



**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, November 26, 2020 @ 3:00 p.m. Green Room – Taber Civic Centre

- 1. Approval of Agenda**
- 2. Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – October 22, 2020
- 3. Business Arising:**
 - a) Meals on Wheels Update
 - b) Letter of Support: Affordable Housing Project – MD of Taber
 - c) CMHC Seed Funding Application
 - d) Christmas Meals @ Manors
 - e) Resignation Email – Harry Prummel, Member at Large
- 4. Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For September 30, 2020 - 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) CAO Report
- 6. New Business:**
 - a) Building Projects: Next Steps:
 - i) Affordable Housing Project – applications to CMHC & Provincial Govt.
 - a. CMHC Seed Funding application
 - ii) CVL – Design Process Ideas & Schedule
 - a. Exterior survey received; parts of interior survey received
 - b) Job Description: P – A1: Chief Administrative Officer *(Health & Safety Section revised)*
 - c) Policy T-36: Personal & Sexual Harassment *(Definition of Harassment Updated)*
 - d) Policy HS-38: Business Continuity for Pandemic Plan
 - e) Municipal Appointment Letters
 - f) Selection of Committees and Committee Chairs
 - g) Signing Authorities
 - h) Review of Draft 2021 Board Calendar
 - i) MOW – Alternatives during Service Interruptions
 - j) CVL Accommodation & Service Rates – Effective January 1, 2020
 - k) TDHF Out of Scope Employees – 2021 Wage proposal
 - l) TDHF Employee Benefit Proposal – Additional Personal Days 2021

7. Information

- a) TDHF Office & Out-of-scope – 2020 Christmas Schedule
- b) Report – Social Housing – November 20, 2020
- c) AHS DSL Residents Report – August 2020
- d) Taber Times Article – November 18, 2020

8. Adjournment

Next Meeting:	Building Committee	Friday, Dec 4	Civic Centre - Green Room
	Board of Directors	Thursday, Dec 17 (??)	Civic Centre - Green Room
	Building Committee	Friday, Dec 18 (??)	Civic Centre – Green 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, October 22, 2020
Taber Civic Centre – White Room

ATTENDANCE

Board:	Linda English Tamara Miyanaga	Rosanne Horrocks Lou Tams	Tom Machacek
Absent:	Harry Prummel	Ian Matheson	
Administration:	Tim Janzen (CAO), Corey Beck (Maintenance Manager), Joan Hart (Lodge Manager), Carrie Wilson (Placement Officer)		

Rosanne Horrocks, Chairman, called the meeting to order at 1:34 pm

1. Approval of Agenda

Motion 2020-126

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

CARRIED

2. Approval of Minutes

Motion 2020-127

MOVED by T. Miyanaga to accept the minutes from the Board Meeting of Thursday, October 1, 2020.

CARRIED

3. Business Arising

- a) **Meals on Wheels Update** – CAO anticipated meals delivered YTD by October 31, 2020 would exceed 3,200 meals. That is nearly a 53% increase from 2019.
- b) **8760 RFP Update** – CAO reported that the RFP document had been signed and TDHF would participate in the 8760 RFP process to lock in electricity prices until 2025.
- c) **Refund – Arnold Family** – CAO reported that rental refund amounts had been forwarded to the Arnold family.
- d) **CVL Rent Recalculation** – CAO reported that the calculated amount had been corrected and Lodge Manager, Joan Hart, had informed the resident couple of the change in monthly rent amounts.

4. Reports

a) Lodge Manager Report

Motion 2020-128

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

CARRIED

b) Maintenance Manager Report

Motion 2020-129

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

CARRIED

c) Placement Officer Report

Motion 2020-130

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

CARRIED

d) Financial Administrator Report

Motion 2020-131

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

CARRIED

e) Chief Administrative Officer Report

Motion 2020-132

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

CARRIED

5. New Business

a) Building Projects: Next Steps – Affordable Housing

CAO reported that he was presenting at MD of Taber Council on Tuesday, October 27, 2020, seeking a Letter of Support for the Affordable Housing project.

b) Building Projects – Next Steps: Clearview Lodge

CAO reported that the Building Committee was anticipated that these meetings would be held every two weeks. The CAO would have meetings with Vaughan Hoy, Architect, on the opposite weeks.

c) Letter from AB Seniors & Housing – Rental Supplement Budget – October 1, 2020

Motion 2020-133

MOVED by T. Machacek that the letter from AB Seniors and Housing re: Rental Supplement Budget be accepted as information.

CARRIED

d) Policy HS – 14: Management and Employee OHS Commitment

Motion 2020-134

MOVED by L. Tams that Policy HS-14: Management and Employee OHS Commitment be accepted as presented.

CARRIED

e) Policy Documents re: Clearview Lodge Resident – Application through Rental Refund Process

CAO presented copies of various policy documents for Clearview Lodge residents – from application, interview forms, medical assessment forms and priority classifications, lease documents and rental refunds. After discussion, the Board felt that the documents were sufficient to deal with Clearview Lodge resident matters.

f) Application to Harmony Home Manor

Placement Officer, Carrie Wilson, presented an application for a tenant at Harmony Home. As the applicant was below the age threshold and there was only one vacancy at Harmony Home, a decision is required by the Board to accept the application.

Motion 2020-135

MOVED by T. Machacek that the applicant be accepted at Harmony Home Manor.

CARRIED

6. Other Information

- a) Monthly Report – Social Housing – October 9, 2020
- b) Email AB Seniors & Housing – Introduction to David Williams, Asst. Deputy Minister

7. Adjournment

Motion 2020-136

MOVED by T. Miyanaga to adjourn this meeting at 2:56 pm

CARRIED

Next Meeting –	Building Committee Mtg.	Friday, Oct 23	Civic Centre – White Room
	Building Committee Mtg.	Friday, Nov 6	Civic Centre – Grey Room
	Annual General Meeting	Thursday, Nov 26 2:00 pm	Civic Centre – Green Room
	TDHF Board Meeting	Thursday, Nov 26 3:00 pm	Civic Centre – Green Room

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

2020 MOW Summary

Month	# Clients	# of Meals	YTD	Days/Mon Discount	
January	15	284	284	36	\$0
February	17	227	511	28	\$0
March	19	296	807	30	\$0
April	18	315	1122	32	\$0
May	19	279	1401	30	\$0
June	21	324	1725	30	\$494
July	20	275	2000	33	\$922
August	23	308	2308	29	\$ 1,090
September	29	423	2731	30	\$1,559
October	30	454	3185	33	\$ 1,727
November			3185		
December			3185		
YTD MEALS		3185		311	5,792
\$/MEAL		\$9.00		Days/Mon Discount	

Year

2019

2018

2017

2016

2015

YTD Oct

2149

2042

2273

2682

2381

NOV 13 2020



Municipal District of Taber

Administration Office

November 4, 2020

Taber and District Housing Foundation
5318 – 48 Avenue
Taber, AB
T1G 1S2

Attention: Tim Janzen

RE: Letter of Support

The Municipal District of Taber lends its support in principle for the construction of a housing facility in the Town of Taber.

Affordable Housing has been identified in the ARDN report as a necessary item for the continued growth of our region. Building attainable housing in our area is a positive step for our local economies.

The Municipal District of Taber supports this important project and believes it will benefit the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Merrill Harris".

Merrill Harris
Reeve
Municipal District of Taber

Tim Janzen

From: CRM Notifications <Notifications@cmhc-schl.gc.ca>
Sent: Thursday, November 12, 2020 4:28 PM
To: Tim Janzen
Subject: CMHC Application / Demande d'Habitation Canada - Taber Affordable Housing Project
CRM:0675196

Follow Up Flag: Flag for follow up
Flag Status: Completed



Canada Mortgage
and Housing Corporation

Thank you for submitting your application (Application Reference Number: 6525623).

Please feel free to monitor the status of your application by accessing your [account](#) on the CMHC portal.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.

In an effort to continuously improve the application process for National Housing Strategy initiatives, we are asking for a few minutes of your time to complete the following [survey](#).

If you have any questions, visit our website at <https://www.cmhc-schl.gc.ca/en/nhs/guidepage-strategy/help-and-resources> for information on how to reach one of our Affordable Housing Consultants.

Canada Mortgage and Housing Corporation

Merci d'avoir soumis une demande (Référence de la demande : 6525623).

N'hésitez pas à surveiller l'état de votre demande en accédant à votre [compte](#) sur le portail de la SCHL.

Comme ce message provient d'une adresse qui n'accepte pas les courriels entrants, nous vous remercions de ne pas y répondre.

Dans le but d'améliorer continuellement le processus de demande pour les initiatives de la Stratégie nationale de logement, nous demandons quelques minutes de votre temps pour remplir notre [sondage](#).

Si vous avez des questions, visitez notre site Web à l'adresse <https://www.cmhc-schl.gc.ca/fr/nhs/guidepage-strategy/help-and-resources> pour savoir comment joindre l'un de nos conseillers en logement abordable.

Société canadienne d'hypothèques et de logement

[PRIVACY POLICY](#) | [CONTACT US](#)



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Tim Janzen

From: Harry Prummel <harryprumm@gmail.com>
Sent: Thursday, October 29, 2020 10:46 PM
To: Tim Janzen
Subject: Re: TDHF Member at Large Position
Attachments: image001.jpg

Tim,
I have decided not to seek another term. I have a hard time making the meetings and have taken on the position of Public Complaint Director for the Police Commission. I wish you the best going forward.
Harry.

On Tue., Oct. 20, 2020, 3:52 p.m. Tim Janzen, <timj@taberhsg.ca> wrote:

Harry:

You are approaching the end of your first two-year term as a Member at Large on the Board of Directors for Taber and District Housing Foundation.

I am wondering if you have considered whether or not you would like to continue for an additional two-year term.

TDHF Policy indicates that you can service 3 consecutive terms (though we have extended that period with Rosanne – rightly or wrongly).

I am thinking that it would be great to renew your term at the next Board meeting where I expect we would be receiving all of the local towns, municipalities and villages letters re: representatives.

At the meeting, we will also set up all the committees and Chair and Vice-Chair position.

Thank you for you for serving on our Board.

Please let me know your intentions of continuing to serve on the Board.

Tim Janzen, CIHCM

Chief Administrative Officer

Taber and District Housing Foundation

5318 – 48 Ave.

Taber AB T1G 1S2

Work: (403) 223 - 2767 Ext 7

Cell: (403) 382 - 7098

FAX: (403) 223 - 2189

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2020		CLEARVIEW LODGE	Approved 2020	YTD 2020	Sep 75%
REVENUE					
400000	RENTAL REVENUE				
400100	Resident Rent		1,387,950	1,047,195	75%
400150	Lodge Fees		500	400	80%
400200	Rent Rebates		(12,000)	(5,755)	48%
400400	Sundry Rent Revenue		-	-	
410000	RESIDENT SERVICES				
410010	Parking		3,340	1,653	49%
410060	Laundry		14,640	10,717	73%
410140	SUNDRY RESIDENT SERVICES				
410141	Medication Fees (MAP)		17,000	9,902	58%
410142	Resident Fundraising		1,000	1,475	148%
410144	Transportation Fee		1,500	-	0%
410145	Activity Fee		1,000	-	0%
410147	Personal Emergency Call System		3,600	2,531	70%
410160	Tenant Maintenance Recovery		500	-	0%
420000	NON-RESIDENT SERVICES				
420030	Facility Rental		1,800	1,050	58%
420040	Meals on Wheels		24,000	24,483	102%
420041	Meals on Wheels - Discounts		-	(4,029)	#DIV/0!
420050	OTHER MEAL SERVICES				
420050	Other Meal Service		12,000	12,338	103%
420051	Guest Meals		12,000	1,582	13%
420052	Staff Meals		-	4,320	#DIV/0!
420053	Canteen Revenue		2,000	460	23%
420060	Tuck Shop		3,000	1,908	64%
420070	Catering		100	-	0%
420090	Sundry Revenue		50	51	102%
430000	GRANTS				
430005	AHSC Grants				
430020	ASHC - Maintenance		-	-	
430040	ASHC Grants - Specific Restrictions		-	-	
430050	ASHC - LAP Grant		289,737	207,041	71%
430110	Provincial - Grants		2,000	33,321	1666%
431000	Federal - Grants		-	25,000	#DIV/0!
431030	Federal - Other Grants		-	14,205	
450000	OPERATIONAL FUNDING				
450010	Health Funding		550,987	410,647	75%
450020	COVID Health Funding		-	131,332	#DIV/0!
450030	Other Funding		-	11,069	
460010	Requisition Funding		353,810	265,358	75%
470000	MANAGEMENT & ADMINISTRATION				
470030	Insurance Recoveries		-	-	
470040	Other Recoveries		3,500	1,625	46%
470050	Maintenance Recovery		-	-	
470090	Gain or Loss on Sale of Capital		-	-	
470110	NSF / Late Fees		25	-	0%
470130	Sundry Revenue		1,200	6,176	515%
475000	INVESTMENT INCOME				
475010	Interest Earned		7,000	4,976	71%
475070	Amort Deferred Cap Contributions		-	-	
480000	CHARITABLE REVENUE				
480010	Donation		-	750	
480020	Restricted Donations		-	9,300	
TOTAL REVENUE			2,682,240	2,231,080	83%

2020		CLEARVIEW LODGE	Approved 2020	YTD 2020	Sep 75%
EXPENSES					
510000	UTILITIES				
510005	Heating		48,000	27,085	56%
510010	Electricity		58,000	46,512	80%
510020	Water & Sewer		18,000	12,130	67%
510030	Waste Removal		2,200	1,634	74%
510040	Telephone		7,899	4,597	58%
510060	Bulk Contracted Expenses (Cable)		23,447	17,267	74%
Total Utilities			157,545	109,224	69%
520000	OPERATING				
520000	Food				
520001	Bakery		20,600	15,055	73%
520002	Dairy		45,320	28,566	63%
520003	Groceries		128,750	78,523	61%
520005	Meat		69,010	45,964	67%
520010	Food Supplies		20,000	15,916	80%
520030	Cleaning				
520031	Janitorial & Housekeeping		37,260	32,941	88%
520032	Laundry		5,000	4,155	83%
520033	Linen Supplies		4,800	2,541	53%
520040	Equip & Furniture Purchases		34,461	2,800	8%
520050	Equip & Furniture Repairs		1,750	161	9%
520060	Insurance		8,500	8,050	95%
520070	Resident / Volunteer Programs		-	-	
520071	Craft Supplies		250	229	92%
520072	Entertainment Supplies		3,000	1,420	47%
520073	Trip Expenses		2,000	688	34%
520074	Recreation Supplies		5,300	4,472	84%
520075	Tuck Shop Supplies (recoverable)		0	-	
520080	Bad Debt Expenses		0	-	
520090	Publicity & Promotion		125	145	116%
520120	Pest Control		2,500	133	5%
520130	Sundry		530	406	77%
Total Operating Expenses			389,156	242,166	62%
530000	OPERATING MAINTENANCE				
530005	Appliances		6,424	3,939	61%
530010	Building Safety & Security Systems		20,800	11,853	57%
530020	Sundry		225	14	6%
530030	Vehicle		1,400	401	29%
530040	Building Interior				
530041	Painting (Interior Common Area)		10,600	-	0%
530042	Painting (Units)		4,500	1,350	30%
530043	Flooring (Common Areas & Units)		4,900	1,144	23%
530044	Suites Renovations		3,500	420	12%
530050	Building Exterior		250	3,953	1581%
530060	Building Remediation		-	-	
530070	HVAC (Heating, Vent, & A/C)		11,600	2,499	22%
530080	Plumbing		8,400	8,785	105%
530090	Electrical		10,070	3,628	36%
530100	Grounds Maintenance		13,050	5,369	41%
530120	Maintenance Equip Repairs		1,000	92	9%
530130	Maintenance Equip Purchase		-	-	#DIV/0!
530140	Maint. Tools & Supplies		1,000	150	15%
530160	Facility Cond. Inspection		-	-	
Total Operating Maintenance			97,719	43,597	45%

2020	CLEARVIEW LODGE	Approved 2020	YTD 2020	Sep 75%
555000	HUMAN RESOURCES			
550005	Salaries & Wages			
550010	Administration Wages	336,217	268,213	80%
550015	Door Greeter Salaries COVID 19	-	17,951	#DIV/0!
550020	Housekeeping Salaries	267,447	225,032	84%
550030	Food Services Salaries	428,543	321,465	75%
550040	Maintenance Wages	68,390	63,928	93%
550050	Resident Caregivers Salaries (AVC)	82,963	81,436	98%
551000	Benefits			
551010	CPP	54,983	43,703	79%
551020	EI	24,403	19,584	80%
551030	Employee Benefit Programs	46,436	44,577	96%
551040	Other Pension Contributions (RRSP)	32,600	20,437	63%
551050	WCB	18,408	17,080	93%
553000	Personnel Recruitment	1,650	36	2%
554000	Staff Functions & Recognition	6,700	1,946	29%
555000	Training & Development	26,900	9,131	34%
556000	Health & Safety	13,191	9,378	71%
557000	Legal Fees	4,000	3,132	78%
558000	Labour Relations	-	2,067	#DIV/0!
Total Human Resources		1,412,831	1,149,097	81%
580000	SALARIES - HEALTH SERVICES			
580200	Salaries - Resident Care (HCA's)	527,302	458,873	87%
581200	Benefits - Resident Care (HCA's)	83,534	64,568	77%
585200	Materials & Supplies - Resident Care	9,740	10,917	112%
Total Salaries - Health Services		620,576	534,358	86%
560000	ADMINISTRATION			
560000	Office & General Admin			
560001	Bank Charges	1,650	1,511	92%
560002	Courier & Postage	1,200	415	35%
560003	Stationery & Office Supplies	7,000	5,070	72%
560010	Office Rent	8,106	5,666	70%
560020	Office Equipment (& Furniture)	1,640	3,228	197%
560030	Office Equipment (& Furniture) Repairs	1,400	1,949	139%
560040	Vehicle & Travel	2,610	1,508	58%
560060	Board Expenses	5,875	1,520	26%
560070	Association Fees	4,430	3,735	84%
560080	Professional Fees			
560081	Legal Fees	150	-	0%
560082	Audit Fees	9,750	6,950	71%
560083	Consulting Fees	1,200	4,507	376%
560090	IT Services	13,925	9,288	67%
560110	Sundry	725	48	7%
560120	Accreditation	-	-	#DIV/0!
Total Administration Expenses		59,661	45,394	76%
590000	INTEREST & BANK CHARGES			
590005	Long Term Interest (Debentures)	-	-	
591000	Extra Ordinary Expenses	-	-	
592000	Amortization	-	-	
Total Interest & Bank Charges		-	-	-
TOTAL OPERATING EXPENSES		2,737,488	2,123,835	78%
NET REVENUE over EXPENSES - Operating		(55,249)	107,245	-194%
600000	CAPITAL MAINTENANCE			
	Building Interior	-	-	
600300	Building Exterior	-	-	
600400	HVAC	-	-	
	Equipment	-	-	
Total Capital Maintenance		-	-	
Capital Reserve				
NET REVENUE over EXPENSES - Total Operating & Capital		(55,249)	107,245	

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

	Actual Jan 01, 2020 to Sep 30, 2020	Budget Jan 01, 2020 to Dec 31, 2020	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,047,195.00	1,387,950.00	-24.55
Lodge Fees	400.00	500.00	-20.00
Rent Rebates	-5,755.00	-12,000.00	-52.04
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	1,041,840.00	1,376,450.00	-24.31
Resident Services			
Parking	1,653.00	3,340.00	-50.51
Laundry	10,717.00	14,640.00	-26.80
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	9,902.00	17,000.00	-41.75
Resident Fundraising	1,475.00	1,000.00	47.50
Therapeutic Bath	0.00	0.00	0.00
Transporation Fee	0.00	1,500.00	-100.00
Activity Fee	0.00	1,000.00	-100.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	2,531.00	3,600.00	-29.69
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	13,908.00	24,100.00	-42.29
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	26,278.00	42,580.00	-38.29
Non Resident Services			
Facility Rental	1,050.00	1,800.00	-41.67
Meals on Wheels	24,483.00	24,000.00	2.01
Meals on Wheels Discounts	-4,029.00	0.00	0.00
Other Meal Services	12,338.00	12,000.00	2.82
Guest Meals	1,582.00	12,000.00	-86.82
Staff Meals	4,320.00	0.00	0.00
Canteen Revenue	460.30	2,000.00	-76.99
Total Other Meal Services	18,700.30	26,000.00	-28.08
Tuck Shop	1,907.50	3,000.00	-36.42
Catering	0.00	100.00	-100.00
Sundry Revenue	51.20	50.00	2.40
Total Non Resident Services	42,163.00	54,950.00	-23.27
Grants			
ASHC Grants	0.00	0.00	0.00
ASHC Maintenance Grant	0.00	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00	0.00
ASHC LAP Grant	207,041.25	289,737.00	-28.54
Total ASHC Grants	207,041.25	289,737.00	-28.54
Provincial Grants	33,320.76	2,000.00	1,566.04
Federal Grants	25,000.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	14,205.00	0.00	0.00
Total Federal Grants	39,205.00	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	279,567.01	291,737.00	-4.17
Operation Funding			
Health Funding	410,646.77	550,987.00	-25.47

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

	Actual Jan 01, 2020 to Sep 30, 2020	Budget Jan 01, 2020 to Dec 31, 2020	Percent
COVID Health Funding	131,332.24	0.00	0.00
Other Funding	11,069.17	0.00	0.00
Requisition Revenue	265,357.53	353,810.00	-25.00
Total Operation Funding	818,405.71	904,797.00	-9.55
Management & Administration			
Management Fee	0.00	0.00	0.00
Intercompany Recovery	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Other Recovery	1,625.00	3,500.00	-53.57
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00	0.00
NSF/Late Fees	0.00	25.00	-100.00
Sundry Revenue	6,175.56	1,200.00	414.63
Total Management and Admini...	7,800.56	4,725.00	65.09
Investment Income			
Interest	4,976.00	7,000.00	-28.91
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	4,976.00	7,000.00	-28.91
Charitable Revenue			
Donations	750.00	0.00	0.00
Resticted Donations	9,300.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	10,050.00	0.00	0.00
TOTAL REVENUE	2,231,080.28	2,682,239.00	-16.82
EXPENSE			
Utilities			
Heating	27,084.56	48,000.00	-43.57
Electricity	46,511.61	58,000.00	-19.81
Water & Sewer	12,130.29	18,000.00	-32.61
Waste Removal	1,633.50	2,200.00	-25.75
Telephone	4,596.55	7,899.00	-41.81
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	17,267.25	23,447.00	-26.36
Total Utilities	109,223.76	157,546.00	-30.67
Operating			
Bakery	15,055.49	20,600.00	-26.92
Dairy	28,565.93	45,320.00	-36.97
Groceries	78,523.27	128,750.00	-39.01
Juice	0.00	0.00	0.00
Meat	45,964.28	69,010.00	-33.39
Total Food	168,108.97	263,680.00	-36.25
Food Supplies	15,916.00	20,000.00	-20.42
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	32,940.52	37,260.00	-11.59
Laundry	4,154.62	5,000.00	-16.91
Linen Supplies	2,540.85	4,800.00	-47.07
Total Cleaning	39,635.99	47,060.00	-15.78
Equipment & Furn Purchase	2,799.65	34,461.00	-91.88
Equipment & Furn Repairs	161.20	1,750.00	-90.79
Insurance	8,050.39	8,500.00	-5.29
Resident/Volunteer Programs	121.95	0.00	0.00
Craft Supplies	106.95	250.00	-57.22

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

	Actual Jan 01, 2020 to Sep 30, 2020	Budget Jan 01, 2020 to Dec 31, 2020	Percent
Entertainment Supplies	1,420.45	3,000.00	-52.65
Trip Expenses	688.39	2,000.00	-65.58
Recreation Supplies (Vol Apprec)	4,471.68	5,300.00	-15.63
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	6,809.42	10,550.00	-35.46
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	145.00	125.00	16.00
Pest Control	132.56	2,500.00	-94.70
Sundry	406.46	530.00	-23.31
Total Operating	242,165.64	389,156.00	-37.77
Operating Maintenance			
Appliances	3,938.96	6,424.00	-38.68
Bldg Safety & Security Systems	11,853.43	20,800.00	-43.01
Sundry	13.95	225.00	-93.80
Vehicles	400.57	1,400.00	-71.39
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	10,600.00	-100.00
Building Interior Painting Units	1,350.00	4,500.00	-70.00
Building Interior Flooring	1,143.65	4,900.00	-76.66
Building Interior Suite Reno	420.12	3,500.00	-88.00
Building Exterior	3,952.56	250.00	1,481.02
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	2,498.51	11,600.00	-78.46
Plumbing	8,785.32	8,400.00	4.59
Electrical	3,628.47	10,070.00	-63.97
Grounds & Maintenance	5,368.92	13,050.00	-58.86
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	91.87	1,000.00	-90.81
Maintenance Equipment - Purch...	0.00	0.00	0.00
Maintenance - Tools & Supplies	150.40	1,000.00	-84.96
Facility Condition Inspection	0.00	0.00	0.00
Total Operating Maintenance	43,596.73	97,719.00	-55.39
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	268,212.77	336,217.00	-20.23
Door Greeters Salaries COVID 19	17,950.69	0.00	0.00
Housekeeping Salaries	225,032.37	267,447.00	-15.86
Food Service Salaries	321,465.34	428,543.00	-24.99
Maintenance Salaries	63,928.39	68,390.00	-6.52
Resident Care Salaries	81,436.10	82,963.00	-1.84
Total Salaries & Wages	978,025.66	1,183,560.00	-17.37
Benefits	0.00	0.00	0.00
CPP	43,703.27	54,983.00	-20.51
EI	19,583.60	24,403.00	-19.75
EE Benefits	44,576.97	46,436.00	-4.00
Other Pension Contributions	20,437.03	32,600.00	-37.31
WCB	17,079.79	18,408.00	-7.22
Total Benefits	145,380.66	176,830.00	-17.79
Contract Employment	0.00	0.00	0.00
Personal Recruitment	35.95	1,650.00	-97.82
Staff Functions & Recognition	1,946.20	6,700.00	-70.95
Training & Development	9,131.28	26,900.00	-66.05
Health & Safety	9,378.36	13,191.00	-28.90
Legal Fees	3,131.70	4,000.00	-21.71
Labour Relations	2,067.00	0.00	0.00
Total Human Resources	1,149,096.81	1,412,831.00	-18.67
Administration			
Bank Charges	1,511.35	1,650.00	-8.40

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

	Actual Jan 01, 2020 to Sep 30, 2020	Budget Jan 01, 2020 to Dec 31, 2020	Percent
Courier & Postage	414.91	1,200.00	-65.42
Stationery & Other Supplies	5,070.17	7,000.00	-27.57
Office Rent	5,666.15	8,106.00	-30.10
Office Equipment & Furn Purchase	3,228.37	1,640.00	96.85
Office Equipment & Furn Repairs	1,948.97	1,400.00	39.21
Vehicle & Travel	1,507.50	2,610.00	-42.24
Board Expenses	1,519.62	5,875.00	-74.13
Association Fees	3,734.95	4,430.00	-15.69
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	6,950.00	9,750.00	-28.72
Consulting Fees	4,506.55	1,200.00	275.55
IT Services	9,287.60	13,925.00	-33.30
Sundry	47.88	725.00	-93.40
Accreditation	0.00	0.00	0.00
Total Administration	45,394.02	59,661.00	-23.91
Health Expenditures			
Salaries - Resident Care	458,872.63	527,302.00	-12.98
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	458,872.63	527,302.00	-12.98
Benefits - Resident Care	64,567.93	83,534.00	-22.70
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	64,567.93	83,534.00	-22.70
Materials & Supplies Resident C...	10,917.29	9,740.00	12.09
Total Health Expenditures	534,357.85	620,576.00	-13.89
Interest & Bank Charges			
Long Term Interest	0.00	0.00	0.00
Extraordinary Expenses	0.00	0.00	0.00
Amortization	0.00	0.00	0.00
Total Interest & Bank Charges	0.00	0.00	0.00
Capital Maintenance			
Bldg Safety/Security Systems (C...	0.00	0.00	0.00
Building Interior (Cap)	0.00	0.00	0.00
Building Exterior (Cap)	0.00	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00	0.00
Painting (Cap)	0.00	0.00	0.00
Electrical (Cap)	0.00	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00	0.00
Elevator (Cap)	0.00	0.00	0.00
Total Capital Maintenance	0.00	0.00	0.00
TOTAL EXPENSE	2,123,834.81	2,737,489.00	-22.42
NET INCOME	107,245.47	-55,250.00	-294.11

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING SEPTEMBER 30, 2020

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		793,026.29
RECEIPTED DEPOSITS FOR THE MONTH		16,608.20
PADS		118,904.00
RBC Express Inteooffice		101,457.93
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		335.93
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	(77,162.87)
	RBC Express / PAD's	(93,511.13)
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	(152,368.20)
	RRSP	(7,859.01)
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		(206.60)
PAD return NSF		0.00
AHS Funding - Direct Deposit = COVID funding		62,559.24
Cheque Voided #		0.00
DRSP - PDS		(1,804.00)
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$759,979.78</u>
 <u>BALANCE PER BANK STATEMENT</u>		 760,475.17
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(635.39)
Stop payment		-
OUTSTANDING DEPOSITS		140.00
 <u>NET BALANCE END OF MONTH</u>		 <u>\$759,979.78</u>



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

Business Account Statement

RBBDA30000_5921974 E D 09179 00013

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

August 31, 2020 to September 30, 2020

Account number: 09179 100-146-0

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on August 31, 2020	\$793,661.68
Total deposits & credits (12)	+ 299,725.33
Total cheques & debits (29)	- 332,911.84
Closing balance on September 30, 2020	= \$760,475.17

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			793,661.68
01 Sep	Direct Payment (PAD's) service total GRADS1097890000		118,904.00	912,565.68
	Misc Payment ALBERTA HEALTH		45,461.35	
	Misc Payment COINAMATIC CANA	160.56		
	Insurance ENCON GROUP INC INSURANCE	12,664.64		945,201.83
	Deposit interest		335.93	945,537.76
03 Sep	Deposit 0158		100.00	945,637.76
04 Sep	Activity fee	206.60		945,431.16
08 Sep	Deposit 0159		1,453.00	
	Direct Deposits (PDS) service total GRADS7204090000	1,161.96		
	COMMERCIAL TAXES EMPTX 4146213	48,328.33		
	Bill Payment DE BUSINESS	6,536.58		890,857.29



Business Account Statement

August 31, 2020 to September 30, 2020
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
09 Sep	Bill payment - 2872 SHAW CABLE	133.78		
	Bill payment - 2873 TELUS COMMUNICA	176.95		
	Bill payment - 2875 CAN BREAD WEST	195.16		
	Bill payment - 2876 GFS CANADA LTD	4,310.59		
	Bill payment - 2881 SYSCO-CALGARY	4,511.58		881,529.23
10 Sep	Direct Deposits (PDS) service total GRADS7204090000	47,032.63		834,496.60
11 Sep	Deposit 0160		530.00	835,026.60
14 Sep	Direct Deposits (PDS) service total GRADS7204090000	1,030.88		833,995.72
16 Sep	Deposit 0161		3,468.78	
	Direct Deposits (PDS) service total GRADS7204090000	9,300.00		
	Deposit Correction 0161 Addition error Dep 3,468.78 cheque is only for \$3468.78	0.03		828,164.47
21 Sep	Deposit 0162		1,359.00	829,523.47
25 Sep	Account transfer July 2020		101,457.93	930,981.40
	Bill payment - 1801 CAN BREAD WEST	176.92		
	Bill payment - 1818 TABER HM HARDWR	291.99		
	Bill payment - 1800 TABER, ALTA-TAX	538.32		
	Bill payment - 1807 MEDICAL MART	587.96		
	Bill payment - 1808 SHAW CABLE	2,162.74		
	Bill payment - 1816 SYSCO-CALGARY	3,577.56		
	Bill payment - 1806 GFS CANADA LTD	4,726.22		
	Direct Deposits (PDS) service total GRADS7204090000	29,099.36		
	ACCOUNT TRANSFER 9026931130	1,700.51		
	Utility Bill Pmt ACCESS GAS SERV	1,316.72		886,803.10
28 Sep	Deposit 0163		1,157.45	887,960.55
29 Sep	Deposit 0164		8,400.00	
	Direct Deposits (PDS) service total GRADS7204090000	1,804.00		894,556.55
30 Sep	Misc Payment ALBERTA HEALTH		17,097.89	
	Direct Deposits (PDS) service total GRADS7204090000	141,906.24		
	Misc Payment RBC PAYROLL	7,859.01		



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

Business Account Statement

August 31, 2020 to September 30, 2020
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Sep	Misc Payment TOWN OF TABER Pre-Author	1,414.02		760,475.17
	Closing balance			760,475.17

Deposit Interest Earned: \$335.93

Account Fees: \$206.60

2020	Social Housing	WIP 2020	YTD 2020	Sep 75%
REVENUE				
400000	RENTAL REVENUE			
400100	Resident Rent	666,316	531,220	80%
400200	Rent Rebates	(1,300)	-	0%
400210	Rent Loss Due to COVID	-	(901)	#DIV/0!
400400	Sundry Rent Revenue	-	-	#DIV/0!
410000	RESIDENT SERVICES			
410010	Parking	14,040	11,881	85%
410090	Utility Recovery	42,023	32,395	77%
410140	Sundry Resident Revenue	12,790	7,694	60%
410160	Tenant Maintenance Recovery	5,450	4,985	91%
420000	NON-RESIDENT SERVICES			
420090	Sundry Revenue	9,423	2,093	22%
470000	MANAGEMENT & ADMINISTRATION			
470012	PCMgmt Fee	-	575	#DIV/0!
470090	Gain or Loss on Sale of Equip	-	2,781	#DIV/0!
480000	CHARITABLE REVENUE			
480020	Restricted Donations	-	-	#DIV/0!
TOTAL REVENUE		748,742	592,723	79%
EXPENSES				
510000	UTILITIES			
510005	Heating	65,000	42,834	66%
510010	Electricity	59,000	46,956	80%
510020	Water & Sewer	90,000	68,691	76%
510030	Waste Removal	17,000	12,184	72%
510040	Telephone	10,726	7,133	67%
Total Utilities		241,726	177,799	74%
520000	OPERATING			
520030	Cleaning	11,950	6,860	57%
520040	Equip & Furniture Purchases	900	2,057	229%
520050	Equip & Furniture Repairs	-	-	#DIV/0!
520060	Insurance	4,000	5,817	145%
520070	Resident / Volunteer Programs	970	600	62%
520080	Bad Debt Expenses	5,000	-	
520090	Publicity & Promotion	100	-	0%
520120	Pest Control	2,500	1,487	59%
520130	Sundry	-	11	#DIV/0!
Total Operating Expenses		25,420	16,832	66%

2020	Social Housing	WIP 2020	YTD 2020	Sep 75%
530000	OPERATING MAINTENANCE			
530005	Appliances	17,721	8,855	50%
530010	Building Safety & Security Systems	10,950	11,435	104%
530020	Sundry	250	270	108%
530030	Vehicle	9,490	2,344	25%
530040	Building Interior			
	530041 Painting (Interior Common Area)	-	4,375	#DIV/0!
	530042 Painting (Units)	17,600	10,285	58%
	530043 Flooring (Common Areas & Units)	21,363	11,801	55%
	530044 Suites Renovations	13,002	1,988	15%
530050	Building Exterior	3,125	9,944	318%
530070	HVAC (Heating,Vent, & A/C)	15,200	8,219	54%
530080	Plumbing	11,100	5,495	50%
530090	Electrical	2,750	2,421	88%
530100	Grounds Maintenance	21,100	16,831	80%
530110	Elevators	5,350	4,747	
530120	Maintenance Equip Repairs	2,100	234	11%
530130	Maintenance Equip Purchase	500	1,200	240%
530140	Maint. Tools & Supplies	500	704	141%
530160	Facility Condition Inspection	-	-	#DIV/0!
Total Operating Maintenance		152,101	101,147	67%
555000	HUMAN RESOURCES			
550005	Salaries & Wages			
	550010 Administration Wages	157,784	113,279	72%
	550040 Maintenance Wages	160,280	116,017	72%
551000	Benefits			
	551010 CPP	12,615	10,915	87%
	551020 EI	6,005	4,937	82%
	551030 Employee Benefit Programs	18,744	15,390	82%
	551040 Other Pension Contributions (RRSP)	7,414	5,291	71%
	551050 WCB	2,150	287	13%
552000	Contract Employment	-	1,050	
553000	Personnel Recruitment	200	-	0%
554000	Staff Functions & Recognition	2,638	188	7%
555000	Training & Development	7,731	1,162	15%
556000	Health & Safety	500	781	156%
557000	Legal Fees	250	-	0%
Total Human Resources		376,310	269,296	72%

2020	Social Housing	WIP 2020	YTD 2020	Sep 75%
560000	ADMINISTRATION			
560000	Office & General Admin			
560001	Bank Charges	1,510	1,484	98%
560002	Courier & Postage	700	233	33%
560003	Stationery & Office Supplies	2,500	2,579	103%
560010	Office Rent	16,515	13,454	81%
560020	Office Equipment (& Furniture)	1,890	2,344	124%
560030	Office Equipment (& Furniture) Repairs	1,500	551	37%
560040	Vehicle & Travel	4,020	3,024	75%
560060	Board Expenses	5,000	1,378	28%
560070	Association Fees	1,615	1,644	102%
560080	Professional Fees			
560081	Legal Fees	500	541	108%
560082	Audit Fees	9,750	6,950	71%
560083	Consulting Fees	-	-	#DIV/0!
560090	IT Services	3,839	1,089	28%
560110	Sundry	250	74	29%
Total Administration Expenses		49,589	35,343	71%
TOTAL OPERATING EXPENSES		845,146	600,417	71%
Capital	Suite Reno (2 units) - CMR	-	-	
NET REVENUE over EXPENSES		- 96,404.00	(7,694)	

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2020 to Sep 30, 2020**

REVENUE

Rental Revenue	
Resident Rent (Note 1)	531,220.25
Rent Rebates	0.00
Rent Loss COVID	-901.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>530,319.25</u>
Resident Services	
Parking	11,880.90
Utility Recovery	32,395.05
Sundry Resident Revenue	7,694.25
Tenant Maintenance Recovery	4,985.00
Total Resident Services	<u>56,955.20</u>
Non Resident Services	
Sundry Revenue	2,093.02
Total Non Resident Services	<u>2,093.02</u>
Management & Administration	
PCMgtFee	575.00
Gain or Loss on Sale of Capital	2,780.92
Total Management & Administr...	<u>3,355.92</u>
Charitable Revenue	
Restricted Donations	0.00
Total Charitable Revenue	<u>0.00</u>
TOTAL REVENUE	<u>592,723.39</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	42,833.90
Electricity	46,956.28
Water & Sewer	68,691.25
Waste Removal	12,184.12
Telephone	7,133.47
Total Utilities	<u>177,799.02</u>
Operating	
Cleaning	6,859.64
Equipment & Furniture Purchase	2,056.61
Equipment & Furniture Repairs	0.00
Insurance	5,817.24
Resident/Volunteer Programs	600.00
Bad Debt Expense	0.00
Publicity & Promotion	0.00
Pest Control	1,486.88
Sundry	11.16
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>16,831.53</u>
Operating Maintenance	
Appliances	8,855.40
Bldg Safety & Security Systems	11,434.84
Sundry	270.15
Vehicles	2,343.63
Building Int Painting Common Area	4,375.25
Building Interior Painting Units	10,284.78
Building Interior Flooring	11,800.75
Building Interior Suite Reno	1,987.86

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2020 to Sep 30, 2020**

Building Exterior		9,944.38
Building Remediation		0.00
Heating, Ventilation & A/C		8,218.54
Plumbing		5,494.72
Electrical		2,421.25
Grounds & Maintenance		16,831.34
Elevators		4,746.91
Maintenance Equipment - Repair		233.68
Maintenance Equipment - Purch...		1,200.00
Maintenance - Tools & Supplies		703.99
Facility Condition Inspection		0.00
Total Maintenance		<u>101,147.47</u>
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	113,278.76	
Maintenance Salaries	116,017.24	
Total Salaries & Wages		<u>229,296.00</u>
Benefits	0.00	
CPP	10,914.71	
EI	4,937.39	
EE Benefits	15,389.98	
Other Pension Contributions	5,291.12	
WCB	286.53	
Total Benefits		<u>36,819.73</u>
Contract Employment		1,050.00
Personal Recruitment		0.00
Staff Functions & Recognition		187.65
Training & Development		1,161.69
Health & Safety		780.58
Legal Fees		0.00
Labour Relations		0.00
Total Human Resources		<u>269,295.65</u>
Administration		
Bank Charges		1,484.24
Courier/Postage		232.50
Stationery & Other Supplies		2,578.92
Office Rent		13,454.45
Office Equipment & Furn		2,343.97
Office Equipment & Furn Repairs		550.51
Vehicle & Travel		3,023.50
Board Expenses		1,377.98
Association Fees		1,643.65
Professional Fees		541.17
Legal Fees		0.00
Audit Fees		6,950.00
Consulting Fees		0.00
IT Services		1,088.79
Sundry		73.58
Total Administration		<u>35,343.26</u>
Amortization		
Amortization		0.00
Total Amortization		<u>0.00</u>
TOTAL EXPENSE		<u>600,416.93</u>
NET INCOME		<u><u>-7,693.54</u></u>

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

SOCIAL HOUSING
Month ending Septemer 30, 2020

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH **THIS** \$269,182.46

RECEIPTED DEPOSITS FOR THE MONTH		\$	8,762.24
Deposit	\$	6,963.25	
Auto Deposit	\$	762.33	
Interac	\$	1,036.66	
PAD's(pre-authorized Debit)		0	\$63,711.00
Sec Dep Transfer			\$0.00
Govt of AB - LAP			\$0.00
Govt of AB			\$28,018.00
Govt of AB - COVID			\$0.00
DEPOSIT INTEREST			\$119.51
RBC Express			(\$109,113.92)
Vendor PAD			(\$18,019.77)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$1,099.00)
GIC Investment			\$0.00
Deposit forms ordered			\$0.00
Interac Administration Fee	POS	Sep	(\$58.60)
RBC Activity Fee			(\$120.75)
Cheque reversed	#		\$0.00
DRSP			\$0.00

GENERAL LEDGER ENDING BALANCE **\$241,381.17**

ENDING BALANCE PER BANK STATEMENT \$242,236.29

LESS OUTSTANDING CHEQUES (SEE ATTACHED) (\$538.12)
PLUS OUTSTANDING DEPOSIT (\$317.00)

RECONCILED BANK BALANCE **\$241,381.17**



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

Business Account Statement

RBDA30000_5921974 E D 09179 00007

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

August 31, 2020 to September 30, 2020

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on August 31, 2020	\$269,720.58
Total deposits & credits (16)	+ 100,927.75
Total cheques & debits (77)	- 128,412.04
Closing balance on September 30, 2020	= \$242,236.29

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			269,720.58
01 Sep	e-Transfer - Autodeposit NYAYIAM BALON G		317.00	
	Account Payable Pmt ALBERTA GOVT		28,018.00	
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	83.43		
	Misc Payment COINAMATIC CANA	163.71		
	Misc Payment COINAMATIC CANA	163.71		
	Misc Payment COINAMATIC CANA	166.88		297,399.10
	Deposit interest		119.51	297,518.61
02 Sep	Direct Payment (PAD's) service total GRADS8751490000		63,711.00	361,229.61
03 Sep	e-Transfer - Autodeposit MARYA NYAKOULA		449.00	
	Deposit 0166		681.15	



Business Account Statement

August 31, 2020 to September 30, 2020
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
03 Sep	Pre-authorised payment returns GRADS8751490000	424.00		361,935.76
04 Sep	Pre-authorised payment returns GRADS8751490000	675.00		
	Activity fee	120.75		361,140.01
08 Sep	e-Transfer - Autodeposit KACI SAARI		5.00	
	Deposit 0167		636.00	
	EF0908 01071695		424.00	
	Bill Payment DE BUSINESS	6,536.97		355,668.04
09 Sep	EF0909 01071695		118.06	
	Bill payment - 2826 SHAW CABLE	18.85		
	Bill payment - 2820 SHAW CABLE	18.89		
	Bill payment - 2817 SHAW CABLE	37.70		
	Bill payment - 2821 SHAW CABLE	37.70		
	Bill payment - 2841 TELUS COMMUNICA	57.25		
	Bill payment - 2819 SHAW CABLE	61.89		
	Bill payment - 2838 TELUS COMMUNICA	107.10		
	Bill payment - 2859 VAUXHALL-UTIL	111.30		
	Bill payment - 2847 BARNWELL-VIL-UT	112.85		
	Bill payment - 2846 TELUS COMMUNICA	114.50		
	Bill payment - 2857 VAUXHALL-UTIL	116.25		
	Bill payment - 2866 BLUEWAVE ENERGY	166.57		
	Bill payment - 2833 SHAW CABLE	173.96		
	Bill payment - 2867 MUN OF TABER-TX	256.77		
	Bill payment - 2830 TABER HM HARDWR	336.18		
	Bill payment - 2864 VAUXHALL-UTIL	422.91		
	Bill payment - 2852 BARNWELL-VIL-UT	759.22		352,876.21
10 Sep	Bill payment - 0380 SECURTEK MONIT.	147.89		
	Bill payment - 0383 SECURTEK MONIT.	147.89		352,580.43
11 Sep	Utility Bill Pmt EPCOR	274.58		352,305.85
21 Sep	Deposit 0168		3,000.00	355,305.85
22 Sep	EF0922 01071695		275.54	355,581.39
25 Sep	Account transfer ACTR7026901042	101,457.93		
	Bill payment - 1809 SHAW CABLE	52.50		
	Bill payment - 1810 SHAW CABLE	52.50		
	Bill payment - 1815 SHAW CABLE	52.50		
	Bill payment - 1820 TABER, ALTA-UTL	181.06		



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

Business Account Statement

August 31, 2020 to September 30, 2020
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
25 Sep	Bill payment - 1802 CONSOLIDATED MO	236.25		
	Bill payment - 1803 CONSOLIDATED MO	236.25		
	Bill payment - 1819 TELUS MOBILITY	238.80		
	Bill payment - 1817 TABER HM HARDWR	330.40		
	Bill payment - 1799 TABER, ALTA-TAX	1,092.96		
	ACCOUNT TRANSFER 9026931131	1,977.10		
	Utility Bill Pmt ACCESS GAS SERV	2,460.42		247,212.72
28 Sep	Deposit 0169		993.95	248,206.67
29 Sep	Deposit 0170		1,652.15	249,858.82
30 Sep	e-Transfer - Autodeposit ALYCIA TIMM		308.33	
	EF0930 01071695		219.06	
	INT FEE01071695	1.15		
	MON FEE01071695	57.45		
	Misc Payment TOWN OF TABER Pre-Author	95.90		
	Misc Payment TOWN OF TABER Pre-Author	98.21		
	Misc Payment TOWN OF TABER Pre-Author	103.27		
	Misc Payment TOWN OF TABER Pre-Author	110.11		
	Misc Payment TOWN OF TABER Pre-Author	111.27		
	Misc Payment TOWN OF TABER Pre-Author	111.95		
	Misc Payment TOWN OF TABER Pre-Author	113.63		
	Misc Payment TOWN OF TABER Pre-Author	114.64		
	Misc Payment TOWN OF TABER Pre-Author	119.01		
	Misc Payment TOWN OF TABER Pre-Author	121.17		
	Misc Payment TOWN OF TABER Pre-Author	121.26		
	Misc Payment TOWN OF TABER Pre-Author	121.57		
	Misc Payment TOWN OF TABER Pre-Author	122.82		
	Misc Payment TOWN OF TABER Pre-Author	126.78		
	Misc Payment TOWN OF TABER Pre-Author	129.27		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	145.31		
	Misc Payment TOWN OF TABER Pre-Author	150.88		
	Misc Payment TOWN OF TABER Pre-Author	151.62		
	Misc Payment TOWN OF TABER Pre-Author	151.92		
	Misc Payment TOWN OF TABER Pre-Author	154.28		
	Misc Payment TOWN OF TABER Pre-Author	161.04		
	Misc Payment TOWN OF TABER Pre-Author	166.64		

Business Account Statement



August 31, 2020 to September 30, 2020
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Sep	Misc Payment TOWN OF TABER Pre-Author	166.69		
	Misc Payment TOWN OF TABER Pre-Author	167.73		
	Misc Payment TOWN OF TABER Pre-Author	188.78		
	Misc Payment TOWN OF TABER Pre-Author	214.86		
	Misc Payment TOWN OF TABER Pre-Author	229.09		
	Misc Payment TOWN OF TABER Pre-Author	240.82		
	Misc Payment TOWN OF TABER Pre-Author	246.89		
	Misc Payment TOWN OF TABER Pre-Author	285.59		
	Misc Payment TOWN OF TABER Pre-Author	973.72		
	Misc Payment TOWN OF TABER Pre-Author	1,013.40		
	Misc Payment TOWN OF TABER Pre-Author	1,418.30		242,236.29
	Closing balance			242,236.29
Deposit Interest Earned: \$119.51		Account Fees: \$120.75		

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending Septemer 30, 2020

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$33,150.25
RECEIPTED DEPOSITS FOR THE MONTH	\$1,756.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$12.36
TOTAL DEPOSITS	\$1,768.36
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
	\$0.00
NET BALANCE END OF THE MONTH	<u>\$34,918.61</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$34,906.61
Add: o/s deposit	\$212.00
Less: o/s cheques	(\$200.00)
<u>NET BALANCE END OF MONTH</u>	<u>\$34,918.61</u>



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

Business Account Statement

RB8DA30000_5921974 E D 09179 00016

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

August 31, 2020 to September 30, 2020

Account number: 09179 100-158-5

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal® 2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

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

Opening balance on August 31, 2020	\$33,350.25
Total deposits & credits (5)	+ 1,556.36
Total cheques & debits (0)	- 0.00
Closing balance on September 30, 2020	= \$34,906.61

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			33,350.25
01 Sep	Deposit interest		12.36	33,362.61
03 Sep	Deposit 0840		200.00	33,562.61
11 Sep	Deposit 0841		120.00	33,682.61
28 Sep	Deposit 0843		424.00	34,106.61
29 Sep	Deposit 0844		800.00	34,906.61
	Closing balance			34,906.61

Deposit Interest Earned: \$12.36

Joan's Report to CAO
October 17 – November 20, 2020

- 1) Resident info:
 - a. Move ins – 2
 - b. Move outs – 2
 - c. SL3 – 17
 - d. Resident Room changes - 1
 - e. Change in Status -0
 - f. New applicant interviews -3
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 11.
 - i. 74 residents in total.
 - j. 26 residents on MAP
 - k. 28 residents receiving laundry services
 - l. 12 residents with In-house pendants
 - m. 15 residents receiving supplies
- 2) Family Meetings
 - a. Annual or Meet and Greet –0
 - i. All annual case conferences have been suspended; I will be looking at starting in the new year; due to other demands, COVID and supervisor shortage I have not had the time to organize these.
 - b. Preadmission meeting -0
- 3) Employee news:
 - a. Operations Coordinator off on medical leave
 - b. HCA Coordinator off on maternity leave; position filled with Temporary HCA.
 - c. 2 employees off on LTD.
 - d. 1 employee is off during pandemic due to being immunocompromised.
 - e. 1 HCA currently on modified duties. HCA Coordinator and I review bi-weekly to discuss her progress. Currently she is doing 2 - 2 hour shifts per day. 4 days on and 2 days off.
 - f. New hires:
 - i. -0 HCA
 - ii. - 0 GW
 - g. Training:
 - i. Virtual - Hazard Assessment – October 28, 2020 – 3 employees
 - ii. Fire Drills – November 12 and November 19, 2020
- 4) Meetings:
 - a. Budget and Finance Meeting – November 9, 2020
 - b. Building Committee – October 23 and November 20, 2020
 - c. JHSC meeting – November 10, 2020
 - d. Kitchen meeting – October 22, 2020
 - e. Emergency Preparedness meeting – November 4, 2020
 - f. HCA meeting – October 23, 2020
 - g. Kitchen meeting – October 23, 2020
 - h. Virtual meetings:
 - i. AHS / Partnership – Every Thursday
 - ii. AHS / public Health daily during COVID outbreak

1. COVID outbreak was declared on November 4th and ended on November 19th in the afternoon.
- 5) Meet with Ducan representative to organize purchasing 3 new large round tables and the refinishing of 12 dining room chairs. These tables and chairs should be delivered this week and then we will send more chairs to have them refinished. We hope to have all 100 dining room chairs redone by December 31, 2020 but unsure if we have enough additional chairs to send more than 20 at a time.
- 6) November 17, 2020, I meet with an Alberta Health Services representative to complete a "Quality Monitoring Assessment" visit. We reviewed processes currently in progress and did a tour of the facility. I have attached report and corrective action documents that I will be forwarded her this week.
- 7) We are currently looking at how we are going to move forward with our staff and board 2020 XMAS and Appreciation event.
- 8) I have attached a letter that was forwarded anonymously to residents. On November 20, 2020 I forwarded the letter to every CVL family member including the attached email.
- 9) I assisted the Recreation department with the development of the attached Bi-Weekly newsletter.
- 10) Working on the preparation for our 2020 External Health and Safety Audit has taken a huge chunk of my time; but thanks to a lot of the other employees for their assistance I am hoping that we are ready for it on Monday, November 30, 2020

11) COVID -19 news

- a. We continue to do our best to keep the residents safe.
- b. All residents have now assigned 2 Designated Support Persons that can come into the building to visit them. Appointments need to be arranged through the greeter. The greeters are very busy with arranging inhouse visits, exterior visitor room visits, and resident walks. Due to the small area at the front of the lodge the greeters have had to stagger the visits to ensure social distancing with people entering and exiting the building. We have received lots of positive feedback regarding the enclosed exterior visitor area.
- c. The order 32-2020 allows us to assess the risk when residents go out, are released from the hospital, or move into the lodge. Depending on their activity and what has been happening in the community helps us determine if isolation is required.
- d. All employees are now screened by screener once a day only and then self-screening twice a day.
- e. All employees are wearing masks when providing care or are unable to maintain the appropriate social distancing of 6 feet.
- f. All residents are screened once daily as well as when they return from an outing off the property.
- g. PPE's are still in good supply.
- h. All high touch items in common areas, lounges and dining rooms are being cleaned and disinfectant 3 times daily. All Home Care resident rooms are being disinfected 3 times a day. All non-Home Care resident rooms are being disinfected once daily unless they have inside visits and then they are done three times a day.
- i. The Dining Room has been spread out to allow for social distancing. We have increased the number of residents at the large round tables decreasing the number of tables to 24. Floor plans have been completed, which enables the staff to coordinate meal attendance sheets, beverage and diet restriction lists, etc.

12) Recreation:

- a. Residents are very happy that now that outbreak is over, they can start doing some activities again.
- b. We currently have 8 representatives from different church groups coming into the lodge to provide spiritual support for the residents.
- c. The residents made Halloween goodie bags to hand out to kids on Halloween; the greeter hand them out while the residents admired the little one's costumes from the windows.
- d. Ruby is coming in to call BINGO once weekly and two ladies are coming in weekly to do blood pressure testing.
- e. Many of the residents are very excited to be able to play their smear card games once again in the evenings.
- f. Thanks to FORTIS for a \$1200.00 donation of new outside XMAS lights and egg nog, hot chocolate and goodies for the residents for the evening of the light-up...November 25, 2020. Lee Reid has also restrung one of the trees that he decorated for the last few years.

13) Needless to say we are all very busy; we will continue to work hard to keep COVID -19 out of Clearview Lodge.

14) Scheduled training:

- a. 4 employees scheduled for Joint Health and Safety Committee / Representative virtual training – November 25, 2020.
- b. 2 HCA's have completed their application to start the HCA Certificate program through the Norquest College in January 2020.
- c. 5 employees are scheduled for Incident Investigation virtual training – November 30, 2020.



Quality Monitoring Assessment Tool

Visit Information

Date of Visit:	November 17, 2020	Inspector Name	Kristin Rogers	Inspector Phone/Email:	Kristin.Rogers@ahs.ca	
Facility Name:	Clearview Lodge					
Address:	4730 - 50 Avenue		Operator Name	Taber & District Housing Foundation		
Zone:	South		Postal Code	T1G 1N6		
Level of Care:	Long Term Care		Designated Supportive Living		Hospice	
Number of Beds:			20			Site has 75 Clients total
Number of Clients:			16			
Outbreak Status	Site is in COVID 19 Outbreak (1 staff member)					

Facility Contacts

Name:	Joan Hart- Lodge Manager	Phone:	
Email:	JoanH@taberhsg.ca		
Other Contact Information:			

1. Staffing		10	2	✓	Notes
1)	Site management has been consistent within the past 6 months?			Yes	
2)	Leadership available on site?			Yes	
3)	Medical Director involvement (LTC)?			Others	Site is Supportive Living
4)	RN on site 24/7?			Others	Site is Supportive Living
5)	Site is not using agency staff			Yes	
6)	Staffing levels are stable, therefore client care is not being impacted (comment below)			Yes	
7)	Were all shifts within the last week staffed to full complement?			Yes	
8)	Contingency Plan in place addresses maintaining appropriate/safe levels of staffing?			Yes	
9)	• Plan includes the requirement to report to Alberta Health and AHS Zone operations when activated?			Yes	
10)	Number of RN/LPN on site	none- SL3 Site			
11)	Number of HCAs on site	D: 2 HCA; E: 2 HCA N: 1 HCA			
12)	Number of unfilled shifts in the last week for RN/LPN	none			
13)	Number of unfilled shift in the last week for HCAs	none			
	Are the following services available at the site?				
14)	• OT/PT/RT			Yes	as required
15)	• Dietary/Food Preparation			Yes	

16)	• Environmental Services	Yes	
17)	Has staffing process changed recently (example: shift length, OT, availability/use of casual pool?)	Site has hired one additional HCA to assist with Resident Symptom screening.	
18)	Additional comments/concerns:	No additional comments at this time.	
19)	Advice/Required Actions/Support Required	No required actions at this time.	
2. Client Care and Safety		13	!
Care plan:			
1)	• Care plan is accessible and directs care	Yes	
2)	• Key information included? Code status, Treatments, Risk Assessments	Yes	
Follow up to Care:			
3)	• Wound Care is completed consistently following protocols and orders?	Yes	
4)	• Falls Prevention and Response is in place?	Yes	
5)	• Restraints are identified and monitored?	Yes	
6)	• Bathing is occurring at minimum twice weekly?	Yes	
7)	• ADLs being met? (example: hydration, nutrition, elimination, ambulation)	Yes	
Meal Service Safety:			
8)	• Meal service provided following dietary recommendations?	Yes	
9)	• Full meal service provided? (example: hot meals, selection)	Yes	
10)	• Required supervision in place?	Yes	
11)	Comfort Rounds/Safety Checks occurring?	Yes	
12)	Process for Incident Reporting in place and being followed?	Yes	
13)	Dementia areas are secure/safe?	Yes	

14)	Additional comments/Concerns:	No additional comments at this time.				
15)	Advice/Required Actions/Support Required	No required actions at this time.				
3. Medication Management		3			✓	Notes
1)	Current MAR available?					Yes
2)	Medication pass completed following the medication administration principles? (example: rights and checks)					Yes
3)	Medication cart/room secured?					Yes
4)	Additional comments/Concerns:	No additional comments at this time.				
5)	Advice/Required Actions/Support Required	No required actions at this time.				
4. COVID Orders		49	2	13	✓	Notes
CMOH 32-2020						
1)	Active Health Assessment Screening completed on staff/volunteers/students/service providers at start of each work shift?					No
2)	Health Assessment screening completed on each entry for designated family support person/visitor?					Yes
3)	Health Assessment screening completed on resident following resident outing off site?					Yes
4)	• Does screening tool align with CMOH order?					Yes
5)	• Record of screening per entrant is kept for minimum 14 days?					Yes
6)	Daily resident Active Health Screening for all clients?					Yes
7)	• Clients who are able are supported to self screen?					Yes
8)	Appropriate signage posted in shared spaces? (physical distancing, hand hygiene, safe relaunch, IPC). At minimum public washrooms, dining areas, entrances.					Yes
9)	Clients are isolated or quarantined when required?					Yes
10)	• Process for assessing risk level on admission/readmission/overnight outings?					Yes

11)	• Process for passive and/or active screening on admission/readmission/overnight outing for clients deemed low risk?	Yes	
12)	Plan in place for how outbreak would be managed in dementia/cognitive impairment unit if applicable?	Yes	
13)	Continuous masking?	Yes	
14)	Eye protection when providing care or in care areas?	Yes	
15)	Evidence of Physical distancing between staff, residents, visitors?	Yes	
16)	Staff assigned to asymptomatic or symptomatic/confirmed clients or minimized movement between?	Yes	
17)	Is Enhanced Cleaning occurring 3x/day for high touch surfaces & 1x/day on all low touch surfaces?	Yes	
18)	• Are Operators communicating daily the need for enhanced environmental cleaning and disinfection?	Yes	
19)	• Disinfectants have DIN issued by Health Canada?	Yes	
20)	Hand hygiene occurring before and after touching any equipment and cleaning between use? Example: wheelchairs, lifts, commodes, BP pressure cuffs.	Yes	
21)	Staff equipment (e.g., computer cars and/or screens, medication carts, charting desks/tables, computer screens, phones touch screens) is cleaned at least daily and when visible soiled?	Yes	
Client rooms:			
22)	• High touch surfaces cleaned 3x/day	Yes	
23)	• Low touch surfaces cleaned daily	Yes	
Shared Rooms:			
24)	• Clients 2 meters distance?	Others	Site does not have shared rooms
25)	• Clients have own personal products?	Others	
26)	• Privacy curtains clean? Cleaned weekly?	Others	
27)	• Shared bathroom cleaned/disinfected after each use?	Others	
Shared Dining:			
28)	• Tables placed two metres apart?	Yes	
29)	• Provisions made during outbreak such as smaller groups, staggered meal times?	Yes	
30)	• Hand hygiene performed immediately before and after meals?	Yes	
31)	• Self-serve food containers and condiments cleaned between use and removed in outbreak?	Yes	
32)	Recreational activities occurring for non-isolated/quarantined clients?	Others	Recreation on hold due to outbreak
33)	• Group size allows for appropriate physical distancing?	Yes	
34)	• Recreational supplies cleaned/disinfected before and after use or secured?	No	
35)	Personal Choice Services when desired (e.g., hair salon, barbering, manicures) provided for non-isolated clients, and not during outbreak?	Yes	Hair Salon closed during outbreak
36)	• Appropriate signage posted?	Yes	
37)	• Physical distancing occurring?	Others	
38)	• Enhanced cleaning occurring between clients?	Others	

39)	• Process for recording each resident service and store information for 4 weeks?	Others	
40)	• Hand hygiene occurring before and after?	Others	
41)	• Continuous masking in place?	Others	
42)	• Hair dryers being used with appropriate masking?	Others	
43)	• Service Provider remains in service area only?	Others	
CMOH 29-2020			
44)	Policy and process in place for Safe Visiting?	Yes	
45)	• Residents have up to 2 designated family/support person(s)?	Yes	
46)	Site has a list of all designated family/support persons for verification purposed?	Yes	
47)	Safe Visiting Practices are discussed and explained to visitors?	Yes	
48)	Necessary PPE and instruction on use are provided to visitors?	Yes	
49)	Visitors proceed directly to the expected location of the visit?	Yes	
50)	Designated family/support persons and visitors only visit the resident(s) they are supporting?	Yes	
51)	Designated family/support persons and visitors wear mask continuously indoors?	Yes	
52)	Hand hygiene completed by all persons entering?	Yes	
53)	Are indoor visits occurring?	Yes	
54)	• Designated indoor visiting area has required signage posted?	Yes	
55)	• Indoor Visiting area can accommodate physical distance/limits number of visitors at one time?	Yes	
56)	• Limit of 3 people per grouping including resident unless site can safely accommodate more?	Yes	
57)	• Up to 2 visitors in resident room, space permitting?	Yes	
58)	• End of Life up to 3 residents per room unless from same household?	Yes	
59)	• Shared Care areas - one designated family/support person only?	Others	Indoor visits in Client suites only
60)	Are outdoor visits occurring?	Yes	Site has built a room to utilize for Outdoor visits
61)	• Designated outdoor visiting area has required signage posted?	Yes	
62)	• Max 5 individuals including resident?	Yes	
63)	• Physical distancing during outdoor visit?	Yes	
64)	• Continuous masking during outdoor visit if physical distancing cannot be maintained?	Yes	
65)	Additional comments/concerns:	Staff noted to take own temperature upon entering site at beginning of shift. Recreation supplies (books in library) noted to be left out and not secured. No masks noted in staff room.	

66)	Advice/Required Actions/Support Required	Ensure a screener is present to actively screen staff at beginning of shift. Ensure all books are secured. Implement process for clients to choose and return books. Ensure masks are available for staff in staff room.				
5. Infection Prevention and Control/Outbreak Management		8	1	5	✓	Notes
1)	PPE and hand hygiene available at entry?	Yes				
2)	Isolation/quarantine protocols followed (signage, separation in semiprivate etc.)?	Others				No clients on isolation at time of visit
3)	• Proper signage posted?	Others				
4)	• Isolation cart accessible, clean and stocked?	Others				
5)	• Proper PPE available?	Others				
6)	• Donning and Doffing correctly?	Others				
7)	Staff using PPE appropriately?	No				
8)	PPE and hand hygiene available at point of care?	Yes				
9)	Evidence hand hygiene occurring?	Yes				
10)	Recently released COVID-19 Outbreak direction available?	Yes				
11)	Outbreak Manual available to staff?	Yes				
12)	Staff educated to additional precautions required?	Yes				
13)	Following Outbreak direction? (Comment below)	Yes				
14)	Outbreak surveillance occurring?	Yes				
15)	Additional comments/concerns:	Staff noted to be continuously gloving during meal service. Clean linen cart noted to be left uncovered when in hallway.				
16)	Advice/Required Actions/Support Required	Provide education to all staff regarding appropriate use of gloves and the four moments of hand hygiene. Ensure clean linen is covered when left in hallways.				
6. Client Experience (Interviews)		4			✓	Notes
1)	Are your concerns addressed by the site?	Yes				
2)	Do you know how to report concerns with your care?	Yes				
3)	Are you provided with up to date information on COVID-19?	Yes				
4)	Are you provided with opportunities to speak with your family, either virtually or outdoors?	Yes				

1) No recommendations at this time.

9. Required Actions



FOLLOW UP VISIT

- 1) Ensure a screener is present to actively screen staff at beginning of shift.
Ensure all books are secured. Implement process for clients to choose and return books.
Ensure masks are available for staff in staff room.
Ensure clean linen is covered when left in hallways.

5)	Additional comments/concerns:	No additional comments at this time.
6)	Advice/Required Actions/Support Required	No required actions at this time.
7. Summary of Observations		☒ IMMEDIATE FINDINGS
Staff noted to take own temperature upon entering site at beginning of shift. Recreation supplies (books in library) noted to be left out and not secured. 1) No masks noted in staff room. Staff noted to be continuously gloving during meal service. Requires Immediate Action (see below). Clean linen cart noted to be left uncovered when in hallway.		
7.1 Immediate Findings		☒
The findings highlighted above pose an immediate risk to clients. As such immediate actions are required: 1) -Provide education to all staff regarding appropriate use of gloves and the four moments of hand hygiene. Monitor for compliance. Immediately implement the above actions and submit evidence including: evidence of education and a plan to monitor for compliance by November 26th, 2020.		
8. Advice/ Recommendations		☒



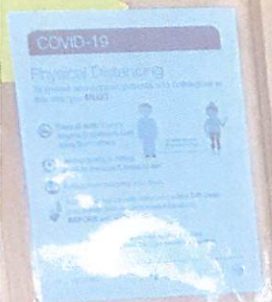
Staff Temperature and Screening

There will be a greeter at the main entrance from 8:30 AM – 5:00 PM daily to assist with the screening process. Outside of this timeframe the following process should be followed:

- 5:30AM, 6:00AM HCA and 6:30AM Housekeeper shifts will be assisted by the Night Kitchen staff member.
- 7:00AM Kitchen Aide and the 7:30AM Housekeeper shifts will be assisted by the 6:30AM Housekeeper.
- The 10:30PM General Worker and the Night HCA will be assisted by the P2 HCA.

If for some reason no one answers the doorbell, please call the kitchen at 403 223-2822 Ext.5 or the HCA at 403 223-2822 Ext.8.

NOTE: Please remember to complete one self-check throughout your shift. If you begin to feel unwell during your shift, please advise your supervisor immediately, do not have any contact or conversation with any other staff member or resident and leave the facility ensuring to not remove your mask.









Library Book Exchange

*Every Thursday
at 1:30pm*

This image shows a blank sheet of white paper with horizontal ruling lines. The page is divided into two equal-width columns by a vertical center fold. Each column contains ten horizontal lines, creating eleven rows per column. The lines are evenly spaced and extend across the width of each column. There is no handwriting or other markings on the paper.



Clearview Lodge Bulletin November 22-30, 2020

Thank You...

To all those who donated baskets and purchased tickets for this year's 2020 Christmas Basket Raffle. We raised \$5335 for Resident Council!



Cards Tournament

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Prizes will include gift certificates and goodies.

XMAS Light-Up
Help us celebrate the start of the holiday season!

**Join us on Wednesday
November 25, 2020 at 5:45pm
as we light up Clearview
Lodge!**

**Eggnog, Hot Chocolate, and
Goodies will be served.**

**Thank you to our donors Fortis (lights
and goodies) and Darryl Lee Reed (pine
tree lights).**



Please have
your Santa
gift
delivered by
Dec. 4th



Notice: Library Closed Due to Pandemic

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Every Thursday at 1:30pm
Sign up to check out the books in our library or return previously borrowed books.

Fond Farewell...
Joylane Bullock ~
We will miss your enthusiastic laugh and eager participation in the activities at Clearview!

Warm Welcome...

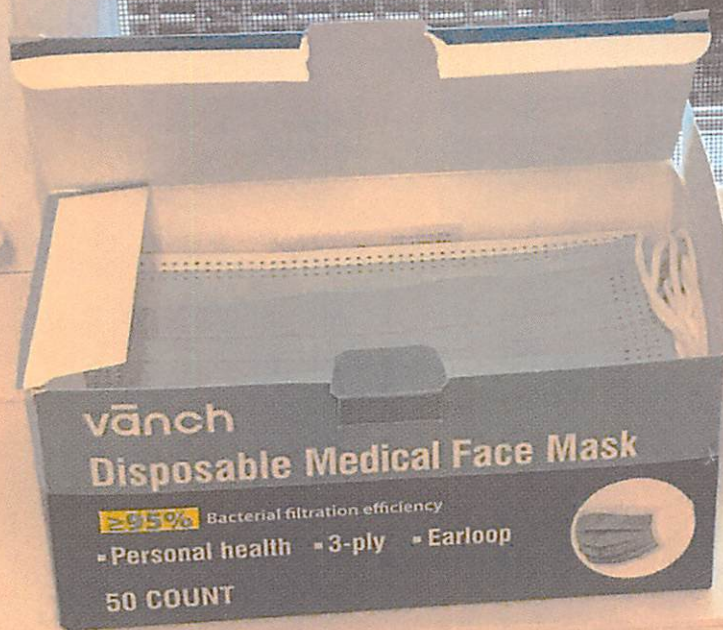
- Gloria Lee
- Edna Holman

We are happy to have you!

Thank You
Erika
Grintals for
donating
the transfer
chair



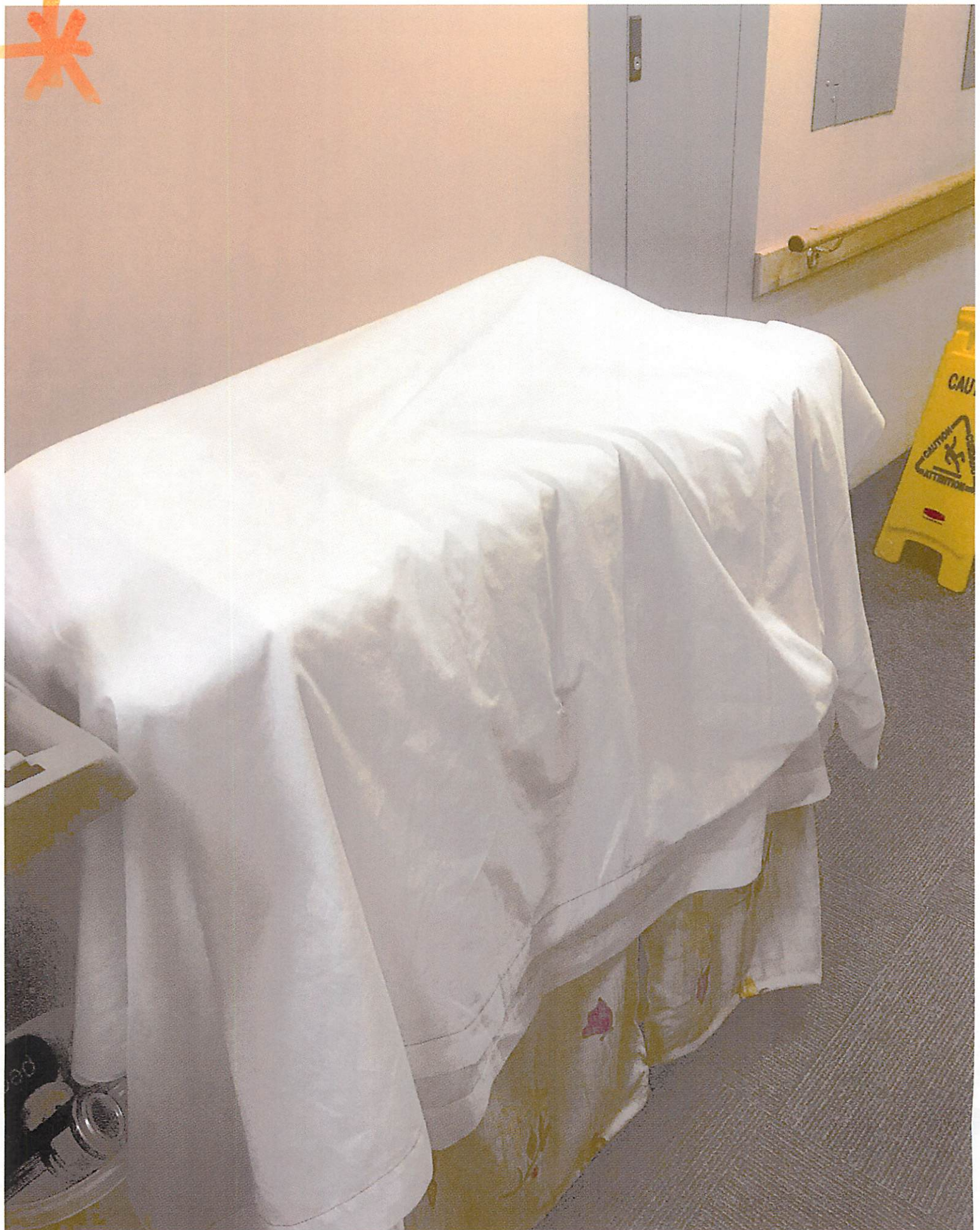
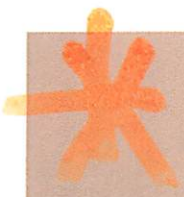
From your Recreation
Team: Viola Wall, Jen
Christensen, Jean Hinton



WARNING
ADVERTENCIA



* Staffroom



Section: Infection Prevention and Control	CAO Approved: May 26, 2017
Subject: Procedure: Hand Hygiene	Revision Dates: November 9, 2018, January 15, 2019
Department: Lodge	
Policy Number: HS - 6.1	Reviewed:

Procedure: Hand Hygiene

Purpose

To establish a hand hygiene practice within Taber and District Housing Foundation. As well to support the prevention of the transmission of micro-organisms in order to reduce the incidence of infection, and to promote the health and safety of residents, staff, volunteers and visitors.

Taber and District Housing Foundation supports hand hygiene practices that enhance the health and safety of all residents receiving care as it is the single most important practice in reducing the transmission of microorganisms.

Hand Hygiene is a shared responsibility between residents, staff, volunteers, and visitors. Everyone is encouraged to promote hand hygiene to one another in accordance with this procedure.

Elements

All staff, residents, visitors and volunteers must ensure that their hand hygiene practices are in compliance with this procedure. Residents, visitors and volunteers will be actively encouraged to perform hand hygiene through poster directions, signage, volunteer orientation and resident case conferences.

A. Staff must perform hand hygiene as per **4 Moments of Hand Hygiene:**

- 1 Before contact with a resident or resident's environment including, but not limited to: donning and doffing PPE, entering a resident's room, and providing patient care.
- 2 Before an aseptic procedure including, but not limited to: wound care, handling food, and preparing medication.
- 3 After exposure (or risk of exposure) to blood and/or body fluids, including but not limited to, when hands are visibly soiled and following the removal of gloves.
- 4 After contact with a resident or a resident's environment including, but not limited to doffing PPE, leaving a resident's room and handling resident care equipment.

B. Residents are encouraged to perform Hand Hygiene:

- 1) Prior to leaving their private room.
- 2) Upon returning to their private room
- 3) After using the bathroom.
- 4) On a regular basis when feeling unwell.

Section: Infection Prevention and Control	CAO Approved: May 26, 2017
Subject: Procedure: Hand Hygiene	Revision Dates: November 9, 2018, January 15, 2019
Department: Lodge	
Policy Number: HS - 6.1	Reviewed:

C. Visitors are encouraged to perform Hand Hygiene:

- 1), Upon entering the facility
- 2) Following the use of the public or resident washroom
- 3) Prior to leaving an unwell resident's private room.
- 4) Prior to exiting the facility

D. Volunteers are encouraged to perform Hand Hygiene:

- 1) Upon entering the facility
- 2) Prior to starting an activity with the residents
- 3) Upon completion of an activity with the residents
- 4) Prior to entering a resident's private room.
- 5) Upon exiting a resident's private room
- 6) After using the public washroom
- 7) Upon exiting the facility.

E. Wall-mounted alcohol-based hand rub dispensers must be installed as per the Alberta Fire Code, and away from electrical outlets, switches and power sources.

F. Alcohol Based Hand Rub products and/or sinks for hand washing must be available as close as possible to the point of care.

G. Hand Hygiene products must be clearly labeled. Hand Hygiene products must be used prior to the expiry date and discarded following expiration.

H. Sinks used for hand washing must not be those normally used for equipment cleaning, waste disposal or food preparation.

I. All Taber and District Housing Foundation staff will receive training and education on hand hygiene upon 6 months of hire and every 2 years thereafter.

J. Hand Hygiene Audits will be done on all staff on a monthly basis.

K. Procedures for how to use alcohol-based hand rub and perform hand washing with soap and water should be posted at each station.

Section: Infection Prevention and Control	CAO Approved: May 26, 2017
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- L. Artificial nails, nail enhancements and chipped nail polish must not be worn by those staff who provide direct care or perform any other tasks requiring hand hygiene, including but not limited to handling food, housekeeping and laundry.

Reference: Continuing Care Health Service Standards – (Standard 11)

Observation Tool



Observer-ID:	Form-No.:
Date:	Facility-ID:
Day of Week:	Patient Care Unit:
Start Time:	
End Time:	

Health care provider (HCP) category:

- | | | | |
|---------------------|------------------------------|-----------------------------------|--------------------|
| 1 = Physician | 5 = Social Worker | 9 = Environmental Services Worker | 13 = Dietician |
| 2 = Nurse | 6 = Pastoral Care | 10 = Patient Transporter | 14 = PSA, PSW, PCA |
| 3 = Medical Student | 7 = IV Team/Blood Collection | 11 = Radiology Tech | 15 = Other |
| 4 = Nursing Student | 8 = Physiotherapist | 12 = Respiratory Therapist | |

HCP:	HCP:	HCP:	HCP:
1 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves ☐ Nails ☐ Bracelets ☐ Rings	1 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves ☐ Nails ☐ Bracelets ☐ Rings	1 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves ☐ Nails ☐ Bracelets ☐ Rings	1 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves ☐ Nails ☐ Bracelets ☐ Rings
2 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	2 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	2 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	2 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves
3 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	3 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	3 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	3 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves
4 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	4 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	4 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves	4 ☐ BEF-PAT/ENV ☐ AFT-PAT/ENV T: ☐ BEF-ASP ☐ AFT-BFL ☐ Rub ☐ Missed ☐ Wash ☐ Gloves

Comments:

Note: If patient is on additional precautions/isolated indicate "HCP category number" and "Opportunity number" in the "Comments."

General Recommendations for Observation:

1. Determine how to best identify the types of health care providers you may be observing.
2. Introduce yourself to the observed health care provider(s) and patients as appropriate and explain your role.
3. Find a convenient place to observe without disturbing care activities; you can move to follow the health care provider, but never interfere with their work. However, you can provide feedback after the session using "On-the-spot" form.
4. It is important to take into account any concerns the health care providers may have with your presence. Your presence should be as discreet as possible and in no way infringe on the actions of the health care provider. If a health care provider feels uncomfortable with your presence, he/she has the right to ask you to leave and you must do so if asked.
5. You may observe up to 3 health care providers simultaneously provided you are an experienced observer and are very careful not to miss opportunities. **Note:** Multiple health care providers performing sequential tasks quickly may preclude accuracy of missed hand hygiene opportunities.
6. You may include more health care providers sequentially during one observation session.
7. One observation session is for 20 minutes (+/- 10 minutes); prolong the session if you get the chance to observe a care sequence to its end. Otherwise, terminate it at 20 minutes even if care activity is not complete.

How to use the form:

8. Use a pencil to fill in the form and an eraser to correct. Use a clipboard to hold the form while observing.
9. First, fill in the head of the form by indicating your ID number (Observer-ID), the date, the current time including AM/PM (Start Time), the number of the form used for a single session using the format 1, 2, 3, etc. (Form-No.) (see also point 19), the identity of the facility (Facility-ID), the identity of the patient care unit (Patient Care Unit)
10. Indicate any rooms where Additional/Isolation Precautions are in place by entering in the "Comments" section. (Observe outside the room.)
11. Indicate the type of health care provider being observed by entering the number that corresponds with the categories listed at the top of the form. The coding system is a number followed by a letter (e.g., first physician in the room is 1A, if second physician enters the room he/she is 1B).
12. Each column is for recording hand hygiene opportunities of **one** health care provider only. Use additional columns for each additional health care provider being observed simultaneously or sequentially. The health care provider may interact with more than one patient during the time you are observing.
13. As soon as you observe the first indication for hand hygiene, indicate the corresponding information in the first of the numbered opportunity sections in the column corresponding to the health care provider being observed.
14. For each opportunity, indicate one or more of the following indications for hand hygiene:
 - **BEF-PAT/ENV** = "before initial patient/patient environment contact"
 - a) if the health care provider touches the patient's environment and then touches the patient **or**
 - b) goes directly to touch the patient after having touched the hospital environment (= any other surface not in the patient's environment) or another patient's environment
 - c) if the health care provider enters the patient's environment from the hospital environment and touches only the patient's environment (does not touch patient) and then leaves the patient's environment
 - **AFT-PAT/ENV** = "after patient/patient environment contact"
 - a) if the health care provider is leaving the patient and his/her environment to go on working in the hospital environment or with another patient
 - b) if the health care provider is leaving the patient area after touching objects in the patient environment (without touching the patient) to go on working in the hospital environment or with another patient
 - **BEF-ASP** = "before aseptic procedure" if the health care provider is to perform any of the following after having touched any other surface including the concerned patient himself/herself and his/her environment:
 - a) touch/manipulate a body site that should be protected against any colonization (e.g., wound care including dressing change and wound assessment)
 - b) manipulate an invasive device that could result in colonization of a body area that should be protected against colonization (e.g., priming intravenous infusion set, inserting spike into opening of IV bag, flushing line, adjusting intravenous site, administering medication through IV port, changing IV tubing)
 - **AFT-BFL** = "after body fluid exposure risk" if the health care provider has been engaged in a care activity involving a risk of body fluid exposure and before touching any other surface including the concerned patient himself/herself and his/her environment (e.g., contact with blood or blood products, emptying urinal/catheter bag and suctioning oral/nasal secretions).

Note:

- For each opportunity tick whether or not the health care provider was wearing gloves (**Gloves**) when the opportunity occurred.
15. Timing of the duration of hand hygiene:

T = "timing." This is the duration of hand hygiene performed by the health care provider when hand hygiene occurs BEF-PAT/ENV and AFT-PAT/ENV indications. Begin timing, with a wristwatch or stopwatch, when the HCP starts rubbing his/her hands with the product, and stop timing when he/she completes the motion of rubbing his/her hands with the product. Record the time in seconds.
 16. Next, tick alternatively, either the hand hygiene action (**Rub** or **Wash** or both) or the missing action (**Missing**) as occurring for this hand hygiene opportunity. **Note:** If hand hygiene is done with gloves on after a hand hygiene opportunity, it is marked as a missed opportunity.
 17. Next tick the corresponding boxes (**Rings, Bracelets, Nails**) if the health care provider does not meet the guidelines regarding: correct nail length, absence of nail extensions/artificial nails and absence of rings or bracelets. It is necessary to do this only once for each health care provider.
 18. End the observation if the privacy curtain is drawn around the patient's bed.
 19. If you observe more than four opportunities for one health care provider, use another form numbering them sequentially in the variable **Form-No.**
 20. At the end of the session, do not forget to fill in the **End Time** and check the form for missing values before handing it in. Record any additional qualitative data in the "Comments" section. Comments should include any logistical and facilitating factors encountered in measuring compliance through observational methods.

Online Education

For new Hires and Annual Review:

Infection Prevention and Control:

https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS_Website/modules/ipc-ace-module/story_html5.html?lms=1

Fire Extinguisher Training:

<http://fireextinguishertraining.com/en/inspection.html>

http://www.fireextinguishertraining.com/en/cert_en.pdf

Worker's Guide to OHS – 3 Rights

<https://open.alberta.ca/dataset/6be5ff05-26aa-42f9-9bc9-0b6fe6d214b0/resource/65c57bc5-7697-4d90-8e54-9775fd9092c2/download/lbr-worker-guide-to-ohs-2020-06.pdf>

WHMIS – GHS

<https://www.ecolab.com/pages/globally-harmonized-system-training-canada>

FOIP:

http://www.servicealberta.gov.ab.ca/foip/online_training/focusprivacy/html/frames.htm

Violence in the Workplace

www.youtube.com/watch?v=Ja3sTU-dj5K

Elder Abuse

<https://www.alberta.ca/get-help-elder-abuse.aspx>

Protection for Persons in Care

Protection+for+persons+in+care+youtube&rlz=1C1GCEA_enCA867CA867&oq=protection+for+person+in+care&aqs=chrome.1.69i59l2j0j69i57j0l2j0i457j0.8094j1j7&sourceid=chrome&ie=UTF-8

Glove Use

Video : https://www.youtube.com/watch?v=WQ7Mx4qPlal&ab_channel=AHSTChannel

HAND HYGIENE COMPLIANCE



CLEARVIEW LODGE

92%

Date	Compliance
Oct 23, 2020	92%
Aug 19th, 2020	93%
July 6 th , 2020	99%



Alberta Health
Services

AHS HAND
HYGIENE
COMPLIANCE
TARGET
90.0%



CLEAN HANDS
Every patient. Every time.

Joan Hart

From: Joan Hart
Sent: Friday, November 20, 2020 7:21 PM
To: CVL Family
Cc: Tim Janzen; HCA Coord TaberHSG; Clearview Lodge Kitchen; Corey Beck
Subject: Saddened Heart
Attachments: Concern.pdf

Good evening CVL family,

It is with saddened heart that I am forwarding you a letter that has been forwarded anonymously to every resident at Clearview Lodge. I am not only saddened that a family member feels the necessity to forward this message anonymously but also the fact that someone feels that we as management has caused an injustice to one of our seniors.

I appeal to each and every one of you if you have concerns with how I am managing Clearview Lodge or how my management team deals with your loved ones concerns please speak to me... please bring your concerns forward.

Yes, COVID is difficult, and I know we have set some guidelines that some individuals don't feel the need to follow but our only objective is to follow the guidelines set out by Dr. Hinshaw and to keep our residents safe and alive!

Please feel free to contact me @ 403 223-2822 ext 1.

Thanks

Joan Hart
Lodge Manager

November 16, 2020

Dear Clearview Lodge Resident,

I am writing to you because my parent lives at the Clearview Lodge; and we have some serious concerns with the way the Lodge is being managed and with the way the residents are being treated by some of the Management Team. If you share these same concerns and would like to see things change for yourself and the other residents, then I am asking you to call one of the following Board of Directors and share your concerns. I am hoping that you will do the right thing and make your voice heard, if you have noticed a change in the way the management is treating either yourself or others in the Lodge. If we stand together, then things might start to change for the better.

You can call any of the following people:

Rosanne Horrocks 403-315-4131

Tamara Miyanaga 403-308-6538

Tom Machacek 403- 223-1265

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- Edna Holman

We are happy to have you!

Thank You
Erika
Grintals for
donating
the transfer
chair



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Joylane Bullock ~
We will miss your enthusiastic laugh and eager participation in the activities at Clearview!

From your Recreation Team: Viola Wall, Jen Christensen, Jean Hinton

Food Services Coordinator Monthly Report Sept 26th to Nov 24th, 2020

Personnel and Staffing:

- Wendy (AC), she has taken on the task of updating Hazard Assessments and SWP. She continues to help with ordering and has been a great help with the day to day admin duties. She continues to struggle with general cooking duties especially if she is called upon to work several cooks shifts in a 5-day week period. I will continue to work with her and try to get this improved. As I am writing this report, she is late for a cook shift. Did not know she cooked today??
- Susan's (AC) continues to be an integral part of the Clearview Kitchen, I will start to work with her on ordering, so she won't be in the dark if the need arises.
- Thomas Banman has moved into a PPT position. Angelina Matiek has move into a PFT position. Cassandra Collett has given up her full-time position to pursue he chosen career and has become casual, working sometimes on weekends.
- This leaves Mary Enns, Anna Riemer, Ebon Liquigan and Jaycel Nombres all with TPT positions.
- We have hired another Casual part time GW position – Tina Wiebe. Her Orientation was to the point and has been working various positions in HK and Food for approximately a month.

Suppliers/Equipment / Smallware's

- Doing a Hubert order this week with smallware's and a large purchase for a new Robot coupe
- Wesclean/Bunzi orders are a regular occurrence.
- The Trager smoker is being still put to great use.
- I have concerns with the combi Oven, not in the fact that it is not working properly, but Tim asked me to price out a replacement it seems that no suppliers are selling them anymore. It also looks like Blodgett has discontinued them.
- Joan has decided to keep wesclean has a supplier so we will continue to have them supply all the hand soap dispensers.

Discipline & Discharge:

- None to Report

Performance Evaluations:

- Wendy's evaluation was done, we are now setting up a gaps and goals schedule. I will be doing Thomas and Angelina's next, to update their performance, and to communicate my expectations.

Resident Needs/ Concerns

- The residents seating arrangements are still changed more frequently because they grow weary of each other, with the pandemic seating (4 per round table) and single seats for isolation purposes. The seating is becoming more challenging. We have some residents that are sitting a table for 2 for various reasons, which simply makes the dining room stretch out to other areas of the lodge that is not meant for dining. I hope this will be solved when our 3 new round tables arrive.

Health and Safety

- Incident Investigation and report were done for a minor burn.
- Staff have been asked to do some H& S updating online. Hand Hygiene and WHMIS.
- We also had an in-house training seminar for Ergonomics.

Other Meetings

- We have had Kitchen Team meeting on regular scheduled times. We did fill the void with many Prep table meetings over this period.
- Had a couple of management meeting concerning loss of OC had which extra duties are being split up.

I apologize for the late report. I find it challenging to write this on the monthly basis, with my time restraints. Dean Arnold- FSC

Maintenance Report

November 2020

Clearview Lodge

- Boilers and back flow inspected by Simpson Plumbing
- Lights in parking area and visit shed completed by Inphase Electric.
- BOA digital survey completed at the Lodge.
- Inspection of CVL completed
- Ordered two vacuums for the Lodge
- Received 4 call bells for offices.
- Installed two more eye wash stations.
- Ordered LED lights for dining area
- Snow pile hauled away from front of CVL.
- Replace door magnet on the 100 wing fire door.
- Service call from Leth Comm Appliances for resident Laundry.
- Ordered carpet base for the lodge.

Homestead Manor

- Concrete entrances have been started completing two presently.
- Fire drills completed at Manor.
- Booked carpet install at Manors common area.
- Boilers and back flow inspected.
- Attended inspection with Govt. inspector at the manor.
- Move in at unit #202

Pioneer Place

- Painting started in common area of Manor
- Common area carpet install booked, completing carpet tile in all hallways and common areas.
- Fire drill completed.
- Boilers and back flow inspected.

Harmony Home

- Snow piles hauled away by RCB.

- Fire drill completed.
- Boilers and back flow inspected.
- Emptying and cleaning of unit 204 at manor.
- Move in at unit #204.

Prairie Rose Manor

- Ordered LED lights for common room. Completing all common area lights at Manor.
- Up dated list of appliances at the Manor.
- Common area painting completed.

Sunshine Manor

- Monthly checks completed.

Barnwell

- Snow removal contracted out to local business.

Phase One

- Door of unit broken into. Door replacement taking place.
- Paper work for restitution from Victim Services completed.
- Move out at unit #5911
- Replace furnace in unit # 5911.
- Replacing HWT in unit 5911.
- Looking for parts to replace broken oven door.

Phase Two

- Replaced range in unit #4417.

Phase Three

- Ordered HWT to replace at unit # 3806

Special Needs

- Monthly checks completed.
- Fixed screen door at back entrance

General Maintenance

- Removed sump pump from drainage ditch.
- Maintenance staff completed Hand Hygiene course.
- Ian took GHS online.
- Shovelling of entrances. Bought more salt for all locations.
- Met with Fire Dept on procedures of fire drills at Manors
- Ordered appliances, fridges and ranges from Peters Home Harmony.
- Three Month Inspections with Carrie completed.

Board Report November 2020

Senior Housing

Applications - 0

Move-ins - 2

Move-outs - 1

Waitlist - 10

Vacant units- 4; 1 Homestead Manor, 3 Prairie Rose Manor

Family Housing

Applications - 2

Move-ins - 1

Move-outs - 1

Waitlist - 5

Vacant Units-1

DRSP-

Re-signing agreements with our clients to extend their agreements to the end of March.

FCSS Programs

Cindy and Renee from FCSS came to all three manors to assess some of the tenants and the gaps they have in using their technological devices. From there they will find someone to help get them the skills they are lacking.

The Silver Sharing Tree program (adopt a senior) that we did last year is being extended to all three of the Taber Manors this year. The tree is at the library this year.

We had a few other things set up but we canceled due to COVID.

Financial Administrator Report for Oct 19 – Nov 24/20

PAYROLL

- October Monthend Payroll, November advances, November Monthend payroll
- 2 LTD, 4 Medical Leave, 2 Maternity, 2 new YEP student
- Benefit questions, inquiries, changes, concerns, addition, deletions
- 6 Employee meetings
- Employee statistics for Health and Safety Audit

FINANCE

- 1 DRSP payment run (7 clients each), DRSP report, update YTD,
- 2 regular vendor EFT runs.
- SH tenant move-ins, move-out,
- CVL resident move-ins, move-out
- Guest Meal invoicing for Oct completed
- Nov rent collection (SH / CVL) completed
- MOW client setups and closings, Oct meals 454 – 30 clients provided \$1727 in subsidized meals
- MOW – October we had 1 new client
- Report for Board Meeting Nov 24
- Ongoing Setup Vendors on EFT payments
- 2 - AHS Firms reporting completed
- Alberta Seniors – 3rd quarter submitted
- Completed Admin Hazard Assessment review
- Managers Budget Meeting
- AHS COVID meeting
-

GENERAL

- Coverage for sick/vacation/training
- Organized minor computer repairs
- Purchased 2 new computers for CVL – HCA & Operation Coordinator
-

CAO Report

November 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 Oct 26 - 30

- Oct 26 – Arranged the change of email and website hosting service to AltisMSP; previous supplier was shutting down their business
- Oct 27 – Presented at MD of Taber Council – received Letter of Support
- Oct 27 – Submitted ASAL Licensing form with proof of insurance
- Oct 28 – dealt with issues re: Brown Okamura and exterior and interior surveys
- Oct 29 & 30 – Vacation
- Oct 30 – Videoconference with Vaughan Hoy, Architect re: CVL Design

Week of Nov 2 - 6

- Nov 2 – Worked on FIRM submission for Q4 – March 31, 2020
- Nov 2 – Signed up two YEP (Youth Employment Program) participants – work at CVL and Maintenance team until mid-December
- Nov 3 – Sent out emails and posted on ASCHA forum to solicit ideas and advice from CAOs that had recently designed, built, or commissioned Lodges
- Nov 3 – Renewed software subscription (2021) for wireless pendant system at Clearview Lodge
- Nov 5 – TDCALA Outreach Session – Heritage Inn, Taber, AB
- Nov 6 – Sustainability Workshop with TDHF Building Committee members
- Nov 6 – Webinar re: AHS Interim COVID funding – Accountability & Reconciliation
- Nov 6 – Several emails to employee on medical leave to determine usage of accrued sick and vacation time.
- Nov 6 – Contacted CCSA about participating in a 12 month program to develop policies, procedures for Preventing Harassment and Violence in the Workplace; as well as staff and management training.

Week of Nov 9 - 13

- Nov 9 – Meeting with Joan, Corey & Bev to review September financial statements and determine projects and purchases through the end of 2020.
- Nov 9 & 10 – Policy work for Health & Safety; mostly HS – 9, 14 & 41 – these are commitments and directives around new requirements for more specific language for Preventing Workplace Violence and Harassment. As well as updated definitions of harassment.
- Nov 11 – STAT
- Nov 12 & 13 – Vacation
- Nov 13 – Town of Taber EOC meeting
- Nov 13 – Videoconference with Vaughan Hoy, Architect, re: CVL Design
- Nov 13 – Reviewed responses from Town of Taber Economic Development officer, Phyllis Monks – to ensure CVL design ideas are feasible on that piece of property

Week of Nov 16 – 20

- Throughout the week try to support Joan and her team to get through declared outbreak.
- Sent Carrie Wilson to work from home.
- Directed Maintenance staff to work separately to avoid potential infections but also isolation requirements because of direct contact to a positive case colleague
- Nov 16 – Submitted FIRM submission for Q1 and Q2 2020/21
- Nov 18 – APHAA Webinar – Individual Excellence: Ethics
- Nov 18 – Town of Taber EOC meeting
- Nov 19 – became aware of anonymous letter that had been sent to all CVL residents. Letter was critical of TDHF operations and management decisions and sought to urge residents to come forward to complain. The outcome was significantly different as letter was shared to residents' families and eventually made it to social media. Lots of positive, supportive comments from residents and families.
- Nov 20 – Building Committee Meeting
- Nov 20 – Received interior survey information from Brown Okamura and got a tutorial on how to use the 3D viewer.

Week of Nov 23 – 27

- Nov 24 – Emergency Preparedness Meeting – finalize HS-36 policies for Health & Safety audit.
- Nov 25 – Prepare TDHF Board of Directors agenda
- Nov 25 – Confirm venue availability for AGM and Board of Director's meeting
- Nov 25 – Postpone AGM and contact Auditor
- Nov 26 – Town of Taber EOC meeting
- Nov 26 – TDHF Board of Directors Meeting
- Nov 27 – Videoconferencing with Vaughan Hoy, Architect, re: CVL design process
- Nov 27 – Finalize Health & Safety policy documents, comments on 2019/20 Action Plan

Upcoming Events

Dec 2020 - Feb 2021–

- Research electronic payroll system with committee (including staff members); proposed go-live date – ????
- Manager/Supervisor Training
- Staff/User training
- Run in parallel to existing system for 2/3 pay periods
- Brainstorm different ways to continue to work within the current and ongoing parameters. i.e. How do we operate now (which we have a pretty good handle on) and for a long-term future (i.e. if the current pandemic IS our operating environment forever)
- Create Action Plan for Implementation of Strategic Planning Goals/Principles
- Building Committee:
 - Proposed date – Meeting every 2nd Friday.
 - Develop proposal for Clearview Lodge – Oct – January 2021
 - Answer questions re: CMHC seed funding application for Affordable Housing project
- Fundraising Program:
 - Develop an intentional fundraising plan for the next 1 to 5 years
 - Create a “wish” list of projects (with varying cost levels) that would be available should grantors/donors approach TDHF with funds
- Policy Review & Updates
 - Health & Safety Program
 - 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
 - Hiring - Can we add personnel that make our team more flexible, while also addressing needs from prolonged absences.
 - Discuss and review scheduling of TDHF Admin staff, CVL Management and Maintenance team – do we work remotely? Or should we change the timing of some shifts to reduce numbers of management that could reduce the chance of isolation requirements from one positive case.
- Research Maintenance Program software (Implement 2021)

Future:

- **Everything has been moved to virtual sessions.**
- It appears that APHAA and ASCHA events will be held every couple of months to ensure people are keeping in touch. Also, there are some significant policy issues that the Provincial Government are rolling out re: housing or housing management bodies, and traditionally, our memberships would be discussing how to provide information that might inform the policy makers. It is unclear if the government is really interested in information.
- The organizations are hopeful we will be able to hold an in-person conference at some point in 2021. Perhaps in Spring but if not, in Fall 2021.



Section: Job Descriptions	Date Board Approved: May 1, 2003
Subject: Chief Administrative Officer	Revision Dates: November 26, 2020
Department: Lodge and Social Housing	Position Number: P – A1

Title: Chief Administrative Officer**Purpose of Position:**

The Chief Administrative Officer (CAO) holds a key leadership position in the organization. Under the authority of the board, the CAO assumes complete responsibility for carrying out assigned policies and regulations. The CAO has the authority to direct the implementation of the organization's programs and services, and is responsible for the management of all staff members and volunteers.

Summary of Responsibilities:

- Serves as Chief Administrative Officer to the organization
- Directs and manages the day-to-day operations
- Serves as a professional advisor to the board
- Recommends appropriate policy issues to the board's attention
- Implements all policies adopted by the board
- Hires, trains, delegates, supervises, evaluates, and releases staff
- Attends all board meetings, and is invited to all committee meetings
- Acts as a consultant to the board and its committees

Specific Skills & Abilities:

- Strong verbal & written communication & interpersonal skills
- Knowledge & sensitivity to the characteristics of the seniors and of families with low to moderate income
- Proven organizational skills/behaviors
- Strong People Management Skills
- Knowledge of Employment Standards
- Knowledge of a Unionized environment
- Supports the Health and Safety of Facilities
- Strong Word and Excel computer skills
- Accounting knowledge
- Knowledge of Simply Accounting and Easy Pay Programs

Section: Job Descriptions	Date Board Approved: May 1, 2003
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Personal Attributes:

- High degree of maturity, tact & diplomacy
- Stress management & efficiency skills
- Time management skills: able to set priorities in the face of multiple demands
- Flexible, self-motivated and assertive
- Communicator

Working Conditions:

- Fluctuating workload
- Always on call
- Use of personal vehicle

Mental Demands:

- Able to organize tasks and set priorities
- Ability to function effectively in a demanding environment
- Able to keep focused with multiple interruptions (staff, tenant and resident requests)

Special Requirements:

- Criminal record check (to be supplied before start date)

Key Responsibilities:

1. Policy Management (the CAO)

- Administers the day-to-day operations of the organization
- Leads the implementation of the policies and procedures of the management body
- Recommends appropriate policy issues to the board's attention
- Prepares procedures statements for board policies
- Supports board committees as needed, while refraining from doing the work of the committees

2. Strategic Planning (the CAO)

- Regularly conducts both internal and external reviews to identify emerging issues that affect the organization. The internal review brings to the board's attention issues arising from within the organization, such as the increased need for technological resources. The external review identifies issues that may have an impact on the organization, such as a change in provincial funding policies.



TABER & DISTRICT HOUSING

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

Section: Job Descriptions	Date Board Approved: May 1, 2003
Subject: Chief Administrative Officer	Revision Dates: November 26, 2020
Department: Lodge and Social Housing	Position Number: P – A1

- Sets specific organizational goals and outcomes, under the direction of the board of directors
- Sets goals for management practices
- Sets program and service goals
- Identifies the required resources to achieve goals
- Communicates with key stakeholders (i.e.: Alberta Seniors) to identify the changing needs and conditions of the community that is served by the organization

3. Visioning (In cooperation with the board of directors, the CAO)

- Participates in the creation of an organizational vision
- Develops programs and services that work towards the vision, within the policy guidelines set by the board
- Develops and updates Business Plan and Long-Term plans

4. Leadership (the CAO)

- Works in collaboration with staff, and relevant community agencies and groups, to accomplish objectives and to fulfill responsibilities
- Encourages team-building by facilitating open communication and positive working relationships with staff
- Establishes control and follow-up mechanisms for the organization

5 Program Management (the CAO)

- Performs the duties and exercises the powers and functions assigned by the Act, its Regulations, or other Acts, or the board. Follows the Management Body Handbook, Freedom of Information and Privacy Act, Residential Tenancy Act, Alberta Housing Act and all other such related government regulations that effect the operation of the organization
- Facilitates the research, planning, development, implementation and evaluation of programs and services
- Makes sure that programs and services meet the board's policy guidelines, and reflect the board's priorities
- Supervises the implementation of the organization's programs and services
- Ensures an efficient maintenance program for the portfolio
- Acts as a liaison with the department in general administrative matters



Section: Job Descriptions	Date Board Approved: May 1, 2003
Subject: Chief Administrative Officer	Revision Dates: November 26, 2020
Department: Lodge and Social Housing	Position Number: P – A1

6. Personnel Management (the CAO)

- Interprets and directs board policy decisions to staff
- Hires, supervises, evaluates and releases staff
- Trains and motivates staff
- Sets clear, results-orientated goals, with realistic and measurable outcomes
- Supports goal achievement, and coaches and monitors performance
- Assists individuals in developing the necessary skills to be successful within the organization
- Supports and encourages staff initiatives
- Observes and evaluates ongoing performances
- Provides regular, appropriate, and constructive feedback
- Supervises the recruitment, selection, orientation, and training of service volunteers
- Assists the personnel committee
- Liaison between the organization and CUPE

7. Financial Management (the CAO)

- Implements the board's policies for the allocation and distribution of resources
- Maintains sound bookkeeping procedures
- Provides the board with regular statements of revenues and expenditures
- Administers the funds of the organization, according to the budget approved by the board
- Advises the finance committee

8. Health & Safety Program

- Promotion of Health & Safety Program
- Establishment of Health & Safety Program policies
- Provision of a safe, healthy, and risk-free workplace
- Ensure adequate resources for a successful program



TABER & DISTRICT HOUSING

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

Section:	Job Descriptions	Date Board Approved: May 1, 2003
Subject:	Chief Administrative Officer	Revision Dates: November 26, 2020
Department:	Lodge and Social Housing	Position Number: P – A1

Specific Responsibilities:

1. Financial

- Maintain accurate and complete financial records, bookkeeping, regular reports and affairs of the management body
- Managing the recording of all revenues and expenditures; Collecting and processing monthly rental payments and issuance of receipts. Deposit all rental income and other receivables to the appropriate bank accounts, controlling accounts payable system
- Controlling all banking and bank reconciliation's
- Managing the Investment Portfolio
- Preparing annual operating budgets for board approval
- Implement, monitor and control the approved budget
- Provide timely and accurate financial reports
- Managing staff payroll and related functions
- Managing arrears collection

2. Office procedures

- Managing office records, documentation and filing systems
- Managing and storing all pertinent documents and records

3. Board Meetings

- Prepares meeting Agenda
- Records minutes of board meetings and the names of those present
- Provides recorded minutes to the board for adoption at the subsequent board meeting
- Keeps official Minute Book of the organization
- Advises and informs the board on the operations and affairs of the management body

4. Tenant/Resident/Public Relations

- Maintaining smooth tenant/resident relations, complete tenant/resident files and payment records
- Develop marketing plans for vacant units and revenue generation
- Negotiating, resolving disputes/misunderstanding/grievances on behalf of the Board
- Responding to public complaints, inquiries and concerns
- Completes appropriate Eviction Steps when necessary



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5. Health & Safety

- Annual inspection of the workplace will be conducted by CAO, a Supervisor, and a worker in August.
- Be an active participant in the Joint Health & Safety Committee.
- Set a good example re: Health & Safety practices
- Review claims management and costs.
- Review & sign-off of all incident investigations.
- Employ a visible “hands-on” approach by incorporating regular safety visits and walkabouts
- Ensure compliance with all regulations
- Ensure all contractors and service providers are provided with a copy of TDHF Health & Safety form letter.

Date: _____

Signatures: _____
Chief Administrative Officer

Chairman

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

Section: Tenant & Personnel Administration	Date Board Approved: September 26, 2002
Subject: Personal & Sexual Harassment Staff, Residents and Tenants	Revision Dates: November 26, 2020
Department: Lodge and Social Housing	Policy Number: T - 36

1. **POLICY OBJECTIVE:**

Taber and District Housing Foundation recognizes the dignity and value of every person and will not tolerate harassment of any kind. Taber and District Housing Foundation promotes a harassment free environment in which all people respect one another and work and/or reside together to achieve common goals. Any act of harassment committed by or against any individual such as (but not limited to) an employee, co-worker, volunteer, resident, tenant, visitor, nurse, and affiliated personnel is unacceptable conduct and will not be tolerated.

Everyone is responsible for conducting him or herself in a manner that promotes a positive environment for staff, resident and tenants and shows respect for all individuals.

2. **DEFINITION OF HARASSMENT:**

Harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Employee/Employer relationship: Reasonable, justifiable, consistent, and non-discriminatory acts of discipline or performance management, provided by an individual who has the authority to provide such performance management, shall not be construed as harassment.

Landlord/Tenant Relationship: Reasonable, justifiable, consistent, and non-discriminatory acts of discipline (such as inspections, letters about poor tenant behavior), shall not be construed as harassment.

Sexual harassment is not to be confused with social interaction. Social interaction is based on mutual consent and attraction and no intimidation is involved or intended.

Some examples of harassment /sexual harassment are not limited but includes:

- Verbal abuse or threats, sexual assault
- Any behaviour such as: Unwelcome inappropriate or insulting remarks, gestures, jokes, dirty jokes, innuendoes or taunting about a persons body, attire, gender, sexual orientation, race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place or origin, mental status, source of income or family status and citizenship



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

Section: Tenant & Personnel Administration	Date Board Approved: September 26, 2002
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- Displaying of pornographic material, racist or other offensive or derogatory material
- Practical jokes that cause awkwardness or embarrassment
- Unwelcome invitations, requests or other activities, whether direct or explicit that causes intimidation or fear (e.g. obscene phone calls)
- Leering or other gestures
- Unnecessary and unwanted physical contact such as touching, patting, pinching, punching
- Physical assault or threat
- Refusal to work with or share facilities with others because of any discriminatory ground
- Unwanted sexual advances, or requests for sexual favours, unwanted verbal or physical conduct of a sexual nature
- Unwelcome invitations or requests, whether directly or explicitly, to engage in behaviour or a sexual nature
- An implied or expressed promise of reward for complying with a sexually oriented request or threat of reprisal for refusal of a sexually oriented request

3. COMPLAINTS PROCEDURE:

Should an allegation of harassment be made Taber and District Housing Foundation will handle it in a timely and sensitive manner. The rights of the complainant and the respondent will be respected at all times.

False or malicious complaints of harassment - as opposed to complaints that, even if erroneous, are made in good faith – will be the subject of appropriate corrective/disciplinary action.

Any employee or resident/tenant who feels s/he has been subject to harassment has the right to access assistance from the person (s) they feel most comfortable. That individual has an obligation to assist to the best their ability.

Individual/employees who believe they have been harassed should follow these steps:

- The harasser should be told that a particular action or words are unwelcome and ask him/her to stop
- All the incidents should be recorded, including date, time and place and name of witnesses
- Bring the concerns to the attention of the Manager/Supervisor, unless the complaint is against their supervisor. In this case, the individual shall be allowed to bring the complaint to the next level of authority, that is the Chief Administrative Officer or the Board of Directors or
- Their shop steward or other union official



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4. DEALING WITH A COMPLAINT:

Once a complaint has been filed, the Manager will conduct an investigation by:

- Interviewing the complainant
- Interviewing the alleged harasser
- Interviewing any witnesses identified by the complainant and alleged harasser
- Keep a record of all aspects of the investigation

If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately.

If the investigation fails to find evidence to support the complaint, there will be NO documentation concerning the complaint placed in the file of the alleged harasser.

Regardless of the outcome of a harassment complaint made in good faith, the individual lodging the complaint, as well as anyone providing information will be protected from any form of retaliation.

Employees who engage in harassment may be subject to discipline up to and including termination/dismissal from employment.

Residents or Tenants who engage in harassment may be subject to eviction and breach of the tenancy agreement.

The individual accused of harassment shall be informed of the complaint against them as soon as possible. They shall be kept informed throughout the resolution process, including being given access to any written complaints.

Employees or residents/tenants who threaten to retaliate against a complaint or a witness for taking part in an investigation shall be subject to disciplinary action or eviction.

Employees: At any stage of the resolution process, both the complainant and the alleged harasser have the right to consult with and be represented by their union.

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

Section: Tenant & Personnel Administration	Date Board Approved: September 26, 2002
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Department: Lodge and Social Housing	Policy Number: T - 36

5. **CONFIDENTIALITY:**

Confidentiality shall be maintained at all times throughout the investigation process to protect the interests of the complainant and the alleged harasser.

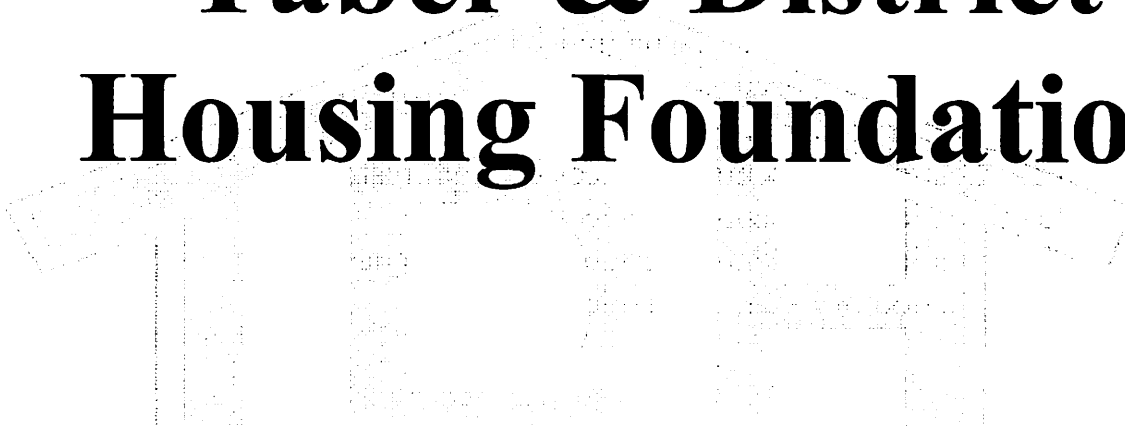
Employee: No record of the complaint shall be kept in the employee file, except in the case of individuals who have received disciplinary action as a result of a substantiated complaint, or if it has been determined that a complaint was frivolous.

See also:

Policy HS – 9: Commitment to Prevent Harassment in the Workplace

Procedure HS – 9.1: Violence in the Workplace

Taber & District Housing Foundation



Business Continuity for Pandemic Plan November 19, 2020

***Policy HS-38 Business
Continuity for Pandemic Plan
Approved November 26, 2020***



Business Continuity for Pandemic Plan

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Appendix A – Key Contacts

This Business Continuity for Pandemic Plan has been created through the combined efforts of the Business Continuity for Pandemic Planning Committee composed of the staff members as follows:

CAO	Tim Janzen
Maintenance Manager	Corey Beck
Lodge Manager	Joan Hart
HCA Coordinator (Acting)	Christina Andrews Alycia Timm (on leave)
Operations Coordinator	Joley DeGraw (on leave)
Food Services Coordinator	Dean Arnold

1. Purpose of the Plan.

The purpose of the Business Continuity for Pandemic Plan is to provide for the continuation of critical Taber & District Housing Foundation functions and recovery of services that were suspended in the event of a business disruption, in particular in the event of a pandemic outbreak (such as influenza or COVID-19). Many potential contingencies and disasters can be averted, or the damage they cause can be reduced, if appropriate steps are taken to manage through the event.

This completed Business Continuity for Pandemic Plan outlines the course of action to be taken in the event of an emergency and the process for each department to follow in their recovery to normal business operations. It is intended to:

- Provide an orderly and efficient transition from normal to emergency conditions.
- Provide specific guidelines appropriate for complex and unpredictable occurrences.
- Provide consistency in action.
- Prevent activity consistent with the philosophy of Taber & District Housing Foundation.
- Establish a threshold at which an emergency response is triggered and determines who may authorize the response.

2. Objectives of the Plan.

This Business Continuity for Pandemic Plan is intended to:

- Define critical operations that must be continued, those operations that can be postponed for a period and those operations that can be postponed indefinitely.
- Provide a planned transition for normal operations to emergency operations and maintaining only those functions defined as critical or vital operations.
- Provide a level of security and safety for employees. (1)
- Provide standard for testing the Business Continuity for Pandemic Plan.
- Ensure continuation of services to all residents and tenants.
- Prevent loss of confidence in Taber & District Housing Foundation.
- Meet regulatory requirements imposed by the Province or other regulatory agencies.
- Manage successfully through a pandemic and reduce the disruptions to services.
- Receive positive media coverage because of advanced planning and provide leadership by example.

3. Scope

This plan only considers the effect of a declared pandemic outbreak on the operations of Taber & District Housing Foundation and outlines the way those services deemed critical and vital will continue to be delivered throughout the influenza. All services offered by Taber & District Housing Foundation were considered and rated as **critical, vital, necessary, and desired**. Once critical and vital services are established, necessary services will be established and then desired services as resources become available.

Critical are services that must be provided immediately without which, loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue will result. These services normally require resumption within 24 hours, but for the purpose of pandemic planning they are the core services of Taber & District Housing Foundation.

(1) OHS Act Section 2: General Responsibilities: Employers must ensure, as far as reasonably practicable, the health and safety of all workers at their worksite. Workers must take reasonable care and cooperate with the employer to ensure the health and safety of themselves and others.

Vital are services that must be provided within 72 hours without which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs. For pandemic planning, these are vital and necessary services that would normally need to be performed or completed within a two to four-week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

Necessary are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. To pandemic planning, these are services that staff will be allocated to either last or on a need to do priority.

Desired are services that could be delayed for two weeks or longer but are required to return to normal operating conditions or alleviate further disruption. For pandemic planning purposes, these are services that will be deemed as non-essential until such time as either staff levels are back to normal and/or priority necessitates.

Factors that may be considered in prioritizing services may include, but are not limited to:

- ✓ Immediate external obligations
- ✓ Immediate internal obligations
- ✓ Dependencies on other departments, service providers or agencies
- ✓ Other agencies dependent on your services
- ✓ Contractual obligations and liabilities
- ✓ Regulatory requirements
- ✓ First response obligations
- ✓ Access to essential information
- ✓ Minimum manpower required to provide services.

Safety must also be considered. The safety of personnel, residents or tenants can be measured in terms of impact on individuals and groups as follows:

- ✓ **Low** – event occurrence unlikely to kill or injure
- ✓ **Medium** – event occurrence likely to cause injury or death.
- ✓ **High** – event occurrence likely to cause many injuries and/or fatalities.

In addition, the threat to resources other than personnel must be considered. The potential for property loss or damage can be assessed as follows:

- ✓ **Low** – no damage
- ✓ **Medium** – moderate damage to most resources
- ✓ **High** – all or most resources seriously damaged or destroyed.

During a pandemic or other serious interruption of Taber & District Housing Foundation business the CAO may become ill and not able to make decisions or may lose their life. This plan will also be the basis for a policy that outlines the criteria, including the scope of responsibility for available senior staff to activate and implement the plan.

4. Background on COVID 19 Pandemic

The **COVID-19 pandemic in Canada** is part of the ongoing worldwide pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus was confirmed to have reached Canada on January 27, 2020, after an individual who had returned to Toronto from Wuhan, Hubei, China, tested positive. As of October 29, 2020, there have been approximately 228,500 confirmed cases, over 191,200 recoveries and over 10,000 deaths in the country. The Government of Canada has released modelling anticipating 11,000–22,000 deaths over the course of the pandemic, assuming "stronger epidemic control".

Most of those cases are in Canada's two most populous provinces, Ontario, and Quebec. Confirmed cases have been reported in all of Canada's provinces and territories, with Nunavut reporting its first confirmed case on November 6. Until March, all cases were linked to recent travel to a country with a substantial number of cases. The first case of community transmission in Canada was confirmed in British Columbia on March 5. In mid-March, as cases of community transmission were confirmed, all of Canada's provinces and territories declared states of emergency. Provinces and territories have, to varying degrees, implemented school and daycare closures, prohibitions on gatherings, closures of non-essential businesses, restrictions on entry, and mandatory self-isolation for travelers. Canada severely restricted its border access, barring travelers from all countries with some exceptions. The federal Minister of Health invoked the *Quarantine Act* for the first time in its legislative history, legally requiring all travelers (excluding essential workers) returning to the country to self-isolate for 14 days.

By mid to late summer, active cases were on steady decline across the country, including Ontario and Quebec, which had the most cases of all provinces in the country. However, by late summer and autumn, the country saw a resurgence of cases in most provinces, from British Columbia to Quebec (with the exception of the Atlantic Bubble, a travel-restricted area of the country set up amongst New Brunswick, Prince Edward Island, Nova Scotia & Newfoundland and Labrador). The Country's territories continued to be affected minimally by the virus. Prime Minister Trudeau declared that Canada was now in a "Second Wave". In provinces affected, new restrictions and reactions from Provincial governments were put in place once again as cases increased. ⁽²⁾

How Large Could the Effect Be in Taber and area?

Until a vaccine is developed, distributed, and administered, it is likely that COVID 19 will continue to infect the general population of Alberta and that of Taber (2015 Census reported Taber population of 8,428).

(2) https://en.wikipedia.org/wiki/COVID-19_pandemic_in_Canada, November 19, 2020

To date (November 17, 2020), the following percentages hold true:

1% of the population has been declared as COVID 19 positive case (41,692 cases). ⁽³⁾

Of those positive cases: ~3.6% were hospitalized,
 ~0.6% required time in ICU
 ~1.1% died – **443 (at November 17, 2020)**

It should be noted that the average age of those cases resulting in death is 82 years of age and that the demographic represented by Clearview Lodge residents and Senior Self-Contained tenants (70+ years of age) represent 88% of the total number of COVID 19 deaths in Alberta.

There have been several high-profile cases early in the COVID 19 pandemic where facilities had infections of large groups of staff and residents and there were significant numbers of fatalities.

In a **worst-case scenario**, it is possible that up to 25% of the Clearview Lodge residents could pass from COVID 19 during a complete facility outbreak. That would calculate as **the death of 19 to 20 residents**.

Absenteeism will be the major issues that Taber & District Housing Foundation and all businesses will be forced to deal with. People will be absent from work for many reasons, including illness, caring for others, fear of going to work, pandemic related public health measures (e.g. school closures) and normal baseline absenteeism.

When preparing this plan, the planning team considered that:

- ✓ The pandemic virus may spread rapidly leaving little or no time to prepare due to the high level of global traffic.
- ✓ The pandemic will be widespread with simultaneous outbreaks. Taber & District Housing Foundation will not be able to rely on neighboring facilities to assist.
- ✓ There will be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism.
- ✓ There will be severe disruptions in essential services.
- ✓ There will be shortages of equipment and supplies.
- ✓ There will be intense and unrelenting scrutiny from media and the public and fear will be abundant.

5. Assumptions

In preparing this plan it is assumed that 35% of Taber & District Housing Foundation staff will either be infected by the influenza and unable to work or unable to attend at work because they are needed to care for family members.

A pandemic may occur at any time during the year, not necessarily during “flu” season so all services offered by Taber & District Housing Foundation must be considered when doing a Business Continuity for Pandemic Plan.

(3) <https://www.alberta.ca/covid-19-alberta-data.aspx>, November 19, 2020

6. Plan Activation

Taber & District Housing Foundation will take steps to ensure that our Pandemic Plan is on standby and activated when appropriate. Significant consideration must be committed to the decision to activate the plan. The risks inherent with the delay of implementing the plan must be considered and conversely the premature activation of the plan. Taber & District Housing Foundation should regularly update and inform key Foundation stakeholders of ongoing preparations during the pre-planning and activation stages.

The CAO can activate the plan in whole or in part at her/his sole discretion. The plan is scalable and designed to be implemented in steps as required to address situations as they arise.

Taber & District Housing Foundation may, under the direction of the Public Health Department, declare a state of outbreak. Under the direction of Alberta Health Services all public gatherings within any / all Taber & District Housing Foundation facilities may be cancelled.

The CAO shall have the authority to suspend services provided by Taber & District Housing Foundation employees to deploy staff, as necessary. Those services defined as **desired** will be first to be suspended, followed by those defined, as **necessary**. If the need for any of the services identified as **critical** or **vital** were to decrease, their continued operations will be reviewed and may be suspended and any staff, made available by the suspension, redeployed to another service.

Once the plan has been activated communications with staff (both at home and at work) must strive to address or assist with a wide range of concerns, from questions regarding service delivery to assistance in providing information on health care and shelter-in-place suggestions.

7. Succession Plan

It is possible in the event of a pandemic, that senior staff may not be capable of functioning in their normal positions. If the CAO is not available, his/her position will be assumed by the Financial Administrator. If that person is not available, the person in the position listed immediately after that position in the chart below will assume that position.

Chief Administrative Officer
Financial Administrator
Maintenance Manager
Lodge Manager

In the event Lodge Manager is not capable of filling that position, the Operations Coordinator shall assume that role. In the event Operations Coordinator is not capable of filling that position, the Chief Administrative Officer, or his/her replacement will assume the responsibilities of the Lodge Manager.

In the event the Maintenance Manager is not capable of filling that position, the Most Senior Maintenance Technician will assume that role.

8. Minimizing Illness Among Staff

Primary strategies which will be used to minimize illness among staff include:

- ✓ Restrict workplace entry of people with COVID 19 symptoms.
- ✓ Promote good personal hygiene practices and workplace cleaning practices.
- ✓ Enforce social distancing (2-meter workspace rule, no shaking hands, limit meetings to numbers of people in larger rooms, etc.)
- ✓ Enable work from home strategies.
- ✓ Assist employees who become ill at work as described below.
- ✓ Provide flexible work hours to minimize face to face contact (if possible).

The Hazard Assessment and Control – Pandemic Influenza tool from the Work Safe Alberta Best Practice Guidelines for Workplace Health and Safety during Pandemic Influenza shall be used to assess and control workplace hazards. ⁽⁴⁾

Taber & District Housing Foundation will ensure that sufficient supplies of hand sanitizer and PPE are available in the workplace.

People with respiratory infection symptoms should use appropriate protection. Any mask (if used) must be disposed of as soon as it becomes moist or after any cough or sneeze in an appropriate waste receptacle and hands must be thoroughly washed and dried after the mask is discarded.

Employees demonstrating respiratory infection at work should be instructed to leave work and, for mild symptoms, remain at home and provide self isolation and care.

Employees shall not return to work until instructed by their Supervisor (based on AHS IPC guidance), or until they are symptom free and able to fully participate in the days work, whichever is lesser.

9. Support of Employees and Employees Families

Employees expect planning and preparedness for their own and their family's wellness and safety. Lack of planning could result in litigation, resignations and could damage Taber & District Housing Foundation reputation.

Taber & District Housing Foundation has reviewed existing policies on employee benefits and has developed guidelines specific to pandemic to allow for the most flexible and fair compensation affordable and allowable to all staff. Employment Standards during Pandemic Influenza shall be referred to as best practice. ⁽⁵⁾

(4) Pp 7-32 Work Safe Alberta Best Practice Guideline for Workplace Health & Safety During Pandemic Influenza, ISBN 975-0-7785-6819-3

(5) Pp 7-32 Work Safe Alberta Best Practice Guideline for Workplace Health & Safety During Pandemic Influenza, ISBN 975-0-7785-6819-3

Staff will be trained in respiratory etiquette and symptom recognition.

Because a pandemic may place additional stress on employees' families, Taber & District Housing Foundation should ensure to the best of their ability "Employee Assistance Benefits" are available to assist all employees and their families.

A Fitness for Duty Policy has been developed by AHS. This document provides guidelines on how long employees who have demonstrated they are feeling the effects of influenza should stay away from work. The policy shall also facilitate employees returning to work once they are well.

A ***"Single Point of Contact Coordinator"*** for all Taber & District Housing Foundation employees will be designated. This ***Single Point of Contact*** number is **(403)-382-7389**. The ***Single Point of Contact Coordinator*** shall be able to assist the employees in determining whether or not they should be or are able to be at work ⁽⁶⁾, whether or not they should contact Health-Link or their physician, when they are able to return to work, resources available to them (i.e. EAP), and up-to-date information on COVID 19 Pandemic 2020.

All employees on sick leave for flu like illness shall be required to maintain **daily** contact with the ***Single Point of Contact Coordinator***.

To contain the spread of COVID 19 and to protect those employees who are well, travel restrictions maybe instituted. Staff maybe restricted from traveling to meetings outside the office.

10. Communication Plan

Key contact information is contained in Appendix A – Key Contacts. This includes contact information for the Alberta Health Services South Zone EOC.

A chain of communications plan shall be established, including suppliers, tenants, and the media.

A process for tracking and communicating employee status shall be determined.

Employees and all Taber & District Housing Foundation facilities will be provided materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).

(6) Pp 43, Appendix 1 "Comparison of terms – Influenza, cold and stomach flu" Work Safe Alberta Best Practice Guidelines for Workplace Health & Safety During Pandemic Influenza, ISBN 975-0-7785-6819-3

11.Recovery Process

Lessons learned from previous pandemics indicate that there will be a 2nd & subsequent wave(s) of the pandemic. The subsequent wave maybe of a lesser severity and may have reduced effect because a vaccine maybe available. Therefore Taber & District Housing Foundation will have to regroup quickly to determine its status in terms of staffing, availability of supplies or services from external suppliers and what role Taber & District Housing Foundation needs to play in the recovery of its residents.

As part of the recovery process Taber & District Housing Foundation must develop plans for the replacement of employees' unable to return to work and prioritizing hiring efforts. This will largely be driven by the reintroduction of the desired and necessary services.

12.Testing and Maintaining Your Business Continuity for Pandemic Plan

Plan testing is essential to this Business Continuity for Pandemic Plan. This plan shall be tested, in detail, annually to determine if environmental changes, or plan and policy changes effect this plan. Time will also erode staff's memory of the plan and critical parts forgotten. Other benefits of regular testing include:

- Ensuring adequacy to this plan.
- Determining additional training that may be required, particularly because of staff changes.
- Identifying any deficiencies in this plan.
- Demonstrating that Taber & District Housing Foundation can provide services during an emergency.

A record of the date and time of the test of this plan shall be maintained.

Testing, training, and exercising of this plan should include social distancing techniques including work from home capabilities and impacts of reduced staff on families and essential functions and services.



NOV 16 2020

B

October 27, 2020

File: B/C/Cs

Taber and District Housing Foundation
5318 48 Avenue
Taber, AB
T1G 1S2

Dear Sir or Madam:

Re: Town of Taber Council Appointment

We are pleased to advise that Council of the Town of Taber at their Organizational Meeting held on October 26, 2020, appointed the following Council Member to participate on this Board:

Councillor Carly Firth
C/O Town of Taber
A – 4900 50 St
Taber, AB
T1G 1T1
403 223 5500 x 5519
carly.firth@taber.ca

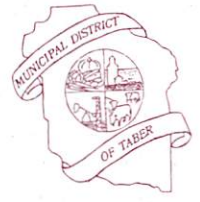
You may forward any correspondence and agendas to the above noted address. The term of this appointment will extend to our Organizational Meeting in October 2021, when either a re-appointment or a new appointment will be made. Of this, you will be advised accordingly.

Yours truly,

Cory Armfelt, RPP, MCIP
Chief Administrative Officer

/rk

NOV - 9 2020



Municipal District of Taber

Administration Office

November 3, 2020

Mr. Tim Janzen
Taber & District Housing
5318 – 48th Avenue
Taber, Alberta
T1G 1S2

RE: Committee Appointment

The Council of the Municipal District of Taber at their Council Meeting of October 27, 2020 is pleased to advise that they have appointed the following Council Member to represent the M.D. of Taber at the Taber and District Housing Board:

Tamara Miyanaga- tmiyanaga@mdtaber.ab.ca
Alternate: Jennifer Crowson - jcrowson@mdtaber.ab.ca

The term of this appointment will extend to our Organizational Meeting in 2021 at which time either a re-appointment or a new appointment will be made, and about which you will be advised accordingly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Arlos Crofts".

Arlos Crofts
CAO
Municipal District of Taber

**TDHF Board of Directors
November 26, 2020**

2020/2021 Board Appointees:

Town of Taber	Carly Firth
MD of Taber	Tamara Miyanaga
Town of Vauxhall	Linda English (No letter but confirmed by Linda)
Village of Barnwell	Ian Matheson (No letter but confirmed by Village of Barnwell)

2019/2020 Appointments

Executive Committee:	Rosanne Horrocks Chair	Linda English Vice-Chair	Tom Machacek
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Signing Authorities:	Rosanne Horrocks Tim Janzen	Linda English	Tom Machacek
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Board Committees:

Personnel Committee Current Members:	Rosanne Horrocks	Harry Prummel	Tamara Miyanaga
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Budget & Audit Committee Current Members:	Linda English	Rosanne Horrocks	Lou Tams
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Governance Committee Current Members:	Linda English	Lou Tams	Tamara Miyanaga
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Fundraising Committee Current Members:	Tom Machacek	All Board Members
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Building Committee Current Members:	Tom Machacek	All Board Members
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TDHF - Board Planning Calendar

[illegible]



TABER & DISTRICT HOUSING

Clearview Lodge Accommodation & Services

"SCHEDULE A"

Schedule of Fees

New Residents effective January 1, 2021

Current Residents (as at January 1) at April 1, 2021

Lodge Suite Type	Suite Numbers	"Room" Rent	"Board" or Service Package**	
		Single Suite (Includes couples occupying two suites) - Max \$1,000	Single Suite (Includes couples having separate Suites)	Couple Sharing One Suite
A	507 & 515	30% Adjusted Gross Income	\$845	n/a
B	511 to 514		\$870	n/a
C	201 to 218 & 301 to 318		\$895	\$1,420
D	101 to 112 & 406 to 421 & 501 to 505		\$920	\$1,445
E	401,403,405 & 506		\$945	\$1,470
F	510			\$1,715

Total Accommodation Charge ("Room" Rent plus "Board" Service)

Description	Maximum Charge
Per Suite Charge	\$1,945
Couple sharing one suite (other than 510)	\$2,470 (/2=\$1,235.00 each)
Couple sharing one suite (510)	\$3,715 (/2=\$1,857.50 each)

Each Senior will be left with \$322 per month of disposable income

Lodge Services:

"Board" Service Package** Includes:
Private Furnished Bed / Sitting Room with 2 or 3 Piece Bath
Window Coverings
3 Meals Served Daily in the Dining Room
24 Hour Snack Bar
Weekly Housekeeping
Annual Suite Cleaning
Weekly Linen & Towel Change
Enhanced Lodge Care and / or Service Plans
Therapeutic Tub (as Per Service Plan)
Activities & Recreation Program
Deluxe Cable TV Package
24 Hr Security & Emergency response

Optional Services	Monthly Fee	Eff d/d
Medication Assistance	\$50	
Extra Personal Services	\$15 per or \$45 Max	
Personal Care Supplies	\$20	1-Jul-11
Personal Laundry	\$50	1-Oct-19
Safety Pendant	\$25	1-Jan-14
Suite Transfer Fee	\$100	
Scooter Parking	\$10	
Vehicle Parking	\$20	1-Oct-19
Delux Cable TV	no charge	
Fridge or A/C	no charge	
Installation of A/C	\$100	
Guest Meals: Breakfast	\$7	1-Apr-16
Lunch	\$11	1-Apr-16
Supper	\$9	1-Apr-16
Guest Coffee	\$2	
Monthly Meal Packages:		
One Meal per day	\$250	1-Apr-16
Two Meals per day	\$450	1-Apr-16
Three Meals per day	\$600	1-Apr-16
Meals on Wheels:		
Meal - Volunteer delivered	\$9	1-Apr-16

**Taber & District Housing Foundation
Board of Directors Meeting
November 26, 2020**

Out of Scope Pay Raise (Effective January 1, 2021)

Given that the CUPE 2038 Collective Bargaining agreement was negotiated with 2% increases in each of the first 3 years and 2.5% in the fourth year, I would propose that out-of-scope staff receive a 2% increase, effective January 1, 2021.

It should be noted that this proposed increase was reflected in the 2021 Clearview Lodge budget that was presented and adopted in June 2020 Board of Directors meeting. As a result, there is no additional cost to the 2021 budget by formally accepting this proposal.

**Taber & District Housing Foundation
Board of Directors Meeting
November 26, 2020**

Background Information:

The current Collective Agreement with CUPE 2038 allows for the following personal day(s):

Permanent Full-time	2 days per calendar year
Permanent Part-time	Up to 1 day per calendar year (NOTE: Given the impossibility of granting partial days for staff that work shift work, in practice, part-time staff are given one day of personal leave).

Personal days must be used in the calendar year or they are forfeited.

The staff that get missed in the personal day policy allotments are:

Temporary staff (i.e. relief/casual) – it is especially difficult on relief staff that are filling a permanent position that is on leave. They may work the position for up to two years but not be eligible for the personal day benefit (among other things).

Proposal:

That each TDHF staff member (CUPE or out-of-scope) receive additional personal day leaves for 2021, as follows:

Permanent Full-time	An additional 2 days; total of 4 days in 2021
Permanent Part-time	An additional day; total of 2 days in 2021
Relief/Casual	A personal day; total of 1 day in 2021

If Relief/Casual are promoted to a permanent position, they still would only be eligible for the maximum in their designation. For example, a relief person takes their personal day in January 2021 and in March 2021 is promoted to a Permanent Full-time position. They would then be eligible for 3 more personal days in the remainder of 2021.

Rationale:

The \$2 premium introduced in April until July, was an excellent program (albeit expensive) because it addressed a need and a concern for staff. It provided a bit of extra income to show that the hard work and dedication of staff was appreciated. In return, we had some of the lowest absenteeism that we have ever seen as an employer.

I believe that staff and Management are tired and getting worn down. The COVID pandemic have impacted staff in a variety of ways but ultimately it has forced everyone to work more intentionally, limit their contacts outside of work and consider how their personal decisions impact their co-workers and the residents. Staff have repeatedly requested time off with pay to help them cope if they are feeling

overwhelmed. We have encouraged them to use their vacation time or when the \$2 premium was available, for them to realize that they were earning extra pay each month so they could afford to take a day or two, if necessary.

I also believe that we want to provide some level, albeit small, of financial protection to our relief staff. They have formed the bulk of our new hires in 2020 but they really have few protections if they are forced to miss work due to COVID (i.e. testing, isolation requirements, looking after sick children). There are some EI programs but we have seen that those are not easy to access for many of our staff (Service Canada offices are closed and the website requires computer access and significant computer literacy) and don't always cover short-term absences (say 3 to 5 days) very well.

I believe offering additional personal days for 2021 does not set a precedent that we have to do this each future year. Hopefully, we do not have to consider in a year's time if we want to extend the offering. If we do, we will re-visit the issue and determine if it is the best way to address our staff concerns.

The cost of this program (in 2021 Budget Year) is estimated as:

Out-of-scope staff – Permanent Full-time	No additional cost (if these employees are away, no one is brought in to cover their hours)
Out of Scope staff – Permanent Part-time	\$ 333.68
In-scope – Permanent Full-time & Part-time	\$ 8,295.05
In-scope – Relief/Casual	<u>\$ 2,495.92</u>
Total	<u>\$11,124.62</u>

This represents about 0.47 % of the total budgeted TDHF payroll of \$2.35 million for 2021.

Please note that the CAO position has provisions in their contract for Flex Days and as a result, is not eligible for this program.

Monthly Report (Social Housing)

Nov-20 2020

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	11
Vacant Units	5

	Community Housing
New Applicants	1
Move In's	0
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

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

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home		Full
Homestead Manor	209 202	Ready Ready
Pioneer Place		Full
Prairie Rose Manor	2 6 1	Ready Ready Ready
Bountiful House		Full
Sunshine Manor		Full

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

OCT 20 2020

DSL Residents

In a DSL program at any time during the month of August 2020

Zone: South
Region: Chinook

82028 Clearview Lodge



Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy				
DSL3	20	620	18	558	90				
Totals:	20	620	18	558	90.0				

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
953979100	CG0002133/20	CH17692	BAROLDI,MARY	DSL3	28-Feb-2020		488602	Taber Home Care Office
458003200	CG0006687/17	CH12409	BULLOCK,JOYLANE ANNA	DSL3	03-Aug-2017		488602	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES,Alice MARIAN	DSL3	31-Mar-2017		488602	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON,LEONE MARGARET	DSL3	31-Aug-2018		488602	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER,AUDREY	DSL3	26-Oct-2018		488602	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT,KATHARINA	DSL3	27-Sep-2017		488602	Taber Home Care Office
207416300	CG0000837/20	CH34095	OLSON,JEAN ALMEDA	DSL3	24-Jan-2020		488602	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL,AGNES ELIZABETH	DSL3	06-Aug-2019		488602	Taber Home Care Office
529346300	CG0006286/19	CH27396	WALL,ANNA	DSL3	09-Jul-2019	15-Sep-2020	488602	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER,WILHELMINA	DSL3	24-Mar-2017		488602	Taber Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI,BARBARA	DSL3	25-Mar-2017		644316	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI,OLGA	DSL3	20-Jun-2019		644316	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATHARINA	DSL3	20-Sep-2017		644316	Taber Home Care Office
975123380	CG0004210/20	CH35089	OLEKSIK,FREDRICK MARION	DSL3	22-May-2020		644316	Taber Home Care Office
878010810	CG0001138/20	CH7182	SOROFF,DOUGLAS GEORGE	DSL3	01-Feb-2020		644316	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER,MARY ANNA	DSL3	11-Oct-2018		644316	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

Affordable housing in the crosshairs for TDHF

By Trevor Busch

Taber Times

tbusch@tabertimes.com

Taber and District Housing Foundation (TDHF) is accelerating plans for the potential construction of a mixed-market design affordable housing complex for the community's downtown.

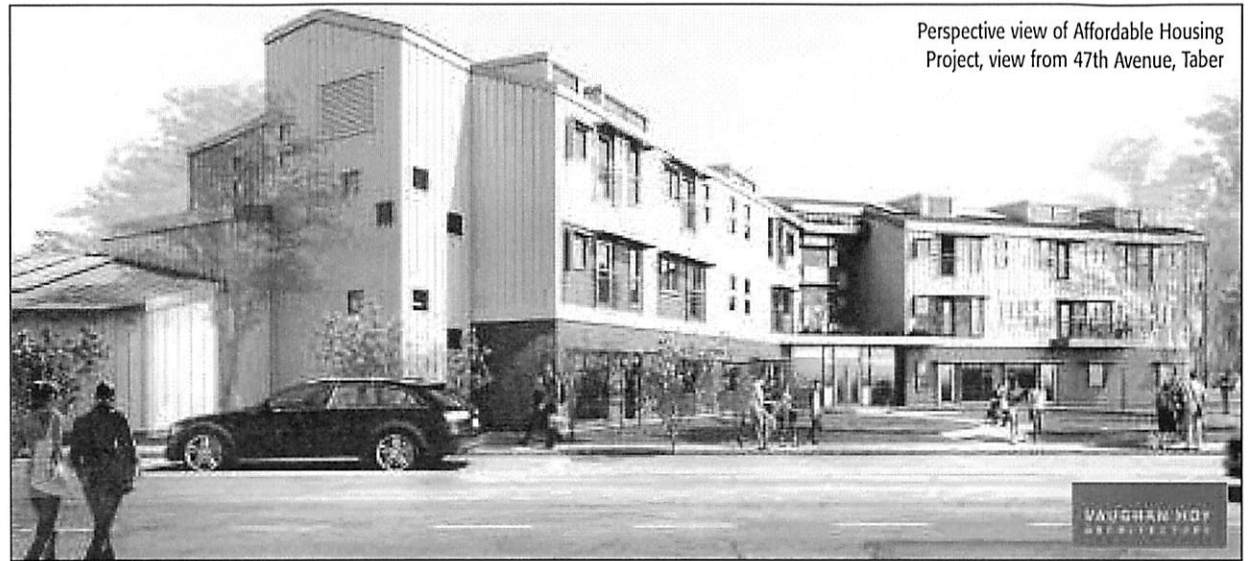
Following closed session discussion at their Aug. 17 meeting, town council voted unanimously to authorize administration to execute a Memorandum of Understanding with TDHF providing lands (Lot 18-30, Block 5, Plan 5638L) and grant application support for the project.

"The basis of that is it's very preliminary at this stage, but there's some potential for that particular project but that's also very dependent on what our UCP government says they'll do for a project such as that," said Mayor Andrew Prokop in an interview with the Times. "This just starts the ball rolling for everything. There's interest, there's a need — we know that, that's been presented to us — and then the next step is to go through the provincial format and see what is potentially possible to come out of that particular format."

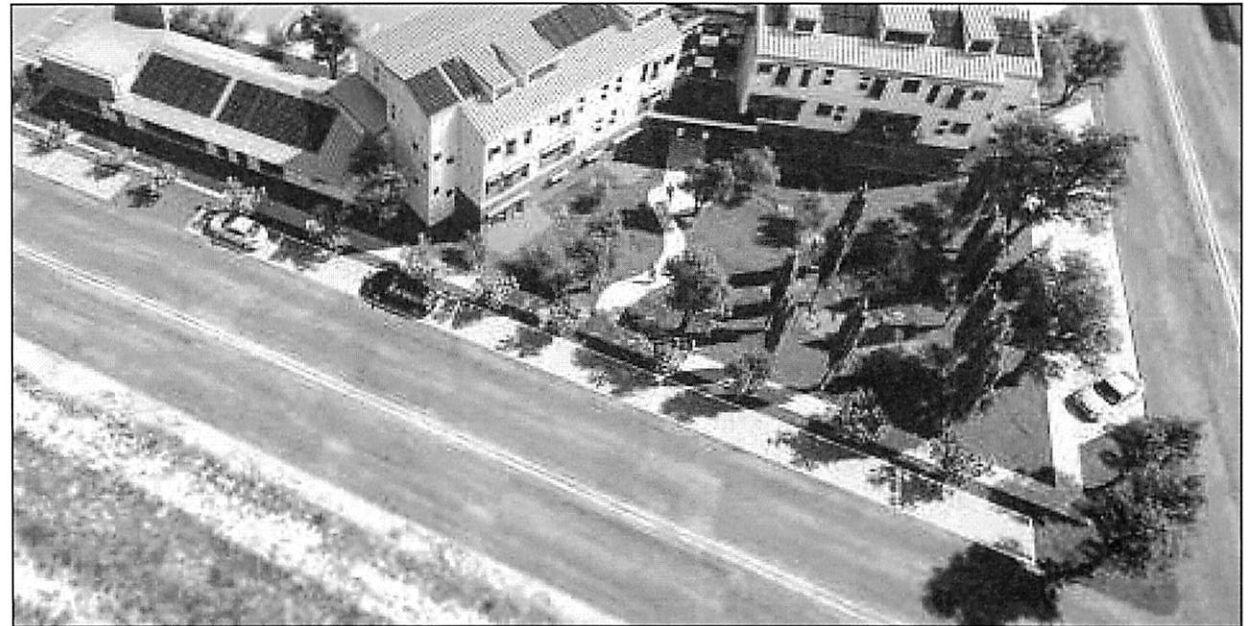
According to town communications coordinator Meghan Brennan, street addresses 5403 47th Avenue and 5431 47th Avenue will encompass the entire parcel for the lots.

"The proposed site for the affordable housing project is 55th Street and 47th Avenue," said TDHF CAO Tim Janzen. "Interestingly enough when we were researching the area plans for this part of town, we got a document from around the turn of the century which referred to the roads as Cherry Avenue (55th Street) and Main Street (47th Avenue). So we have dubbed this project as Cherry & Main. The building will be sited against 55th Street and uses about two thirds of the block."

"It's potentially the (downtown) land we bought — that's not in store, either — but that's a potential



Perspective view of Affordable Housing Project, view from 47th Avenue, Taber



\$3,330 a month — or about \$40,000 a year — for that rent to be considered affordable.

"The idea is that affordable housing units would provide housing for those people that likely are not eligible for Social Housing but can't afford market rental rates because they work part-time hours or work at minimum wage level work," said Janzen. "The near-market units offer a form of housing that may not be available in the current market. The hope is that this may encourage people who cur-



Taber & District
HOUSING FOUNDATION

ed we do have property in the community...that definitely speaks volumes to the UCP housing people in government, to be able to potentially go forward.

That's one of the criteria you need to commit to for it to come to fruition."

According to information put forward by TDHF in 2019, between both homeowners and renters in the community 18 per cent are spending 30 per cent or more of their income on shelter. Of these 590 households, some 330 are non-family households. Core

According to town communications coordinator Meghan Brennan, street addresses 5403 47th Avenue and 5431 47th Avenue will encompass the entire parcel for the lots.

"The proposed site for the affordable housing project is 55th Street and 47th Avenue," said TDHF CAO Tim Janzen. "Interestingly enough when we were researching the area plans for this part of town, we got a document from around the turn of the century which referred to the roads as Cherry Avenue (55th Street) and Main Street (47th Avenue). So we have dubbed this project as Cherry & Main. The building will be sited against 55th Street and uses about two thirds of the block."

"It's potentially the (downtown) land we bought — that's not in stone, either — but that's a potential site, we own it," said Prokop. "But at this stage nothing has been finalized."

When putting forward the idea back in 2019, the 18,000 square foot building was designed to provide mixed market housing to the community at very affordable rates. The project would make use of modular housing units to speed construction and net zero technology (high insulation values, passive solar and solar panels) to greatly reduce utility costs for tenants.

"The proposed affordable housing project is built on the concept of mixed market building," said Janzen. "This means that there will be units that are affordable in nature — significantly cheaper than market rent — and some units that are near-market, generally 80 - 90 per cent of market rates. This mixture of housing types will hopefully remove the stigma of affordable housing. During our Feasibility Study, we determined that there were up to 120 single people in Taber and area that were paying significantly more than 40 per cent of their income in housing costs (rent and utilities), or these people were living in units that were overcrowded or in poor condition. The proposed project would create 21 affordable housing units (seven studio units at 320 sq. feet, 10 one-bedroom units at 480 sq. feet, and four one-bedroom accessible units at 610 sq. feet) plus 11 market units (six one-bedroom, one one-bedroom accessible and four two-bedroom units at 800 sq. feet). Affordable units are anticipated to be rented at rates between \$650 and \$800 per month including utilities, and near-market units would carry rents between \$930 and \$1050 per month including utilities."

Affordable housing guidelines state that shelter costs should not be more than 30 per cent of a household's income. For example, if one's rent is \$1,000, then that household should be earning roughly

\$3,330 a month — or about \$40,000 a year — for that rent to be considered affordable.

"The idea is that affordable housing units would provide housing for those people that likely are not eligible for Social Housing but can't afford market rental rates because they work part-time hours or work at minimum wage level work," said Janzen. "The near-market units offer a form of housing that may not be available in the current market. The hope is that this may encourage people who currently commute to Taber to have an option to rent in Taber. It should be noted that there are no design or finish differences between affordable and near-market units. The only people that know who are paying what rent would be the placement officer at TDHF. This type of arrangement also allows for tenants' income to increase and rent to increase without having to move from the facility. Generally in Social Housing, a significant increase in income — such as re-employment — may mean that the tenant is forced to vacate their rental unit because they are no longer eligible to live there."

The 2011 census reported that 24 per cent of households in non-subsidized rental housing were utilizing 30 per cent or more of their income on shelter. In the 2016 census that number escalated to 34 per cent, representing an increase of 42 per cent in only five years.

"Currently, we are applying for seed funding for CMHC (Canada Mortgage and Housing Corporation) that will assist with the remaining work required to be ready for co-investment funding grants," said Janzen. "Things like geotechnical studies, energy modelling — including how passive solar projects might be incorporated or technologies to reduce utility use, things like rainwater harvesting, green roof, insulation, passive solar gains from windows — (and) accessibility studies and more detailed cost estimates. Our current project proposal has already been submitted to AB Seniors & Housing for consideration."

Estimates on the cost of construction for the facility are in the range of \$6.2 - \$6.5 million. Tentatively earmarking a property for the facility is a strong signal to provincial government officials and elected representatives, argues Prokop.

"The government requires a location to be available to make this happen. So we've basically indicat-



ed we do have property in the community...that definitely speaks volumes to the UCP housing people in government, to be able to potentially go forward.

That's one of the criteria you need to commit to for it to come to fruition."

According to information put forward by TDHF in 2019, between both homeowners and renters in the community 18 per cent are spending 30 per cent or more of their income on shelter. Of these 590 households, some 330 are non-family households. Core need assessments from 2018 indicate that between 43 and 86 households are in unaffordable homes and have no alternative housing solution.

"We are hopeful to get approval for the seed funding before the end of 2020," said Janzen. "It would take a couple of months to complete the remaining work. So realistically, we would hope that we could get the planning work completed and have approval by the end of 2021, then initiate construction in 2022. The approval process for equity funding tends to be quite lengthy while financing can be secured quite quickly once equity investment is assured."

While enthusiastic about the potential for the project, when it comes to funding Janzen warned there were no guarantees.

"I can say that while we believe that this is a very worthwhile project for Taber and area and would have a significant impact on the working poor, there is absolutely no assurance that it will be approved and funded."

Working with the town to try to get the project off the ground has been a positive experience for TDHF, reports Janzen.

"TDHF is extremely grateful to the Town of Taber for providing this property and location for us to further our application for funding and financing. Housing projects are only dreams until they have a piece of land to call home. The Planning and Economic Development Department, administration and the town councilors have indicated to us that they believe affordable housing could be part of the solution to ensure that there is suitable housing for all members of the Taber community. This hopefully can spur some growth in economic investment and the general population of Taber."

"Overall, this sort of investment is just that: investment. Dollars spent in the community to continue to build a better community."



**Taber & District
HOUSING FOUNDATION**

HOLIDAY OFFICE HOUR CHANGES:

THURSDAY, DEC 24TH 2020 – 8:30 – 12:00

CHRISTMAS EVE

FRIDAY, DEC 25TH 2020 – CLOSED

CHRISTMAS DAY (STAT)

MONDAY, DEC 28TH 2020 - CLOSED (STAT)

THURSDAY, DEC 31ST 2020 – 8:30 – 12:00

FOR NEW YEAR'S EVE

FRIDAY, JAN 1ST, 2021 – CLOSED

NEW YEAR'S DAY (STAT)

