



**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, March 25, 2021 @ 3:00 p.m.
Via Zoom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – March 4, 2021
3. **Business Arising:**
 - a) Drug & Alcohol Policy – DRAFT – Governance Committee Meeting
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For January 31, 2021 - Bank Reconciliations and Income statements
5. **Reports**
 - a) Lodge Manager Report
 - b) Maintenance Manager Report
 - c) Placement Officer Report
 - d) CAO Report
6. **New Business:**
 - a) Cherry & Main Affordable Housing Project
 1. No change since March 4 meeting
 - b) CVL – Design Process Ideas & Schedule
 1. Latest Renderings
 2. Minutes – VHA – Feb 26, 2021 & March 19, 2021 – Pre-DP Meeting with Town
 3. Traffic Assessment Report
 - c) Clearview Lodge Interior Courtyard – Resident Council
 - d) Resolution – Requisition Increase 2021
 - e) Resolution - Market Rents 2021
 - f) Resolution – Recovery of Electrical Costs – 2020 Senior Self-contained apartments
 - g) Critical Worker Benefit Program
 - h) The Grand Parade – September 18 & 19, 2021
7. **Information**
 - a) Report – Social Housing – March 19, 2021
 - b) AHS Report – DSL Residents @ January 2021
8. **Adjournment**

Next Meeting:	Building Committee	Friday, March 26	Zoom
	Governance Committee	Wed, March 31	Zoom
	Building Committee	Friday, April 16	Zoom or Civic Centre
	Board of Directors	Thursday, April 22	Zoom or Civic Centre



**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, March 4, 2021
Via Zoom**

ATTENDANCE

Board: Linda English Rosanne Horrocks Tom Machacek
Tamara Miyanaga Ian Matheson

Absent: Carly Firth

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 1:33 pm

1. Approval of Agenda

Motion 2021-014

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

CARRIED

2. Approval of Minutes

Motion 2021-015

MOVED by T. Machacek to accept the minutes from the Board Meeting of Thursday, January 28, 2021, as presented.

CARRIED

Motion 2021-016

MOVED by L. English to accept the minutes from the Building Committee Meeting of Thursday, February 4, 2021, as presented.

CARRIED

3. Business Arising

- a) **Meals on Wheels Update** – CAO presented that meals delivered YTD February 28, 2021 was 1,159 meals. That is nearly a 120% increase from 2020 (511).
- b) **CMHC Seed Funding Contribution Agreement** – CAO presented an executed copy of the CMHC Seed Funding Contribution Agreement.

4. Approval of Financial Statements and Reports:

Motion 2021-017

MOVED by T. Machacek to accept for information the bank reconciliation for the month of December 2020 for Clearview Lodge as presented.

CARRIED

Motion 2021-018

MOVED by T. Machacek to accept for information the financial statements for the period ending December 31, 2020 for Clearview Lodge and Social Housing as presented.

CARRIED

5. Reports

a) Lodge Manager Report

Motion 2021-019

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

CARRIED

b) Maintenance Manager Report

Motion 2021-020

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

CARRIED

c) Placement Officer Report

Motion 2021-021

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

CARRIED

d) Chief Administrative Officer Report

Motion 2021-022

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

CARRIED

6. New Business

a) Cherry & Main Affordable Housing Project:

- i)** CAO reported that the Accessibility study and project costing were completed. The Geotechnical report, the Environmental Assessment and the Energy study were underway and would be completed in the coming weeks.

b) Clearview Lodge Design Process

CAO presented a report of expenses paid to date, totalling \$95,170.89.

c) Letter of Interest – Member at Large Position

Motion 2021-023

MOVED by T. Machacek that Taber and District Housing Foundation accept Catherine Champagne as a Director – Member at Large, effective immediately.

CARRIED

- d) Resolution – Uncollectible Amounts (Bad debts)** – CAO reported that a total of \$11,233.82 was uncollectible in 2020 (per attached Resolution).

Motion 2021-024

MOVED by L. English that the 2020 Uncollectible amounts for Social Housing, totaling \$11,233.82 (per the attached Resolution document) be transferred to the Bad Debts account and written off as per policy.

CARRIED

e) In-Camera Session

At 2:30 pm, the Board of Directors went into in-camera session.

At 2:44 pm, the Board of Directors returned from the in-camera session.

7. Other Information

- a) Letter from Community Housing Transformation Centre – Temporary Rental Assistance
- b) Monthly Report – Social Housing – February 26, 2021
- c) AHS DSL Residents Report – November & December 2020

8. Adjournment

Motion 2021-025

MOVED by L. English to adjourn this meeting at 2:45 pm

CARRIED

Next Meeting –	Building Committee Mtg.	Friday, Mar 12		Zoom
	Annual General Meeting	Thursday, Mar 25	1:30 pm	Zoom or Civic Centre
	Board of Directors	Thursday, Mar 25	2:30 pm	Zoom or Civic Centre
	Building Committee Mtg.	Friday, Mar 26		Zoom or Civic Centre

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

2021	Social Housing	YTD 2021	YTD 2021	Information	Jan 8%	Budget 2020
REVENUE						
400000	RENTAL REVENUE					
400100	Resident Rent	731,652	66,038		9%	666,316
400200	Rent Rebates	(1,300)	-	refund moved to higher level of care	0%	(1,300)
400210	Rent Loss Due to COVID	-	-		#DIV/0!	
400400	Sundry Rent Revenue	-	-		#DIV/0!	
410000	RESIDENT SERVICES					
410010	Parking	14,040	1,331		9%	14,040
410090	Utility Recovery	39,432	3,625		9%	42,023
410140	Sundry Resident Revenue	10,924	958		9%	12,790
410160	Tenant Maintenance Recovery	5,450	-		0%	5,450
420000	NON-RESIDENT SERVICES					
420090	Sundry Revenue	5,703	391		7%	9,423
470000	MANAGEMENT & ADMINISTRATION					
470012	PCMgmt Fee	-	3,694			
480000	CHARITABLE REVENUE					
480020	Restricted Donations	-	-		#DIV/0!	
TOTAL REVENUE		805,901	76,037		9%	748,742
EXPENSES						
510000	UTILITIES					
510005	Heating	68,950	7,883	8760 Contract until	11%	65,000
510010	Electricity	60,000	5,239	8760 Contract until	9%	59,000
510020	Water & Sewer	95,000	7,439	T of T	8%	90,000
510030	Waste Removal	18,000	1,355	T of T & recycling	8%	17,000
510040	Telephone	10,883	693	office, mobility, sr internet, auto dialers	6%	10,726
Total Utilities		252,833	22,608		9%	241,726
520000	OPERATING					
520030	Cleaning	11,950	-		0%	11,950
520040	Equip & Furniture Purchases	900	-		0%	900
520050	Equip & Furniture Repairs	-	-		#DIV/0!	
520060	Insurance	4,000	1,059	All Property Insurance etc.	26%	4,000
520070	Resident / Volunteer Programs	970	600		62%	970
520080	Bad Debt Expenses	5,000	-			5,000
520090	Publicity & Promotion	300	-		0%	100
520120	Pest Control	3,000	-		0%	2,500
520130	Sundry	-	-		#DIV/0!	
Total Operating Expenses		26,120	1,659		6%	25,420

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2021	Social Housing	YTD 2021	YTD 2021	Information	Jan 8%	Budget 2020
530000	OPERATING MAINTENANCE					
530005	Appliances	18,000	631		4%	17,721
530010	Building Safety & Security Systems	10,400	682		7%	10,950
530020	Sundry	250	17		7%	250
530030	Vehicle	9,490	554	maint vehicle, gas, insurance	6%	9,490
530040	Building Interior					
530041	Painting (Interior Common Area)	4,900	-		0%	
530042	Painting (Units)	17,600	2,385		14%	17,600
530043	Flooring (Common Areas & Units)	30,200	-		0%	21,363
530044	Suites Renovations	13,002	9		0%	13,002
530050	Building Exterior	4,025	-		0%	3,125
530070	HVAC (Heating, Vent, & A/C)	15,200	925		6%	15,200
530080	Plumbing	11,100	1,289		12%	11,100
530090	Electrical	2,750	22		1%	2,750
530100	Grounds Maintenance	25,600	431		2%	21,100
530110	Elevators	5,450	-			5,350
530120	Maintenance Equip Repairs	2,100	-		0%	2,100
530130	Maintenance Equip Purchase	500	26		5%	500
530140	Maint. Tools & Supplies	500	-		0%	500
530160	Facility Condition Inspection	-	-		#DIV/0!	
Total Operating Maintenance		171,067	6,972		4%	152,101
555000	HUMAN RESOURCES					
550005	Salaries & Wages					
550010	Administration Wages	162,280	11,007		7%	157,784
550040	Maintenance Wages	168,035	11,346		7%	160,280
551000	Benefits					
551010	CPP	13,626	1,196		9%	12,615
551020	EI	6,098	510		8%	6,005
551030	Employee Benefit Programs	21,912	1,833		8%	18,744
551040	Other Pension Contributions (RRSP)	8,603	689		8%	7,414
551050	WCB	2,229	26		1%	2,150
552000	Contract Employment	3,600	-			
553000	Personnel Recruitment	1,600	-		0%	200
554000	Staff Functions & Recognition	2,513	-		0%	2,638
555000	Training & Development	6,742	-		0%	7,731
556000	Health & Safety	700	-		0%	500
557000	Legal Fees	250	-		0%	250
Total Human Resources		398,187	26,606		7%	376,311

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2021	Social Housing	YTD 2021	YTD 2021	Information	Jan 8%	Budget 2020
560000	ADMINISTRATION					
560000	Office & General Admin					
560001	Bank Charges	1,720	133		8%	1,510
560002	Courier & Postage	700	-		0%	700
560003	Stationery & Office Supplies	2,500	183		7%	2,500
560010	Office Rent	16,515	1,305		8%	16,515
560020	Office Equipment (& Furniture)	3,740	181		5%	1,890
560030	Office Equipment (& Furniture) Repairs	1,500	-		0%	1,500
560040	Vehicle & Travel	4,020	323		8%	4,020
560060	Board Expenses	5,500	167		3%	5,000
560070	Association Fees	1,865	1,421		76%	1,615
560080	Professional Fees					
560081	Legal Fees	800	-		0%	500
560082	Audit Fees	9,750	-		0%	9,750
560083	Consulting Fees	-	-		#DIV/0!	
560090	IT Services	5,240	95		2%	3,839
560110	Sundry	250	93		37%	250
Total Administration Expenses		54,100	3,900		7%	49,589
TOTAL OPERATING EXPENSES		902,306	61,746		7%	845,147
Capital		-				-
NET REVENUE over EXPENSES		- 96,405.00	14,291			(96,405)

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Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2021 to Jan 31, 2021**

REVENUE

Rental Revenue	
Resident Rent (Note 1)	66,037.93
Rent Rebates	0.00
Rent Loss COVID	0.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>66,037.93</u>
Resident Services	
Parking	1,330.84
Utility Recovery	3,625.25
Sundry Resident Revenue	958.00
Tenant Maintenance Recovery	0.00
Total Resident Services	<u>5,914.09</u>
Non Resident Services	
Sundry Revenue	205.16
Total Non Resident Services	<u>205.16</u>
Grants	
ASHC - Rent Supplement Grant	186.00
Total Grants	<u>186.00</u>
Management & Administration	
PCMgntFee	3,693.75
Total Management & Administr...	<u>3,693.75</u>
Charitable Revenue	
Restricted Donations	0.00
Total Charitable Revenue	<u>0.00</u>
TOTAL REVENUE	<u>76,036.93</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	7,883.34
Electricity	5,238.71
Water & Sewer	7,438.92
Waste Removal	1,354.68
Telephone	692.51
Total Utilities	<u>22,608.16</u>
Operating	
Cleaning	0.00
Equipment & Furniture Purchase	0.00
Equipment & Furniture Repairs	0.00
Insurance	1,059.42
Resident/Volunteer Programs	600.00
Bad Debt Expense	0.00
Publicity & Promotion	0.00
Pest Control	0.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Total Operating	<u>1,659.42</u>
Operating Maintenance	
Appliances	631.25
Bldg Safety & Security Systems	681.76
Sundry	17.10
Vehicles	553.78

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Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2021 to Jan 31, 2021**

Building Int Painting Common Area	0.00	
Building Interior Painting Units	2,385.00	
Building Interior Flooring	0.00	
Building Interior Suite Reno	9.42	
Building Exterior	0.00	
Building Remediation	0.00	
Heating, Ventilation & A/C	925.00	
Plumbing	1,289.35	
Electrical	22.24	
Grounds & Maintenance	431.14	
Elevators	0.00	
Maintenance Equipment - Repair	0.00	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	25.80	
Facility Condition Inspection	0.00	
Total Maintenance	6,971.84	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	11,006.52	
Maintenance Salaries	11,345.79	
Total Salaries & Wages		22,352.31
Benefits	0.00	
CPP	1,196.33	
EI	510.32	
EE Benefits	1,832.67	
Other Pension Contributions	689.09	
WCB	25.69	
Total Benefits		4,254.10
Contract Employment	0.00	
Personal Recruitment	0.00	
Staff Functions & Recognition	0.00	
Training & Development	0.00	
Health & Safety	0.00	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources		26,606.41
Administration		
Bank Charges	132.80	
Courier/Postage	0.00	
Stationery & Other Supplies	183.22	
Office Rent	1,304.64	
Office Equipment & Furn	180.62	
Office Equipment & Furn Repairs	0.00	
Vehicle & Travel	322.50	
Board Expenses	166.60	
Association Fees	1,421.30	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	0.00	
Consulting Fees	0.00	
IT Services	94.89	
Sundry	93.20	
Total Administration	3,899.77	
Amortization		
Amortization	0.00	
Total Amortization	0.00	
TOTAL EXPENSE	61,745.60	
NET INCOME	14,291.33	

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

SOCIAL HOUSING

Month ending January 31, 2021

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ^{THIS} **\$136,876.52**

RECEIPTED DEPOSITS FOR THE MONTH		\$	7,790.43
Deposit	\$	6,405.27	
Auto Deposit	\$	911.16	
Interac	\$	474.00	
PAD's(pre-authorized Debit)		0	\$68,213.00
Sec Dep Transfer			\$0.00
Govt of AB - LAP			\$22,535.00
Govt of AB			\$10,434.00
Govt of AB - COVID			\$61,885.64
DEPOSIT INTEREST			\$191.05
RBC Express			(\$3,415.76)
Vendor PAD			(\$13,570.36)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$966.00)
GIC Investment			\$0.00
Deposit forms ordered			\$0.00
Interac Administration Fee	POS	Jan	\$0.00
RBC Activity Fee			(\$133.30)
Cheque reversed	#		\$0.00
DRSP			\$0.00

GENERAL LEDGER ENDING BALANCE **\$289,840.22**

ENDING BALANCE PER BANK STATEMENT **\$287,557.95**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **\$0.00**
PLUS OUTSTANDING DEPOSIT **Jan 29/21 Night Deposit \$2,282.27**

RECONCILED BANK BALANCE **\$289,840.22**

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

Business Account Statement

RBDDA30000_1892545 E D 09179 00357

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

December 31, 2020 to January 29, 2021

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 December 31, 2020	\$138,199.52
Total deposits & credits (16)	+ 168,962.85
Total cheques & debits (30)	- 19,604.42
Closing balance on January 29, 2021	= \$287,557.95

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			138,199.52
04 Jan	e-Transfer - Autodeposit JOLEY DAWN DEGR		524.09	
	Safe deposit box fee Incl GST: \$0.50	10.50		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	83.43		
	Misc Payment COINAMATIC CANA	166.88		
	Misc Payment COINAMATIC CANA	166.88		
	Misc Payment COINAMATIC CANA	166.88		
	Bill Payment DE BUSINESS	5,292.54		132,757.75
	Deposit interest		191.05	132,948.80
05 Jan	Direct Payment (PAD's) service total GRADS8751490000		68,213.00	201,161.80
06 Jan	Pre-authorized payment returns GRADS8751490000	212.00		200,949.80

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Business Account Statement

December 31, 2020 to January 29, 2021
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)		Deposits & Credits (\$)	Balance (\$)
07 Jan	Deposit 0085			1,612.00	
	EF0107 01071695			262.00	
	Pre-authorized payment returns GRADS8751490000		754.00		
	Activity fee		318.80		
	Utility Bill Pmt EPCOR		138.48		201,612.52
08 Jan	EF0108 01071695			212.00	
	Cheque Serial #	94.50 14603	850.50 14601		200,879.52
11 Jan	Deposit 0087			437.00	
	Deposit 0086			1,440.00	
	Cheque Serial #	378.00 14602			202,378.52
12 Jan	Rev ActivityFee			196.00	202,574.52
	Misc Payment Government of A			8,034.00	210,608.52
14 Jan	Deposit 0088			634.00	
	Misc Payment Government of A			2,400.00	213,642.52
15 Jan	Bill payment - 2044 SHAW CABLE		18.85		
	Bill payment - 2047 SHAW CABLE		18.89		
	Bill payment - 2052 SHAW CABLE		37.70		
	Bill payment - 2057 SHAW CABLE		37.70		
	Bill payment - 2060 SHAW CABLE		62.13		
	Bill payment - 2066 TELUS COMMUNICA		69.92		
	Bill payment - 2074 BARNWELL-VIL-UT		90.80		
	Bill payment - 2076 VAUXHALL-UTIL		101.95		
	Bill payment - 2079 VAUXHALL-UTIL		102.50		
	Bill payment - 2067 TELUS COMMUNICA		107.10		
	Bill payment - 2064 TELUS COMMUNICA		139.70		
	Bill payment - 2062 SHAW CABLE		172.77		
	Bill payment - 2069 VAUXHALL-UTIL		300.09		
	Bill payment - 2068 BARNWELL-VIL-UT		479.95		211,902.47
19 Jan	Misc Payment Government of A			22,535.00	234,437.47
21 Jan	Misc Payment Government of A			61,885.64	296,323.11
25 Jan	ACCOUNT TRANSFER 9102583795		1,675.71		
	Utility Bill Pmt ACCESS GAS SERV		7,476.52		287,170.88
26 Jan	e-Transfer - Autodeposit ALYCIA TIMM			308.33	287,479.21

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

Business Account Statement

December 31, 2020 to January 29, 2021
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
29 Jan	e-Transfer - Autodeposit MS STACY LYNN S		78.74	287,557.95
	Closing balance			287,557.95

Deposit Interest Earned: \$191.05

Account Fees: \$122.80



Business Account Statement

December 31, 2020 to January 29, 2021
Account number: 09179 100-106-4

Serial #: 14601

Amount: \$850.50

TABER & DISTRICT HOUSING FOUNDATION
5318 - 49th AVENUE
TABER, ALBERTA T1G 1G3
PHONE (403) 223-2767

CHEQUE NO. 14601
DATE 3 1 1 2 2 0 2 0
DDMMYYYY

PAY Eight Hundred Fifty 00/100 \$850.50

TO THE ORDER OF
Rowenna Horrocks
4718 - 50th Avenue
Taber, AB T1G 1G8

TABER & DISTRICT HOUSING FOUNDATION

0014601 009179-0031 100-106-4*

602017206954
50419-002
SCOTIABANK
CJ18
08-Jan-2021
50419-002
50419 00294 24

Printer ID # / N° d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

13059-002 BND
CIBC Calgary AB
08-Jan-2021
167/051307

Serial #: 14602

Amount: \$378.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 49th AVENUE
TABER, ALBERTA T1G 1G3
PHONE (403) 223-2767

CHEQUE NO. 14602
DATE 3 1 1 2 2 0 2 0
DDMMYYYY

PAY Three Hundred Seventy Eight 00/100 \$378.00

TO THE ORDER OF
Thomas Machacek
Box 4192
Taber, AB T1G 2C7

TABER & DISTRICT HOUSING FOUNDATION

0014602 009179-0031 100-106-4*

11JAN2021
001 05508
705338520001000
05509-0002250

Printer ID # / N° d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

Serial #: 14603

Amount: \$94.50

TABER & DISTRICT HOUSING FOUNDATION
5318 - 49th AVENUE
TABER, ALBERTA T1G 1G3
PHONE (403) 223-2767

CHEQUE NO. 14603
DATE 3 1 1 2 2 0 2 0
DDMMYYYY

PAY Ninety Four 50/100 \$94.50

TO THE ORDER OF
Harry Prummal
5411 - 54th Avenue
Taber, AB T1G 2A1

TABER & DISTRICT HOUSING FOUNDATION

0014603 009179-0031 100-106-4*

Deposit date/time: 01/08/2021, 13:57:14
Deposit Transf/Ft: 09820-219
Deposit account: 98030174410
Source Number: 38
Deposit Number: C595031
Sequence number of item: 7
User ID: 68870163-7
Location: 882
Location Number: 882

Printer ID # / N° d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

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SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending January 31, 2021

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$36,551.09
RECEIPTED DEPOSITS FOR THE MONTH	\$320.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$14.11
TOTAL DEPOSITS	\$334.11
<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>\$36,885.20</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$36,765.20
Add: o/s deposit Jan 29/21 night deposit	\$320.00
Less: o/s cheques	(\$200.00)
<u>NET BALANCE END OF MONTH</u>	<u>\$36,885.20</u>

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

Business Account Statement

RBBDA30000_1892545 E D 09179 00365

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

December 31, 2020 to January 29, 2021

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 December 31, 2020	\$36,751.09
Total deposits & credits (1)	+ 14.11
Total cheques & debits (0)	- 0.00
Closing balance on January 29, 2021	= \$36,765.20

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			36,751.09
04 Jan	Deposit interest		14.11	36,765.20
	Closing balance			36,765.20

Deposit Interest Earned: \$14.11

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2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Jan 8%
REVENUE					
400000	RENTAL REVENUE				
400100	Resident Rent	1,390,872	117,046		8%
400150	Lodge Fees	500	-	room transfers	0%
400200	Rent Rebates	(12,000)	(1,645)	refund moved to higher level of care	14%
400400	Sundry Rent Revenue	-	-		
410000	RESIDENT SERVICES				
410010	Parking	2,640	100		4%
410060	Laundry	15,000	1,482		10%
410140	SUNDY RESIDENT SERVICES				
410141	Medication Fees (MAP)	17,000	1,282		8%
410142	Resident Fundraising	1,000	-	photo and ice cream sales	0%
410144	Transportation Fee	1,000	-	Resident Council funding	0%
410145	Activity Fee	1,000	-	Resident Council funding	0%
410147	Personal Emergency Call System	3,600	300		8%
410160	Tenant Maintenance Recovery	500	-	A/C install, lock replacement, moveout damages	0%
420000	NON-RESIDENT SERVICES				
420030	Facility Rental	1,800	150	Hairdresser	8%
420040	Meals on Wheels	34,000	5,355	MOW	16%
420041	Meals on Wheels Discounts	-	(2,336)	MOW Discounts	#DIV/0!
420050	OTHER MEAL SERVICES				
420050	Other Meal Service	12,000	1,200	Non Resident Meal Plans	10%
420051	Guest Meals	-	680	Resident Guest Meals	#DIV/0!
420052	Staff Meals	6,240	-	Staff Purchased meals 50%	0%
420053	Canteen Revenue	500	-	Misc coffee	0%
420060	Tuck Shop	2,400	313	Residents charged for care supplies	13%
420070	Catering	-	-		#DIV/0!
420090	Sundry Revenue	50	-		0%
430000	GRANTS				
430005	AHSC Grants				
430020	ASHC - Maintenance	-	-		
430040	ASHC Grants - Specific Restrictions	-	-		
430050	ASHC - LAP Grant	275,250	22,535		8%
430110	Provincial - Grants	2,000	-	STEP program	0%
431030	Federal - Other Grants	-	-	YEP Program	
450000	OPERATIONAL FUNDING				
450010	Health Funding	750,707	45,461		6%
450020	COVID Health Funding	151,013	17,098		
450030	Other Funding	-	2,336		
460010	Requisition Funding	378,577	29,484		8%
470000	MANAGEMENT & ADMINISTRATION				
470030	Insurance Recoveries	-	-		
470040	Other Recoveries	8,900	425		5%
470050	Maintenance Recovery	-	-		
470090	Gain or Loss on Sale of Capital	-	-		
470110	NSF / Late Fees	25	-		0%
470130	Sundry Revenue	1,200	-		0%
475000	INVESTMENT INCOME				
475010	Interest Earned	3,500	215	Bank	6%
475070	Amort Deferred Cap Contributions	-	-		
480000	CHARITABLE REVENUE				
480010	Donation	-	30		
480020	Restricted Donations	-	-		
TOTAL REVENUE		3,049,274	241,511	-	8%

2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Jan 8%
EXPENSES					
510000	UTILITIES				
510005	Heating	50,000	5,540	8760 - New Supplier	11%
510010	Electricity	60,000	4,623	8760 - New Supplier	8%
510020	Water & Sewer	18,500	1,346	T of T	7%
510030	Waste Removal	2,400	182	T of T & recycling	8%
510040	Telephone	7,530	490	office, mobility,	7%
510060	Bulk Contracted Expenses (Cable)	25,987	2,060	Resident Shaw Cable	8%
Total Utilities		164,417	14,240	-	9%
520000	OPERATING				
520000	Food				
520001	Bakery	21,000	1,374		7%
520002	Dairy	46,225	3,074		7%
520003	Groceries	131,325	8,501		6%
520005	Meat	70,390	5,472		8%
520010	Food Supplies	18,900	1,308		7%
520030	Cleaning				
520031	Janitorial & Housekeeping	44,060	3,832		9%
520032	Laundry	5,250	488		9%
520033	Linen Supplies	5,000	-		0%
520040	Equip & Furniture Purchases	29,850	-		0%
520050	Equip & Furniture Repairs	1,750	85		5%
520060	Insurance	10,000	980		10%
520070	Resident / Volunteer Programs	-	-		
520071	Craft Supplies	250	-	Resident Craft Supplies	0%
520072	Entertainment Supplies	3,000	-	Resident Entertainment	0%
520073	Trip Expenses	2,000	-		0%
520074	Recreation Supplies	5,300	323	Resident Recreation supplies	6%
520075	Tuck Shop Supplies (recoverable)	0	-		
520080	Bad Debt Expenses	0	-		
520090	Publicity & Promotion	325	-		0%
520120	Pest Control	2,500	-		0%
520130	Sundry	530	-		0%
Total Operating Expenses		397,655	25,437	-	6%
530000	OPERATING MAINTENANCE				
530005	Appliances	8,296	1,061		13%
530010	Building Safety & Security Systems	17,100	402		2%
530020	Sundry	225	17		8%
530030	Vehicle	1,400	32		2%
530040	Building Interior				
530041	Painting (Interior Common Area)	10,600	-		0%
530042	Painting (Units)	4,500	114		3%
530043	Flooring (Common Areas & Units)	4,900	410		8%
530044	Suites Renovations	3,500	-		0%
530050	Building Exterior	250	-		0%
530060	Building Remediation	-	-		
530070	HVAC (Heating, Vent, & A/C)	11,700	-		0%
530080	Plumbing	8,400	253		3%
530090	Electrical	13,150	88		1%
530100	Grounds Maintenance	13,300	62		0%
530120	Maintenance Equip Repairs	1,000	-		0%
530130	Maintenance Equip Purchase	-	-		#DIV/0!
530140	Maint. Tools & Supplies	1,000	-		0%
530160	Facility Cond. Inspection	-	-		
Total Operating Maintenance		99,321	2,439	-	2%

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2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Jan 8%
555000	HUMAN RESOURCES				
550005	Salaries & Wages				
550010	Administration Wages	348,284	23,415		7%
550015	Door Greeters - COVID 19	-	2,786		#DIV/0!
550020	Housekeeping Salaries	349,403	22,470	added shifts & weekends	6%
550030	Food Services Salaries	526,849	36,068	includes greeters	7%
550040	Maintenance Wages	71,194	6,628		9%
550050	Resident Caregivers Salaries (AVC)	108,109	11,080	added weekends	10%
551000	Benefits				
551010	CPP	67,878	4,186	All EE's except HCA's -	6%
551020	EI	28,535	1,288	All EE's except HCA's -	5%
551030	Employee Benefit Programs	56,758	9,468	All EE's except HCA's -	17%
551040	Other Pension Contributions (RRSP)	33,000	2,119	All EE's except HCA's -	6%
551050	WCB	20,089	(26)	All EE's except HCA's -	0%
553000	Personnel Recruitment	2,900	-		0%
554000	Staff Functions & Recognition	7,500	50		1%
555000	Training & Development	25,970	170		1%
556000	Health & Safety	16,151	651		4%
557000	Legal Fees	4,000	300	HR legal fees	8%
558000	Labour Relations	-	-	CUPE negotiator fee	#DIV/0!
Total Human Resources		1,666,620	120,663	-	7%
580000	SALARIES - HEALTH SERVICES				
580200	Salaries - Resident Care (HCA's)	617,769	41,218	HCA Salaries including HCA Coord	7%
581200	Benefits - Resident Care (HCA's)	99,219	7,365	HCA Benefits (CPP, EI, ENCON, RRSP, WCB)	7%
585200	Materials & Supplies - Resident Care	9,740	928	Non recoverable supplies to provide resident care	10%
Total Salaries - Health Services		726,728	49,511	-	7%
560000	ADMINISTRATION				
560000	Office & General Admin				
560001	Bank Charges	1,650	177		11%
560002	Courier & Postage	1,200	-		0%
560003	Stationery & Office Supplies	7,000	512		7%
560010	Office Rent	8,106	605		7%
560020	Office Equipment (& Furniture)	2,290	-		0%
560030	Office Equipment (& Furniture) Repairs	1,400	-		0%
560040	Vehicle & Travel	2,610	143		5%
560060	Board Expenses	5,500	187		3%
560070	Association Fees	4,430	3,769		85%
560080	Professional Fees				
560081	Legal Fees	150	-		0%
560082	Audit Fees	9,750	-		0%
560083	Consulting Fees	1,200	16,660		1388%
560090	IT Services	15,950	864	Senior Care, Altis monthly subscriptions fees	5%
560110	Sundry	725	93		13%
560120	Accreditation	900	-		0%
Total Administration Expenses		62,861	23,010	-	37%
590000	INTEREST & BANK CHARGES				
590005	Long Term Interest (Debentures)	-	-		
591000	Extra Ordinary Expenses	-	-	Emergent Funds client payouts	
592000	Amortization	-	-	Amortization	
Total Interest & Bank Charges		-	-	-	-
TOTAL OPERATING EXPENSES		3,117,602	235,301	-	8%
NET REVENUE over EXPENSES - Operating		(68,328)	6,210		-9%
600000	CAPITAL MAINTENANCE				
	Building Interior	-	-		
600300	Building Exterior	-	-		
600400	HVAC	-	-		
	Equipment	-	-		
Total Capital Maintenance		-	-		
Capital Reserve					
NET REVENUE over EXPENSES - Total Operating & Capital		(68,328)	6,210		

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

	Actual Jan 01, 2021 to Jan 31, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
REVENUE			
Rental Revenue			
Resident Rent	117,046.00	1,387,950.00	-91.57
Lodge Fees	0.00	500.00	-100.00
Rent Rebates	-1,645.00	-12,000.00	-86.29
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	115,401.00	1,376,450.00	-91.62
Resident Services			
Parking	100.00	3,340.00	-97.01
Laundry	1,482.00	14,640.00	-89.88
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	1,282.00	17,000.00	-92.46
Resident Fundraising	0.00	1,000.00	-100.00
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	300.00	3,600.00	-91.67
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	1,582.00	24,100.00	-93.44
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	3,164.00	42,580.00	-92.57
Non Resident Services			
Facility Rental	150.00	1,800.00	-91.67
Meals on Wheels	5,355.00	24,000.00	-77.69
Meals on Wheels Discounts	-2,336.00	0.00	0.00
Other Meal Services	1,200.00	12,000.00	-90.00
Guest Meals	0.00	12,000.00	-100.00
Staff Meals	680.00	0.00	0.00
Canteen Revenue	0.00	2,000.00	-100.00
Total Other Meal Services	1,880.00	26,000.00	-92.77
Tuck Shop	313.00	3,000.00	-89.57
Catering	0.00	100.00	-100.00
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	5,362.00	54,950.00	-90.24
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	22,535.00	289,737.00	-92.22
Total ASHC Grants	22,535.00	289,737.00	-92.22
Provincial Grants	0.00	2,000.00	-100.00
Federal Grants	0.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	0.00	0.00	0.00
Total Federal Grants	0.00	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	22,535.00	291,737.00	-92.28
Operation Funding			
Health Funding	45,461.35	550,987.00	-91.75

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

	Actual Jan 01, 2021 to Jan 31, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
COVID Health Funding	17,097.89	0.00	0.00
Other Funding	2,336.00	0.00	0.00
Requisition Revenue	29,484.17	353,810.00	-91.67
Total Operation Funding	94,379.41	904,797.00	-89.57
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	425.00	3,500.00	-87.86
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	0.00	1,200.00	-100.00
Total Management and Admini...	425.00	4,725.00	-91.01
Investment Income			
Interest	215.05	7,000.00	-96.93
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	215.05	7,000.00	-96.93
Charitable Revenue			
Donations	30.00	0.00	0.00
Resticted Donations	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	30.00	0.00	0.00
TOTAL REVENUE	241,511.46	2,682,239.00	-91.00
EXPENSE			
Utilities			
Heating	5,540.49	48,000.00	-88.46
Electricity	4,622.52	58,000.00	-92.03
Water & Sewer	1,345.98	18,000.00	-92.52
Waste Removal	181.50	2,200.00	-91.75
Telephone	489.81	7,899.00	-93.80
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	2,059.75	23,447.00	-91.22
Total Utilities	14,240.05	157,546.00	-90.96
Operating			
Bakery	1,374.30	20,600.00	-93.33
Dairy	3,074.21	45,320.00	-93.22
Groceries	8,501.33	128,750.00	-93.40
Juice	0.00	0.00	0.00
Meat	5,472.03	69,010.00	-92.07
Total Food	18,421.87	263,680.00	-93.01
Food Supplies	1,307.98	20,000.00	-93.46
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	3,832.30	37,260.00	-89.71
Laundry	487.72	5,000.00	-90.25
Linen Supplies	0.00	4,800.00	-100.00
Total Cleaning	4,320.02	47,060.00	-90.82
Equipment & Furn Purchase	0.00	34,461.00	-100.00
Equipment & Furn Repairs	84.65	1,750.00	-95.16
Insurance	979.89	8,500.00	-88.47
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	0.00	250.00	-100.00

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

	Actual Jan 01, 2021 to Jan 31, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
Entertainment Supplies	0.00	3,000.00	-100.00
Trip Expenses	0.00	2,000.00	-100.00
Recreation Supplies (Vol Apprec)	323.08	5,300.00	-93.90
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	323.08	10,550.00	-96.94
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	0.00	125.00	-100.00
Pest Control	0.00	2,500.00	-100.00
Sundry	0.00	530.00	-100.00
Total Operating	25,437.49	389,156.00	-93.46
Operating Maintenance			
Appliances	1,061.09	6,424.00	-83.48
Bldg Safety & Security Systems	402.24	20,800.00	-98.07
Sundry	17.10	225.00	-92.40
Vehicles	32.20	1,400.00	-97.70
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	10,600.00	-100.00
Building Interior Painting Units	113.51	4,500.00	-97.48
Building Interior Flooring	410.00	4,900.00	-91.63
Building Interior Suite Reno	0.00	3,500.00	-100.00
Building Exterior	0.00	250.00	-100.00
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	0.00	11,600.00	-100.00
Plumbing	253.05	8,400.00	-96.99
Electrical	88.06	10,070.00	-99.13
Grounds & Maintenance	62.09	13,050.00	-99.52
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	0.00	0.00	0.00
Maintenance - Tools & Supplies	0.00	1,000.00	-100.00
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	2,439.34	97,719.00	-97.50
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	23,415.09	336,217.00	-93.04
Door Greeters Salaries COVID 19	2,795.98	0.00	0.00
Housekeeping Salaries	22,470.22	267,447.00	-91.60
Food Service Salaries	36,067.65	428,543.00	-91.58
Maintenance Salaries	6,628.34	68,390.00	-90.31
Resident Care Salaries	11,079.63	82,963.00	-86.65
Total Salaries & Wages	102,456.91	1,183,560.00	-91.34
Benefits	0.00	0.00	0.00
CPP	4,186.17	54,983.00	-92.39
EI	1,287.72	24,403.00	-94.72
EE Benefits	9,468.30	46,436.00	-79.61
Other Pension Contributions	2,119.11	32,600.00	-93.50
WCB	-25.69	18,408.00	-100.14
Total Benefits	17,035.61	176,830.00	-90.37
Contract Employment	0.00	0.00	0.00
Personal Recruitment	0.00	1,650.00	-100.00
Staff Functions & Recognition	50.00	6,700.00	-99.25
Training & Development	170.00	26,900.00	-99.37
Health & Safety	650.97	13,191.00	-95.07
Legal Fees	300.00	4,000.00	-92.50
Labour Relations	0.00	0.00	0.00
Total Human Resources	120,663.49	1,412,831.00	-91.46
Administration			
Bank Charges	177.40	1,650.00	-89.25

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

	Actual Jan 01, 2021 to Jan 31, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
Courier & Postage	0.00	1,200.00	-100.00
Stationery & Other Supplies	511.99	7,000.00	-92.69
Office Rent	605.32	8,106.00	-92.53
Office Equipment & Furn Purchase	0.00	1,640.00	-100.00
Office Equipment & Furn Repairs	0.00	1,400.00	-100.00
Vehicle & Travel	142.50	2,610.00	-94.54
Board Expenses	186.60	5,875.00	-96.82
Association Fees	3,768.90	4,430.00	-14.92
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	0.00	9,750.00	-100.00
Consulting Fees	16,660.00	1,200.00	1,288.33
IT Services	863.64	13,925.00	-93.80
Sundry	93.20	725.00	-87.14
Accreditation	0.00	0.00	0.00
Total Administration	23,009.55	59,661.00	-61.43
Health Expenditures			
Salaries - Resident Care	41,218.27	527,302.00	-92.18
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	41,218.27	527,302.00	-92.18
Benefits - Resident Care	7,365.32	83,534.00	-91.18
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	7,365.32	83,534.00	-91.18
Materials & Supplies Resident C...	927.68	9,740.00	-90.48
Total Health Expenditures	49,511.27	620,576.00	-92.02
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	235,301.19	2,737,489.00	-91.40
NET INCOME	6,210.27	-55,250.00	-111.24

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Joan's Report to CAO
February 19 – March 19, 2021

- 1) Resident info:
 - a. Move ins – 0
 - b. Move outs - 2
 - c. SL3 – 14
 - d. Resident Room changes - 0
 - e. Change in Status -0
 - f. New applicant interviews -0
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 11
 - i. 74 residents in total.
 - j. 29 residents on MAP
 - k. 28 residents receiving laundry services.
 - l. 12 residents with In-house pendants
 - m. 12 residents receiving supplies.
 - n. 3 residents currently in hospital or CSB.
- 2) Family Meetings
 - a. Annual or Meet and Greet –6
 - 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. 3 employees off on medical and 1 off on maternity leave
 - d. 1 employee is off during pandemic due to being immunocompromised.
- 4) Meetings:
 - a. JHSC meeting – March 17, 2021
 - b. Emergency Preparedness meeting – March 2, 2021
 - c. HCA meeting – January 20, 2021
 - d. Kitchen meeting – February 23, 2021
 - e. Housekeeping Team meeting – February 23, 2021
 - f. Recreation Team meeting – February 23, 2021
 - g. AHS / Partnership – Every Thursday.
- 5) HCA tutor is currently assisting 2 HCAs with their HCA Certificate Program. March 19th, they completed module 1 and wrote their first exam.
- 6) We have acquired another Foot Care nurse to come in and do foot care on the residents.
- 7) **COVID -19 news**
 - a. We continue to do our best to keep the residents safe.
 - b. Visitor shed is a huge hit...very busy. Name the shed contest was a huge hit!!
 - c. The greeters continue to be 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.
 - d. All employees are now screened by screener once a day only and then self-screening twice a day.
 - e. All employees are doing continuous masking and eye protection.

- 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 disinfected 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.

Update: March 23, 2021

- 1) Effective immediately we have closed the staff room to only 1 staff member allowed to have their meal break in there at one time.
 - 2) Staff are not to sit together at the dining room tables or atrium tables to have their lunch; they all need to sit at separate tables.
 - 3) All staff are to be more vigilant to keep their masks and goggles on at all times.
 - 4) Smoke table has been removed from back area; staff members encouraged to bring a lawn chair from home to ensure they are social distancing at all times while having their smoke break.
- 8) Recreation:
- a. Bi-weekly newsletters have been well received by residents and family members.
 - b. Girls have also been busy putting together videos that have been posted on facebook.
 - c. We currently have 8 representatives from different church groups coming into the lodge to provide spiritual support for the residents.
 - d. Ruby is coming in to call BINGO once weekly and two ladies are coming in weekly to do blood pressure testing.
 - e. Total volunteer hours - 21
- 9) Needless to say, we are all very busy; we will continue to work hard to keep COVID -19 out of Clearview Lodge.

Maintenance Report

March 2021

Clearview Lodge

- Received 7 skids of PPE from AHS.
- Leth Com Appliance fixed Combi oven.
- Painting and Flooring replaced in 305 and 307.
- Replaced vanity in 307.
- Assembled shelving for PPE.
- Reordered parts for garburator.
- Fixed solar light in parking area.
- Received new water test kit for boilers.
- Signed new agreement with ARJO on tub maintenance.
- Shingling completed on 400 and 500 wing.
- Working on getting grease pit cleaned out.

Homestead Manor

- Unit 105 ready to occupy.
- Showed unit 209 to prospective tenant.
- Common rooms still closed at Manor.

Pioneer Place

- Move in at unit #127 Pioneer.
- Common rooms still closed at Manor.

Harmony Home

- Replaced pressure switch on compressor.
- Replaced thermostat in common area.
- Worked on bid pkg for HWT replacement...waiting for approval.
- Working on gathering specs for new compressor unit.
- Common rooms still closed at Manor.

Prairie Rose Manor

- Venter Assembly installed on common area furnace.
- R&N House had water line leak.
- Move out at R&N house.
- Pictures taken on move out for disputed charges.
- New furnace and HWT installed at 523 R&N house.
- New furnace install at 509 R&N.

Sunshine Manor

- Replaced furniture at the Manor
- Donated used furniture to St. Vincent DePaul.
- Move out at one unit.
- Monthly checks completed.

Barnwell

- On-going maintenance.

Phase One

- Pricing out tree removal for two trees in backyards.
- Replaced refrigerator in 5004.
- Ordered stove switch in unit 5104.
- Replaced furnace at 5004.

Phase Two

- Move out notice given at one unit.

Phase Three

- Eviction Notice given to Tenant.
- Hot water line burst in a unit.
- Move out notice given for two units.
- Worked on bid pkg. for siding. Waiting for approval.

Special Needs

- Replaced lawn mower.
- On-going maintenance.

General Maintenance

- Serviced hand mowers for the season.
- Ordered mower parts from Western Tractor.
- Assembled desk at main office.
- Replaced plexiglass at main office.
- Up-dated inventory of appliances at TDHF.
- Received new water test kits for manor boilers.

Board Report March 2021

Senior Housing

Applications-1

Move ins-0

Move outs-0

Waitlist-2

Vacant units-6; 2 in Taber, 1 Grassy Lake, 3 Vauxhall

Family Housing

Applications-0

Move ins-0

Move outs-0

Waitlist-3

Vacant units-1 Vauxhall

DRSP

All current contracts were renewed to June 30 2021.

Other Info

I have booked 41 vaccination appointments for seniors in the manors.

FCSS came to the manors to gather documents for taxes.

Income review for Family housing almost complete.

Called around to all the landlords on our listing to determine market rent.

Created a Birthday list. Will be calling to wish Happy Birthday to our seniors.

CAO Report

March 2021

Duties & Activities

Regularly & Daily

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

Weekly

- weekly manager meeting with Joan and Corey
- Policy review

Week of March 8 - 12

- Mar 8 – Renegotiated internet access rates with Shaw for Taber Manors
- Mar 8 – Many drawings from Vaughan to review
- Mar 8 – Completed and sent off HCA Coordinator(s) offer letters - DRAFT
- Mar 9 – Telephone call with Scott Hanrahan & Bev re: Employee benefits renewal
- Mar 9 – Reached out to several HMB colleagues re: parking at their facilities. This information was incorporated into our Parking Summary document for Town of Taber
- Mar 10 – Reviewed AHS Cash Advance and COVID-19 Funding Reconciliation files & documents (prepared by Bev for KPMG audit)
- Mar 11 – MR Engineering – Geotechnical testing at Cherry & Main site
- Mar 11 – AHS videoconference
- Mar 11 – Telephone session with Kelti Boe re: 2020 Audit questions
- Mar 11 – Website issue resolved by Altis

Week of March 15 – 19

- Mar 15 – Developed Health & Safety Initiative for COVID-19 vaccine recipients; \$50 gift card to any employee that provides proof of 2nd shot. There were 6 employees that had to drive to both vaccine appointments (late December & early Feb) that will be considered Health & Safety Champions and get two cards.
- Mar 15 – Telephone with Jen Taylor, Blue Sea Foundation, re: 2021 Grand Parade
- Mar 16 – Talked with Corey and Bev re: 2020 Social Housing budget carry-over
- Mar 17 – Letter to staff re: Rapid Testing rollout

- Mar 17 – Letter to staff re: Reportable Incidents and requirement for staff to report all incidents and near misses
- Mar 17 – Discussed some challenges being faced by CVL Kitchen re: MOW meals and client expectations. CAO to work with Admin staff to review MOW documentation and try to provide clearer information at client sign-up
- Mar 18(pm) – Met with Vaughan Hoy at TDHF Admin Boardroom to discuss presentation to Town of Taber and future items for CVL Design Process
- Mar 19 (am) – Vaughan Hoy, Architect, presented to Town of Taber Planning representatives, Fire Chief and Gary Scherer, Director of Engineering & Public Works and interim CAO. Tom Machacek also attended.

Week of March 22 - 26

- Mar 22 - APHAA Education Committee Meeting
- Mar 23 – Prepare CAO Report and Agenda for AGM and Board of Director's meeting
- Mar 24 – Meeting with former tenant and Carrie Wilson to discuss damage in unit vs. damage deposit refund
- Mar 25 – Budget & Audit Committee meeting with KPMG rep, Yvonne Barthel
- Mar 25 – Annual General meeting
- Mar 25 – TDHF Board of Director's Meeting
- Mar 26 – APHAA Executive Committee Meeting
- Mar 26 – Videoconference with AB Seniors & Housing Asst. Deputy Minister – David Williams re: Revamped Rental Supplement Program

Upcoming Events

April to June

- Electronic payroll system - proposed go-live date – **April 20th**
 - Manager/Supervisor Training - Weeks of April 12 to 16
 - Staff/User Orientation & training – Weeks of April 12 to 16
 - Run in parallel to existing system for 2/3 pay periods
- Brainstorm different ways to continue to work within the current and ongoing parameters. How do we operate in the long-term future? (what if the current pandemic IS our future operating environment?)
- Create Action Plan for 2021 that remains consistent with Strategic Planning Goals/Principles
 - Consider how the AB Affordable Housing Review panel could affect future operations? Future structure of the Foundation?
- Building Committee:
 - Proposed date – Meeting every 2nd Friday.

- Develop proposal for Clearview Lodge – Conceptual Design completed by April 2021
- Work with Resident Council on Interior Courtyard design
- Develop communications plan:
 - Present design to Councils – Town of Taber, MD of Taber, Barnwell & Vauxhall
 - Reveal information to public through interviews, website and FB posts
 - Public information sessions (May/June 2021) to engage Taber and community
- Apply for development permit
- Begin detailed design and costing process – the goal is to have a shovel-ready project
- Fundraising Program:
 - Develop an intentional fundraising plan for the next 1 to 5 years
 - Do we want to have an annual campaign for Meals on Wheels?
 - 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
 - Get out of Tanya Panteluk’s way
 - Enrol Tanya in required training/educational sessions
 - Develop Safety Walkabout plan for Supervisors, and Senior Leadership
 - Emergency Response Plan – complete evacuation and business continuity
 - Disability Management Program & Return to Work
 - Drug & Alcohol Policy – prepared by Steve Connors, Brownlee Law – this will need some review with Governance Committee and Management staff
- Human Resources & Staffing:
 - Work with Benefits and Administrative Assistant to provide value-added services to CVL staff.
 - Succession Planning – preparing the Foundation for the possibility of changes in leadership personnel (this is becoming much more real every month)
 - Research IT equipment that will make remote work easier – this need not mean working from home but from alternate sites within TDHF facilities (or home, if necessary)
- Research Maintenance Program software (Implement 2022?)

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.
- The organizations are hopeful we will be able to hold an in-person conference at some point in 2021. Perhaps in Fall 2021, but more likely Spring 2022.

Tim Janzen

From: vaughan hoy <vhoya@shaw.ca>
Sent: Tuesday, March 23, 2021 2:33 PM
To: Tim Janzen
Subject: CVL-Team bi-weekly meeting minutes & Taber Planning meeting minutes
Attachments: CVL-Meeting Minutes #027-Bi-Weekly-TDHF VHA-Touch Base-Feb 26-2021.pdf; CVL-Mtg Minutes #028-TDHFVHA-Pre-D.P. Mtg @ Taber Planning-March 19-2021.pdf

Hi Tim,
Just catching up on minutes.

The meeting minutes for last Friday's Planning meeting are attached also, but I am just circulating between us.

Below are our thoughts on some items that TDHF may want to consider scheduling amongst your team, and / or with VHA:

i) TDHF Community Information releases, process & information presentations prior to, or at the point of, the Development Permit Application being made, as this kicks in the public process and 21 day public appeal process. TDHF will want a lot of positive campaigning out there ahead of the organization.

ii) TDHF Program and Schematic Design Sign-Off for VHA.

iii) Class D Costing Review with VHA Consultant team: we suggest it might be helpful to do a Zoom mtg with the primarily engineering team and TDHF to review engineering comments and considerations / potential methods for cost savings. I would Landscape to this meeting as well.

We might want to include BTY in the meeting, and discuss pre-fabrication of the Expansion Wing for floor and wall panelization. BTY is indicating a 36 month construction time. For sure TDHF would want to see this shortened up.

iv) Review and update the design delivery schedule for Design Development and Construction Documents, and review the likely timing of TDHF on-boarding their Construction Manager.

v) Funding application scheduling submissions etc and timing.

Some or all of the above could perhaps be discussed in our next TDHF Team meeting bi-weekly if you would like to hold one.

Right now, our focus is getting the remaining consultant team finished up with their SD, and making the D.P. application with you in time to get into MPC in April.

Let me know what you think.

V

Best Regards, Vaughan



Clearview Lodge Renovation + Expansion Meeting Minutes #027 - TDHF / VHA Bi-Weekly Touch Base

VAUGHAN HOY ARCHITECTURE

Vaughan Hoy, Principal

Architect AAA, AIBC, B.Arch(Hon)

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Friday, February 26-2021 @ 9 a.m.

CVL-Schematic Concept Design-Bi-Weekly Touch Base Meeting Agenda

Location: via ZOOM

Present:

Tim Janzen - CAO TDHF

Tamara Miyanaga - District Councillor

Carley Firth - Town of Taber Councillor

Joan Hart - TDHF Lodge Manager

Tom Machacek - TDHF Board Member

Linda English - Councillor Hamlet of Vauxhall

Vaughan Hoy - VHA

1.) Housekeeping & additions to the agenda: none

2.) VH provided an update and general discussion on last program space modifications to incorporate into Schematic Design. Program areas in program spreadsheet were reviewed and sent to Phyllis Monks of Taber Planning.

Joan Hart mentioned making improvements if possible to the Kitchen Storage area / space near the dish pit.

VH inquired as to where the current Fire Department connection is near the building; Corey noted that the Fire Hydrant is at the back of the building near the Loading Dock.

3.) Update on Consultant work:

- BTY Class D costing is underway and VHA and consultants have been sending BTY material as needed.
- Structural has noted in their Schematic Design Summary that there will likely be some low level structural upgrades required in the roof framing of the 200 / 300 block during room renovations. This is due to the vintage of the original construction.
- Mechanical: The energy modelling is done. Stuart Fix has recommended an R30 wall assembly for the Expansion Wing based on the type of mechanical system for the building. R40 is a possibility, however, the energy gains for the construction required does not give significant pay-back. To achieve an R40 insulated wall, a double stud wall construction method would need to be used, and this has some structural foundation thickness implications. ReNü has recommended aiming at an R30 wall insulation.
- Morrison Hershfield: The DRAFT Building Code report is complete and includes a section that speaks to the Existing Room renovations. VHA will be attaching the Code Report to the review documents that go to

6.6.51

Phyllis Monks, for the Pre-Development Permit Review.

4.) VHA noted that the target meeting date with Taber Planning was set for Friday March 12-2021. (this was later cancelled and changed to Friday March 19, due to a death in Phyllis' family).

- For the meeting VHA will be submitting the Code Report, Civil Drawings for the Forecourt design and services, the Landscape Architecture design, and the Architectural drawings.
- The submission for MPC would be similar and include the project renderings.

5.) VH discussed with the TDHF team / Tim, the target date of getting on the April MPC agenda which will be the third Monday of April. This would allow TDHF to make a formal development permit application.

6.) VH discussed the current program area for the renovations and the expansions, and reviewed a very rough estimation of an anticipated cost. VH suggested that approximate 60% of the existing lodge is being renovated. In just looking at the Expansion Wing with roughly 40,000 sq.ft. at an average of \$250.00 sq.ft., this would equate to approximately a \$10mil project, not including the room renovations.

VH noted, that as the project moves forward, TDHF may decide to priorities program elements that are 'must have's', and that some value design would occur in Design Development and Construction Documents. A better understanding of the whole project will be clearer when BTY submits their Class D costing.

END MEETING

Vaughan Hoy, Principal

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Friday, March 19-2021 @ 10:30 a.m.

CVL-Meeting with Phyllis Monks and Departments - Pre-D.P. meeting

Location: In Person @ Taber Municipal Offices

Present:

Phyllis Monks - Director of Planning & Economic Development

Kattie Schlamp - Planning & Economic Development Subdivision and Development Officer

Gary Scherer- Taber Public Works

Steve Munshaw- Taber Fire Department Chief

Tim Janzen - CAO TDHF

Tom Machacek - TDHF Board Member & Building Committee Chair

Vaughan Hoy - VHA

1.) Tim Janzen made an introduction to Planning and Departments, on objectives for the meeting today, and TDHF goals for the project.

2.) VH gave a brief overview of the 4 essential TDHF objectives for Clearview Lodge, and the general major features of the project design, program areas and site coverage. TDHF's major objectives are: 1.) Existing Room Renovations to bring rooms up to current standards; 2.) add an Expansion Wing for make-up rooms; 3.) Forecourt Re-design to significantly improve parking / entry / arrival / exiting functionality with Lay-Bys; 4.) Improve Site Amenities for residents

VH noted that these aspects are described in the Design Summary and Parking Summary included in the project documents submitted.

3.) VH provided an overview of the early 5 Project Concepts submitted in October 2020, and that Option #5 provided the most consolidated option with the least amount of impact to the existing facility.

4.) VH provided an overview of the existing and new Site Coverage. Basically the existing site coverage is approximately 39.8%; the new site coverage is approximately 53% which represents a 13.5% increase. Although there is approximately 45,000 sq.ft. in the new expansion wing (includes basement), the site coverage increase overall is relatively small.

5.) VH noted that the renovation and expansion creates 34 renovated rooms, with 46 re-placement rooms in the Expansion Wing. The current room count in Clearview Lodge is 77, the new project would provide 80 rooms which is only a 3 room increase.

Additional features like consolidated administration offices, ground floor and basement amenities and storage, new entry and forecourt design improve functional efficiency for staff and operations.

6. A) IV

VH described the Code Report and the approach to Fire Fighting as illustrated in drawing A-1.01B Fire Access Diagram. The building expansion and renovations are being designed to a Group B Division 3 Occupancy Classification.

A new Annunciator Panel will be located at the Elevator Lobby at the new entrance, along with a Siamese connection on the building exterior.

The new Forecourt re-design adds overall 4 parking stalls above the current 30 parking stalls on site. The resident to staff parking ratio's are outlined in the Parking Summary provided.

6.) COMMENTS FROM Taber Planning & Economic Development; Public Works; Taber Fire Department:

- i) Taber Fire Department (SM) would like an emergency access / exiting into the parking lot on the East side. This is so the Fire Truck has sufficient safe distance for the north side of the expansion wing and new entry, that in the event of building collapse, the fire truck and responders are not at risk. There was general discussion as to how to facilitate this, with a common solution reached. VHA will provide a design sketch update, and circulate for confirmation.
- ii) Taber Public Works inquired about snow clearing. TJ responded that when TDHF has to do it currently at the lodge, it is trucked off site. The same approach would have to be taken for the new project.
- iii) There was some discussion pertaining to waste management. VH noted that the current waste management area would remain. GS commented that there may need to be another area added. TM noted that another bin could be located near the last parking stall #34 for this.
- iv) PM requested a Traffic Assessment Summary to accompany the D.P. package, confirming that the new entry along 50th Avenue is adequately distanced from the 50th Avenue and 48th Street intersection; that the driveway exit onto 48th street is located south far enough from the intersection to not be a problem; and that the proposed new diagonal parking along 48th Street on the West side will not adversely impact the overall road carriageway width. VHA and TDHF will secure a Traffic Engineer for this item.
- v) There was general discussion around the Parkin Summary and aspects of how TDHF manages the parking ratios.
- vi) VH made some inquiries as to the process of TDHF making a formal application for Development Permit. This should be made to Taber Planning & Economic Development which will make the submission and request for the project to be on the MPC agenda for the April 23, 2021 sitting. A number of the Taber Council members are also on the MPC.

PM suggested that TDHF prepare its public information approach as once the Application for Development Permit is made, notices go out to neighbours and the local community. Members of the public have 21 days to make an appeal.

END MEETING

March 23, 2021

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

Attn: Tim Janzen

Re: Preliminary Transportation Impact Assessment – Clearwater Lodge
Town of Taber

JCB Engineering Ltd. (JCB) is pleased to present our proposed work plan, project team, project schedule and professional fees to conduct a preliminary transportation impact assessment (TIA) for an expansion to Clearwater Lodge in the Town of Taber, Alberta. A preliminary TIA is recommended due to the limited scope of work outlined in a March 22 e-mail between JCB and Vaughan Hoy Architecture.

1. Work Plan

The following tasks outline our proposed work plan to complete this assignment. This work plan is only for a preliminary TIA report, any functional planning or design work would have to be completed under a separate contract.

1.1. Review of Existing Transportation Network

A review of the existing transportation network will assist with understanding any impact that this development may have on traffic operations and safety. The geometry of roads and intersections, traffic control at intersections, state and condition of roads, and constraints to the network will all be identified. Most of the information for this study can be obtained through an internet search, or applications such as Google Earth. A visit to the site is not recommended due to the time required to complete this study and because the proposed changes created by the development are well documented in the design plans.

1.2. Review of Impact of Development on Transportation Network

The accesses to the development will be reviewed using the appropriate municipal design standards and guidelines, and the Transportation Association of Canada guidelines. This review will determine if the accesses are located in acceptable locations with regards to the nearby intersection of 50 Avenue and 48 Street, and with adjacent driveways along those roadways. The proposed angled parking on 48 Street will also be reviewed to determine if it can be accommodated without impact on through traffic along 48 Street.

Note that an operational analysis will not be conducted for the development accesses or the nearby intersection. Also, a sweep path analysis will not be conducted of the access designs.

1.3. Documentation

All of the above tasks will be documented into a single draft report; this will be provided as a standalone document, but if requested can be provided in a different format to be included as part of a larger document for submission. The draft document will be provided in PDF format.

Once the draft report has been reviewed and comments addressed, the document will be finalized, and then be sealed and signed. The final document will be provided in PDF format and 3 hard copies will also be provided, if required.

2. Project Team

This assignment will be conducted by **Justin Barrett**, P. Eng., PTOE, who is the President of JCB. Justin will be responsible for all the tasks identified in the previous section of this proposal, and will be the primary point of contact for this assignment.

Justin has more than 20 years of experience in transportation engineering and began his career at the BC Ministry of Transportation, including working in the Kamloops and Nelson regional offices. For 5 years, he participated in the review of applications, including transportation impact assessment reports, provided for developments that impacted the provincial road network. After leaving BC, he has worked in Alberta on projects for all aspects of transportation engineering: functional planning, operational studies, preliminary and detailed design, and construction management. Justin has been providing consulting services to various clients, including Alberta Transportation, the Cities of Edmonton and Calgary, and several other municipalities and private clients. Justin's resume is attached to this letter outlining more information on his employment history and experience with transportation studies.

Justin volunteered his time as a subject matter expert to the Institute of Transportation Engineers (ITE) for the development of the 5th Edition of the Parking Generation Manual, and is currently the vice-chair of the ITE Parking Standing Committee.

Justin has experience participating as an expert at the Calgary and Edmonton Subdivision and Development Appeal Boards, as well as appeals at the Municipal Government Board. Many of his presentations are with regards to parking relaxations and the impact of more traffic on the surrounding network, so he understands what arguments are typically made by organizations opposed to a development. This provides Justin with the understanding of what is required for a transportation impact assessment to minimize the success of an appeal.

3. Project Schedule

It is understood that the timelines on this project are extremely important as there is a deadline for submission to the Municipal Planning Commission. Once approval is given to proceed with this project, a draft document will be available within 1 week. The document will be finalized once a review has been completed and all concerns are addressed; turnaround time on report edits will be a maximum of 2 days.

6.6) ✓



RESOLUTION: Requisitions Increases

WHEREAS in the Alberta Housing Act - Section 7 – Requisitions (*a copy of Section 7 is attached*) specifies that Management Bodies (such as Taber and District Housing Foundation) that provides Lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for

- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
- (b) any amounts necessary to establish or continue a reserve fund for the management body; and

WHEREAS the four (4) Municipalities for Taber and District Housing are; MD of Taber, Town of Taber, Town of Vauxhall and the Village of Barnwell; and

WHEREAS Taber and District Housing Foundation has consistently increased requisitions (2003 to 2010) by 3% and (2011 to 2014) by 5% and (2015 to 2020) by 7% is reviewed annually; and

WHEREAS the cost of operating the Lodge is steadily increasing each year by a minimum of 5% each year including the high costs of gas and electricity, increased wages, utilities and operating expenses; and

WHEREAS a 5% increase will help with the rising costs of providing accommodation services, including meals service, laundering of towels and linens, housekeeping services, utilities and maintenance of the Lodge;

THEREFORE, BE IT RESOLVED THAT Taber and District Housing Foundation increase the requisitions by 7% from 2020 of \$353,810 to \$378,577 for 2021.

Finally, the municipalities to be advised that requisitions may need to be increased by 6 or 7% in 2022.

RESOLUTION: Market Rents 2021

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

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

WHEREAS as per memo received August 13, 2008 from Clarence Bereska, Executive Director, Housing Operating Program Delivery regarding Direct Rent Supplement Program states:

Maximum Market Rental Rates – Except for Fort McMurray, management bodies will use the following in establishing a maximum market rental rate:

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

WHEREAS the Market Rent set by the Board in **2020** for Taber and District Housing Foundation Rental Accommodations was as follows:

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

RESOLUTION: Market Rents 2021

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

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

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

	Location	# of Bedrooms	Market Rent	<u>Max 20%</u> over Market Rent	TDHF Set Market Rent
2017	Taber	Rooming House	\$400	10%	\$ 440
		Bachelor	\$550	20%	\$ 660
		1 Bedroom	\$700	14%	\$ 798
		2 Bedrooms	\$900	14%	\$ 1,026
		3 Bedrooms	\$1,100	14%	\$ 1,254
		4 or more Bedrooms	\$1,250	16%	\$ 1,458
	Vauxhall	1 Bedroom	\$650	16%	\$ 754
		2 Bedrooms	\$750	20%	\$ 900
		3 Bedrooms	\$750	20%	\$ 900
	Barnwell & Grassy Lake	1 Bedroom	\$600	16%	\$ 696
		2 Bedroom	\$650	16%	\$ 754
		3 Bedroom	\$800	16%	\$ 928
		4 Bedroom	\$1,000	12%	\$1,120

And furthermore, be effective for:

- Existing tenants at their next annual rent review date and
- New tenants upon move in effective May 1, 2021

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

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

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

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

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

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

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

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

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

THEREFORE, BE IT RESOLVED THAT the existing individuals occupying a unit in one of TDHF's Self Contained Senior Apartments pay the Electrical Recovery fee, effective on the date of their annual rent review date and for new tenants **effective May 1, 2021:**

Units	Type of Meter	Total Electrical Costs for 2020	Recovery based on Meter Type	80% of Electrical	## of Units	2020 Monthly Electrical Charge	2021 Monthly Electrical Charge
Taber	Bulk	\$52,683	80%	\$42,146	85	\$41	\$ 41
Barnwell	Individual	N/A	00%	N/A	6	\$00	\$00
Grassy	Bulk	\$2,451	80%	\$ 1,961	4	\$43	\$ 41
Vauxhall	Individual	N/A	00%	N/A	12	\$00	\$00

Tim Janzen

From: Jen Taylor <jen@blueseaphilanthropy.org>
Sent: Thursday, January 07, 2021 9:49 AM
To: Tim Janzen
Subject: Big News for TGP 2021!

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

Dear Tim,

We've got news!

Beginning in 2021, The Grand Parade will be hosted on the third weekend in September, rather than in June. That means, **this year the event will be held on September 18 & 19, 2021**. As always, your charity can select to walk on either Saturday or Sunday.

Last year's TGP was such a satisfying success, especially when you consider the significant challenges COVID-19 brought to event-based fundraising everywhere. Hosting the event in September worked really well and enabled us all to avoid some of the June charity event congestion. While there is never a perfect date for everyone, we're confident a September event date will continue to deliver the best possible results and support TGP's national growth.

Like you, we can only guess at how COVID-19 will continue to impact our lives eight months from now, but please know that we're planning for multiple scenarios and will be ready to launch with a flourish on July 1st! As well, please know that we're currently working in 152 communities across Canada with our flagship event, www.CNOY.org, where we've created virtual-only, blended (virtual and in-person) and other COVID-friendly fundraising options for our location partners. The results to date have been outstanding and we're confident we can leverage our learnings and insights to ignite TGP's fall fundraising results. We expect to see an additional 10-15 locations involved this year, growing our TGP family of location partners to 20-25.

Now, TGP *may* be the furthest thing from your mind in the midst of the significant stress your sector is under right now, but I wanted to make sure you were aware of this change early as you plan your fundraising year. Please, I'd really appreciate hearing from you by email (or quick phone call) with either:

- "Yeah, we love September" or
- "Jen, we already have a September event, I need to talk this through with you!"

Looking forward to hearing your response.

Jen Taylor
Director of Partnership
Blue Sea Foundation / The Grand Parade
226-868-1874

Monthly Report (Social Housing)

Mar 19-2:

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	2
Vacant Units	6

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

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number

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	105 209	Ready
Pioneer Place		Full
Prairie Rose Manor	2 11 1	Ready Ready Ready
Bountiful House		Full
Sunshine Manor	4	Ready

Community Housing Vacancies:

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

7.211

MAR 22 2021

DSL Residents

In a DSL program at any time during the month of January 2021

Zone: South

Region: Chinook



82028 Clearview Lodge

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	620	15	465	75
Totals:	20	620	15	465	75.0

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
977070100	CG0002621/17	CH32145	BABRANYI, BARBARA	DSL3	25-Mar-2017		142092	Taber Home Care Office
879674200	CG0005743/19	CH1755	DJANI, OLGA	DSL3	20-Jun-2019		142092	Taber Home Care Office
975123380	CG0004210/20	CH35089	OLEKSIK, FREDRICK MARION	DSL3	22-May-2020		142092	Taber Home Care Office
878010810	CG0001138/20	CH7182	SOROFF, DOUGLAS GEORGE	DSL3	01-Feb-2020		142092	Taber Home Care Office
352300400	CG0008433/18	CH24994	STOLLER, MARY ANNA	DSL3	11-Oct-2018		142092	Taber Home Care Office
953979100	CG0002133/20	CH17692	BAROLDI, MARY	DSL3	28-Feb-2020		515131	Taber Home Care Office
827171500	CG0008111/17	CH10590	DRACH, KATHARINA	DSL3	20-Sep-2017	19-Feb-2021	515131	Taber Home Care Office
896541500	CG0002783/17	CH8287	HAYNES, ALICE MARIAN	DSL3	31-Mar-2017		515131	Taber Home Care Office
482535320	CG0007241/18	CH15557	JOHANNSON, LEONE MARGARET	DSL3	31-Aug-2018		515131	Taber Home Care Office
389954780	CG0008921/18	CH36205	MEISNER, AUDREY	DSL3	26-Oct-2018		515131	Taber Home Care Office
846550100	CG0008285/17	CH22827	OLFERT, KATHARINA	DSL3	27-Sep-2017		515131	Taber Home Care Office
207416300	CG0000837/20	CH34095	OLSON, JEAN ALMEDA	DSL3	24-Jan-2020		515131	Taber Home Care Office
834281900	CG0007426/19	CH27416	REMPEL, AGNES ELIZABETH	DSL3	06-Aug-2019		515131	Taber Home Care Office
932410200	CG0011425/19	CH36968	WENTZ, CLARENCE DUANE	DSL3	19-Dec-2019		515131	Taber Home Care Office
272804000	CG0002623/17	CH24180	WYNKER, WILHELMINA	DSL3	24-Mar-2017		515131	Taber Home Care Office

Thursday, March 18, 2021

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