tax receipt production	Start/finish location rental and route permit fees (where required)

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Event Liability Insurance -
\$10,000,000 policy

Marketing Materials (posters,
postcards, etc.)

Fundraising incentives and
community sponsorship
recognition plaques over \$1000

Registration Kit, safety vests,
support vehicle flags, route
signage

Food for volunteers and participants
including coffee, treats, lunch, rest
stop snacks, and water

Location advertising and staff time as
needed

Printing, event day decorations

Portable toilets, fuel, tools,
rentals/milage

Charity Examples

References

Ballot Voting Authorization Form

2020 ASCHA Annual General Meeting

***Please complete Section 1 or 2 as applicable. Remember to sign this form.



1. BALLOT VOTING AUTHORIZATION

In accordance with Article 3.6 of the ASCHA Bylaws, **Taber and District Housing Foundation** hereby authorizes the following as ballot voting representatives for 2020 ASCHA AGM only.

Taber and District Housing Foundation is a Regular Member of ASCHA entitled to 2 Ballot Vote(s).

Ballot Voting Representative's Name	Title	Number of Ballot Votes

2. PROXY VOTING (Fill out this section only if you are unable to attend)

Taber and District Housing Foundation hereby appoints President, Raymond Swonek or failing him, our declared Region Vice President as an Authorized Ballot Voting Representative as my proxy holder for the purposes of ballot voting at the 2020 ASCHA Annual General Meeting.

OR (complete only if you wish to name someone other than the above as your proxy)

Name of Individual from Name of Organization, a Regular Member in good standing; as my proxy to attend, act, and vote on my behalf at the 2020 Annual General Meeting.

OPTIONAL

Further, I wish to register the following limitations to the exercise of my proxy with respect to any agenda item(s) or amendments thereto:

Dated this _____ day of _____, 2020.

Authorized Officer Signature

Authorized Officer Name
(Please print clearly)

Please email or fax to:



9711-47 Ave, Edmonton, AB T6E 5M7
Phone: 780.439.6473 Fax: 780.433.3717
Email: ascha@ascha.com Web: www.ascha.com



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ASCHA General Voting Information

As our Annual General Meeting (A.G.M.) is held in conjunction with our Annual Convention, Authorized Voting Delegates must also be Registered Convention Delegates. Voting Delegates are individual representatives of Regular Members who are in good standing, and are entitled to vote in accordance with the following section of Article 3.4.2 (a), (b), (c), and (d) of the Bylaws:

- (a) Each Regular Member must provide the Association with official notification naming its organization's authorized voting delegate(s) for purposes of voting in matters at the A.G.M. or Special Meetings.
- (b) Regular Members may send up to ten (10) voting Delegates to the A.G.M. or special meeting, each of whom shall be entitled to vote on a show of hands vote.
- (c) Associate Members may attend the A.G.M. and any Special Meetings of the Association, and shall have privilege of the floor in debate, but shall not be entitled to vote.
- (d) Non-voting representatives of Regular Members may attend the A.G.M. and shall have privilege of the floor in debate.

3.4.3 Number of Votes: Each voting delegate of a Regular Member is entitled to one (1) (show of hand/card) vote at a meeting of the Association except when a ballot vote is called.

Ballot Voting

At the Annual General Meeting and at any Special Meeting, voting shall be by ballot for the following:

- (a) for election of President;
- (b) on amendments to the bylaws;
- (c) on the Member fee schedule;
- (d) when requested by twenty five (25) of the voting delegates, immediately after the results of a vote, decided by a show of hands as announced by the chairman and
- (e) according to the following schedule with Regular Members represented according to the number of Seniors living units within the Regular Member's organization:

Up to 100 Units	-	1 Ballot Vote
101 – 200 Units	-	2 Ballot Votes
201 – 300 Units	-	3 Ballot Votes
301 – 500 Units	-	4 Ballot Votes
501 – 1000 Units	-	5 Ballot Votes
Over 1000 Units	-	6 Ballot Votes

Each Regular Member shall have the right to decide whether its allotment of ballot votes shall be cast by one of its voting delegates or by two or more of its voting delegates.

If there is any discrepancy between the ballot votes indicated on the first page and your calculation, please contact our office at 780.439.6473 or ascha@ascha.com.

Associate Members are not eligible to vote.

Please email or fax to:

9711-47 Ave, Edmonton, AB T6E 5M7
Phone: 780.439.6473 Fax: 780.433.3717
Email: ascha@ascha.com Web: www.ascha.com

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**Taber & District
HOUSING FOUNDATION**

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

Section: Personnel Administration	Date Board Approved: July 21, 2010
Subject: POLICY: Personal Days	Revision Dates: Sept 30, 2016
Department: Lodge & Social Housing	Policy Number: P – 25

POLICY: Personal Days

Personal Days:

Full-time employees, upon prior request to the employer, may be granted up to two (2) personal days per calendar year with pay. Part-time employees, upon prior request to the employer, may be granted up to one (1) personal day per calendar year with pay.

Permission for such days is subject to operational requirements and will not be unreasonably withheld by the Employer. These days are not subject to be carried over from year to year, and shall be at the employee's regular rate of pay.

Eligibility:

Out of Scope: Permanent Full Time and Permanent Part Time Regular with Benefits (refer to P-23 Employee Classification). Probationary Employees (as described above) are eligible.

Union Employees: Permanent Full time and Permanent Part time employees are eligible. Probationary Employees (as described above) are eligible.



**Taber & District
HOUSING FOUNDATION**

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

Section: Health & Safety Administration	Date Board Approved: June 23, 2005
Subject: Safe Footwear	Revision Dates: Oct 1, 2009, July 21, 2010; June 1, 2013, March 7, 2018, February 27, 2020
Department: Lodge	Policy Number: HS - 25

Reviewed by UMAC
committee June 9, 2005

Safe Footwear Policy Slip Resistant Footwear Program

Purpose

The purpose of this policy is to ensure that TDHF employees working at Clearview Lodge, who may be exposed to the potential of foot and back injury during the course of their duties, wear appropriate and a specific type of footwear.

Objective

To set out the rules secondary to the “Health and Safety Policies” and in conjunction with the protection of staff and volunteers from the risk of foot and back injury as a result of slipping or falling.

Examples of Common Causes of Foot Injury:

Injuries

Sprained/twisted ankles,
fractured or broken bones,
sprained/ injured backs/hips
because of slips, trips or falls.

Common Causes

Slippery floors,
incorrect footwear

Safe footwear is defined as footwear that provides you with a firm base, cushioning, and a non-slip sole. All shoes must be made from a solid material that completely encloses the foot. All shoes must have a slip resistant sole and a closed toed. High heels, ‘Crocs’ (includes no name crocs) and sandals will not be acceptable.

Purchasing Footwear: The three areas to examine when purchasing safe footwear are:

1) **Surface material** – Special attention to the heel which is the first point of contact is important, though the entire sole needs to provide support and should be made of slip-resistant material.

2) **Tread design** – The pattern of tread should never be in line with the direction of movement, as this would actually increase the likelihood of slippage. Ideally, look for raised cross-hatched patterns with no wells for the collection of liquids or other contaminants. The raised cross-hatched pattern allows liquids to disperse away from the walking surface, allowing for good shoe and walking surface contact.



Section: Health & Safety Administration	Date Board Approved: June 23, 2005
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Department: Lodge	Policy Number: HS - 25

3) Contact area – The larger the area of contact, the more likely it is that there would be good contact between the shoe and the walking surface. The heel area is especially important; the smaller the heel surface area, the less initial contact would be made with the walking surface and the more force would be placed on the ankle at a critical time. To maintain balance and reduce slippage, good shoe and walking surface contact is important. Also look for a shoe that supports the ankle.

If shoes lose their tread and support within 12 months of purchase it will be the employee's responsibility to replace shoes with the same type of shoe outlined above. It is managements right to instruct all employees to replace footwear when necessary.

Some examples of slip resistant footwear include **Safetrax** (sold at K-Mart); **Safe T Step** (sold at Payless Shoe Source) or **TredSafe** (sold at Walmart).

Exceptions to the safe footwear requirements would normally be restricted to medical reason. Written authorization from a medical practitioner would typically be required.

Clothing/Shoe Allowance

All TDHF employees, upon completion of probation, will be eligible a work clothing/shoe allowance of \$150.00 (includes gst) per calendar year (January 1 to December 31) in accordance to guidelines set out above.

Employees will purchase clothing or shoes independently and then submit the original receipt to Lodge Management for reimbursement.

Management reserves the right to decline the shoe purchase if it is determined the shoe purchased does not meet the above guidelines.

Receipts submitted by the end of each month of purchase will have a reimbursement cheque provided to them by the 10th of the following month.



Section: Health & Safety Administration	Date CAO Approved: July 28, 2010
Subject: Procedure: Shoe Allowance (Slip Resistant Footwear Program)	Revision Dates: Jan 1/12; Jun 1/13, January 29, 2020
Department: Lodge	Policy Number: HS – 25.1

Shoe Allowance: Slip Resistant Footwear Program

TDHF employees working at Clearview Lodge, who may be exposed to the potential of foot and back injury during the course of their duties, are required to wear a specific type of footwear.

All eligible employees will be provided with a clothing/shoe allowance of \$150.00 (the cost of the shoe/clothing and GST) per calendar year (January 1 to December 31) as per guidelines set out in the ***Policy HS-25: Safe Footwear – Slip Resistant Footwear Program***. The allowance is considered to be a r e-imbusement of expenses and therefore is not a taxable benefit.

Eligible Employees:

Union Employees: Permanent Full-time, Permanent Part-time and Relief employees are eligible once they have completed their probation.

Out of Scope Employees: Permanent Full-time and Permanent Part-time Regular with benefits (refer to P-23 Employee Classification).

Reimbursement procedures:

1. The employee will purchase appropriate shoes independently.
2. The employee is required to complete form 'Safe Footwear – Slip Resistant Footwear Program' (***Attachment A***).
3. The employee will present the completed form, along with the original receipt and the shoe safety tag to your supervisor and will visually present the shoes that have been purchased to the supervisor prior to wearing the shoe. (Receipts presented after the shoe is worn will be declined).
4. The Supervisor / Manager will measure the shoe against the guidelines in the ***Policy HS - 25: Safe Footwear – Slip Resistant Footwear Program***.
5. Management reserves the right to decline the shoe purchase if it is determined the shoe purchased does not meet the Policy guidelines.
6. When the shoe follows the guidelines, the supervisor will approve the form and submit to the CAO.

Note: Receipts submitted by the end of each month of purchase will have a reimbursement cheque provided to them by the 10th of the following month. **All expenses for a particular calendar year must be submitted by December 31st annually.**



Section: Health and Safety Administration	Date Board Approved: Dec 2, 2009
Subject: Policy – Pandemic Influenza Exposure Control Plan	Revision Dates:
Department: Lodge	Policy Number: HS – 37

POLICY - Pandemic Influenza Exposure Control Plan

Taber and District Housing Foundation is committed to providing a safe and healthy workplace for all of our workers as well as the residents that live in our facilities and the visitors who enter our facilities. All workers are required to follow the procedures set out in this document to prevent or reduce the risk of exposure to influenza.

Influenza

The main reason the Pandemic Influenza virus spreads is coughing or sneezing by a person infected with the virus. People may also become infected by touching their mouth or nose after touching something with the flu virus or germs on it.

Responsibilities

Administration & Supervisors

Taber and District Housing Foundation will remain in regular contact with Alberta Health Services to seek advice on what to communicate to staff regarding a Pandemic Influenza outbreak.

Staff

Pandemic Influenza is caused by viruses and is generally spread when an infected person coughs or sneezes. Here are seven simple precautions:

1. Stay home when you're sick or have influenza symptoms. Get plenty of rest and check with a health care professional as needed.
2. Notify your supervisor immediately if you develop symptoms while at work so you can leave work.
3. Avoid close contact with people who are sick. If you are sick, keep your distance from others to protect them from getting sick.
4. Cover your mouth and nose with a tissue when coughing or sneezing and throw the tissue away immediately. It may prevent those around you from getting sick.
5. Wash your hands. Washing your hands often will help protect you from getting sick. When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers. Ensure hand sanitizer is 70% alcohol.
6. Avoid touching your eyes, nose or mouth. You can become ill by touching a surface contaminated with germs and then touching your eyes, nose or mouth.



Section: Health and Safety Administration	Date Board Approved: Dec 2, 2009
Subject: Policy – Pandemic Influenza Exposure Control Plan	Revision Dates:
Department: Lodge	Policy Number: HS – 37

7. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

If you have a fever or cough illness, regardless of where you have travelled, stay home from work and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have fever or cough illness.

Education and Training

All workers will receive training in the following:

1. The risk of exposure to Pandemic Influenza and signs and symptoms of the disease.
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
3. Location of hand washing facilities, including dispensing stations for alcohol-based hand rubs.
4. How to report an exposure to or symptoms of the Pandemic Influenza.

Hand Washing

Refer to **Procedure** – HS-6 Hand washing / Gloving Procedures and Universal Precautions

Refer to **Attachment A** – How to use Alcohol based hand rub

Refer to **Attachment B** – How to Hand Wash

Refer to **Attachment C** – Routine Practices in Continuing Care

Refer to **Attachment D** – Point of Care Risk Assessment

Health Monitoring

Staff will promptly report any symptoms of the Pandemic Influenza as per **Procedure** HS-37.1 - Pandemic Response Fitness for Duty.

Record Keeping

Taber and District Housing Foundation will keep records of instruction and training provided to workers regarding the Pandemic Influenza, as well as reports of exposure and first aide records.

**TABER & DISTRICT HOUSING**

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

Section: Health and Safety Administration	Date Board Approved: Dec 2, 2009
Subject: Policy – Pandemic Influenza Exposure Control Plan	Revision Dates:
Department: Lodge	Policy Number: HS – 37

Latest Updates

Updates on the impact of an outbreak in Alberta will be provided regularly by Alberta Health Services and this information will be available on the Alberta Health Services Web site as well. Please visit this website for the most current and factual information about the pandemic outbreak.

This Pandemic Influenza Exposure Control Plan will be reviewed at least annually and updated as new and updated information is made available.

Provides families and senior citizens with affordable accommodation.

Section: Health and Safety Administration	Date CAO Approved:
Subject: Working in Extreme Temperatures	Revision Dates:
Department: Lodge & Social Housing	Policy Number: HS – 36. 35?

A. Working in the Cold

When you work outside in extreme cold, most of your body's energy is used to maintain a consistent inner temperature. However, there are limits to what your body can adapt to.

Cold Stress

Cold stress occurs when your internal body temperature is lowered. Cold stress can be dangerous to yourself and your co-workers.

Early Warning Signs

- Unusual “umbles”
 - Stumbles
 - Mumbles
 - Fumbles
 - Grumbles
- Feeling cold and shivering
- Trouble moving your fingers, hands and toes
- Trouble doing tasks
- Loss of feeling or tingling in fingers or toes
- Frost nip, when the top layer of skin freezes

Severe Cold Stress Signs

- Violent shivering
- Loss of muscle coordination, slow movements and laboured breathing
- Amnesia or confusion
- Chilblains: when exposed skin is blue or red, swollen and tingling
- Frost bite: when the skin freezes deeply
- Trenchfoot or trenchhand: caused by prolonged exposure to damp, cold environments
- Loss of consciousness

How to stay warm

- 1) Cover exposed skin
- 2) Work in sunny areas when possible
- 3) Take breaks inside
- 4) Wear good quality, insulated clothing
- 5) Keep footwear dry
- 6) Keep moving to generate body heat but stop before you sweat; if your inner clothing layer gets wet, you'll lose heat.



Provides families and senior citizens with affordable accommodation.

Section: Health and Safety Administration	Date CAO Approved:
Subject: Working in Extreme Temperatures	Revision Dates:
Department: Lodge & Social Housing	Policy Number: HS – 36. 35?

In extreme cold, TDHF will use the following strategies to reduce the risk of working outside by:

- Educate workers on cold weather hazards and how TDHF and the employees might mitigate risks
- Using a buddy system, so workers don't work alone in the cold
- Use a work/warm-up schedule
- Schedule work during daylight hours
- Allow employees to work at their own pace and encourage them to take extra breaks to warm up (if required)
- If extensive cold weather work is required, an on-site heater will be provided.

B. Working in the Heat

Your body needs time to adapt to working in hot weather. This process can take 4 to 7 working days; but can vary with every individual. You should slowly increase the time you spend working outdoors over this time period to make sure you can work safely.

Heat Stress

Be ware of heat stress in yourself and your co-workers, so it can be treated right away.

Early warning signs

- Headache
- Confusion
- Dizziness and fatigue
- Dehydration
- Heavy sweating
- Muscle cramps
- Changes to breathing and pulse rate

Heat Stroke

Heat stress can lead to heat stroke. Heat stroke occurs when your internal body temperature is raised. It's a life-threatening condition that requires immediate medical attention.



**Taber & District
HOUSING FOUNDATION**

Provides families and senior citizens with affordable accommodation.

Reviewed:

Section: Health and Safety Administration	Date CAO Approved:
Subject: Working in Extreme Temperatures	Revision Dates:
Department: Lodge & Social Housing	Policy Number: HS – 36. 35?

How to avoid overheating

- Drink lots of water
- Take breaks
- Wear protective equipment designed to reduce heat stress
- Minimize physical activity in hot environments
- Know the signs of heat stress

In extreme heat, TDHF will use the following strategies to reduce the risk of working outside by:

- Change work locations to cooler shaded areas (if possible)
- Schedule more physically demanding jobs for cooler times of the day
- Allow workers to adapt to the temperature
- Ensure plenty of cool drinking water is available
- Ensure employees take breaks where they can cool down

For more information, contact OHS – Working Safely in the Heat and Cold at: <https://ohs-pubstore.labour.alberta.ca/gs006>



**Taber & District
HOUSING FOUNDATION**

Reviewed:

Provides families and senior citizens with affordable accommodation.

Section: Health and Safety Administration	Date CAO Approved:
Subject: Working in Extreme Temperatures	Revision Dates:
Department: Lodge & Social Housing	Policy Number: HS – 36. 35?

Outside Maintenance:

1. Get off and away from tractors, lawn mowers and other metal equipment.
2. **Lightning:**
 - Do not be the tallest object in an open area.
 - Never take shelter under a tree. If you are in a field and you feel your hair stand on end, indicating lightning is about to strike, drop to your knees and bend forward, putting your hands on your knees. Do not lie flat on the ground.
3. **Tornado:**
 - Take shelter immediately.
 - As a last resort, lie flat in a ditch, excavation or culvert.
 - If no shelter can be reached hang on to a small tree or shrub.
4. **Severe Wind Chill:**
 - Stay inside or carefully limit time spent out of doors.
 - If required to be out of doors, dress appropriately for the conditions.
 - When travelling:
 - Ensure that necessary emergency supplies are carried
 - Carry a fully charged cellphone.
 - Advise supervisor or contact of your route of travel and ETA.
 - Confirm arrival with supervisor or contact

Refer to HS-36.16 for procedures around staff shortages during severe weather.



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

Section: Health and Safety Administration	Date Board Approved: September 20, 2005
Subject: OHS & Risk Control Commitment	Revision Dates: Mar 8/06, Dec 6/07, Feb 4/10, June 2/10, May 4/11, April 25/12, May 29/15, Dec 14/16, Dec 15/17, February 21, 2019
Department: Lodge	Policy Number: HS - 14

Management and Employee OHS Commitment

The following is a list of responsibilities and accountability for safety applicable to various groups of employees within Taber & District Housing Foundation (TDHF). These positions are the key to a successful Health and Safety program.

BOARD OF DIRECTORS

- Promotion of Health & Safety and Risk Control
- Approval of Health & Safety and Risk Control Policies
- Setting a good example
- Ensure that sufficient funding is budgeted for professional development and staff training
- Compliance with all regulations

ACCOUNTABILITY

The commitment of the Board of Directors' will determine how well the program succeeds.

SENIOR MANAGEMENT

- Promotion of Health & Safety and Risk Control
- Establishment of Health & Safety and Risk Control Policies
- Provision of a safe, healthy and risk-free workplace
- Maintenance of a Health & Safety program
- Ensure adequate resources to ensure a successful program
- Annual inspections of the workplace will be conducted by the CAO, a Supervisor and a worker in **August**.
- Annual inspections of the workplace will be conducted by each Manager with a worker conducted in **November** and one will be conducted in **May**.
- Be an active participant(s) in the Joint Health and Safety Committee.
- Setting a good example
- Claims management and cost analysis
- Review and signoff of all incident investigations.
- Employ a visible "hands-on" approach by incorporating regular safety visits and walkabouts
- Compliance with all regulations
- Ensure all contractors and service providers are provided with a copy of TDHF's Health & Safety form letter.

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

Section: Health and Safety Administration	Date Board Approved: September 20, 2005
Subject: OHS & Risk Control Commitment	Revision Dates: Mar 8/06, Dec 6/07, Feb 4/10, June 2/10, May 4/11, April 25/12, May 29/15, Dec 14/16, Dec 15/17, February 21, 2019
Department: Lodge	Policy Number: HS - 14

ACCOUNTABILITY

The commitment of Senior Management will determine how well the program succeeds.

SUPERVISORS (Operations Coordinator, HCA Coordinator & Food Service Coordinator)

- Promotion of Health & Safety and Risk Control
- Establishment of Health & Safety and Risk Control Policies
- Provision of a safe, healthy and risk-free workplace
- Maintenance of all Health & Safety program
- Proper training of workers
- Establishment of Safe work practices and procedures
- Ensure adequate resources to ensure a successful program
- Bi-Annual inspections of the workplace will be conducted:
 - **February & August with workers that are actively involved with the Joint Health and Safety Committee.**
- Provision of Personal Protective Equipment
- Setting a good example
- Correction of unsafe conditions
- Review all incident investigations, completing either the simple or complex form depending on degree of incident and supervisor training.
- Assist employee with WCB forms when necessary.
- Submit Employer WCB forms when necessary.
- Compliance with all regulations
- Be an active participant(s) in the Joint Health and Safety Committee if appropriately trained.
- Ensure new employees are oriented in all job tasks performed and are provided ongoing training.
- Assistance to all employees
- Provide adequate training in emergency response
- Engage in regular safety walkabouts
- Encourage staff leadership in presenting safety talks at departmental staff meetings
- Ensure proper maintenance of equipment
- Inspection of hazards
- Completion of portion of performance appraisals relevant to Health & Safety, OHS & Risk Control for CUPE employees
- Review Hazard Assessments and Safe Work Practices when changes in operations are implemented or annually.



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

Section: Health and Safety Administration	Date Board Approved: September 20, 2005
Subject: OHS & Risk Control Commitment	Revision Dates: Mar 8/06, Dec 6/07, Feb 4/10, June 2/10, May 4/11, April 25/12, May 29/15, Dec 14/16, Dec 15/17, February 21, 2019
Department: Lodge	Policy Number: HS - 14

- Identify hazard controls when changes in operations are implemented.
- Ensure all contractors & service providers are provided with a copy of TDHF's Health & Safety form letter.

ACCOUNTABILITY

The commitment of the Operations Coordinator, HCA Coordinator and Food Service Coordinator will determine how well the program succeeds and the outcome of the investigation process.

HEALTH AND SAFETY COMMITTEE

- Promotion of Health & Safety and Risk Control
 - Maintenance of a Health & Safety program
 - Setting a good example
 - Review all incident investigations.
 - Compliance with all regulations
 - Assistance to all employees
 - Review hazard assessments and Safe Work Practices when changes in operations are implemented or annually.
 - Identify hazards and controls when changes in operations are implemented.
 - Conduct regular meetings to discuss all accidents, illnesses and incidents, including near misses.
 - Make recommendations to management when new equipment or repairs are required.
- Workers who are active within the Joint Health and Safety Committee will participate in the inspection process; participating in four full facility inspections annually.

ACCOUNTABILITY

The commitment of the Joint Health & Safety Committee will determine how well the program succeeds.

EMPLOYEES:

- Promotion of Health & Safety and Risk Control
 - Cooperation with the employer through involvement in all aspects of the OHS Program
- Use safe work practices and procedures as outlined
- Active members of Joint Health and Safety Committee will participate in scheduled inspections.
 - Inspections will be completed in **February, May, August and November** annually.
- Setting a good example
- Compliance with all regulations

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

Section: Health and Safety Administration	Date Board Approved: September 20, 2005
Subject: OHS & Risk Control Commitment	Revision Dates: Mar 8/06, Dec 6/07, Feb 4/10, June 2/10, May 4/11, April 25/12, May 29/15, Dec 14/16, Dec 15/17, February 21, 2019
Department: Lodge	Policy Number: HS - 14

- Appoint participants from each department to be active participants in the Joint Health & Safety Committee.
- Reporting of all unsafe conditions.
- Reporting of all of unsafe equipment
- Report any accident, injury or illness to their supervisor.
- Report all near misses.
- Participate in emergency response drills
- Participate in hazard identification and assessment
- Participate in the development of Safe Work Practices.
- Provide feedback on health and safety issues.
- Participate in and being willing to lead safety talks at departmental staff meetings

ACCOUNTABILITY

The performance & commitment of the Employees will determine how well the program succeeds.

CONTRACTORS, VOLUNTEERS AND SERVICE PROVIDERS:

- Promotion of Health & Safety and Risk Control Awareness
- Cooperate with the facility in all matters of Health, Safety and Risk Control
- Use safe work practices and procedures
- Setting a good example
- Compliance with all regulations
- Advise Lodge management of any safety matters that may impact the operations.

Attached: CAO Policy Statement

Monthly Report (Social Housing)

Jan-20 2020

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

	Community Housing
New Applicants	5
Move In's	1
Move Outs	0
Wait List	5
Vacant Units	0

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Thomas Skelly	17-Jan-20	6	52100
Sherry Nevins	6-Jan-20	8	52100

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Maria Alberta	20-Jan-20	1	52000

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Patricia Ditty	31-Jan-20	102	52060
Karen Wesley	22-Jan-20	101	52040

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	101 306	Ready
Homestead Manor	308	Ready
Pioneer Place	113 102	Ready
Prairie Rose Manor	1	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

December 2019

FEB 18 2020



Alberta Health
Services

Zone: South

Region: Chinook

82028 Clearview Lodge

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	620	19	537	86.61
Totals:	20	620	19	537	86.6

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
120942000	CG0002593/18	CH35311	PERL, ANNE	DSL3	28-Mar-2018	17-Dec-2019	576168	Taber Home Care Office
992457000	CG0009503/18	CH12036	TAMTOM, MAGDELENA	DSL3	14-Nov-2018	11-Dec-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
932410200	CG0011425/19	CH36968	WENTZ, CLARENCE DUANE	DSL3	19-Dec-2019		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	14-Jan-2020	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
482535320	CG0007241/18	CH15557	JOHANNSON, LEONE MARGARET	DSL3	31-Aug-2018		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
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
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