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, April 23, 2020 @ 1:30 p.m.
Conference Call

1. **Approval of Agenda**

2. **Approval of Minutes**:
   a) Minutes – Board of Directors Meeting – March 27, 2020

3. **Business Arising**:
   a) Clearview Lodge Design
   b) TDHF Affordable Housing Project
   c) Pandemic Pay Proposal
   d) Supplementary Unemployment Benefit (SUB) Plan

4. **Approval of Financial Statements and reports:**
   Financial statements, bank statements and reconciliations for Social Housing and Clearview Lodge to March 31, 2020. For 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) CAO Report

6. **New Business:**
   a) Charitable Donations & Bequest Document - KPMG
   b) Resolution -
      i. Market Rent 2020
      ii. Electrical Recovery 2020
   c) Affordable Housing Project – Design Drivers
   d) Financial Analysis – CVL & SH Cost changes
   e) Grant & Fundraising Proposals/Ideas

7. **Information**
   a) Report – Social Housing – April 17, 2020

8. **Adjournment**

Next Meeting:	Building Committee	TBD	Conference Call
	Board of Directors	Thursday, May 28	Conference Call

Taber & District
HOUSING FOUNDATION

Provides individuals, families and seniors with affordable and caring accommodation

MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Friday, March 27, 2020
Conference Call

ATTENDANCE

Board:	Linda English	Rosanne Horrocks	Tom Machacek
	Tamara Miyanaga	Louie Tams	Ian Matheson
	Harry Prummel		
Absent:			
Administration:	Tim Janzen (CAO), Joan Hart (CVL Manager), Corey Beck (Maintenance Manager), Carrie Wilson (Placement Officer), Beverly Mikalson (Financial Administrator)		
Delegation:	Yvonne Barthel, KPMG Partner		

Rosanne Horrocks, Chairman, called the meeting to order at 1:31 pm

1. **Approval of Agenda**

Motion 2020-033
MOVED by L. English to approve the Agenda as amended.

CARRIED

2. **Presentation by Auditor – KPMG**

The Auditor, Yvonne Barthel – KPMG, presented information about the financial statements; levels of Cash, Accounts Receivable and Accounts Payable. There were not significant unexplainable differences between figures presented in 2019 vs. 2018.
The Auditor discussed fraud and risk and enquired if the Board knew of any instances of fraud or had any concerns. There were none expressed.
The Auditor suggested that the Board consider allocated some of the Unrestricted Surplus to specific future operations or projects.
There were 2 control deficiencies identified:

- An appropriate review and approval of journal entries by CAO
- Development and implementation of cyber security controls

3. **Approval of Financial Statements for year ended December 31, 2019**

Motion 2020-034
MOVED by T. Miyanaga to accept the Financial Statements – Clearview Lodge, for the year ending December 31, 2019.

CARRIED

Motion 2020-035
MOVED by L. English to accept the Financial Statements – Social Housing, for the year ending December 31, 2019.

CARRIED

4. **Approval of Minutes**

Motion 2020-036
MOVED by L. English to accept the minutes from the Board Meeting of Thursday, February 27, 2020.

CARRIED

Minutes from the Building Committee meeting on March 11, 2020

TABLED

5. **Business Arising**

a) **TDHF Operational Review – Action Plan** – TABLED

b) **Maintenance Truck Purchase** – No decision made prior to COVID19 pandemic. Once things settle down, further consideration may be given to purchasing a truck.

c) **Clearview Lodge design** – CAO reported that he had made contact with Capital Region Housing Corp for assistance in developing request for design services. That was prior to pandemic outbreak and so it was unclear if that was still an option.

d) **TDHF Affordable Housing project** – CAO had met with ARDN representatives and an architect. The scope of the project was determined and should be able to be completed within Town of Taber timeline. As well, the projected budget was within the amounts remaining from Town of Taber.

e) **Grand Parade** – Blue Sea Foundation has decided to postpone the event until September 2020. The new launch date would occur sometime in June.

6. **Approval of Financial Statements and Reports**:

Motion 2020-037
MOVED by H. Prummel to accept for information the financial statements, bank statements and bank reconciliations for the month of February 29, 2020 for Clearview Lodge as presented.

CARRIED

7. Reports

a) Lodge Manager - Verbal Report

Motion 2020-038

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

CARRIED

b) Maintenance Manager's – Verbal Report

Motion 2020-039

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

CARRIED

c) Placement Officer Report

Motion 2020-040

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

CARRIED

d) Financial Administrator - Verbal Report

Motion 2020-041

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

CARRIED

e) Chief Administrative Officer Report
No report

8. New Business

a) Appointment of 2020 Auditors

Motion 2020-042

MOVED by L. Tams to appoint KPMG as auditors for the fiscal year ended December 31, 2020.

CARRIED

b) Resolution – Requisitions 2020

Motion 2020-043

MOVED by L. English to increase the requisitions by 7% from 2019 of $330,664 to $353,810 for 2020. The municipalities to be advised that the requisitions may need to be increased 5 to 7% in 2020.

CARRIED

c) Resolution – Uncollectible Amounts (Bad Debts)

Motion 2020-044

MOVED by L. Tams to table the Resolution: Uncollectible Amounts (Bad Debts) - 2019.

CARRIED

d) Pandemic Pay Proposal

Motion 2020-045

MOVED by L. Tams that Taber and District Housing Foundation that, effective March 17, 2020, in-scope staff be awarded a $2.00 per hour premium for each regular hour of work and that the Board review the decision in 3 months to determine whether an extension is required.

CARRIED

e) Supplemental Unemployment Benefit Program **TABLED**

9. Other Information

a) Monthly Report – Social Housing – February 2020
b) AHS Report – DSL Residents – January 2020

10. Adjournment

Motion 2020-046

MOVED by L. English to adjourn this meeting at 3:23 pm

CARRIED

Next Meeting – Board Meeting Thursday, April 23, 2020 Conference Call

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

Joan's Report to CAO
March 11 – April 15, 2020

1) Resident info:
   a. Move ins – 1
   b. Move outs – 3
      i. All three residents deceased; two family members have completed the move out process and one in progress.
   c. SL3 – 18
   d. Resident Room changes. I have suspended all in house moves during pandemic.
   e. Change in Status -0
   f. New applicant interviews -2
   g. Reevaluated existing applicants – 0
   h. Wait list – 9
      i. Currently no one on my wait list wants to move in during the pandemic.
   i. 74 residents in total.
   j. 20 residents on MAP
   k. 22 residents receiving laundry services
   l. 11 residents with In-house pendants
   m. 10 residents receiving supplies
   n. 5 residents exhibited symptoms of COVID; they were placed into isolation, tested and all results came back negative.
   o. 1 resident member has been taken home by a family member to be cared for there.
   p. 1 resident member who had been in the hospital, returned and was isolated for 14 days.
   q. 1 approved SL3 resident application for placement was withdrawn by Home Care due to our stand on 14-day isolation for new admission. (A 14-day isolation for new admissions is now a requirement as per Record of Decision 10-2020)

2) Family Meetings
   a. Annual or Meet and Greet –0
      i. All annual case conferences have been suspended until the end of the pandemic
   b. Preadmission meeting – 0

3) Employee news:
   a. HCA Coordinator off on Medical leave
   b. 1 HCA off on maternity leave
   c. 2 employees off on LTD.
   d. 1 Housekeeper back from medical leave; she is currently on modified duties.
   e. 1 employee resigned.
   f. 4 employees exhibited symptoms of COVID -19; they were instructed to stay home and self-isolate until swabs could be completed. All 4 swabs came back negative.
   g. 1 employee is off during pandemic due to being immunocompromised.
   h. New hires:
      i. 2 HCA
      ii. 1 GW
   i. Evaluations completed:
      i. 1 Activity Assistant
      ii. 1 HCA
      iii. 0 kitchen
   j. Training:
      i. April 14 & 15 – we did our first virtual training. We had 3 HCA's that required MAP training. We were able to hook them up through Facetime with our LPN tutor in Lethbridge.

4) Meetings:
   a. March 12 – Staff meeting
   b. April 14 – Emergency Preparedness meeting. (Tim called in)
      i. We reviewed the revised "TDHF Business Continuity for Pandemic Plan".
   c. I have meet with my management team on several occasions to review process and changes as per Record of Decisions.
   d. Virtual meetings:
      i. EOC meetings – I attend when I can
      ii. AHS / Partnership – Every Monday and Thursday
      iii. April 14 -Town Hall with AHS – discussion regarding PPE
   e. On a weekly basis we are meeting with the staff to discuss changing processes due to the pandemic. We are touching base with them to see how they are doing and reminding them that if they need to take a couple days off for their own Mental Health to just ask.

5) Health and Safety news:
   a. We have received our 2019 Internal Health and Safety audit back and we received a final mark of 79%. Joley has developed an action plan that we will be working on throughout the year.
   b. 2020 External audit will be a "Document Only" audit due to COVID-19. CCSA has offered to complete this audit for us at no charge. Because 2020 Audit is a document only audit, we will have to then do a Full External Audit again in 2021.

6) <u>COVID -19 news</u>
   a. We have been in complete lock down for going on three weeks. All doors are now alarmed 24/7.
   b. All employees are being screened twice daily.
   c. All employees are wearing masks when providing care or are unable to maintain the appropriate social distancing of 6 feet.
   d. All residents are screened once daily.
   e. Staff are changing out their street clothes into their work clothes prior to the start of their shift and then they are changing back into their street clothes upon completion of their shift.
   f. Tim has completed a "Surge Capacity" document that he has forwarded to AHS advising that we have 4 rooms available if needed during the pandemic.
   g. A "Skills Inventory" of employees has been completed which highlights strengths that they possess that we can possibly utilize in the event that a number of employees are off during the pandemic.
   h. We are doing all residents laundry that was originally being completed by their family members.
   i. I have developed a CVL Family email group to send out mass emails to family members to help keep them informed.
   j. I am very grateful for the addition of Tanya and Carrie at the lodge. Tanya, and in her absence Carrie, has been at the front door screening all staff and essential visitors upon entry into the lodge and now also doing employees halfway through their shift. She has been disinfecting and delivering the newspapers, mail and deliveries from outside. She has been scanning and forwarding all invoices, MOW, payroll, etc. to Bev as needed. Carrie has been also been assisting with the daily screening of the residents.
   k. We are in very good shape when it comes to PPE within our organization. Prior to the outbreak we had a good supply of items in our Pandemic Room. We made a substantial order to AHS which we have received a large quantity of items requested. We also made a substantial order through our regular supplier which a large quantity of the supplies ordered are arriving regularly. I have developed an inventory tracking document to monitor supplies on hand, supplies ordered, received and on back order.
   l. We have also been able to obtain a substantial supply of disinfecting product. We have always been a user of bleach to disinfect and we feel that our record of only 1 outbreak in several years is a good testament that it works. Unfortunately, we have been instructed by the MOH that the disinfecting product that we use must have a DIN; the bleach products that we have in stock unfortunately does not. After ordering a substantial amount of product we now find that Commercial CLOROX Bleach does have a DIN but we have only been able to find a small supply.

m. We have ordered a CLOROX 360 machine but unfortunately it is on back order; I inquired with the supplier on April 15 and he advised that it will probably be another 2 -3 weeks until delivery.
n. The week of April 20, 2020 my Coordinators will start working a compressed work week. They will be working 4 10-hour days a week alternating their days off. I will continue to try to work from home whenever I can.
o. All high touch items in common areas, lounges and dining rooms are being cleaned and disinfectant 3 times daily. By April 23, the resident's rooms will also be cleaned and disinfected 3 times a day.
p. The Dining Room has been spread out to allow for social distancing. We now have 27 tables set up for food delivery expanding from the multipurpose room through the dining room and into the atrium. Floor plans have been completed, which enables the staff to coordinate meal attendance sheets, beverage and diet restriction lists, etc.
q. Dean has ensured that his supply of disposable products such as paper plates, Styrofoam cups, etc. are in good supply if in the event that we have a number of residents isolated in their rooms or our employee base has been compromised.
r. We have removed a number of chairs and couches to try to ensure social distancing. We have removed the magazines from the rack and all information brochures from the front entrance stand. We have stored a large number of decorations to minimize the number of items that need to be touched daily.
s. Smoke shack has been moved to the Northwest exit. Maintenance guys have closed the area in so the residents cannot get out.
t. The Recreation department is now providing creative activities 7 days per week.
u. The annual full cleaning of the resident's rooms has been postponed allowing one of the housekeepers to assist in the dining room and common area disinfecting.
v. Our in-house meal guests have now been added to MOW; Monday – Friday Matt is delivering their meals and on Saturday and Sunday the Recreation department is delivering.
w. We have had to increase some staffing hours:
    i. We increased the MOW 4.5-hour position to 6.75hours per day to assist with the added duties due to the expanded dining room for supper service as well as extra duties concerning laundry and beverage services.
    ii. We have increased the recreation hours to 80 hours per week to include 8-hour coverage on both Saturday and Sunday.
    iii. We will be adding an 8-hour disinfecting housekeeping position in the next pay period to keep up with the Record of Decision 10-2020 Enhanced Environmental Cleaning requirements.
x. All deliveries are now left on the loading dock and either wiped down or sprayed with a disinfectant prior to coming into the building. If the items can be removed from cardboard boxes, they are before entering the facility.

7) **Donations during COVID -19**

a. 65" SMART TV from the Resident Council.
b. 5 IPAD's from Martin Brothers Funeral Home (Lisa Shimozawa) to be used for virtual family visits during the Pandemic. They were set up and used on Easter Sunday.
c. 4 tablets and cases from "Taber Health Foundation".
d. 1 laptop and 1 IPAD from Tamara Miyanaga.
e. 1 tablet from Micky Marko and Karen McNeil.
f. 1 tablet from Jane Hopkins.
g. N95 masks from Brian Hildebrand
h. N95 Masks from Andy Puskas
i. 12 homemade masks from Janine DeVlieger
j. 50+ Face Mask Holders from Monty Jensen – Oral Design Dental Lab.
k. Lunch provided by Ray @ Mediterranean Grill for staff working on Wednesday, April 15, 2020
l. 60 homemade masks and 15 small laundry bags from Wild Rose Colony in Vulcan.

8) Recreation:
   a. Since March 16th we have had no volunteers coming into the lodge.
   b. The recreation department has been practicing social distancing while maintaining activities with a lot of creativity.
   c. An added order is that groups can not be more than 5 individuals per group; exercises have been divided into two alternate scheduled times and then into groups of 5.
   d. The Legion has lent us a Horse Racing Game which is a large-scale game that allows for the appropriate social distancing.
   e. Nail care is still available with a barrier being placed between the resident and the employee.
   f. A podiatrist is coming in to provide the essential service of foot care to the residents.
   g. Two staff members provided hair care services to the ladies; ensuring to wear the appropriate PPE while practicing social distancing.
   h. The recreation department was very creative in celebrating Easter. They had a scavenger hunt, rabbit racing, Easter Bingo and an Easter Basket Raffle.
   i. They try to go out for walks daily, a short distance group and a long-distance group. Both residents and employees are wearing face masks when they go out as well the girls always ensure they have hand sanitizer with them. We feel these walks are very important to help maintain their mental health.
   j. The donation of the SMART TV has been largely utilized for movies, virtual tours (Calgary Zoo, downtown London, animal videos, sea turtles in Hawaii, tulips in the Netherlands, etc.)
   k. We continue to encourage the residents to keep in contact with their families via the telephone, through window visits writing letters, sending cards or facetime calls.
   l. The recreation department made a video that was a huge success; it was on UTUBE with over 5000 hits. Global News, CTV News and Shaw Spotlight all did a piece on the video. The girls are currently working on another video to share with the families.

9) Well needless to say we are all very busy; we will continue to work hard to try to keep COVID -19 out of Clearview Lodge.

Maintenance Report

April, 2020

Clearview Lodge

- Ongoing Maintenance
- Unit 203 ongoing
- Unit 403 is ready for rent
- MAU change filter
- Freezer service call to Taber Temp
- Smoking area build temporarily for tenant
- Some furnitures stored to Maintenance shop
- Replace tv at Atrium
- Set up temporary office for Tanya
-

Homestead Manor

- Unit 308 move in
- Computer room installed new blinds
- AC installed at Unit 207

Pioneer Place

- Unit 117 and 122 move out
- Unit 101 move in
- Unit 102, 113, ready for rent
- Service call to Whites Plumbing - recirculating pipe broke
- Set up temporary office for Carrie

Harmony Home

- Unit 101 new floor, new paint.
- 102, and 306 ready for rent
- Unit 201 on going

Prairie Rose Manor

- Ongoing maintenance

- Fire Alarm to be completed soon

Sunshine Manor

- Fire Alarm to be completed soon
- Ongoing maintenance

Barnwell

- Ongoing maintenance

Phase One

- Unit 5917- replace entry key

Phase Two

- Remove tree in front of unit 4413 and 4417
- 5603 move out and cleaning in progress

Phase Three

- Unit 3806- new paint
- Unit 3806 move in

Special Needs

- Ongoing maintenance

General Maintenance

- Meals on wheels is done by one of our maintenance tech on our Manors
- Coinamatic coins collected and rolled it
- Truck Service

Board Report April 23, 2020

Senior Housing

Applications-0

Move Ins-0

Move outs-1

Waitlist-7

Everyone currently on the waitlist just wants to be on the list.

Vacancies-11;

4 in Pioneer Place, 4 in Harmony Home, 1 at Sunshine Manor, 2 at Prairie Rose Manor

Family Housing

Applications-0

Move Ins-1

Move outs-1

Waitlist-4

Vacancies-1

DRSP

Nothing new to report. No clients are to be renewed until the end of May.

Other Info

I was working from home calling residents and making sure they were feeling ok and making sure they got what they needed.

It was decided that we would go ahead with annual rent review. Due to a bad WIFI connection and me going crazy, Maintenance moved some of the items I needed into an empty unit at Pioneer Place.

Maintenance collects the documents from the seniors that I need and bring them to me to scan. This has been somewhat challenging, but I think we got it figured out. We are required to give tenants 90 day's notice of rent changes, but this may not happen because of the pandemic.

I have also been helping at CVL doing screenings of employees and then I was screening all Residents once a day.

FCSS has just started helping me make calls to our residents so we can reach more people more frequently.

Financial Administrator Report for Mar 26 – Apr 20/20

PAYROLL

- Completed March Monthend Payroll, April Advances
- Set up Pandemic Premiums
- 2 employee meetings via phone
- 2 LTD, 1 Medical Leave, 1 Matt Lv,
- Benefit questions, inquiries, changes, concerns, addition, deletions
-

FINANCE

- 1 DRSP payment run (7 clients each), DRSP report, update YTD,
- 2 regular vendor cheque run.
- SH tenant move-ins, move-out,
- CVL resident move-ins, move-out
- CVL Rent change April 1/20 for all residents
- Guest Meal invoicing for March completed
- Apr rent collection (SH / CVL) completed
- Set up all Tenants on PAD (Pre-Authorized Debit) for rent payments during Pandemic
- MOW client setups and closings, Mar meals 296 – 19 clients
- Discussions on how to get new volunteer groups as 2 groups cancelled due to Pandemic and 1 group cancelled due to business no longer working (need 6 weeks of coverage)
- Report for Board Meeting Apr 23
- Monthly Manager's financial update
- Monthly Rent Supplement Report YTD status for Edmonton
- 2020 year - Employee hours training $8.745
- SH 2020 Site Level Budgets to Edmonton
- Pandemic Reports to Edmonton regarding any changes in rent March to April
- Setup all Vendors on EFT payments due to Pandemic
- Setup SH rent payments for Interac e-transfer if needed
- Confirmed residents eligible for LAP Funding 56 (budgeted 60)
-
-

GENERAL

- Working in office
- Providing information to Staff working off site as needed

CAO Report
April 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 March 30 – April 3

- Mar 30, Apr 1 & 3 – Emergency Operations Centre meetings with Town of Taber
- Mar 30, Apr 1 & 3 – Stakeholders Meeting with ASHC – South rural representative by invitation
- Apr 2 – AHS Contracted Partners Teleconference
- Apr 2 – Town Hall Teleconference with Dr. Deena Hinshaw – for Housing providers
- Researched Supplemental Unemployment Benefit (SUB) Plan
- Developed some signage for Senior Self-contained apartment building entrances
- Submitted Surge Capacity availability – AHS has asked every operator how many residents it could accept as they transferred people out of acute care settings. This effort was to clear hospitals for any surge in COVID cases requiring hospitalization.

Week of April 6 - 10

- Apr 6, 8 & 9 - Emergency Operations Centre meetings with Town of Taber
- Apr 6 & 8 – Stakeholders Meeting with ASHC
- Apr 9 – AHS Contracted Partners Teleconference
- Researched Federal government COVID-19 relief programs – namely CEWS (but only the $25,000 program as we have not seen a decrease in revenue to date)
- Sought out volunteers for MOW deliveries – Town of Taber, Chamber of Commerce were very helpful in spreading the word. Thanks to individuals that were able to help us fill some gaps while community responses were building.
- Worked on Business Continuity Plan
- Apr 10 – STAT – Good Friday

Week of April 13 -17

- Apr 13 – Call with Deputy Minister, Seniors & Housing, for all Housing Management Bodies
- Apr 13 & 16 – AHS Contracted Partners Teleconference
- Apr 14, 15 & 17 – Emergency Operations Centre meetings with Town of Taber
- Apr 14 & 16 – ASCHA Webinar
- Apr 14 – Phone call with Vaughan Hoy, Architect re: Affordable Housing Project
- Apr 14 – Emergency Preparedness Committee meeting
- Apr 15 & 17 – Stakeholders Meeting with ASHC
- Apr 16 – Met with Grant Hunter MLA, and Angela Wolgen-Strojwas at my house for lunch
- Completed Performance Evaluation for Placement Officer position
- Began reviewing annual income review documents for Senior self-contained apartments

Week of April 20 - 24

- April 22 & 24 - Emergency Operations Centre meetings with Town of Taber
- Apr 20 & 23 – AHS Contracted Partners Teleconference
- Apr 21 – Call with ARDN representatives re: Affordable Housing Project
- Apr 23 – TDHF Board of Director's meeting
- Apr 24 - Stakeholders Meeting with ASHC
- Continue working on annual income review documents for Senior self-contained apartments
- Submit proposals to ARDN and FCSS for funding extra projects

<u>Upcoming Events</u>

May 2020 –

- Create Action Plan for Implementation of Strategic Planning Goals/Principles
- Building Committee:
    - 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 – **POSTPONED** until September 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 **DELAYED**
- Research Maintenance Program software (Implement 2nd/3rd Quarter 2020)

Future:

- **Everything has been cancelled until Fall 2020**
- October 19 – 22, 2020 APHAA Conference – Banff, AB

TABER & DISTRICT HOUSING

Agenda Item ___

RESOLUTION: Market Rents 2020

WHEREAS Ministerial Order No. H:033/2001 states that where a management body provides self-contained senior citizen's housing accommodation, that management body must determine and set a maximum basic rent for that housing accommodation based on the market rent, and must review these at least once each year for possible adjustment; and

WHEREAS maximum basic rent charged to a household for self-contained senior citizen's housing accommodation, which is not to exceed 20% above the local market rent; and

WHEREAS as per memo received August 13, 2008 from Clarence Bereska, Executive Director, Housing Operating Program Delivery regarding Direct Rent Supplement Program states:
Maximum Market Rental Rates – Except for Fort McMurray, management bodies will use the following in establishing a maximum market rental rate:

- The maximum market rental rate cannot exceed 20% over the market rental rate as determined by the semi-annual surveys conducted by CMHC. For those municipalities not surveyed by CMHC but surveyed by Municipal Affairs and Housing in their annual rental rate review then maximum rental rates cannot exceed 20% over the annual rental rates reported in that review. For municipalities not surveyed by either CMHC or Municipal Affairs and Housing or property types not considered in those surveys, the management body is able to establish the maximum rental rate based on their own review; and

WHEREAS the Market Rent set by the Board in **2019** for Taber and District Housing Foundation Rental Accommodations was as follows:

	Location	# of Bedrooms	Market Rent	Max 20% over Market Rent	TDHF Set Market Rent
2016	Taber	Rooming House	$400	10%	$ 440
		Bachelor	$500	20%	$ 600
		1 Bedroom	$650	16%	$ 754
		2 Bedrooms	$850	16%	$ 986
		3 Bedrooms	$1,000	16%	$ 1,160
		4 or more Bedrooms	$1,250	16%	$ 1,458
	Vauxhall	1 Bedroom	$650	16%	$ 754
		2 Bedrooms	$750	20%	$ 900
		3 Bedrooms	$750	20%	$ 900
	Barnwell & Grassy Lake	1 Bedroom	$500	10%	$ 550
		2 Bedroom	$575	10%	$ 632
		3 Bedroom	$650	10%	$ 715
		4 Bedroom	$800	10%	$ 880

TABER & DISTRICT HOUSING

RESOLUTION: Market Rents 2020

WHEREAS Taber and District Housing Foundation is surveyed in part by Municipal Affairs and Housing and in part must completed their own rental review as indicated as follows; and

Rental Location	Number of Bedrooms	
Rooming House	n/a	Property type not considered in the survey
Taber	Bachelor, 1, 2, & 3	**2014 Survey by Alberta Seniors branch**
Taber	4 or more	Property type not considered in the survey
Vauxhall	1	Property type not considered in the survey
Barnwell	1	Property type not considered in the survey
Grassy Lake	1	Property type not considered in the survey

THEREFORE BE IT RESOLVED THAT the maximum market rent for Taber and District Housing Foundation tenants be as follows;

	Location	# of Bedrooms	Market Rent	Max 20% over Market Rent	TDHF Set Market Rent
2017	Taber	Rooming House	**$400**	10%	**$ 440**
		Bachelor	**$500**	20%	**$ 600**
		1 Bedroom	**$650**	16%	**$ 754**
		2 Bedrooms	**$850**	16%	**$ 986**
		3 Bedrooms	**$1,000**	16%	**$ 1,160**
		4 or more Bedrooms	**$1,250**	16%	**$ 1,458**
	Vauxhall	1 Bedroom	**$650**	16%	**$ 754**
		2 Bedrooms	**$750**	20%	**$ 900**
		3 Bedrooms	**$750**	20%	**$ 900**
	Barnwell & Grassy Lake	1 Bedroom	**$500**	10%	**$ 550**
		2 Bedroom	**$575**	10%	**$ 632**
		3 Bedroom	**$650**	10%	**$ 715**
		4 Bedroom	**$800**	10%	**$ 880**

And furthermore, be effective for:

- Existing tenants at their next annual rent review date and
- New tenants upon move in effective May 1, 2020

TABER & DISTRICT HOUSING

Agenda Item ____

RESOLUTION: Recovery of Electrical Costs - 2020 Senior Self-Contained Apartments

WHEREAS the basic rent charged a household includes the monthly rent for the accommodation (unit) and full services; and

WHEREAS full services includes heat, water, sewer, a stove, a refrigerator, but not electricity; and

WHEREAS Electricity is not included in the full services provided under the basic rent for social housing accommodation; and

WHEREAS the tenants are responsible for payment of their electricity costs; and

WHEREAS under the Management Body Statement of Operations Chart of Accounts, Revenue account 131 (Utilities Recovered) the management body is to recover those costs from the tenants; and

WHEREAS if the building has a single (bulk) meter for electricity, according to a directive from the department, the Management Body must recover 80% of the electrical costs for the entire building *(including suites, interior common areas, exterior lighting, etc.)* to a maximum of $50 per unit per month; and

WHEREAS an annual increase in the recovery of the additional electrical cost is to be no more than an increase of $10 per month; and

WHEREAS if the senior self- contained unit is individually metered and the tenant is billed directly from the electric company for their particular unit, the management body must not charge for the recovery of electricity in common areas; and

THEREFORE, BE IT RESOLVED THAT the existing individuals occupying a unit in one of TDHF's Self Contained Senior Apartments pay the Electrical Recovery fee, effective on the date of their annual rent review date and for new tenants **effective May 1, 2020**:

Units	Type of Meter	Total Electrical Costs for 2019	Recovery based on Meter Type	80% of Electrical	## of Units	*2019 Monthly Electrical Charge*	**2020 Monthly Electrical Charge**
Taber	**Bulk**	**$51,475**	**80%**	**$41,180**	**85**	*$44*	**$41**
Barnwell	Individual	**$1,900**	00%	n/a	6	*$00*	$00
Grassy	**Bulk**	**$2,547**	**80%**	**$2,038**	**4**	*$49*	**$43**
Vauxhall	Individual	**$4,896**	00%	n/a	12	*$00*	$00

Taber & District
HOUSING FOUNDATION

info@taberhsg.ca
(403) 223-2767
5318 – 48th Avenue
Taber, Alberta T1G 1S2

Charitable donations to the Taber & District Housing Foundation

Donations are a great way to help support the Taber & District Housing Foundation while also taking advantage of the federal and provincial government tax incentives. Donations such as cash, goods, land, or listed securities are eligible for a charitable tax credit.

Charitable tax credit considerations:

- Donating publicly traded securities (stock, mutual funds, bonds, etc.), ecological property or cultural property directly to the Taber & District Housing Foundation can eliminate the capital gains tax that you might incur when the securities are sold, you will also receive a tax receipt for the full market value.
- Donations of $200 or more will qualify for a higher charitable tax credit rate. For example, in Alberta you will receive a federal donation tax credit rate of 15% and a provincial donation tax credit rate of 10% on the first $200 donated. Any amounts above $200 will receive a federal rate of 29% and a provincial rate of 21% (2019 rates). Therefore, on a $1,000 donation in 2019, you could receive a charitable tax credit of $450.



If charitable donations during your lifetime is not a financially feasible option, another great option to help support the Taber & District Housing Foundation is a charitable bequest.



What is a Charitable Bequest?

A Charitable Bequest (also known as a gift by Will or a testamentary gift) is a designated gift specified in your Will to be given to the Taber & District Housing Foundation after your lifetime. This type of giving allows you to make a significant impact to the Taber & District Housing Foundation without impacting your savings during your life.

How Charitable Bequests work

A bequest must be set out in writing, typically in your Will. There are several types of bequests to choose from and you can set out one type of bequest or a combination of different bequests in your Will. These bequests can be updated and changed throughout your life as your needs and financial position change.

You can assign a dollar amount, specific assets or a fixed percentage of your estate to the Taber & District Housing Foundation. Once donated the designated amount or asset will be used for the Taber & District Housing Foundation's most urgent needs or you can designate the bequest to be used for a specific purpose or program.

Along with being able to designate the bequest to a specific purpose or program, you are also able to make a conditional/contingent bequest. These types of bequests require certain conditions to be met before the gift is bequeathed. For example, you may wish to leave a portion of your estate to the Taber & District Housing Foundation only if your other beneficiaries in your Will pass away before you.

Taxable benefits of Charitable Bequests

You may have concerns that charitable giving may limit the amount you can leave to your beneficiaries. Generally, with charitable bequests, this is not the case. The Taber & District Housing Foundation will issue an official tax receipt for the full value of your bequest. Since you may have significant taxable income upon death, this receipt can be used to lower the amount your estate will owe the Canada Revenue Agency on your final income tax return.

Donation tax credits for a Testamentary Graduated Rate Estate (GRE) gifts are potentially claimable against income taxes in:

- The donor's terminal tax year;
- The donor's tax year immediately preceding the terminal tax year;
- The tax year of the GRE in which the donation was made (or in any of the 5 following taxation years of the GRE); or
- Prior tax years of the GRE.



What is a Graduated Rate Estate (GRE)?

- An estate that arises on and as a consequence of the death of an individual;
- Qualifies as a testamentary trust (as defined in the Income Tax Act of Canada);
- Exists for no more than 36 months from the date of the individual's death;
- Provides the social insurance number of the deceased individual on the estate's tax return; and
- Designates the estate/trust as a GRE on its first estate tax return that ends after 2015 (and no other estate/trust designates itself as a GRE of the deceased individual).



Types of Charitable Bequests

There are four basic types of Charitable Bequests:

1. General bequests: You may bequest gifts taken from your estate's general assets. For example, "I direct my Trustees to pay or transfer the sum of (state the dollar amount), to the Taber & District Housing Foundation ("The Foundation") to be used for the Foundation's general purposes".
2. Specific bequest: You may bequest a specific piece of property that can easily be identified and distinguished from all other property in your estate (i.e., paintings, vehicles, etc.). For example, "I give to the Taber & District Housing Foundation (describe the asset)".
3. Residual bequest: You may bequest a share or percentage of the residual of your estate. For example, "I give to the Taber & District Housing Foundation all (or a stated percentage) of the rest, residue and remainder of my estate".
4. Demonstrative bequest: You may bequest gifts that must be paid from a specific source (i.e., a bank account, sale of stocks or bonds, etc.). For example, "I give to the Taber & District Housing Foundation (state the dollar amount), to be paid out of the proceeds from the sale of (state the specified stock)".

If you would like to set up a Charitable Bequest, please speak to your estate-planning lawyer and financial advisor.

Please let the Taber & District Housing Foundation know of your intentions to include us in your Will so we can thank you for your support and provide you with our proper legal name and charitable registration number.

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TABER Design Drivers

The set of Design Drivers guides the masterplanning and site tests. These design drivers are essential and important qualities, character elements, functionality, vision elements, and cultural alignment qualities that are critical aspects that must be substantially met.

The masterplan concepts are evaluated against the Design Drivers. Concepts that are capable of incorporating all the design drivers are ranked highest in potential for development.

RIGHT TO LIGHT | all self-contained dwelling units in their orientation must have direct sun exposure at some time during the day, either morning to early afternoon or early afternoon to end of day. No suites will have a north facing aspect.

SAFETY & SECURITY | the concept masterplans must support the housing complex as a safe environment where visual connection and oversight by neighbours is supported. Planning must support CPTED (Crime Prevention Through Environmental Design) principles. Safety and security must be both real and perceived. Site planning where as much as possible visually communicate a private housing precinct.

SENSE OF PLACE | masterplan forms must develop a 'sense of place' that supports a full variety of experiences for self-contained grouped dwelling units and reflect as much as possible an organic plan, supporting a contemporary regional design response that is 'timeless' but 'of its time'.

PARKS & GARDENS | site planning must support masterplan concepts that create outdoor green spaces, gardens, parks, and allées (tree lined walkways) part of and directly accessible to occupants of the housing complex.

ACCESS TO COMMUNITY & AMENITIES | masterplanning must reasonably reflect open accessibility to existing community amenities within the Town site, and contained planned drop-off and loading areas.

ACCESSIBILITY | adequate provisions of physically accessible units must be part of the overall dwelling unit count. The housing complex site overall must be planned as physically accessible and developed in detail through Universal Design principles.

CULTURAL ALIGNMENT + REGIONAL ARCHITECTURE | the general architectural style, materials, communal spaces, open garden and amenity spaces shall be designed in a manner that reflects aspects of the local and regional culture, heritage, and natural landscape, and is contemporary yet of it's time and timeless and enduring. The planning and style of the enclave communicates ideals that express provisions for inclusivity and diversity.

TABER Design Drivers

BEAUTY | the affordable housing enclave shall be a place of beauty where each resident can individually and collectively create and contribute to the enhancement of their environment. It is to be a place that supports calm and wellness, and reflects the highest values of the community.

OPERATIONAL ECONOMY | the overall facility will be designed to maximize efficiency and durability through building systems and equipment to support a long building life cycle and ongoing operational economy and regular maintenance.

DURABLE LONG LASTING BUILDING MATERIALS | architectural palette of materials will consist of long life durable high quality materials requiring minimal maintenance.

SUSTAINABILITY | the housing enclave shall support a number of potential sustainable design initiatives that promote energy efficiency, long life cycle of buildings, natural materials, and incorporate best planning and design principles. Initiatives such as Net-Zero, passive solar gain through building orientation, and rain water harvesting for landscape maintenance are significant and beneficial opportunities.

Grant & Fundraising Proposals
Taber & District Housing Foundation
April 23, 2020

1) ARDN Grant (must be submitted by Friday, April 24, 2020)

ARDN has sent out requests for proposals to be submitted by Friday, April 24, 2020.

The proposal is to request up to $25,000 to hire a 0.75 FTE Social Housing position. This temporary position (until March 31, 2021) would be hired to assist Carrie in communicating with Social Housing and Senior Self-contained apartment tenants.

TDHF would recruit a group of volunteers that would "buddy" up with Manor residents and do daily phone calls for wellness checks. The volunteers would work off of scripts of information TDHF wants communicated and would send any special requests or comments to Carrie and new hire for follow-up.

Carrie would continue to do all her work for income reviews, interviews, new leases, move-ins and outs and communicate with tenant family members. Interactions with family members have been challenging at times because they push on the building access restrictions more than the residents do.

New hire could also gain some experience with Placement Coordination if there was an absence due to illness (COVID or otherwise).

Proposal Costs
0.6 FTE equates to 24 hours per week (could be four 6-hour days)
44 weeks until March 31, 2020 (assume June 1, 2020 start)

Total Wages	- $20,064
Benefits (14%)	- $2,809
Cellphone & Plan	- $1,200
Computer	- $1,000
Total	**$25,073**

2) **Taber and District Health Foundation**
Purchase and install a Temperature Screening Thermographic Bullet Camera - $10,000

This camera can scan residents as they walk through the range of the camera (2.5 to 50 m), which is sufficient to scan across the access from Atrium to the dining room. It is capable of scanning up to 20 individuals simultaneously and can be programmed to alert for temperatures (based on facial scanning) that are above a certain range. Any temperatures detected above a specific figure will send an alert to a computer and/or a mobile device.

Essentially, it can be installed and configured to take the resident's temperature without them realizing it is being done and a simple message is sent to a Manager/Coordinator that an abnormal temperature has been noted. I believe that a color image is sent with the message so that it is easily identifiable who might have a fever.

This is very relevant at this time because of COVID and the requirement that we take temperatures. However, it could also be very useful at any time. When residents get UTIs, we usually determine they have a fever AFTER we have seen abnormal behavior. This camera may allow us to determine some issues long before they present in altered behavior.

The cost of the camera is $8,500 and I have allotted an additional $1,500 for installation and wiring.

3) **Fundraising for Meals on Wheels - $10,000**

I would like to fundraise some amounts to offer Meals on Wheels at a reduced rate ($7.00 per meal rather than $9.00). This would reduce the food costs for our current MOW clients and might make it an affordable option for more senior residents in Taber.

To March 31, 2020, we have served 807 meals and 19 distinct clients. That's an average of approximately 270 meals per month. Therefore, a two-dollar reduction at our current service levels would cost us approximately $6,450.We could provide an additional 150 meals per month for new clients with the remaining funds raised.

I believe it is reasonable to believe that senior residents will continue to be isolated for a considerably longer period than the rest of society. The nutritional supports might be a way to make this time somewhat easier for people that are likely isolated in their homes.

An alternative to fundraising would be to designate funds from Clearview Lodge's budget. Currently, CVL Kitchen can actually make some money to support Clearview Lodge's finances while offering a valuable service to the community. We could move more into a cost-recovery position which would allow us to reduce the cost to MOW clients.

HIKVISION

DS-2TD2636B-15/P

Temperature Screening Thermographic Bullet Camera

DeepinView series





Hikvision DS-2TD2636B Temperature Screening Thermographic Bullet camera is designed to detect elevated skin-surface temperature with high accuracy in real time. It can be used for preliminary temperature screening in office buildings, factories, stations, airports and other public places.

Key Feature

- 384 × 288 high resolution in thermal channel, high sensitivity sensor
- Temperature range: 30°C to 45°C; temperature accuracy: ±0.5 °C
- Reliable temperature exception alarm function
- 4MP resolution in optical channel
- 3D DNR, image detail enhancement

Monthly Report (Social Housing)

Apr 17, 2020

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	1
Wait List	7
Vacant Units	12

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

New Tenants (Move In's)

Sr. Apt

Tenant Name	Move In Date	Unit Number	Phase Number

New Tenants (Move In's)

Community

Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Sr. Apt

Tenant Name	Move Out Date	Unit Number	Phase Number
John Sparks	10-Apr-20	117	52060

Exiting Tenants (Move Out's)

Community

Tenant Name	Move Out Date	Unit Number	Phase Number
Shaunna Bettger	14-Apr-20	24	52010

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	101	Ready
	306	Ready
	201	Ready
	102	Ready
Homestead Manor		
	308	Full
Pioneer Place	113	Ready
	102	Ready
	122	Ready
	117	
Prairie Rose Manor		
	6	
	1	Ready
Bountiful House		Full
Sunshine Manor	3	Ready

Community Housing Vacancies:

	Unit #	Status
Taber - Phase 1		
52000		Full
Taber - Phase 2	24	
52010		
Taber - Phase 3		Full
52020		
Taber - Phase 4		Full
52030		
Barnwell Phase 23		Full
52090		
Vauxhall Phase 33		Full
52120		