



**Taber & District
HOUSING FOUNDATION**

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

AGENDA
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, April 22, 2021 @ 3:00 p.m.
Via Zoom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Budget & Audit Committee Meeting – March 25, 2021
 - b) Minutes – AGM – March 25, 2021
 - c) Minutes – Board of Directors Meeting – March 25, 2021
3. **Business Arising:**
 - a) Drug & Alcohol Policy – DRAFT – Governance Committee Meeting
 - b) Requisition Letters were completed on April 1, 2021
 - c) Critical Worker Benefits were distributed in March payroll
 - d) CVL Courtyard work is underway.
4. **Approval of Financial Statements and reports:**
 - a) Summary update: Social Housing and Clearview Lodge
For February 28, 2021 - Bank Reconciliations and Income statements
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) Cherry & Main Affordable Housing Project
 1. No change since March 4 meeting
 - b) CVL – Design Process Ideas & Schedule
 1. CVL Costs to Date
 2. Communication Plan
 - c) Combi-Oven Purchase Proposal
 - d) The Grand Parade – September 18 & 19, 2021
 - e) New Rental Assistance Program
 - f) IT Ideas for Board members
7. **Information**
 - a) Report – Social Housing – April 16, 2021
 - b) AHS Report – DSL Residents @ February 2021
8. **Adjournment**

Next Meeting:	Building Committee	Friday, May 7	Zoom
	Building Committee	Friday, May 21	Zoom

**Minutes of the Budget & Audit Committee
Of Taber & District Housing Foundation
Held Thursday, March 25, 2021 at 1:00 pm
Via Zoom**

Members in Attendance: L. English (Committee Chair), R. Horrocks (Board Chair), T. Machacek, T. Miyanaga, C. Firth

Also in Attendance: Tim Janzen (CAO), Beverly Mikalson (Financial Administrator)

Absent:

The meeting was called to order at 1:00 pm.

1. Auditor review of 2019 & 2020 Audited Financial Statements

a) **Clearview Lodge & Social Housing - Financial Statements for the year ended December 31, 2019 & 2020**

Page 1) Phil McFarland, KPMG LLP advised that the Clearview Lodge Independent Auditor's Report expresses a "clean Audit report".

Phil commended management for keeping costs in line. Both Social Housing and Clearview Lodge had balanced budgets.

He proceeded by reviewing the following:

- Statement of Financial Position
 - Strong healthy Balance Sheet
 - Unrestricted net assets is very good and increasing year over year
 - Consider setting up reserves for operating, future capital projects and/or contingencies.
- Statement of Operations – Social Housing
- Statement of Operations – Clearview Lodge
- Statement of Cashflows

b) **Management Letter**

Phil indicated that there were no specific control deficiencies identified in the Management Letter. He indicated that controls seem to be working as observed.

He did suggest a boilerplate item regarding segregation of duties. With a small organization, there are often a few number of staff that are wearing many hats and completing many tasks. He encouraged the Board to remember that oversight is very important for the Board of Directors.

Mr. McFarland thanked Beverly Mikalson for all her assistance which made it possible to complete a virtual audit.

**Minutes of the Budget & Audit Committee
Of Taber & District Housing Foundation
Held Thursday, March 25, 2021 at 1:00 pm
Via Zoom**

Moved by R. Horrocks:

That the committee recommend to the Board approval of the 2019 and 2020 Audited Financial Statements.
CARRIED.

- 2) Adjournment: Meeting was adjourned at approximately 1:50 pm.

Date

Date



**Taber & District
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**Annual General Board Meeting (AGM)
Taber and District Housing Foundation (TDHF)
Thursday, March 25, 2021 at 2:00 pm
Via Zoom**

Directors in Attendance:	Rosanne Horrocks (Chair) Carly Firth Tamara Miyanaga	Tom Machacek Linda English Cat Champagne
Administration:	Tim Janzen, CAO	Corey Beck, Maintenance Manager
Delegation:	Phil McFarland, CPA, CA, Auditor for KPMG LLP, Chartered Accountants	
Absent:	Ian Carlson	

MINUTES

The Chair, Rosanne Horrocks, called the Annual General Meeting to order at 2:04 p.m. The Chair welcomed everyone and introduced the other members of the TDHF Board, the CAO, and the Auditor, Phil McFarland from KPMG LLP. Cat Champagne was also introduced as the new Member-at-Large Director.

1. Agenda Approval

Motion 2021-26

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

CARRIED

2. Review of 2019 AGM Minutes

The minutes from Annual General Meeting (AGM) held March 21, 2019 were circulated to those in attendance for their information only.

As a Society under the Societies Act we are required to have an AGM and not because we are a Management Body. Management Bodies do not require an AGM and therefore most do not have one. The TDHF Board Members are considered the 'members' of the Society in our Bylaws. This is why the minutes from the 2019 AGM were already approved by the Board last spring.

3. 2019 Audited Financial Statements & report from the Auditors, KPMG LLP;

a) Consolidated Financial Statements – TDHF

Phil McFarland stated that the Auditor's Report shows a clean opinion and outlines the responsibilities of the auditor and Taber and District Housing Foundation.

He noted that there was a slight decrease in Total Assets from \$6.5 million (2018) to \$6.2 million (2019) due to:

- \$200K decrease in Accounts Receivable
- \$60K decrease in GST Receivable
- Decrease in Capital Assets due to amortization

The Accounts Payable decreased by \$300K due to high level of payroll accruals in 2018.

A review of the Statement of Operations showed that Clearview Lodge had a surplus of \$31,000 and Social Housing had a deficit of \$1,343.

Phil McFarland turned the meeting back over the Chair. The Chair thanked Mr. McFarland for his presentation and asked if there were any questions. There were none.

Motion 2021-27

MOVED by T. Machacek to accept the Consolidated Financial Statements, for the year ending December 31, 2019.

CARRIED

4. Annual Report 2019: Chief Administrative Officer

The CAO Tim Janzen presented a report as a compilation of information from the 2019 Annual Lodge Manager's report and 2019 Annual Maintenance Manager's report. The highlights of 2019 included:

- 100 wing received a new roof
- New commercial washer and dryer were installed.
- Received 2 SuzyQ carts (updated electrical to accommodate).
- Additional security cameras were installed.
- Painting completed in the 100 and 200 wings.
- New bathroom vanities were installed in 100 wing.
- New resident snack cooler was installed.
- Installed 4 reverse osmosis water stations in the Lodge.

Motion 2021-28

MOVED by Tom Machacek to accept the CAOs report as presented.

CARRIED

2.6511

6. 2020 Audited Financial Statements & report from the Auditors, KPMG LLP;

b) Consolidated Financial Statements – TDHF

Phil McFarland stated that the Auditor's Report shows a clean opinion and outlines the responsibilities of the auditor and Taber and District Housing Foundation.

He noted that there was a slight increase in Current Assets from 2019 to 2020 due to:

- \$80K increase in Accounts Receivable – outstanding amounts to be received from AHS

Capital Assets decreased due to amortization.

The Current Liabilities increased by \$115K due to timing of payments at year-end.

The Net Assets decreased by approx. \$25K due to the Clearview Lodge operating deficit. A number of accruals were made for \$9,400 of AHS funding not yet used/realized. As well, a \$21K advance from AHS was recorded and carried over to 2021.

A review of the Statement of Operations for Social Housing showed that TDHF had an increase in revenues of \$60K; mostly due to TDHF grant. Expenses were very similar to those in 2019.

Social Housing had a surplus of \$44,831 that will need to be repaid to ASHC or a request be made for carryover.

Statement of Operations – CVL

CVL total revenues increased to \$3.1 million from \$2.7 million; due to additional COVID funding:

- | | |
|----------------------------------|--------|
| • ASHC COVID Incremental Funding | \$120K |
| • Federal Wage Subsidy | \$ 25K |
| • Alberta Health Services | \$149K |

CVL Expenses increased to \$3.157 million from \$2.76 million. The difference is completely due to increased staffing and negotiated annual wage increase.

The CVL deficit for 2020 was \$24,757.

Phil McFarland noted that TDHF has significant CVL reserves and is well positioned to deal with potential uncertainties. The Chair thanked Mr. McFarland for his presentation and asked if there were any questions. There were none.

Motion 2021-29

MOVED by T. Miyanaga to accept the Consolidated Financial Statements, for the year ending December 31, 2020.

CARRIED

7. Annual Report 2020: Chief Administrative Officer

The CAO Tim Janzen presented a report as a compilation of information from the 2020 Annual Lodge Manager's report and 2020 Annual Maintenance Manager's report. The highlights of 2020 included:

- Replaced lobby and dining room lights to LED
- Replaced the TV in the Atrium (Smart TV).
- Additional security cameras were installed.
- Replaced the kitchen hot water tank.
- "Little House on the Prairie" visit shed was moved on-site. Maintenance office moved to shop to accommodate use of space.
- CVL interior and exterior digital survey was completed.

Motion 2021-30

MOVED by L. English to accept the CAOs report as presented.

CARRIED

8. Reporting of AGM Reports to TDHF Website

Motion 2021-31

MOVED by T. Miyanaga that Annual General Meeting reports be published on the TDHF website to communicate them to the community.

CARRIED

9. Adjournment

There being no further business, the Chair moved the AGM be adjourned at 2:49 pm. The next Annual General Meeting will be held in March 2022.

Motion 2021-32

MOVED by C. Firth that Annual General Meeting be adjourned at 2:49 pm

CARRIED

Date

Rosanne Horrocks, Chair

Date

Tim Janzen, CAO



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MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, March 25, 2021
Via Zoom

ATTENDANCE

Board:	Linda English Tamara Miyanaga	Rosanne Horrocks Carly Firth	Tom Machacek Cat Champagne
Absent:	Ian Matheson		
Administration:	Tim Janzen (CAO), Corey Beck (Maintenance Manager)		

Rosanne Horrocks, Chairman, called the meeting to order at 3:00 pm

1. Approval of Agenda

Motion 2021-033

MOVED by C. Firth to approve the Agenda, as amended.

CARRIED

2. Approval of Minutes

Motion 2021-034

MOVED by T. Machacek to accept the minutes from the Board Meeting of Thursday, March 4, 2021, as presented.

CARRIED

3. Business Arising

- a) **Drug & Alcohol Policy - DRAFT** – CAO presented that the Governance Committee was scheduled to meet on Wednesday, March 31, 2021 to review the policy document.

4. Approval of Financial Statements and Reports:

Motion 2021-035

MOVED by T. Machacek to accept for information the Social Housing financial statements and bank reconciliation for the period ending January 31, 2021 as presented.

CARRIED

Motion 2021-036

MOVED by T. Machacek to accept for information the Clearview Lodge financial statements for the period ending January 31, 2021 as presented.

CARRIED

5. Reports

a) Lodge Manager Report

Motion 2021-037

MOVED by C. Firth to accept the Lodge Manager's report, as presented.

CARRIED

b) Maintenance Manager Report

Motion 2021-038

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

CARRIED

c) Placement Officer Report

Motion 2021-039

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

CARRIED

d) Chief Administrative Officer Report

Motion 2021-040

MOVED by C. Firth to accept the Financial Administrator's report, as presented.

CARRIED

6. New Business

a) Cherry & Main Affordable Housing Project:

- i)** CAO reported that there were no changes since the March 4, 2021, meeting.

b) Clearview Lodge Design Process

- i) CAO presented the completed renderings for the proposed Clearview Lodge design.
- ii) CAO presented the minutes for Building Committee meetings with Vaughan Hoy (dated February 26, 2021, and March 19, 2021) for information.
- iii) CAO presented a draft copy of the Traffic Assessment Report to be submitted to Town of Taber Economic Development & Planning as part of the Development Permit application.

c) Clearview Lodge Interior Courtyard – Resident Council

T. Machacek reported that he and R. Horrocks had attended a discussion with Resident Council about the Interior Courtyard redesign. Resident Council has some plans to remove gravel and replace a permanent grass walkway as well as a pergola. Resident Council requested that TDHF might install automatic door openers on both ends of the courtyard. Resident Council also expressed a desire to purchase a tandem bike that could be used to give Clearview Lodge residents rides around town.

Motion 2021-041

MOVED by T. Machacek that Chief Administrative Officer contact Resident Council to discuss Interior Courtyard design ideas.

CARRIED

d) Resolution – Requisition Increase 2021

Motion 2021-042

MOVED by T. Machacek to increase the requisitions by 7% from 2020 of \$353,810 to \$378,577 for 2021. The municipalities to be advised that the requisitions may need to be increased similarly in 2022.

CARRIED

e) Resolution – Market Rent 2021

Motion 2021-043

MOVED by T. Miyanaga that Resolution: Market Rents 2020 be accepted as presented.

CARRIED

f) Resolution – Recovery of Electrical Costs 2021

Motion 2021-044

MOVED by T. Machacek that Resolution: Recovery of Electrical Costs - 2020 be accepted as presented.

CARRIED

g) Critical Worker Benefit Program

Motion 2021-045

MOVED by C. Champagne that three staff that worked at TDHF Admin office to receive \$1,200 in their March paycheck, in lieu of Critical Worker Benefit.

CARRIED

h) The Grand Parade

Discussion about this item was tabled until the next TDHF Board meeting.

TABLED

i) Discussion re: Board Meeting Schedule

Concerns were expressed that several of the last meetings were rescheduled with limited notice. CAO was encouraged to provide at least 48 hours of notice for all TDHF Board members to attend and be prepared for meetings.

7. Other Information

- a) Monthly Report – Social Housing – March 19, 2021
- b) AHS DSL Residents Report – January 2021

8. Adjournment

Motion 2021-046

MOVED by C. Firth to adjourn this meeting at 4:59 pm

CARRIED

Next Meeting –	Building Committee Mtg.	Friday, Mar 26	Zoom
	Governance Committee	Wed. March 31	Zoom
	Building Committee Mtg.	April 14 or 15	Zoom or In-person
	Board of Directors	Thurs April 22	Zoom or In-person

Rosanne Horrocks, Chairperson

Linda English, Vice-Chairperson

2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Feb 17%
REVENUE					
400000	RENTAL REVENUE				
400100	Resident Rent	1,390,872	232,343		17%
400150	Lodge Fees	500	-	room transfers	0%
400200	Rent Rebates	(12,000)	(2,157)	refund moved to higher level of care	18%
400400	Sundry Rent Revenue	-	-		
410000	RESIDENT SERVICES				
410010	Parking	2,640	180		7%
410060	Laundry	15,000	2,868		19%
410140	SUNDRY RESIDENT SERVICES				
410141	Medication Fees (MAP)	17,000	2,714		16%
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	600		17%
410160	Tenant Maintenance Recovery	500	-	A/C install, lock replacement, moveout damages	0%
420000	NON-RESIDENT SERVICES				
420030	Facility Rental	1,800	300	Hairdresser	17%
420040	Meals on Wheels	34,000	10,362	MOW	30%
420041	Meals on Wheels Discounts	-	(4,471)	MOW Discounts	#DIV/0!
420050	OTHER MEAL SERVICES				
420050	Other Meal Service	12,000	2,400	Non Resident Meal Plans	20%
420051	Guest Meals	-	1,400	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	586	Residents charged for care supplies	24%
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	45,070		16%
430110	Provincial - Grants	2,000	-	STEP program	0%
430130	Federal - Other Grants	-	-	YEP Program	
450000	OPERATIONAL FUNDING				
450010	Health Funding	750,707	90,923		12%
450020	COVID Health Funding	151,013	17,098		
450030	Other Funding	-	2,347		
460010	Requisition Funding	378,577	58,968		16%
470000	MANAGEMENT & ADMINISTRATION				
470030	Insurance Recoveries	-	-		
470040	Other Recoveries	8,900	850		10%
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	525	Bank	15%
475070	Amort Deferred Cap Contributions	-	-		
480000	CHARITABLE REVENUE				
480010	Donation	-	80		
480020	Restricted Donations	-	5,000		
TOTAL REVENUE		3,049,274	467,986	-	15%

4.2.21

2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Feb 17%
EXPENSES					
510000	UTILITIES				
510005	Heating	50,000	12,882	8760 - New Supplier	26%
510010	Electricity	60,000	9,026	8760 - New Supplier	15%
510020	Water & Sewer	18,500	2,513	T of T	14%
510030	Waste Removal	2,400	363	T of T & recycling	15%
510040	Telephone	7,530	983	office, mobility,	13%
510060	Bulk Contracted Expenses (Cable)	25,987	4,120	Resident Shaw Cable	16%
Total Utilities		164,417	29,886	-	18%
520000	OPERATING				
520000	Food				
520001	Bakery	21,000	3,122		15%
520002	Dairy	46,225	6,211		13%
520003	Groceries	131,325	17,491		13%
520005	Meat	70,390	9,925		14%
520010	Food Supplies	18,900	2,137		11%
520030	Cleaning				
520031	Janitorial & Housekeeping	44,060	7,060		16%
520032	Laundry	5,250	761		14%
520033	Linen Supplies	5,000	-		0%
520040	Equip & Furniture Purchases	29,850	10,781		36%
520050	Equip & Furniture Repairs	1,750	547		31%
520060	Insurance	10,000	1,960		20%
520070	Resident / Volunteer Programs	-	-		
520071	Craft Supplies	250	-	Resident Craft Supplies	0%
520072	Entertainment Supplies	3,000	390	Resident Entertainment	13%
520073	Trip Expenses	2,000	-		0%
520074	Recreation Supplies	5,300	465	Resident Recreation supplies	9%
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	60,848	-	15%
530000	OPERATING MAINTENANCE				
530005	Appliances	8,296	1,390		17%
530010	Building Safety & Security Systems	17,100	1,049		6%
530020	Sundry	225	23		10%
530030	Vehicle	1,400	65		5%
530040	Building Interior				
530041	Painting (Interior Common Area)	10,600	-		0%
530042	Painting (Units)	4,500	664		15%
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	1,576		13%
530080	Plumbing	8,400	5,966		71%
530090	Electrical	13,150	88		1%
530100	Grounds Maintenance	13,300	62		0%
530120	Maintenance Equip Repairs	1,000	-		0%
530130	Maintenance Equip Purchase	-	21		#DIV/0!
530140	Maint. Tools & Supplies	1,000	-		0%
530160	Facility Cond. Inspection	-	-		
Total Operating Maintenance		99,321	11,312	-	11%

2021	CLEARVIEW LODGE	Approved 2021	YTD 0	Information 2021	Feb 17%
555000	HUMAN RESOURCES				
550005	Salaries & Wages				
550010	Administration Wages	348,284	52,200		15%
550015	Door Greeters - COVID 19	-	6,804		#DIV/0!
550020	Housekeeping Salaries	349,403	49,196	added shifts & weekends	14%
550030	Food Services Salaries	526,849	68,640	includes greeters	13%
550040	Maintenance Wages	71,194	12,943		18%
550050	Resident Caregivers Salaries (AVC)	108,109	20,623	added weekends	19%
551000	Benefits				
551010	CPP	67,878	9,419	All EE's except HCA's -	14%
551020	EI	28,535	3,607	All EE's except HCA's -	13%
551030	Employee Benefit Programs	56,758	14,140	All EE's except HCA's -	25%
551040	Other Pension Contributions (RRSP)	33,000	4,157	All EE's except HCA's -	13%
551050	WCB	20,089	(51)	All EE's except HCA's -	0%
553000	Personnel Recruitment	2,900	-		0%
554000	Staff Functions & Recognition	7,500	158		2%
555000	Training & Development	25,970	225		1%
556000	Health & Safety	16,151	1,508		9%
557000	Legal Fees	4,000	3,529	HR legal fees	88%
558000	Labour Relations	-	-	CUPE negotiator fee	#DIV/0!
Total Human Resources		1,666,620	247,098	-	15%
580000	SALARIES - HEALTH SERVICES				
580200	Salaries - Resident Care (HCA's)	617,769	89,167	HCA Salaries including HCA Coord	14%
581200	Benefits - Resident Care (HCA's)	99,219	13,716	HCA Benefits (CPP, EI, ENCON, RRSP, WCB)	14%
585200	Materials & Supplies - Resident Care	9,740	3,580	Non recoverable supplies to provide resident care	37%
Total Salaries - Health Services		726,728	106,463	-	15%
560000	ADMINISTRATION				
560000	Office & General Admin				
560001	Bank Charges	1,650	350		21%
560002	Courier & Postage	1,200	-		0%
560003	Stationery & Office Supplies	7,000	708		10%
560010	Office Rent	8,106	1,366		17%
560020	Office Equipment (& Furniture)	2,290	-		0%
560030	Office Equipment (& Furniture) Repairs	1,400	-		0%
560040	Vehicle & Travel	2,610	285		11%
560060	Board Expenses	5,500	270		5%
560070	Association Fees	4,430	3,769		85%
560080	Professional Fees				
560081	Legal Fees	150	-		0%
560082	Audit Fees	9,750	4,000		41%
560083	Consulting Fees	1,200	55,410		4617%
560090	IT Services	15,950	1,596	Senior Care, Altis monthly subscriptions fees	10%
560110	Sundry	725	93		13%
560120	Accreditation	900	-		0%
Total Administration Expenses		62,861	67,847	-	108%
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	523,453	-	17%
NET REVENUE over EXPENSES - Operating		(68,328)	(55,467)		81%
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)	(55,467)		

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

	Actual Jan 01, 2021 to Feb 28, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
REVENUE			
Rental Revenue			
Resident Rent	232,343.00	1,387,950.00	-83.26
Lodge Fees	0.00	500.00	-100.00
Rent Rebates	-2,157.00	-12,000.00	-82.03
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	230,186.00	1,376,450.00	-83.28
Resident Services			
Parking	180.00	3,340.00	-94.61
Laundry	2,868.00	14,640.00	-80.41
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	2,714.00	17,000.00	-84.04
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	600.00	3,600.00	-83.33
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	3,314.00	24,100.00	-86.25
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	6,362.00	42,580.00	-85.06
Non Resident Services			
Facility Rental	300.00	1,800.00	-83.33
Meals on Wheels	10,362.00	24,000.00	-56.83
Meals on Wheels Discounts	-4,471.00	0.00	0.00
Other Meal Services	2,400.00	12,000.00	-80.00
Guest Meals	0.00	12,000.00	-100.00
Staff Meals	1,400.00	0.00	0.00
Canteen Revenue	0.00	2,000.00	-100.00
Total Other Meal Services	3,800.00	26,000.00	-85.38
Tuck Shop	586.00	3,000.00	-80.47
Catering	0.00	100.00	-100.00
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	10,577.00	54,950.00	-80.75
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	45,070.00	289,737.00	-84.44
Total ASHC Grants	45,070.00	289,737.00	-84.44
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	45,070.00	291,737.00	-84.55
Operation Funding			
Health Funding	90,922.70	550,987.00	-83.50

4.a) iv

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

	Actual Jan 01, 2021 to Feb 28, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
COVID Health Funding	17,097.89	0.00	0.00
Other Funding	2,346.83	0.00	0.00
Requisition Revenue	58,968.34	353,810.00	-83.33
Total Operation Funding	169,335.76	904,797.00	-81.28
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	850.00	3,500.00	-75.71
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...	850.00	4,725.00	-82.01
Investment Income			
Interest	525.20	7,000.00	-92.50
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	525.20	7,000.00	-92.50
Charitable Revenue			
Donations	80.00	0.00	0.00
Resticted Donations	5,000.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	5,080.00	0.00	0.00
TOTAL REVENUE	467,985.96	2,682,239.00	-82.55
EXPENSE			
Utilities			
Heating	12,881.73	48,000.00	-73.16
Electricity	9,025.77	58,000.00	-84.44
Water & Sewer	2,512.62	18,000.00	-86.04
Waste Removal	363.00	2,200.00	-83.50
Telephone	983.28	7,899.00	-87.55
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	4,119.50	23,447.00	-82.43
Total Utilities	29,885.90	157,546.00	-81.03
Operating			
Bakery	3,121.58	20,600.00	-84.85
Dairy	6,210.54	45,320.00	-86.30
Groceries	17,490.92	128,750.00	-86.41
Juice	0.00	0.00	0.00
Meat	9,924.50	69,010.00	-85.62
Total Food	36,747.54	263,680.00	-86.06
Food Supplies	2,136.89	20,000.00	-89.32
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	7,059.75	37,260.00	-81.05
Laundry	761.13	5,000.00	-84.78
Linen Supplies	0.00	4,800.00	-100.00
Total Cleaning	7,820.88	47,060.00	-83.38
Equipment & Furn Purchase	10,780.94	34,461.00	-68.72
Equipment & Furn Repairs	547.00	1,750.00	-68.74
Insurance	1,959.78	8,500.00	-76.94
Resident/Volunteer Programs	0.00	0.00	0.00
Craft Supplies	0.00	250.00	-100.00

4. a) v

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

	Actual Jan 01, 2021 to Feb 28, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
Entertainment Supplies	390.00	3,000.00	-87.00
Trip Expenses	0.00	2,000.00	-100.00
Recreation Supplies (Vol Apprec)	464.94	5,300.00	-91.23
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	854.94	10,550.00	-91.90
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	60,847.97	389,156.00	-84.36
Operating Maintenance			
Appliances	1,389.80	6,424.00	-78.37
Bldg Safety & Security Systems	1,049.03	20,800.00	-94.96
Sundry	22.80	225.00	-89.87
Vehicles	64.83	1,400.00	-95.37
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	0.00	10,600.00	-100.00
Building Interior Painting Units	663.51	4,500.00	-85.26
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	1,575.61	11,600.00	-86.42
Plumbing	5,965.73	8,400.00	-28.98
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	20.90	1,000.00	-97.91
Facility Condition Inspection	0.00	0.00	0.00
Total Operating Maintenance	11,312.36	97,719.00	-88.42
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	52,200.19	336,217.00	-84.47
Door Greeters Salaries COVID 19	6,804.10	0.00	0.00
Housekeeping Salaries	49,196.09	267,447.00	-81.61
Food Service Salaries	68,639.63	428,543.00	-83.98
Maintenance Salaries	12,942.78	68,390.00	-81.08
Resident Care Salaries	20,623.31	82,963.00	-75.14
Total Salaries & Wages	210,406.10	1,183,560.00	-82.22
Benefits	-725.11	0.00	0.00
CPP	9,418.60	54,983.00	-82.87
EI	3,606.82	24,403.00	-85.22
EE Benefits	14,865.28	46,436.00	-67.99
Other Pension Contributions	4,157.13	32,600.00	-87.25
WCB	-50.66	18,408.00	-100.28
Total Benefits	31,272.06	176,830.00	-82.32
Contract Employment	0.00	0.00	0.00
Personal Recruitment	0.00	1,650.00	-100.00
Staff Functions & Recognition	158.14	6,700.00	-97.64
Training & Development	225.00	26,900.00	-99.16
Health & Safety	1,508.14	13,191.00	-88.57
Legal Fees	3,528.65	4,000.00	-11.78
Labour Relations	0.00	0.00	0.00
Total Human Resources	247,098.09	1,412,831.00	-82.51
Administration			
Bank Charges	349.70	1,650.00	-78.81

4. a) vi

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

	Actual Jan 01, 2021 to Feb 28, 2021	Budget Jan 01, 2021 to Dec 31, 2021	Percent
Courier & Postage	0.00	1,200.00	-100.00
Stationery & Other Supplies	708.39	7,000.00	-89.88
Office Rent	1,366.05	8,106.00	-83.15
Office Equipment & Furn Purchase	0.00	1,640.00	-100.00
Office Equipment & Furn Repairs	0.00	1,400.00	-100.00
Vehicle & Travel	285.00	2,610.00	-89.08
Board Expenses	269.90	5,875.00	-95.41
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	4,000.00	9,750.00	-58.97
Consulting Fees	55,409.78	1,200.00	4,517.48
IT Services	1,595.59	13,925.00	-88.54
Sundry	93.20	725.00	-87.14
Accreditation	0.00	0.00	0.00
Total Administration	67,846.51	59,661.00	13.72
Health Expenditures			
Salaries - Resident Care	89,166.65	527,302.00	-83.09
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	89,166.65	527,302.00	-83.09
Benefits - Resident Care	13,716.27	83,534.00	-83.58
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	13,716.27	83,534.00	-83.58
Materials & Supplies Resident C...	3,579.66	9,740.00	-63.25
Total Health Expenditures	106,462.58	620,576.00	-82.84
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	523,453.41	2,737,489.00	-80.88
NET INCOME	-55,467.45	-55,250.00	0.39

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING FEBRUARY 28, 2021

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		641,375.40
RECEIPTED DEPOSITS FOR THE MONTH		7,371.00
PADS		121,323.00
RBC Express Inteooffice		0.00
GIC REDEEM		0.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		310.15
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	(135,194.81)
	RBC Express / PAD's	(145,270.13)
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	(128,683.81)
	RRSP	(9,565.55)
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		(172.30)
PAD return NSF		0.00
AHS Funding - Direct Deposit = COVID funding		45,461.35
Cheque Voided		0.00
DRSP - PDS		(1,804.00)
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$395,150.30</u>

<u>BALANCE PER BANK STATEMENT</u>		394,970.30
bank error		
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		(150.00)
Stop payment		
OUTSTANDING DEPOSITS Feb 26/21 Night deposit		330.00
<u>NET BALANCE END OF MONTH</u>		<u>\$395,150.30</u>

4.2) viii



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

Business Account Statement

RBBDA30000_2510340 E D 09179 00172
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

January 29, 2021 to February 26, 2021

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 January 29, 2021	\$640,778.40
Total deposits & credits (8)	+ 174,732.50
Total cheques & debits (27)	- 420,540.60
Closing balance on February 26, 2021	= \$394,970.30

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			640,778.40
01 Feb	Direct Payment (PAD's) service total GRADS1097890000		11,309.00	652,087.40
	Deposit 0063		597.00	
	Misc Payment ALBERTA HEALTH		45,461.35	
	Misc Payment COINAMATIC CANA	160.56		
	Misc Payment TOWN OF TABER Pre-Author	1,370.10		
	Insurance ENCON GROUP INC INSURANCE	12,976.80		683,638.29
	Deposit interest		310.15	683,948.44
02 Feb	Direct Payment (PAD's) service total GRADS1097890000		110,014.00	793,962.44
04 Feb	Activity fee	172.30		793,790.14
05 Feb	Deposit 0064		6,701.00	
	Bill payment - 7292 CAN BREAD WEST	88.46		



Business Account Statement

January 29, 2021 to February 26, 2021
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
05 Feb	Bill payment - 7283 SHAW CABLE	141.36		
	Bill payment - 7284 TELUS COMMUNICA	176.95		
	Bill payment - 7275 GOVT AB NON GRP	190.50		
	Bill payment - 7282 TABER HM HARDWR	368.10		
	Bill payment - 7289 GFS CANADA LTD	7,803.85		
	Bill payment - 7279 SYSCO-CALGARY	8,211.69		
	Bill payment - 7278 WCB-ALBERTA	24,051.48		
	Direct Deposits (PDS) service total GRADS7204090000	55,508.73		703,950.02
08 Feb	COMMERCIAL TAXES EMPTX 4130907	61,629.67		642,320.35
12 Feb	Bill Payment DE BUSINESS	5,122.54		637,197.81
16 Feb	Deposit 0065		200.00	
	Direct Deposits (PDS) service total GRADS7204090000	8,800.00		628,597.81
22 Feb	Deposit 0066		140.00	628,737.81
24 Feb	Direct Deposits (PDS) service total GRADS7204090000	119,883.81		
	Misc Payment RBC PAYROLL	9,565.55		499,288.45
25 Feb	Bill payment - 7084 LETHBDGE HERALD	174.93		
	Bill payment - 7079 CAN BREAD WEST	245.52		
	Bill payment - 7090 TABER HM HARDWR	565.96		
	Bill payment - 7082 MEDICAL MART	682.50		
	Bill payment - 7083 SHAW CABLE	2,162.74		
	Bill payment - 7080 GFS CANADA LTD	7,017.98		
	Bill payment - 7085 SYSCO-CALGARY	8,711.99		
	Direct Deposits (PDS) service total GRADS7204090000	78,939.02		
	Utility Bill Pmt ACCESS GAS SERV	5,817.51		394,970.30
	Closing balance			394,970.30

Deposit Interest Earned: \$310.15

Account Fees: \$172.30

4.a) X

2021	Social Housing	YTD 2021	YTD 2021	Information	February 17%	Budget 2020
REVENUE						
400000	RENTAL REVENUE					
400100	Resident Rent	731,652	130,711		18%	666,316
400200	Rent Rebates	(1,300)	(89)	refund moved to higher level of care	7%	(1,300)
400210	Rent Loss Due to COVID	-	-		#DIV/0!	
400400	Sundry Rent Revenue	-	-		#DIV/0!	
410000	RESIDENT SERVICES					
410010	Parking	14,040	2,647		19%	14,040
410090	Utility Recovery	39,432	7,173		18%	42,023
410140	Sundry Resident Revenue	10,924	1,751		16%	12,790
410160	Tenant Maintenance Recovery	5,450	-		0%	5,450
420000	NON-RESIDENT SERVICES					
420090	Sundry Revenue	5,703	679		12%	9,423
470000	MANAGEMENT & ADMINISTRATION					
470012	PCMgmt Fee	-	3,694			
480000	CHARITABLE REVENUE					
480020	Restricted Donations	-	-		#DIV/0!	
TOTAL REVENUE		805,901	146,565		18%	748,742
EXPENSES						
510000	UTILITIES					
510005	Heating	68,950	18,126	8760 Contract until	26%	65,000
510010	Electricity	60,000	10,220	8760 Contract until	17%	59,000
510020	Water & Sewer	95,000	14,418	T of T	15%	90,000
510030	Waste Removal	18,000	2,711	T of T & recycling	15%	17,000
510040	Telephone	10,883	1,605	office, mobility, sr internet, auto dialers	15%	10,726
Total Utilities		252,833	47,080		19%	241,726
520000	OPERATING					
520030	Cleaning	11,950	138		1%	11,950
520040	Equip & Furniture Purchases	900	133		15%	900
520050	Equip & Furniture Repairs	-	-		#DIV/0!	
520060	Insurance	4,000	2,119	All Property Insurance etc.	53%	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	2,990		11%	25,420

4 a) xi

2021	Social Housing	YTD 2021	YTD 2021	Information	February 17%	Budget 2020
530000	OPERATING MAINTENANCE					
530005	Appliances	18,000	1,263		7%	17,721
530010	Building Safety & Security Systems	10,400	1,498		14%	10,950
530020	Sundry	250	23		9%	250
530030	Vehicle	9,490	1,109	maint vehicle, gas, insurance	12%	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	9		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	8,364		55%	15,200
530080	Plumbing	11,100	2,755		25%	11,100
530090	Electrical	2,750	153		6%	2,750
530100	Grounds Maintenance	25,600	2,135		8%	21,100
530110	Elevators	5,450	-			5,350
530120	Maintenance Equip Repairs	2,100	-		0%	2,100
530130	Maintenance Equip Purchase	500	59		12%	500
530140	Maint. Tools & Supplies	500	-		0%	500
530160	Facility Condition Inspection	-	-		#DIV/0!	
Total Operating Maintenance		171,067	19,763		12%	152,101
555000	HUMAN RESOURCES					
550005	Salaries & Wages					
	550010 Administration Wages	162,280	24,282		15%	157,784
	550040 Maintenance Wages	168,035	23,336		14%	160,280
551000	Benefits					
	551010 CPP	13,626	2,548		19%	12,615
	551020 EI	6,098	1,108		18%	6,005
	551030 Employee Benefit Programs	21,912	3,240		15%	18,744
	551040 Other Pension Contributions (RRSP)	8,603	1,354		16%	7,414
	551050 WCB	2,229	51		2%	2,150
552000	Contract Employment	3,600	-			
553000	Personnel Recruitment	1,600	-		0%	200
554000	Staff Functions & Recognition	2,513	26		1%	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	55,943		14%	376,311

4. a) xii

2021	Social Housing	YTD 2021	YTD 2021	Information	February 17%	Budget 2020
560000	ADMINISTRATION					
560000	Office & General Admin					
	560001 Bank Charges	1,720	320		19%	1,510
	560002 Courier & Postage	700	-		0%	700
	560003 Stationery & Office Supplies	2,500	437		17%	2,500
560010	Office Rent	16,515	2,951		18%	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	645		16%	4,020
560060	Board Expenses	5,500	250		5%	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	4,000		41%	9,750
	560083 Consulting Fees	-	-		#DIV/0!	
560090	IT Services	5,240	440		8%	3,839
560110	Sundry	250	93		37%	250
Total Administration Expenses		54,100	10,738		20%	49,589
TOTAL OPERATING EXPENSES		902,306	136,514		15%	845,147
Capital		-				-
2020 Carryover			4,800			
NET REVENUE over EXPENSES		- 96,405.00	5,252			(96,405)

4.6) XIII

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2021 to Feb 28, 2021**

REVENUE

Rental Revenue	
Resident Rent (Note 1)	130,711.00
Rent Rebates	-89.00
Rent Loss COVID	0.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>130,622.00</u>
Resident Services	
Parking	2,647.12
Utility Recovery	7,173.28
Sundry Resident Revenue	1,750.50
Tenant Maintenance Recovery	0.00
Total Resident Services	<u>11,570.90</u>
Non Resident Services	
Sundry Revenue	306.81
Total Non Resident Services	<u>306.81</u>
Grants	
ASHC - Rent Supplement Grant	372.00
Total Grants	<u>372.00</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>146,565.46</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	18,125.82
Electricity	10,219.58
Water & Sewer	14,417.80
Waste Removal	2,711.36
Telephone	1,605.42
Total Utilities	<u>47,079.98</u>
Operating	
Cleaning	138.14
Equipment & Furniture Purchase	132.98
Equipment & Furniture Repairs	0.00
Insurance	2,118.84
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
Toal Operating	<u>2,989.96</u>
Operating Maintenance	
Appliances	1,262.50
Bldg Safety & Security Systems	1,497.74
Sundry	22.80
Vehicles	1,109.26

4. a) XIV

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2021 to Feb 28, 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	8,363.95	
Plumbing	2,755.47	
Electrical	153.01	
Grounds & Maintenance	2,134.82	
Elevators	0.00	
Maintenance Equipment - Repair	0.00	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	59.16	
Facility Condition Inspection	0.00	
Total Maintenance	19,753.13	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	24,281.83	
Maintenance Salaries	23,335.71	
Total Salaries & Wages		47,617.54
Benefits	0.00	
CPP	2,547.84	
EI	1,107.74	
EE Benefits	3,239.65	
Other Pension Contributions	1,354.28	
WCB	50.66	
Total Benefits		8,300.17
Contract Employment	0.00	
Personal Recruitment	0.00	
Staff Functions & Recognition	25.67	
Training & Development	0.00	
Health & Safety	0.00	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources		55,943.38
Administration		
Bank Charges	320.34	
Courier/Postage	0.00	
Stationery & Other Supplies	436.58	
Office Rent	2,951.04	
Office Equipment & Furn	180.62	
Office Equipment & Furn Repairs	0.00	
Vehicle & Travel	645.00	
Board Expenses	249.90	
Association Fees	1,421.30	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	4,000.00	
Consulting Fees	0.00	
IT Services	439.78	
Sundry	93.20	
Total Administration	10,737.76	
Amortization		
Amortization	0.00	
Total Amortization	0.00	
Capital Maintenance		
Blding Safety & Sec Systems (C...	4,800.00	
Total Capital Maintenance	4,800.00	

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Taber and District Housing Foundation - sochsg
Income Statement Jan 01, 2021 to Feb 28, 2021

TOTAL EXPENSE	<u>141,304.21</u>
NET INCOME	<u><u>5,261.25</u></u>

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

SOCIAL HOUSING

Month ending February 28, 2021

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ~~THIS~~ **\$289,840.22**

RECEIPTED DEPOSITS FOR THE MONTH		\$	3,529.42
Deposit	\$	2,420.90	
Auto Deposit	\$	695.78	
Interac	\$	412.74	
PAD's(pre-authorized Debit)		0	\$67,286.00
Sec Dep Transfer			\$0.00
Govt of AB - LAP			\$22,535.00
Govt of AB			\$10,434.00
Govt of AB - COVID			\$0.00
DEPOSIT INTEREST			\$87.60
RBC Express			(\$2,403.60)
Vendor PAD			(\$22,239.03)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$960.00)
GIC Investment			\$0.00
Deposit forms ordered			\$0.00
Interac Administration Fee	POS	Jan	(\$58.14)
RBC Activity Fee			(\$102.40)
Cheque reversed	#		\$0.00
DRSP			\$0.00

GENERAL LEDGER ENDING BALANCE **\$367,949.07**

ENDING BALANCE PER BANK STATEMENT **\$365,548.01**

LESS OUTSTANDING CHEQUES (SEE ATTACHED) **\$0.00**
PLUS OUTSTANDING DEPOSIT **\$2,401.06**

RECONCILED BANK BALANCE **\$367,949.07**

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

Business Account Statement

RBBDA30000_2510340 E D 09179 00167

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

January 29, 2021 to February 26, 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 January 29, 2021	\$287,557.95
Total deposits & credits (14)	+ 106,354.29
Total cheques & debits (82)	- 28,364.23
Closing balance on February 26, 2021	= \$365,548.01

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			287,557.95
01 Feb	Direct Payment (PAD's) service total GRADS8751490000		14,671.00	302,228.95
	e-Transfer - Autodeposit JOLEY DAWN DEGR		308.71	
	Deposit 0089		2,282.27	
	INT FEE01071695	0.69		
	MON FEE01071695	57.45		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	83.43		
	Misc Payment TOWN OF TABER Pre-Author	89.77		
	Misc Payment TOWN OF TABER Pre-Author	89.77		
	Misc Payment TOWN OF TABER Pre-Author	95.83		
	Misc Payment TOWN OF TABER Pre-Author	97.85		
	Misc Payment TOWN OF TABER Pre-Author	99.87		



Business Account Statement

January 29, 2021 to February 26, 2021
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
01 Feb	Misc Payment TOWN OF TABER Pre-Author	101.89		
	Misc Payment TOWN OF TABER Pre-Author	101.89		
	Misc Payment TOWN OF TABER Pre-Author	103.91		
	Misc Payment TOWN OF TABER Pre-Author	103.91		
	Misc Payment TOWN OF TABER Pre-Author	105.93		
	Misc Payment TOWN OF TABER Pre-Author	105.93		
	Misc Payment TOWN OF TABER Pre-Author	109.97		
	Misc Payment TOWN OF TABER Pre-Author	109.97		
	Misc Payment TOWN OF TABER Pre-Author	109.97		
	Misc Payment TOWN OF TABER Pre-Author	111.99		
	Misc Payment TOWN OF TABER Pre-Author	111.99		
	Misc Payment TOWN OF TABER Pre-Author	114.01		
	Misc Payment TOWN OF TABER Pre-Author	116.03		
	Misc Payment TOWN OF TABER Pre-Author	116.03		
	Misc Payment TOWN OF TABER Pre-Author	120.07		
	Misc Payment TOWN OF TABER Pre-Author	120.07		
	Misc Payment TOWN OF TABER Pre-Author	122.09		
	Misc Payment TOWN OF TABER Pre-Author	126.13		
	Misc Payment TOWN OF TABER Pre-Author	126.13		
	Misc Payment TOWN OF TABER Pre-Author	128.15		
	Misc Payment TOWN OF TABER Pre-Author	140.27		
	Misc Payment TOWN OF TABER Pre-Author	146.33		
	Misc Payment TOWN OF TABER Pre-Author	154.41		
	Misc Payment TOWN OF TABER Pre-Author	164.51		
	Misc Payment COINAMATIC CANA	166.88		
	Misc Payment COINAMATIC CANA	166.88		
	Misc Payment COINAMATIC CANA	166.88		
	Misc Payment TOWN OF TABER Pre-Author	202.89		
	Misc Payment TOWN OF TABER Pre-Author	346.31		
	Misc Payment TOWN OF TABER Pre-Author	944.44		
	Misc Payment TOWN OF TABER Pre-Author	1,144.14		
	Misc Payment TOWN OF TABER Pre-Author	1,392.68		296,723.84
	Deposit interest		87.60	296,811.44
02 Feb	Direct Payment (PAD's) service total GRADS8751490000		52,615.00	349,426.44
03 Feb	EF0203 01071695		334.00	



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

Business Account Statement

January 29, 2021 to February 26, 2021
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
03 Feb	Pre-authorized payment returns GRADS8751490000	424.00		349,336.44
04 Feb	Misc Payment Government of A		32,969.00	
	Pre-authorized payment returns GRADS8751490000	536.00		
	Activity fee	102.40		381,667.04
05 Feb	Account transfer Feb 5/21		200.00	381,867.04
	Bill payment - 7239 SHAW CABLE	18.85		
	Bill payment - 7247 SHAW CABLE	18.85		
	Bill payment - 7232 SHAW CABLE	37.70		
	Bill payment - 7240 SHAW CABLE	37.70		
	Bill payment - 7251 SHAW CABLE	52.50		
	Bill payment - 7253 SHAW CABLE	52.50		
	Bill payment - 7255 SHAW CABLE	52.50		
	Bill payment - 7234 SHAW CABLE	61.97		
	Bill payment - 7231 TELUS COMMUNICA	69.92		
	Bill payment - 7266 MUN OF TABER-TX	90.10		
	Bill payment - 7228 BARNWELL-VIL-UT	94.40		
	Bill payment - 7219 VAUXHALL-UTIL	98.65		
	Bill payment - 7216 VAUXHALL-UTIL	99.75		
	Bill payment - 7223 TELUS COMMUNICA	107.10		
	Bill payment - 7273 BLUEWAVE ENERGY	108.75		
	Bill payment - 7230 TELUS COMMUNICA	139.70		
	Bill payment - 7233 SHAW CABLE	174.02		
	Bill payment - 7270 TABER, ALTA-UTL	180.63		
	Bill payment - 7242 TELUS MOBILITY	197.81		
	Bill payment - 7249 CONSOLIDATED MO	236.25		
	Bill payment - 7257 CONSOLIDATED MO	236.25		
	Bill payment - 7212 VAUXHALL-UTIL	284.14		
	Bill payment - 7262 TABER HM HARDWR	378.02		
	Bill payment - 7221 BARNWELL-VIL-UT	485.80		378,553.18
08 Feb	Bill Payment DE BUSINESS	5,694.23		372,858.95
09 Feb	Deposit 0091		1,333.00	374,191.95
10 Feb	Utility Bill Pmt EPCOR	149.92		374,042.03
17 Feb	Deposit 0092		370.40	374,412.43
23 Feb	e-Transfer - Autodeposit MS STACY LYNN SMITH CAHynanM		78.74	

Business Account Statement



January 29, 2021 to February 26, 2021
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
23 Feb	e-Transfer - Autodeposit ALYCIA TIMM CAbBKR5r		308.33	374,799.50
24 Feb	EF0224 01071695		78.74	374,878.24
25 Feb	Deposit 0093		717.50	
	Bill payment - 7067 SHAW CABLE	72.98		
	Bill payment - 7071 SHAW CABLE	72.98		
	Bill payment - 7076 SHAW CABLE	76.73		
	Bill payment - 7055 MUN OF TABER-TX	96.26		
	Bill payment - 7060 BLUEWAVE ENERGY	108.47		
	Bill payment - 7062 SECURTEK MONIT.	147.89		
	Bill payment - 7063 SECURTEK MONIT.	147.89		
	Bill payment - 7064 LETHBDGE HERALD	174.93		
	Bill payment - 7053 TABER, ALTA-UTL	180.63		
	Bill payment - 7065 TELUS MOBILITY	231.95		
	Bill payment - 7051 TABER HM HARDWR	380.09		
	Utility Bill Pmt ACCESS GAS SERV	8,356.93		365,548.01
	Closing balance			365,548.01

Deposit Interest Earned: \$87.60

Account Fees: \$102.40

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending February 28, 2021

NET BALANCE - END OF PREVIOUS MONTH (this sheet) \$36,885.20

RECEIPTED DEPOSITS FOR THE MONTH

\$200.00

Voided cheques

\$0.00

DEPOSIT INTEREST

\$14.05

TOTAL DEPOSITS

\$214.05

Cheques written or Transfers out to Current Account

(\$800.00)

NSF

\$0.00

Deposit Slips ordered

\$0.00

\$0.00

NET BALANCE END OF THE MONTH

\$36,299.25

ENDING BALANCE ON BANK STATEMENT

\$36,699.25

Add: o/s deposit

\$0.00

Less: o/s cheques

(\$400.00)

NET BALANCE END OF MONTH

\$36,299.25

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

Business Account Statement

RBBDA30000_2510340 E D 09179 00175
TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

January 29, 2021 to February 26, 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 January 29, 2021	\$36,765.20
Total deposits & credits (3)	+ 534.05
Total cheques & debits (3)	- 600.00
Closing balance on February 26, 2021	= \$36,699.25

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			36,765.20
01 Feb	Deposit 0402		320.00	37,085.20
	Deposit interest		14.05	37,099.25
05 Feb	Account transfer ACTR7103601241	200.00		36,899.25
11 Feb	Cheque 200.00 Serial # 605			36,699.25
17 Feb	Deposit 0403		200.00	
	Cheque 200.00 Serial # 603			36,699.25
	Closing balance			36,699.25

Deposit Interest Earned: \$14.05

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Business Account Statement

January 29, 2021 to February 26, 2021
Account number: 09179 100-158-5

Serial #: 603

Amount: \$200.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 48th AVENUE
TABER, ALBERTA T1G 1S1
PHONE (403) 223-2767

RBC ROYAL BANK
EDMONT BRANCH
4815 - 53RD STREET
TABER, AB T1G 1S1

CHEQUE NO 603
DATE 04 02 20 21
DDMMYYYY

PAY TO THE ORDER OF
Two Hundred
\$200.00

FOR DEPOSIT ONLY
Estate of Paul Astalos
Box 4458
Taber, AB T1G 2C9

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

00000603 09179-003 100-158-5

FACT7 292788504694
50419-002 9130212
Rootlabank
TABER, ALTA.

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

2008-002 BY
CIBC Calgary AB
17-Feb-2021
221638001

Serial #: 605

Amount: \$200.00

TABER & DISTRICT HOUSING FOUNDATION
5318 - 48th AVENUE
TABER, ALBERTA T1G 1S1
PHONE (403) 223-2767

RBC ROYAL BANK
EDMONT BRANCH
4815 - 53RD STREET
TABER, AB T1G 1S1

CHEQUE NO 605
DATE 04 02 20 21
DDMMYYYY

PAY TO THE ORDER OF
Two Hundred
\$200.00

FOR DEPOSIT ONLY
Harold Nett
A 107-20 Berkeley Place W
Lethbridge, AB T1K 4W1

TABER & DISTRICT HOUSING FOUNDATION - IN TRUST

00000605 09179-003 100-158-5

Virtual Endorsement
DSPACC:
DSPRC:
CSID: 9210424348305200285
TXID: 1
SCANSES: 144,439,262
ITMSEQ: 1
CIANID: 003
APPCD: 5900
TRANSIT: 00285
DSPCUR:
TEFDT: 11/02/21
OPID: 585824725

Printer ID # / NI d'imprimeur 1014

Endorsement - Signature or Stamp

BACK/ENDOS

5750 5443593

Joan's Report to CAO
March 20 – April 19, 2021

- 1) Resident info:
 - a. Move ins – 0
 - b. Move outs - 2
 - c. SL3 – 15
 - d. Resident Room changes - 0
 - e. Change in Status -2
 - f. New applicant interviews -3
 - g. Reevaluated existing applicants – 0
 - h. Wait list – 11
 - i. 70 residents in total.
 - j. 28 residents on MAP
 - k. 28 residents receiving laundry services.
 - l. 12 residents with In-house pendants
 - m. 11 residents receiving supplies.
- 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. The HCA Coordinator who has been off on maternity leave will be returning on May 5, 2021. She has decided that she only wants to return to part time work so she and the existing HCA Coordinator will be sharing position each working 3 days per week.
 - 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 – April 14, 2021
 - b. AHS / Partnership – Every Thursday.
 - c. CVL Outbreak Huddle daily during outbreak
 - d. Hand Hygiene Audit – March 29, 2021
 - e. Quality Monitoring visit – April 6, 2021
 - f. 2020 External Action plan review – April 19, 2021
- 5) Courtyard Renovations is progressing. Pinnacle Landscaping has been hired to do the work. The Resident Council has had great response from the community regarding donations. To date I am aware of the following groups, companies or individuals that have committed to helping with the funding:
 - a. Lions
 - b. Kinsmen
 - c. Taber Health Foundation
 - d. Town of Taber / Taber Economic Development
 - e. Rudolf family
- 6) Applications for consideration:
 - a. Wayne Berry – 69-year-old man who currently resides with his daughter and son-in-law in Milk River. He has lived with them for about 3 years since he retired in Kelowna. He had been in the lodge in Milk River but moved out due to an unfounded accusation. Wayne was blamed of bringing bed bugs into the facility. Word got around to the other residents and no one even wanted to sit with him at mealtime. Bonnie noted that he felt

very bad and refused to stay there. It was actually found that he wasn't the cause of the bugs coming in. Due to absent seizures family is concerned with him being at home alone while they work. Wayne has been deemed SL3.

- b. Sandra D'Cunha – 54-year-old lady who has been living with her mother for her entire life; Sandra is legally blind. Her mother is 95 years old and been diagnosed with Stage 4 lung cancer and is currently in the hospital. The family is concerned that Sandra will not be able to stay at home alone once mom passes. The family and Sandra are hoping that mom will return home from this hospital stay but they are aware that her time is limited, and they want to be prepared in the event of her passing. Sandra will not come until that time if we have room available.

7) **COVID -19 news**

- a. Covid outbreak from March 24 – April 7, 2021. 1 employee confirmed with UK Variant.
- b. HCA tutor is in isolation due to close contact to a positive case outside of CVL; 2 HCAs were scheduled to do module finals. Norquest has provided a 2-week extension. New dates for exams are April 27 & 29th.
- c. Hairdresser was in close contact to a positive case outside of CVL; she has had to isolate for 2 weeks; we were able to get an alternate to come in and do hair one day
- d. Foot care nurse was in close contact to a positive case outside of CVL; she has to isolate for 2 weeks; appointments were rescheduled.
- e. HCA educator: who was scheduled to come in and do training for Rapid Testing was in close contact with a positive case outside of CVL; she has to isolate for 2 weeks; we will reschedule after April 26, 2021.
- f. We continue to do our best to keep the residents safe.

8) **Recreation:**

- a. Bi-weekly newsletters have been well received by residents and family members.
- b. Total volunteer hours - 12

- 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

April 2021

Clearview Lodge

- Leth Com Appliance fixed Combi oven.
- Flooring replaced in 110.
- Replaced vanity in 307.
- Parts for garburator received and Simpson Plumbing installed
- Signed new agreement with ARJO on tub maintenance.
- Grease pit cleaned out by Roto Rooter.
- Ordered new transmitter for southwest door
- Replaced cartridge on faucet in dish pit.
- Annual fire Extinguisher certification completed.
- Semi-annual suppression certification completed.

Homestead Manor

- Unit 105 Rented.
- Showed unit 209 to prospective tenant.
- Common rooms still closed down at Manor.
- Annual fire Extinguisher certification completed.

Pioneer Place

- Common rooms still closed down at Manor.
- Annual fire Extinguisher certification completed.

Harmony Home

- bid pkg for HWT replacement Put out to local plumbers.
- Working on gathering specs for new compressor unit.
- Common rooms still closed down at Manor.
- Annual fire Extinguisher certification completed

Prairie Rose Manor

- 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.
- Atco replaced Gas Meter at the Manor
- Annual fire Extinguisher certification completed.
-

Sunshine Manor

- Monthly checks completed.
- Main water line valve replaced by MD.
- Returned mower after service.
- Annual fire Extinguisher certification completed.

Barnwell

- On-going maintenance.

Phase One

- tree removal for two trees in backyards.
- Move out notice given at unit #5010
- Replaced ignitor in furnace at 5002
-

Phase Two

- Move out notice given at one unit.
- Unit #5602 ready to occupy.

Phase Three

- Eviction Notice given to Tenant.
- Move outs for 2 units.
- Bid pkg. for siding Put out to local contractors.
- Hired a cleaner for one unit.

Special Needs

- Installed clothesline.
- On-going maintenance.

General Maintenance

Serviced riding mowers for the season.

- Ordered mower parts from Western Tractor
- Up-dated inventory of appliances at TDHF.
- Peters to replace fan in fridge.
- Mateo and I off on isolation for 10- 14 days.

Board Report April 2021

Seniors

Applications-0

Move ins-1

Move outs-0

Waitlist-2

Vacant units- 5; 1 Taber, 1 Grassy Lake, 3 Vauxhall

Family

Applications-0

Move ins-0

Move outs-1 move out, 1 eviction.

Waitlist-3

Vacant Units-2; 1 Taber, 1 Vauxhall

DRSP

Nothing new to report

Other info

Income review for Family housing is complete and Taber Manors almost complete.

Some seniors are taking it upon themselves to get Covid vaccines at the pharmacy, but they all let me know that they have done so. The Seniors I booked appointments for have all received both shots.

Seniors are very happy and surprised to receive Birthday phone calls. I have worked very hard to create relationships with all of them and I think they all realize I am not just here to collect the rent lol

I have also facilitated some great relationships with some of the other local agencies over the last two years. I have had no issues reaching out for help from them and most are extremely helpful.

Family housing is and always has been a bit more challenging as I am unable to interact with them the same way as the Seniors. We have lost contact with some of them a bit due to them not coming into the office to pay rent.

5. c) i

Financial Administrator Report for April 22, 2021

PAYROLL

- April Monthend Payroll, April Advances
- 3 LTD, 2 Medical Leave, 2 Maternity Leave,
- 2 Employee meeting
- Submitted request for Critical Worker Benefit for all employees
- Received Critical Worker Benefit and paid out to all eligible employees in March payroll

FINANCE

- 1 DRSP payment run (6 clients each), DRSP report, update YTD with new budget info,
- 2 regular vendor EFT runs.
- SH tenant move-ins, move-out,
- CVL resident move-ins, move-out
- Guest Meal invoicing for March completed
- April rent collection (SH / CVL) completed
- MOW client setups and closings, Mar meals 626 – 37 clients provided \$2409 in subsidized meals
- MOW – March we had 2 new client
- Delivered MOW 2 days – volunteers not ready after outbreak
- Report for Board Meeting Apr 24
- Ongoing Setup Vendors on EFT payments
- Alberta Health Services (AHS) Monthly COVID FORMS reports
- Alberta Social Housing Corporation (ASHC) Monthly COVID report
- Resident Statements for Attendant Care Expense receipts
- LAP Funding Report submitted – following up for Notice of Assessments copies
- Clearview Lodge Expansion tracking
-
-

GENERAL

- Coverage for sick/vacation/training
- On-going training of new employee

S.d) i

CAO Report

April 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 29 – April 2

- Mar 29 – Technical Briefing with AB Seniors & Housing representatives re: new Rental Assistance program. For Taber and area, it will be virtually the same as it was before but now a portion is based on federal funding.
- Mar 29 – TDHF Building Committee meeting to determine timing of public presentations, application/submission to Municipal Planning commission and communication plan.
- Mar 29 – meeting with Vaughan Hoy, Architect
- Mar 30 - Health & Safety Initiative gift cards went out
- Mar 31 – Governance Committee meeting to review draft Drug & Alcohol Policy
- April 1 – Complete and distribute Requisition letters to municipalities.
- Apr 2 – Good Friday - STAT

Week of April 5 - 9

- April 5 & 6 - VACATION
- April 7 – 9 – ASCHA Virtual Conference (participated from home)
- April 8 – AHS South Zone Videoconference
- April 8 – Contact AHS Infection Prevention Control (IPC) to inform of positive COVID case for an out-of-scope employee.
- April 9 – Townhall call with Dr. Hinshaw and Minister Pon re: risk tolerance to reduce restrictions at Continuing Care facilities; particularly around family visits.

- Numerous phone calls and texts with out-of-scope employees that might have been in close contact with positive case.
- Also worked with Corey to determine Maintenance staff weekend coverage and communicate to Joan and team.
- April 10 (Sat) – lengthy discussion with AHS IPC representative to determine that CVL would not be in outbreak and appropriate isolation for affected individuals.
- Numerous texts with out-of-scope staff to keep lines of communication open about health status, status of test results, any assistance required in isolation.

Week of April 12 - 16

- April 12 – 15 – Attendant Care Expenses for CVL residents
- April 13 – Submitted March 2021 Incremental COVID expenses file to AB Seniors & Housing
- April 14 – TDHF Building Committee re: Communication Plan
- April 15 – Funding report to Community Foundations re: Emergency Support for MOW
- April 15 – AHS videoconference
- April 16 (pm) FLEX DAY – was notified that I might be a close contact to a suspected COVID case – turns out suspected case received a negative result.

Week of April 19 – 23

- April 19 – 2021 Health & Safety Action Plan Meeting with Joan and Tanya
- April 19 – Opened bids for Harmony Home Hot Water tank and Phase 3 siding job
- April 19 – Prepared CAO report
- April 20 – Prepared TDHF Board of Director's meeting agenda and posted to Board portal
- April 21 – AB Seniors & Housing Stakeholder Conference Call re: current housing issues
- April 22 – AHS Videoconference
- April 22 – TDHF Board of Director's meeting
- April 23 – Meeting with Vaughan Hoy, Architect

Upcoming Events

May to August

- Electronic payroll system - proposed go-live date – **May 18th**
 - Manager/Supervisor Training - Weeks of May 3 to 7
 - Staff/User Orientation & training – Weeks of April 26 to May 14
 - 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 2022 Budget for Social Housing and Clearview Lodge – Due June 30, 2021
- 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 – Detail Design 70% completed by Sept/Oct 2021
Detail Design 100% complete by year end
 - Work with Resident Council on Interior Courtyard design makeover
 - 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
 - Review 2021 Action Plan
 - Develop Safety Walkabout plan for Supervisors, and Senior Leadership
 - Site Inspection – August 2021
 - 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.

Clearview Lodge - Expansion

	Budgeted	YTD	Not Spent
Vaughan Hoy	389,390.00	(91,439.91)	297,950.09
Capital Region Housing	4,820.00	(4,820.00)	-
Misc	30,576.55	(30,576.55)	-

Vaughan Hoy Architecture

Invoice #	Period	Date	Pre Design	Schematic Design	Design Develop	Construction Drawings	Tendering	Construction Administration	Fixed Disbursements Allowance	Fixed Trip Allowance	Total Costs	GL #	GST	
202004-#01	Sep-20	3-Oct-20	2,177.57	2,135.09					120.47	800.00	5,233.13	560083	261.66	5,494.79
202004-#02	Oct-20	5-Nov-20	810.24	4,320.01					51.32		5,181.57	560083	259.08	5,440.65
202004-#03	Nov-20	30-Nov-20	6,300.01	13,478.56					22.50		19,801.07	560083	990.05	20,791.12
202004-#03Rev	Dec-20	31-Dec-20		560.31							560.31	560083	28.02	588.33
202004-#04	Dec-20	31-Dec-20		9,861.98					42.50		9,904.48	560083	495.22	10,399.70
202004-#05	Jan-21	31-Jan-21	1,687.25	11,780.53					6.00	6,400.00	19,873.78	560083	993.69	20,867.47
202004-#06	Feb-21	28-Feb-21	2,175.00	12,451.00							14,626.00	560083	731.3	15,357.30
202004-007	Mar-21	31-Mar-21		12,004.55					3,455.02	800.00	16,259.57	560083	640.23	16,899.80
												560083		
												560083		
												560083		
												560083		
												560083		

			13,150.07	66,592.03	-	-	-	-	3,697.81	8,000.00	91,439.91			
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Budgeted	389,390.00
YTD	(91,439.91)
<u>Left to Spend</u>	<u>297,950.09</u>

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Capital Region Housing

Invoice #	Date	Director	Asst Proj Mngr	Total Costs	GL #
203108	31-Aug-20	2,900.00	220.00	3,120.00	560083
203009	30-Sep-20	1,700.00	-	1,700.00	560083

4,820.00

Budgeted	4,820.00
YTD	(4,820.00)
<u>Left to Spend</u>	<u>-</u>

Miscellaneous

Vendor	Invoice #	Date	Description	Amount	Total Costs	GL #	GST	PO #
Browlee	505182	30-Sep-20	Review Vaughan Hoy Architecture agreement	1,386.55	1,386.55	560083	69.33	
Brown Okamura	INV00020329	18-Nov-20	Exterior Survey	7,500.00	7,500.00	560083	375.00	
Brown Okamura	INV00020817	31-Jan-21	Interior Survey	16,660.00	16,660.00	560083	832.99	
MR Engineering	GEO-2020-023-001	4-Feb-21	Geotechnical investigation, reporting, line locates	4,250.00	4,250.00	560083	4,250.00	
JCB Engineering	1	30-Mar-21	Review of Existing Transporation network	780	780.00	560083	39.00	
			review of impact of Development on Transportation network		-			
BTY			Building Estimates		-			18860
					-			
					-			

					30,576.55
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Budgeted	30,576.55
YTD	(30,576.55)
<u>Left to Spend</u>	<u>-</u>

6.12.21

THDF Communication Plan

At April 23, 2021

Presentations to Council(s):

Town of Taber	April 26, 2021	Confirmed
MD of Taber	April 27, 2021	Confirmed
Town of Vauxhall		
Village of Barnwell		
Municipal Planning Commission	May 17, 2021	Confirmed

Release of Information:

Press Release #1 (re: MPC presentation)	Early May 2021
Press Release #2 (post MPC presentation)	After May 17, 2021

NOTE: Does it make sense to split things this way? It would give us an opportunity to publish dates for Information Sessions before the MPC session (without putting out any specific details of the project). Will putting out dates for the Information sessions early boost attendance?

Interview with Taber Times (Vauxhall Advance) Mid-May (publish – **May 19/20 or May 26/27**)

TDHF Website & Facebook End of April 2021 (**publish May 17**)

- Shared to: Town of Taber
MD of Taber
Chamber of Commerce (Taber and Vauxhall)
TD Health Foundation (?)

Publications: Town of Taber
MD of Taber
Town of Vauxhall

Displays:	Clearview Lodge	Print off color copier (post on walls)
	Town of Taber Library	Display boards - \$1,000
	Town of Taber Lobby	Display boards - \$1,000
	MD of Taber Lobby	

NOTE: Fortunately, we should be able to use one set of boards for use in the Town of Taber/MD of Taber Admin lobby. Alternatively, we could look at some sort of electronic presentation on a big monitor/TV screen.

Information Sessions:

CVL Residents & Resident Council

6.1.21

Letters of Support (post MPC approval):

Taber Handi-Bus Association
Taber Chamber of Commerce
Vauxhall Chamber of Commerce
Service Clubs
Churches

Elevator Speech:

- Talking Points
- Consistency of messaging
- Gathering to practice together
- Keep a summary of questions posed and share them with all of the group
 - o Iterative process of continuing to refine the messaging

Information Session:

Strong preference for in person to discuss
AgriPlex, ~~CVL Basement~~, Heritage or Luigis? Other venues?
Town of Taber Rec Centre (likely open if AgriPlex is available)
Taber Library – Service Room (better handicap access than Civic Centre)
Parkside Manor (really logical) **PREFERRED**

Consider several dates? Different times of day – morning, afternoon, evening

Invite specific people – include people that were involved in Community Consultation process

Elevator Speech:

Who:

- Taber and District Housing Foundation (TDHF) owns and manages Clearview Lodge
- TDHF has Board representation from Town of Taber, MD of Taber, Town of Vauxhall, and Village of Barnwell plus members at large.
 - List Board members?
- TDHF has approximately 60 staff to provide services at Clearview Lodge but also provide Social Housing services to Community Housing units and Senior Self-contained apartment units in Taber, Vauxhall, Barnwell, and Grassy Lake.

Where:

- Clearview Lodge is located at 4730 50th Avenue, Taber, AB.
- A central location, close to Confederation Park and the downtown.
- Three Senior apartment buildings (85 total tenants) are adjacent to Clearview Lodge

What:

- A proposed renovation of the existing facility and new construction of a multi-story addition. The total housing space would increase from XXXXX sq. feet to XXXXX sq. feet for approximately the same number of units. This expansion would allow:
 - Rooms to be considerably larger (Bachelor suites approx. 350 to 360 sq. feet; one-bedroom suites from 460 to 490 sq. feet)
 - Continued use of the current dining room, commercial kitchen and Atrium spaces
 - Addition of multi-purpose rooms and a non-denominational space
 - A new front entry space that connects the renovated existing space and the newly constructed multi-story addition
 - Consolidated office space
 - Additional storage space in basement
 - Design elements that would diminish the impact of future pandemic situations (ie. Larger living spaces, separate elevators for staff and residents, additional entries that could allow family to enter for visits without traversing the entire facility)
 - Dedicated fitness area, sewing/activities area, indoor smoking room, hair salon, and bistro space
 - Development of courtyard spaces, solarium hallways and exterior landscaping and paths to allow residents to experience the outdoors without leaving the grounds.
 - Resident laundry facilities on every level of facility
 - Supportive living bathing facilities in both the existing and newly constructed space

When:

- As soon as practically possible

6.13.2020

- Likely will take some time to persuade funders (Provincial government, Canada Mortgage and Housing Corporation) to approve the plan
- Construction timeline will be 30 to 36 months.

Why:

Tim Janzen

From: Corey Beck
Sent: Tuesday, April 20, 2021 1:38 PM
To: Tim Janzen
Subject: FW: Combi oven quote

From: j s <commappliance@gmail.com>
Sent: April 20, 2021 1:37 PM
To: Corey Beck <Coreyb@taberhsg.ca>
Subject: Combi oven quote

Good afternoon,

Here is the quote for the new Blodget combi oven.

Blodget oven is \$31,542.78 + tax.

Shipping is \$530 + tax.

Cost including tax and delivery would be \$33,676.42

Installation and set up would be an additional \$800 to \$1000.

The gas fittings and connections would be extra also. They have to be done by a plumber as it is part of the building side. I would guess that cost to be around \$400.



Watch on  YouTube

2021 Charity Overview

Celebrating Yesterday, Today + Tomorrow!

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

Since our pilot in 2018 with two charities, TGP has raised \$425,000 for our growing cohort of 11 Canadian charity partners. In 2021, we expect to see our family of partners grow to 20-25.

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Our goal is to see TGP become your signature peer-to-peer fundraiser, and well-loved addition to your annual development plan! Read more about our TGP cause, why we care, and who this fundraiser supports [here](#).

How It Works

Charity partners raise money in TGP by recruiting teams of walkers to register and fundraise, and by cultivating local businesses to sponsor the event. At the end of the event, all the donation and sponsor revenue is reconciled and a grant cheque forwarded based on how much you raised (see financial details below). The more your campaign raises the higher your grant cheque will be.

Success

TGP charity partners benefit by working closely with our team of experienced event + campaign coaches while accessing Blue Sea's national brand, fundraising ecosystem, and training programs. TGP is operated under agreement with Blue Sea Foundation. Blue Sea works with 300+ Canadian charities through our two other national events: the **Ride for Refuge** and the **Coldest Night of the Year**. Together they have raised more than \$60 million since 2004.

About The Event

TGP is a family-friendly walking fundraiser rich in community buy-in despite its young age. It is **national in vision, but local in impact** – each local participating charity is fundraising to raise general operating funds in support of their programs.

- **When:** Saturday, September 18, 2021. Team Walk participants will be able to walk and fundraise any day in September.
- **Where:** Each TGP charity partner that offers an in-person event will work with Blue Sea to pick a start/finish location that best supports the size of their expected event.
- **Who:** Everyone is welcome! Participants range from toddlers walking with their parents to energetic youth and seniors. There is a place for everyone

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to walk and fundraise in TGP. There is no registration fee for any participant. All are encouraged to fundraise a modest amount (\$150 adult/\$75 youth). When they do they also qualify for the TGP T-shirt which is our thanks for fundraising.

- **Fundraising:** All participants sign up online at thegrandparade.org to register and set up their fundraising page. Participants can add a photo, video, message, and email potential donors for support. Donors are receipted automatically by email for donations of \$20 or more.

The Event

For 2021, TGP will feature two types of charity events, depending on the status of covid, limit-of-assembly rules, and the capacity and choice of each charity in discussion with Blue Sea.

- **Team Walk Only:** Participants will register and fundraise online, then self-organize to walk on their own or in small, covid-friendly teams (what we call a "Team Walk") as permitted on September 18, 2021, or any day in September selecting the route, distance, and time that suits them.
- **Blended:** Participants will register and fundraise online and select either:
 - **a)** The self-organized Team Walk and fundraising option, *OR*
 - **b)** The in-person, outdoors, larger-group walk option on a 2 or 5 km route supported by volunteers, and rest stops, with covid-safety protocols in place

Note: In-Person events are carefully designed to comply with all COVID-related health risks. At all times TGP reserves the right to convert an event from Blended to Team Walk-Only should it be required by law, regulation, or in the best safety interests of all participants and volunteers.

Event + Campaign Essentials

Charity Success Criteria

AR51002

April 13, 2021

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

Dear Mr. Janzen:

Subject: 2021 Rent Supplement Budget and Program Update

I am providing you with your 2021 rent supplement budget, based upon the newly redesigned Rent Supplement Program (RSP). As you are aware, *Budget 2021* approved an increase of \$16 million to our RSP targets.

Based upon the program(s) you currently deliver, your 2021 budget could be a combination of new and existing programs.

The 2021 redesigned RSP introduces two new program benefits, plus the planned phase out of one existing program:

- **Rent Assistance Benefit (RAB)** - previously called the "Direct to Tenant Rent Supplement (DTRS) Program" is re-open for intake as of April 1, 2021.
- **Temporary Rent Assistance Benefit (TRAB)** - is a new benefit that will open intake to select housing management bodies (HMBs) and the region they serve, as of May 1, 2021. This program provides a fixed benefit for a maximum of two years to eligible households in the following seven communities:
 - Calgary - Calgary Housing Company;
 - Edmonton - CIVIDA (previously known as Capital Region Housing);
 - Fort McMurray - Wood Buffalo Housing and Development Corporation;
 - Grande Prairie - Grande Spirit Foundation;
 - Lethbridge - Lethbridge & Region Community Housing;
 - Medicine Hat - Medicine Hat Community Housing; and
 - Red Deer - Red Deer Housing Authority.

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- **Private Landlord Rent Supplement (PLRS)** - will remain closed to new intake, and some of these households will be transitioned into RAB in the current year. The exception being a household currently in the PLRS program who receives either Assured Income for the Severely Handicapped (AISH) or Income Support; they will be transitioned into RAB starting in 2024. We will provide you with the expected number of PLRS units to maintain in the current year and to inform you in determining the number of PLRS units required to be transitioned to RAB (if applicable). HMBs are asked to use discretion in determining which households to transition in consideration of income levels and need of subsidy.

Based upon this current direction, I am providing you with the following rent supplement funding information:

- Your 2021 RAB and PLRS rent supplement budget is **\$42,000**.
 - In April, you will receive **\$2,400**, the same as you received from January - March.
 - Starting in May and moving forward, you will receive monthly funding of **\$4,100**.

These program(s) provide you with flexibility in order to maximize the number of households served, while having the stability of monthly and annual funding. Further information regarding reporting requirements for the new program will be provided shortly.

Transition from PLRS to RAB

For 2021, we ask that you maintain **one** PLRS designations ("Baseline"). Households receiving AISH or Income Support must be prioritized to remain within your available PLRS designations in addition to any designated agencies that currently receive PLRS funding. If your baseline for 2021 exceeds the sum of these groups, it is up to the HMB's discretion to determine which additional households to continue to maintain under the PLRS program.

A couple of items to note:

- All PLRS households that are currently maintained above your newly allocated baseline are to be transitioned to RAB in the 2021 fiscal year.
- Moving forward, if PLRS recipients leave the program and you fall below your baseline, you are only able to fill a replacement / new household with a RAB designation, not a PLRS designation.
- Notice is required at least three months in advance to households who will transition from PLRS to RAB. This may require extension of current agreements if expiry dates are within three months.

We will provide you with your PLRS baseline annually as our agreements with CMHC begin to expire starting in 2021/22. Annual baseline amounts provided will ensure that there are sufficient designations available to maintain your prioritized household counts, as reported, until 2024.

.../3

Mr. Tim Janzen
Page Three

If you have any questions or concerns regarding your 2021 budget or on the above direction, please contact your Housing Advisor. Thank you for your continued work in providing affordable housing for Albertans with low income, and your partnership as the Government of Alberta implements recommendations from the Affordable Housing Review Panel.

Yours truly,



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

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

DSL Residents

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

Zone: **South**

Region: **Chinook**



82028 **Clearview Lodge**

Alberta Health Services

SL Level	Beds	Bed Days	Residents	Resident Days	Occupancy
DSL3	20	560	15	411	73.39
Totals:	20	560	15	411	73.4

ULI / PHN	Account ID	Home Care ID	Resident Name	SL Level	Program Start	Program End	Case Manager	Home Care Office
827171500	CG0008111/17	CH10590	DRACH,KATHARINA	DSL3	20-Sep-2017	19-Feb-2021	055904	Lethbridge 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
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