



**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 24 @ 1:30 p.m.
TDHF Admin Office Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – March 27, 2025
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to March 31, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – YTD to March 31, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – YTD to March 31, 2025
 - c) Bank Reconciliation – Security Deposit – March 31, 2025
5. **Reports**
 - a) Lodge Manager Report
 - b) Relations Manager Report
 - c) Operations Coordinator/Health & Safety Report
 - d) Operations Manager Report
 - e) Placement Officer Report
 - f) CAO Report
6. **New Business:**
 - a) Affordable Housing
 - i) Seed Funding Application
 - b) CVL – Design Process Ideas & Schedule
 - i)
 - c) Letter – AB Seniors, Community & Social Services – DORF contribution
 - d) Resolution: 2025 Market Rents
 - e) Resolution – 2025 Recovery of Electrical Costs
 - f) Staffing Proposal – IN CAMERA
7. **Information**
 - a) Report – Social Housing – April 17, 2025
 - b) Letter – SCSS re: 2025 Capital Maintenance & Renewal Budget
8. **Adjournment**

Next Meeting: Annual General Meeting
Board of Directors

Thursday, May 22, 2025 1:30 pm Clearview Lodge – Atrium
Thursday, May 22, 2025 2:30 pm Clearview Lodge – Activity Room



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, March 27, 2025
TDHF Admin Office Boardroom

ATTENDANCE

Board:	Tom Machacek Rosanne Horrocks	Joe Strojwas Dan Remfert	Russ Norris
Absent:	Tamara Miyanaga	Jake Hiebert	
Administration:	Tim Janzen (CAO), Joan Hart (CVL Lodge Manager), Corey Beck (Operations Manager), Tanya Fallon (Operations Coordinator), Carrie Wilson (Relations Manager) and Michelle McCann (Placement Officer)		

Rosanne Horrocks, Chairperson, called the meeting to order at 2:30 pm.

1. Approval of Agenda

Motion 2025 - 029

MOVED by D. Remfert to approve the agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2025 - 030

MOVED by R. Norris to accept the minutes from the Board of Directors meeting of Thursday, February 27, 2025, as presented.

CARRIED

3. Business Arising

- a) **Drug & Alcohol Policy - DRAFT** – CAO reported the document is still being worked on.
- b) **Meals on Wheels** – Statistics YTD to February 28, 2025

4. Financial Statements – Audited Financial Statements to December 31, 2025

Motion 2025 - 031

MOVED by R. Norris to accept the Budget & Audit Committee recommendation to accept the Auditors Report & the audited Financial Statements – Clearview Lodge, audited Financial Statements – Social Housing and audited Consolidated Financial Statements – TDHF, to December 31, 2024.

CARRIED

5. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 032

MOVED by T. Machacek to approve financial statements and bank reconciliations for Clearview Lodge to February 28, 2025.

CARRIED

Motion 2025 - 033

MOVED by J. Strojwas to approve financial statements and bank reconciliations for Social Housing to February 28, 2025.

CARRIED

Motion 2025 - 034

MOVED by D. Remfert to approve bank reconciliations for Security Deposits for the months of January and February 2025.

CARRIED

6. Reports

a) CVL Lodge Manager Report

Motion 2025 - 035

MOVED by D. Remfert to accept the Lodge Manager report, as presented.

CARRIED

b) Relations Manager Report

Motion 2025 - 036

MOVED by J. Strojwas to accept the Relations Manager report, as presented.

CARRIED

c) Operations Coordinator / Health & Safety Officer Report

Motion 2025 - 037

MOVED by R. Norris to accept the Operations Coordinator and Health & Safety Officer report, as presented.

CARRIED

d) Operations Manager Report

Motion 2025 - 038

MOVED by D. Remfert to accept the Operations Manager report, as presented.

CARRIED

e) Placement Officer Report

Motion 2025 - 039

MOVED R. Norris to accept the Placement Officer report, as presented.

CARRIED

f) Chief Administrative Officer Report

Motion 2025 - 040

MOVED J. Strojwas to accept the Chief Administrative Officer report, as presented.

CARRIED

7. New Business

a) Cherry & Main Affordable Housing Project:

- i) CAO reported that he had received some quotes for work to complete Cherry & Main Affordable apartments to a Class B standard and complete the Class B costing. The quotes add up to about \$60,000.
CAO to proceed with the CMHC Seed Funding application. The Seed Funding application will take a bit of time to complete and would require Board approval to proceed (assuming an approval is received). Hopefully, within that timeframe, TDHF will have received more information about the Affordable Housing Partnership Program and not need the Seed funding.
- ii) Asset Transfer
CAO reported that he met with representatives of Ministry of Seniors, Community & Social Services (SCSS) to discuss the identified deficiencies with the Building Condition Assessment (BCA). CAO was encouraged to get quotes for the deficiencies to discuss increasing the amount of the Maintenance Reserve for Harmony Home Manor.
SCSS representatives also identified several other buildings that TDHF currently manages that would be eligible for asset transfer in 2025.

b) Clearview Lodge – Expansion & Modernization

CAO reported that a quote to include the value engineering in drawings for Clearview Lodge but had not yet received the quote.

c) Letter AB Seniors, Community & Social Services – 2025 TDHF Operating Budget

CAO reported that the 2025 approved operating budget was increased to \$231,123. Lodge Assistance Program increased to \$21.50 per eligible resident per day. The 2025 Rental Assistance Benefit Program budget for 2025 is \$219,000. Capital Maintenance & Renewal amounts have yet to be released.

d) Policy T-53.1: Rental Assistance Benefit (RAB) Program

Motion 2025 - 041

MOVED by T. Machacek that Policy T-53.1: Rental Assistance Benefit (RAB) program be accepted as presented.

CARRIED

e) Continuing Care Room Rates

Motion 2025 - 042

MOVED by T. Machacek that Clearview Lodge implement the change to charge continuing care room rates for continuing care residents, effective July 1, 2025.

CARRIED

f) Maximum Rent Rates

Motion 2025 - 043

MOVED by J. Strojwas that, effective October 1, 2025, the maximum rent be increased by \$100 per month when calculating CVL resident rental rates. The increase will be implemented in the subsequent four years (October 1st) to raise the calculated maximum to \$1500 by October 2029.

CARRIED

8. Other Information

- a) Report – Social Housing – March 21, 2025
- b) ASCHA's Summary & Analysis of Alberta's 2025 Provincial Budget – March 4, 2025

8. Adjournment

Motion 2025 - 044

MOVED by R. Norris to adjourn this meeting at 3:44 pm

CARRIED

Next Meeting:

Board of Directors Thurs, April 24, 2025 1:30 pm TDHF Admin Office - Boardroom

Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson

2025 MOW Summary

Month	# Clients	# of Meals	YTD	Days/Mon Discount	
January	29	395	395	36	1,056.00
February	32	382	777	28	1,027.50
March	27	381	1158	28	1,089.00
April			1158		
May			1158		
June			1158		
July			1158		
August			1158		
September			1158		
October			1158		
November			1158		
December			1158		
YTD MEALS		1158		92	3,172.50
\$/MEAL		\$10.00		Days/Mon Discount	
Discounted to	#1 - less \$1.50	\$8.50			
Discounted to	#2 - less \$6.00	\$4.00			

<u>Year</u>	<u># of clients</u>	<u># of meals</u>
2020	19	807
2021	37	1785
2022	35	1477
2023	34	1460
2024	39	1589

3.1.21

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

	Actual Jan 01, 2025 to Mar 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025
REVENUE		
Rental Revenue		
Resident Rent	412,167.00	1,656,021.00
Lodge Fees	175.00	800.00
Rent Rebates	-4,973.00	-12,000.00
Sundry Rent Revenue	0.00	0.00
Total Rental Revenue	407,369.00	1,644,821.00
Resident Services		
Parking	1,062.00	1,800.00
Laundry	5,816.00	13,500.00
Tenant Meal Service	0.00	0.00
Sundry Resident Revenue	0.00	0.00
Medication Fees	4,802.00	18,000.00
Resident Fundraising	33.00	500.00
Therapeutic Bath	1,432.00	1,000.00
Transporation Fee	0.00	0.00
Activity Fee	0.00	0.00
Housekeeping Fee	0.00	0.00
Personal Emergency Call System	1,480.00	4,500.00
Storage	0.00	0.00
Fridge Rental	0.00	0.00
Fridge Plug In	0.00	0.00
Total Sundry Resident Revenue	7,747.00	24,000.00
Tenant Maintenance Recovery	80.00	500.00
Total Resident Services	14,705.00	39,800.00
Non Resident Services		
Facility Rental	450.00	1,800.00
Meals on Wheels	11,580.00	54,000.00
Meals on Wheels Discounts	-3,172.50	-14,400.00
Other Meal Services	0.00	0.00
Guest Meals	502.00	3,000.00
Staff Meals	1,770.00	6,000.00
Canteen Revenue	33.00	1,000.00
Total Other Meal Services	2,305.00	10,000.00
Tuck Shop	189.00	1,000.00
Catering	0.00	0.00
Sundry Revenue	0.00	50.00
Total Non Resident Services	11,351.50	52,450.00
Grants		
ASHC Grants	0.00	0.00
ASHC Maintenance Grant	0.00	0.00
AHSC Covid Funding	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00
ASHC LAP Grant	101,013.00	334,000.00
Total ASHC Grants	101,013.00	334,000.00
Provincial Grants	0.00	4,000.00
Federal Grants	0.00	0.00
Federal Maintenance Grant	0.00	0.00
Federal Other Grants	4,616.25	0.00
Total Federal Grants	4,616.25	0.00
Municipal Grants	0.00	0.00
Municipal Other Grants	0.00	0.00
Total Municipal Grants	0.00	0.00
Total Grants	105,629.25	338,000.00
Operation Funding		

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

	Actual Jan 01, 2025 to Mar 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025
Health Funding	220,848.18	836,303.00
COVID Health Funding	8,784.00	0.00
Other Funding	0.00	0.00
Requisition Revenue	129,324.99	517,300.00
Total Operation Funding	358,957.17	1,353,603.00
Management & Administration		
Management Fee	0.00	0.00
Intercompany Recovery	0.00	0.00
Insurance Recovery	0.00	0.00
Other Recovery	2,414.64	13,600.00
Maintenance Recovery	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00
NSF/Late Fees	25.00	25.00
Sundry Revenue	0.00	1,200.00
Total Management and Admini...	2,439.64	14,825.00
Investment Income		
Interest	4,225.71	20,000.00
Amort of Deferred Cap, Contrib	0.00	0.00
Total Investment Income	4,225.71	20,000.00
Charitable Revenue		
Donations	100.00	0.00
Resticted Donations	1,120.00	0.00
Fundraising	0.00	0.00
Other Charitable Revenue	0.00	0.00
Total Charitable Revenue	1,220.00	0.00
TOTAL REVENUE	905,897.27	3,463,499.00
EXPENSE		
Utilities		
Heating	28,097.43	68,000.00
Electricity	13,161.12	66,000.00
Water & Sewer	4,892.85	20,000.00
Waste Removal	609.72	2,700.00
Telephone	2,844.32	8,030.00
Cable Television	0.00	0.00
Bulk Contract Expenses	8,022.63	32,894.00
Total Utilities	57,628.07	197,624.00
Operating		
Bakery	7,720.62	30,000.00
Dairy	14,403.05	56,500.00
Groceries	39,129.63	140,000.00
Juice	0.00	0.00
Meat	28,773.27	105,000.00
Total Food	90,026.57	331,500.00
Food Supplies	6,551.61	25,000.00
Cleaning	0.00	0.00
Janitorial & Housekeeping	12,457.06	51,960.00
Laundry	2,224.13	9,000.00
Linen Supplies	0.00	4,000.00
Total Cleaning	14,681.19	64,960.00
Equipment & Furn Purchase	798.00	24,335.00
Equipment & Furn Repairs	56.68	5,000.00
Insurance	3,063.48	17,000.00
Resident/Volunteer Programs	0.00	0.00

4. a) ii

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

	Actual Jan 01, 2025 to Mar 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	
Craft Supplies	230.37	250.00	
Entertainment Supplies	428.02	3,000.00	
Trip Expenses	0.00	0.00	
Recreation Supplies (Vol Apprec)	1,864.75	6,000.00	
Tuck Shop (Recoverable)	0.00	0.00	
Total Resident/Volunteer Progra...	2,523.14	9,250.00	
Bad Debt Expense	0.00	0.00	
Publicity & Promotion	0.00	675.00	
Pest Control	0.00	2,500.00	
Sundry	395.31	670.00	
Total Operating	118,095.98	480,890.00	
Operating Maintenance			
Appliances	5,760.24	31,060.00	
Bldg Safety & Security Systems	1,839.73	25,801.00	
Sundry	39.90	325.00	
Vehicles	112.88	1,400.00	
Building Interior	0.00	0.00	
Building Int Painting Common Area	1,325.00	800.00	
Building Interior Painting Units	0.00	4,800.00	
Building Interior Flooring	0.00	4,900.00	
Building Interior Suite Reno	38.24	3,800.00	
Building Exterior	0.00	500.00	
Building Remedation	0.00	0.00	
Heating, Ventilation & A/C	9,866.66	13,025.00	
Plumbing	1,324.13	9,850.00	
Electrical	122.76	4,050.00	
Grounds & Maintenance	1,277.20	17,300.00	
Elevators	0.00	0.00	
Maintenance Equipment - Repair	0.00	1,000.00	
Maintenance Equipment - Purch...	0.00	500.00	
Maintenance - Tools & Supplies	46.95	1,000.00	
Facility Condition Insprection	0.00	0.00	
Total Operating Maintenance	21,753.69	120,111.00	
Human Resources			
Salaries & Wages	0.00	0.00	
Administration Salaries	93,198.27	395,030.00	
Door Greeters Salaries COVID 19	0.00	0.00	
Housekeeping Salaries	71,262.34	300,997.00	
Food Service Salaries	117,583.50	548,986.00	
Maintenance Salaries	20,672.40	82,580.00	
Resident Care Salaries	26,342.38	122,951.00	
Total Salaries & Wages	329,058.89	1,450,544.00	
Benefits	0.00	0.00	
CPP	16,175.95	82,000.00	
EI	6,529.03	32,000.00	
EE Benefits	18,581.03	90,000.00	
Other Pension Contributions	7,554.09	40,000.00	
WCB	8,018.52	27,000.00	
Total Benefits	56,858.62	271,000.00	
Contract Employment	0.00	0.00	
Personal Recruitment	103.21	3,900.00	
Staff Functions & Recognition	803.05	13,000.00	
Training & Development	2,899.25	32,922.00	
Health & Safety	2,472.58	16,876.00	
Legal Fees	1,748.35	5,000.00	
Labour Relations	0.00	0.00	
Total Human Resources	393,943.95	1,793,242.00	
Administration			

4. a) iii

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

	Actual Jan 01, 2025 to Mar 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025
Bank Charges	793.15	3,650.00
Courier & Postage	221.58	1,000.00
Stationery & Other Supplies	1,966.41	7,500.00
Office Rent	1,648.68	8,610.00
Office Equipment & Furn Purchase	1,051.73	440.00
Office Equipment & Furn Repairs	311.70	1,500.00
Vehicle & Travel	909.00	3,840.00
Board Expenses	0.00	8,200.00
Association Fees	2,202.33	4,805.00
Professional Fees	0.00	0.00
Legal Fees	0.00	150.00
Audit Fees	0.00	18,000.00
Consulting Fees	0.00	1,200.00
IT Services	3,668.66	17,170.00
Sundry	119.19	725.00
Accreditation	889.56	10,000.00
Total Administration	13,781.99	86,790.00
Health Expenditures		
Salaries - Resident Care	160,736.22	677,089.00
Nursing Management	0.00	0.00
HCA	0.00	0.00
Total Salaries - Resident Care	160,736.22	677,089.00
Benefits - Resident Care	27,198.72	139,107.00
Nursing Management	0.00	0.00
HCA	0.00	0.00
Total Benefits - Resident Care	27,198.72	139,107.00
Materials & Supplies Resident C...	6,208.05	15,000.00
Total Health Expenditures	194,142.99	831,196.00
Interest & Bank Charges		
Long Term Interest	0.00	0.00
Extraordinary Expenses	0.00	0.00
Amortization	0.00	0.00
Total Interest & Bank Charges	0.00	0.00
Capital Maintenance		
Bldg Safety/Security Systems (C...	0.00	0.00
Building Interior (Cap)	0.00	0.00
Building Exterior (Cap)	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00
Painting (Cap)	0.00	0.00
Electrical (Cap)	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00
Elevator (Cap)	0.00	0.00
Total Capital Maintenance	0.00	0.00
TOTAL EXPENSE	799,346.67	3,509,853.00
NET INCOME	106,550.60	-46,354.00

4. a) IV

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING MARCH 31, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		400,392.74
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		59,803.51
PADS		144,452.50
Misc DD		1,064.64
Intercompany		84,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		1,201.46
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	-47,552.35
	RBC Express / PAD's	-148,082.81
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	-139,255.16
	RRSP	-9,576.34
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-249.95
AB Seniors	LAP	33,671.00
AHS Funding - Direct Deposit		68,748.60
PAD Return		0.00
DRSP - PDS		-13,247.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$435,370.84</u>
<u>BALANCE PER BANK STATEMENT</u>		435,370.84
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		0.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$435,370.84</u>

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

Business Account Statement

RBBDA30000_4804789 E D 09179 00495
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

February 28, 2025 to March 31, 2025

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 February 28, 2025	\$400,392.74
Total deposits & credits (12)	+ 392,941.71
Total cheques & debits (33)	- 357,963.61
Closing balance on March 31, 2025	= \$435,370.84

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			400,392.74
03 Mar	Direct Payment (PAD's) service total GRADS1097890000		144,452.50	544,845.24
	Misc Payment AHS AP EFT CAD		68,748.60	
	Misc Payment COINAMATIC CANA	182.18		
	Cable TV Bill Pmt SHAW CABLE TV	2,807.92		
	Misc Payment TransAlta Enrgy TEM-25-1388175	4,898.88		
	Business PAD Bnfts by Dsgn	15,162.67		590,542.19
	Deposit interest		1,201.46	591,743.65
06 Mar	Misc Payment Government of A		33,671.00	
	Activity fee	249.95		625,164.70
07 Mar	Misc Payment EXTENDICARE		1,064.64	
	Direct Deposits (PDS) service total GRADS7204090000	321.41		



Business Account Statement

February 28, 2025 to March 31, 2025
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
07 Mar	COMMERCIAL TAXES EMPTX 6993460	56,633.30		
	Bill Payment DE BUSINESS	10,444.43		558,830.20
10 Mar	Account transfer Intercompany		16,000.00	574,830.20
	Deposit 0070		237.00	
	Bill payment - 1759 TABER HM HARDWR	24.29		
	Bill payment - 1779 GOVT AB NON GRP	354.00		
	Bill payment - 1770 CENTENNIAL FOOD	3,628.96		
	Bill payment - 1774 GFS CANADA LTD	3,986.86		
	Bill payment - 1765 SYSCO-CALGARY	5,589.44		
	Direct Deposits (PDS) service total GRADS7204090000	24,066.92		
	ACCOUNT TRANSFER 9506924900	170.13		
	ACCOUNT TRANSFER 9506924902	1,678.59		535,568.01
11 Mar	Bill Payment Telus Comm	131.92		535,436.09
17 Mar	Deposit 0071		236.00	
	Direct Deposits (PDS) service total GRADS7204090000	13,200.00		
	Cable TV Bill Pmt SHAW CABLE TV	143.57		522,328.52
19 Mar	Deposit 0072		58,073.51	580,402.03
21 Mar	Deposit 0073		960.00	581,362.03
25 Mar	Misc Payment RBC PAYROLL	2,927.38		
	Misc Payment RBC PAYROLL	6,648.96		571,785.69
26 Mar	Account transfer Interoffice		68,000.00	639,785.69
	Direct Deposits (PDS) service total GRADS7204090000	125,733.75		514,051.94
27 Mar	Bill payment - 1547 SECURTEK MONIT.	49.30		
	Bill payment - 1536 TABER HM HARDWR	74.25		
	Bill payment - 1554 MEDLINE CANADA	2,747.85		
	Bill payment - 1561 CENTENNIAL FOOD	3,975.51		
	Bill payment - 1543 SYSCO-CALGARY	6,299.44		
	Bill payment - 1531 WCB-ALBERTA	10,811.07		
	Bill payment - 1558 GFS CANADA LTD	12,229.15		
	Direct Deposits (PDS) service total GRADS7204090000	23,485.43		454,379.94
28 Mar	Deposit 0074		297.00	
	Direct Deposits (PDS) service total GRADS7204090000	13,247.00		441,429.94
31 Mar	Misc Payment TOWN OF TABER Pre-Author	1,675.79		



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

Business Account Statement

February 28, 2025 to March 31, 2025
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Mar	Misc Payment TransAlta Enrgy TEM-25-1392321	4,383.31		435,370.84
	Closing balance			435,370.84

Deposit Interest Earned: \$1,201.46

Account Fees: \$249.95

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2025 to Mar 31, 2025**

REVENUE

Rental Revenue	
Resident Rent (Note 1)	251,698.00
Rent Rebates	-482.00
Rent Loss COVID	0.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>251,216.00</u>
Resident Services	
Parking	3,856.00
Utility Recovery	12,729.00
Sundry Resident Revenue	3,319.50
Tenant Maintenance Recovery	650.00
Total Resident Services	<u>20,554.50</u>
Non Resident Services	
Sundry Revenue	1,684.57
Total Non Resident Services	<u>1,684.57</u>
Grants	
ASHC - Rent Supplement Grant	4,080.00
Total Grants	<u>4,080.00</u>
Management & Administration	
PCMgntFee	282.45
Maintenance Recovery	5,645.00
Total Management & Administr...	<u>5,927.45</u>
Charitable Revenue	
Restricted Donations	0.00
Total Charitable Revenue	<u>0.00</u>
TOTAL REVENUE	<u>283,462.52</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	39,130.73
Electricity	16,689.90
Water & Sewer	25,350.68
Waste Removal	4,413.94
Telephone	2,889.99
Total Utilities	<u>88,475.24</u>
Operating	
Cleaning	59.64
Equipment & Furniture Purchase	719.98
Equipment & Furniture Repairs	0.00
Insurance	3,497.58
Resident/Volunteer Programs	1,200.00
Bad Debt Expense	0.00
Publicity & Promotion	0.00
Pest Control	910.86
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>6,388.06</u>
Operating Maintenance	
Appliances	2,204.55
Bldg Safety & Security Systems	7,552.46
Sundry	50.38

4.67 i

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2025 to Mar 31, 2025**

Vehicles		1,954.79
Building Int Painting Common Area		0.00
Building Interior Painting Units		0.00
Building Interior Flooring		5,485.35
Building Interior Suite Reno		11,223.39
Building Exterior		1,576.00
Building Remediation		0.00
Heating, Ventilation & A/C		15,381.27
Plumbing		19,471.26
Electrical		292.01
Grounds & Maintenance		5,674.90
Elevators		0.00
Maintenance Equipment - Repair		0.00
Maintenance Equipment - Purch...		0.00
Maintenance - Tools & Supplies		46.92
Facility Condition Inspection		0.00
Total Maintenance		<u>70,913.28</u>
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	54,220.20	
Maintenance Salaries	42,616.71	
Total Salaries & Wages		<u>96,836.91</u>
Benefits	0.00	
CPP	5,529.28	
EI	2,211.98	
EE Benefits	5,632.83	
Other Pension Contributions	2,418.54	
WCB	89.78	
Total Benefits		<u>15,882.41</u>
Contract Employment		0.00
Personal Recruitment		103.20
Staff Functions & Recognition		398.42
Training & Development		532.50
Health & Safety		0.00
Legal Fees		0.00
Labour Relations		0.00
Total Human Resources		<u>113,753.44</u>
Administration		
Bank Charges		542.39
Courier/Postage		206.99
Stationery & Other Supplies		588.20
Office Rent		4,653.42
Office Equipment & Furn		367.87
Office Equipment & Furn Repairs		197.70
Vehicle & Travel		1,161.00
Board Expenses		0.00
Association Fees		3,506.67
Professional Fees		0.00
Legal Fees		75.00
Audit Fees		0.00
Consulting Fees		0.00
IT Services		518.90
Sundry		77.94
Total Administration		<u>11,896.08</u>
Amortization		
Amortization		0.00
Total Amortization		<u>0.00</u>
Capital Maintenance		
Building Interior (Cap)		<u>5,645.00</u>

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Taber and District Housing Foundation - sochsg
Income Statement Jan 01, 2025 to Mar 31, 2025

Total Capital Maintenance	<u>5,645.00</u>
TOTAL EXPENSE	<u>297,071.10</u>
NET INCOME	<u><u>-13,608.58</u></u>

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

SOCIAL HOUSING
Month ending March 31, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ^{THIS} **\$48,586.63**

RECEIPTED DEPOSITS FOR THE MONTH		\$	4,017.57
Deposit	\$	2,988.25	
Auto Deposit	\$	165.32	
Interac	\$	864.00	
PAD's(pre-authorized Debit)			\$87,025.00
Sec Dep Transfer			\$0.00
Govt of AB - LAP			\$0.00
Govt of AB			\$31,317.00
Govt of AB - RAB			\$0.00
DEPOSIT INTEREST			\$243.11
RBC Express cheque'			(\$3,447.00)
Vendor PAD			(\$37,674.76)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$967.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	pos	Mar	(\$72.93)
RBC Activity Fee			(\$107.40)
Bank dep correction	#		\$0.00
CVL Transfer			(\$84,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE **\$44,920.22**

ENDING BALANCE PER BANK STATEMENT **\$44,920.22**

PLUS OUTSTANDING DEPOSIT - **\$0.00**

RECONCILED BANK BALANCE **\$44,920.22**

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

Business Account Statement

RBBDA30000_4804789 E D 09179 00488

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

February 28, 2025 to March 31, 2025

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 February 28, 2025	\$48,586.63
Total deposits & credits (10)	+ 122,602.68
Total cheques & debits (78)	- 126,269.09
Closing balance on March 31, 2025	= \$44,920.22

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			48,586.63
03 Mar	EF0303 01071695		464.00	
	Cable TV Bill Pmt SHAW CABLE TV	63.00		
	Cable TV Bill Pmt SHAW CABLE TV	63.00		
	Misc Payment COINAMATIC CANA	78.75		
	Misc Payment COINAMATIC CANA	92.64		
	Cable TV Bill Pmt SHAW CABLE TV	105.00		
	Bill Payment Telus Comm	128.05		
	Misc Payment COINAMATIC CANA	185.29		
	Misc Payment COINAMATIC CANA	188.73		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment TransAlta Enrgy TEM-25-1388171	6,499.37		41,457.71
	Deposit interest		243.11	41,700.82

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Business Account Statement

February 28, 2025 to March 31, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
04 Mar	Direct Payment (PAD's) service total GRADS8751490000		87,025.00	128,725.82
	Bill Payment Telus Mobility	50.24		128,675.58
05 Mar	Pre-authorised payment returns GRADS8751490000	357.00		128,318.58
06 Mar	Misc Payment Government of A EF0306 01071695		31,317.00 400.00	
	Pre-authorised payment returns GRADS8751490000	610.00		
	Activity fee	107.40		159,318.18
07 Mar	Bill Payment DE BUSINESS	14,653.11		144,665.07
10 Mar	Deposit 0064		357.00	
	Account transfer ACTR7506900689	16,000.00		
	Bill payment - 1725 VAUXHALL-UTIL	101.55		
	Bill payment - 1728 VAUXHALL-UTIL	104.85		
	Bill payment - 1740 BARNWELL-VIL-UT	127.05		
	Bill payment - 1735 TABER HM HARDWR	172.27		
	Bill payment - 1750 TABER, ALTA-UTL	213.11		
	Bill payment - 1755 BLUEWAVE ENERGY	304.55		
	Bill payment - 1732 VAUXHALL-UTIL	412.55		
	Bill payment - 1745 BARNWELL-VIL-UT	604.70		
	ACCOUNT TRANSFER 9506924901	668.85		126,312.59
11 Mar	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		126,197.18
14 Mar	e-Transfer - Autodeposit candace e8d8c30d63ede86758f3cd6f6d094faa		165.32	126,362.50
17 Mar	Deposit 0065		260.00	
	Cable TV Bill Pmt SHAW CABLE TV	33.35		
	Cable TV Bill Pmt SHAW CABLE TV	37.99		126,551.16
18 Mar	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	78.89		126,407.27
19 Mar	Cable TV Bill Pmt SHAW CABLE TV	188.13		126,219.14
25 Mar	Bill Payment Telus Comm	86.10		
	Cable TV Bill Pmt SHAW CABLE TV	169.05		125,963.99
26 Mar	Account transfer ACTR7508500679	68,000.00		57,963.99
27 Mar	Bill payment - 1511 ROGERS 11 DIGIT	52.50		
	Bill payment - 1516 MUN OF TABER-TX	104.85		
	Bill payment - 1508 TABER HM HARDWR	107.67		



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

Business Account Statement

February 28, 2025 to March 31, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
27 Mar	Bill payment - 1521 CONSOLIDATED MO	236.25		
	Bill payment - 1526 CONSOLIDATED MO	236.25		57,226.47
28 Mar	Deposit 0066		1,378.00	58,604.47
31 Mar	Deposit 0067		993.25	
	INT FEE01071695	0.48		
	MON FEE01071695	72.45		
	Misc Payment TOWN OF TABER Pre-Author	115.63		
	Misc Payment TOWN OF TABER Pre-Author	118.05		
	Misc Payment TOWN OF TABER Pre-Author	127.73		
	Misc Payment TOWN OF TABER Pre-Author	127.73		
	Misc Payment TOWN OF TABER Pre-Author	127.73		
	Misc Payment TOWN OF TABER Pre-Author	127.73		
	Misc Payment TOWN OF TABER Pre-Author	130.15		
	Misc Payment TOWN OF TABER Pre-Author	130.15		
	Misc Payment TOWN OF TABER Pre-Author	130.15		
	Misc Payment TOWN OF TABER Pre-Author	130.15		
	Misc Payment TOWN OF TABER Pre-Author	130.15		
	Misc Payment TOWN OF TABER Pre-Author	132.57		
	Misc Payment TOWN OF TABER Pre-Author	137.41		
	Misc Payment TOWN OF TABER Pre-Author	139.83		
	Misc Payment TOWN OF TABER Pre-Author	139.83		
	Misc Payment TOWN OF TABER Pre-Author	139.83		
	Misc Payment TOWN OF TABER Pre-Author	139.83		
	Misc Payment TOWN OF TABER Pre-Author	142.25		
	Misc Payment TOWN OF TABER Pre-Author	142.25		
	Misc Payment TOWN OF TABER Pre-Author	147.09		
	Misc Payment TOWN OF TABER Pre-Author	149.51		
	Misc Payment TOWN OF TABER Pre-Author	149.51		
	Misc Payment TOWN OF TABER Pre-Author	154.35		
	Misc Payment TOWN OF TABER Pre-Author	154.35		
	Misc Payment TOWN OF TABER Pre-Author	156.77		
	Misc Payment TOWN OF TABER Pre-Author	173.71		
	Misc Payment TOWN OF TABER Pre-Author	180.97		
	Misc Payment TOWN OF TABER Pre-Author	180.97		
	Misc Payment TOWN OF TABER Pre-Author	188.23		
	Misc Payment TOWN OF TABER Pre-Author	207.59		

4.6.2025



Business Account Statement

February 28, 2025 to March 31, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Mar	Misc Payment TOWN OF TABER Pre-Author	210.01		
	Bill Payment Telus Comm	214.19		
	Misc Payment TOWN OF TABER Pre-Author	987.91		
	Misc Payment TOWN OF TABER Pre-Author	1,126.31		
	Misc Payment TOWN OF TABER Pre-Author	1,598.44		
	Misc Payment TransAlta Enrgy TEM-25-1392318	6,115.51		44,920.22
	Closing balance			44,920.22
Deposit Interest Earned: \$243.11		Account Fees: \$107.40		

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SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending March 31, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$54,959.59
RECEIPTED DEPOSITS FOR THE MONTH	\$200.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$125.93
TOTAL DEPOSITS	\$325.93
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	\$0.00
NET BALANCE END OF THE MONTH	<u>\$55,285.52</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$55,285.52
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$55,285.52</u>

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

Business Account Statement

RBBDA30000_4804789 E D 09179 00500
TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

February 28, 2025 to March 31, 2025

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 February 28, 2025	\$54,959.59
Total deposits & credits (2)	+ 325.93
Total cheques & debits (0)	- 0.00
Closing balance on March 31, 2025	= \$55,285.52

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			54,959.59
03 Mar	Deposit interest		125.93	55,085.52
10 Mar	Deposit 0492		200.00	55,285.52
	Closing balance			55,285.52

Deposit Interest Earned: \$125.93

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Joan's Report to CAO
March 22 – April 15, 2025

APR 18 2025

- 1) Resident info:
 - a. Move In's – 2
 - b. Move out - 1
 - c. SL3 – 16
 - d. SL2 Home Care residents - 38
 - e. Resident Room changes - 1
 - f. Change in Status: 0
 - g. Potential resident interviews or tours -5
 - h. 2- Preadmission meeting for new H/C residents, this includes SL2 / Type B – HCA (SL3) / Type B LPN Secure (SL4-D)
 - i. Wait list - 18
 - j. 77 residents in total.
 - k. 33 residents on MAP
 - l. 36 residents are receiving laundry services.
 - m. HCAs are currently doing 52 baths plus 6 shower cues per week. There has been some discussion regarding the need for another bath day per week. We currently have 1 bath day per week.
 - n. 16 residents with In-house pendants
 - o. 3 residents receiving supplies.
 - p. 10 family case conferences were held.
 - q. 5 residents are paying for X-baths.
- 2) Monthly meetings:
 - a. HCA meeting
 - b. JHSC meeting
 - c. CVL Management team meeting
 - d. Home Care / Lodge Huddle
- 3) Organizing Spring Covid vaccines for seniors or staff that want. Johnsons will come to the lodge to administer; sign-up sheet has been posted for residents.
- 4) I participated in an education webinar for Continuing Care Quarterly and Annual reporting changes.
- 5) Continuing Care Quarterly report for January 1 – March 31, 2025, completed and submitted.
- 6) Hand Hygiene audit completed on April 8; 100% compliant
- 7) Personal Care Audit completed April 11; 100% complaint.
- 8) Updating Service hours spreadsheet as CLSP's from Home Care are updated.
- 9) Monitoring Senior Care to ensure care being provided by HCA's coincides with care outlined in CLSP's
- 10) Monitoring and documenting all Medication errors, Fall reports and hospital transfers. Ensuring all documents have been followed by HCA Coordinators and Home Care.
- 11) Tanya and I have decided, as staff recognition, to take each team out for lunch again this year.

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- 12) With the change to the CCHSS and Accommodation Standards auditing process I am finally finding time to review the Continuing Care Act, the Continuing Care regulations, the Accommodation Standards – Continuing Care Home, and CCHSS. The Alberta Government have now combined the audits so instead of 2 audits there will only be 1, which I feel is a good thing. The auditing process now will not be for just our SL3 individuals but will encompass all residents that are Home Care clients. Joyce has been a huge help in knowing the changes as it pertains to the Medication Assistance program and the education requirements of the employees. I have forwarded the question to Corey regarding our Contingency Plan regarding compliance as well as the information to Tim regarding the Resident and Family Council. In May of 2024 the government's hope was to have every facility audited within 18 months. – Bulletin attached.
- 13) In October 2024 the Outbreak Prevention and Control in Supportive Living Guide was updated. I have asked Tanya to update the SWP's for General Cleaning and Disinfecting, Cleaning and Disinfecting during Respiratory Outbreak and Cleaning and Disinfecting during Gastrointestinal Outbreak. Hopefully we don't have a huge number of changes needed.
- 14) Volunteer Appreciation planned for April 22, 2025 @ Parkside Manor.

Bulletin Number: 2024-03

Subject: Inspections to Standards in Continuing Care Homes

Date Issued: April 29, 2024

Issuer: Rob Lozynsky, Acting Director, Inspections and Health Compliance Unit,, Alberta Health

Distribution: Continuing Care Homes Type A, B, & C (Formerly Long-Term Care, Designated Supportive Living, and Hospice)

Contact: cclo@gov.ab.ca

Purpose:

Inform operators of changes to the *Continuing Care Health Service Standards (CCHSS)* and *Accommodation Standards* inspections in Type A, B, & C continuing care homes (formerly Long-Term Care, Designated Supportive Living, and Hospice) and provide information on new requirements in the continuing care legislative framework and its impact on inspections.

Background:

On April 1, 2024, the *Continuing Care Act* and *Continuing Care Regulation* were released along with updates to the *Accommodation Standards – Continuing Care Home* and *CCHSS*. As part of streamlining inspection authorities under the act and regulation, Alberta Health's Licensing and Compliance Monitoring Branch will be the sole inspection authority to the legislation and standards.

Key Messages:

Compliance Monitoring

Effective March 8, 2024, the Alberta Health Services (AHS) Provincial Continuing Care Audit Team has transitioned to Alberta Health. Any audits that were previously open with AHS have also transitioned to Alberta Health. Health Compliance Officers responsible for open audits have contacted operators directly to communicate the plan for follow up. Requests and timelines previously agreed upon will be honored.

CCHSS audits and *Accommodations Standard* inspections for continuing care homes will now be conducted as one inspection and will be unannounced, with few exceptions. All operators can expect to have a full inspection conducted within 18 months. Full inspections to the *CCHSS* and *Accommodation Standards* will restart May 15, 2024.

All inspection/audit results will continue to be made available on the Alberta Health public reporting website and has updated information to reflect the *Continuing Care Act*. [Accommodation Standards and Licensing | Alberta.ca](https://www.alberta.ca/continuing-care-act-accommodation-standards-and-licensing).

Contingency Plans

The updated *CCHSS (18)* and *Accommodation Standards (Type A 15) (Type B 16) (Supportive Living 18)* have additional requirements for contingency plans. Alberta Health recognizes contingency plans now require external authorities, such as local fire department and police, to be involved in development which may take time to implement. When visiting accommodations, Health Compliance Officers will verify that the operators have started the process to meet these new

requirements and will educate operators on the requirements as needed. Operators will have until October 1, 2024, to meet all the requirements for contingency planning.

Resident and Family Councils

The implementation of the *Continuing Care Act* repealed the *Resident and Family Councils Act*. Inspections to the requirements of a resident and family councils are now included as a part of the *Accommodation Standards (Type A 29) (Type B 30) (Supportive Living 33)*.

Duty to Notify

The notification form and criteria for reportable incidents have changed. Continuing care service providers and operators in Alberta are now required to report to Alberta Health any serious event or incident that has occurred, or that has the potential to occur through the Duty to Notify process. The Duty to Notify – Decision Guide will assist operators to fill out the submission form.

Resident/Client Concerns

Under the *Continuing Care Act (30)* and the *Continuing Care Regulation (57)*, resident/clients and their support persons can report concerns about the accommodation or the health services they are receiving directly to the Continuing Care Licensing Office (CCLO). Operators are required to share information on reporting concerns to the CCLO with the residents in their facility. The Contact Continuing Care Webpage will assist operators in what concerns information should be shared related to making complaints. The Licensing and Compliance Monitoring Branch is responsible for following up on complaints that are reported through the CCLO.

All providers are encouraged to contact the Continuing Care Licensing Office at cclo@gov.ab.ca or (780)644-8428 if they have questions, concerns or require information.

Resources:

Continuing Care Website

Continuing Care Legislation and Standards Website

Accommodation Standards - Continuing Care Home

Continuing Care Health Service Standards (CCHSS)

A summary of all CCHSS inspections/audits is available on Alberta Health's Continuing Care Inspection, Audit and Visits Results website.

If you have questions or concerns regarding the contents of this bulletin, please contact CCLO@gov.ab.ca or by phone at 1-780-644-8428.

Thank you for your dedication and support of residents and staff.

Relations Manager Board Report April 2025

- Weekly resident case conferences
- Home care huddle meetings
- Staff meetings
- Management of the CVL Facebook page is going well
- Pre-admission meetings
- Team meetings
- ASCHA conference
- CARF training sessions
- HCA payroll and scheduling
- Going through Care plans to ensure billing accuracy
- Starting to plan staff appreciation event
- Helping at main office with rent calculations
- Managing the wandering registry with TPS

Resident Info

- Working on getting residents properly placed for new funding model
- Had a meeting with a family who want a camera in their mom's room
- Three resident move ins, one move out
- Had FCSS come in to do income tax for residents

Board Report

HCA coordinators: Carlos Olivares, Joyce Turner

April 14, 2025

Audits: Most recent hand hygiene and PPE audit

- **Hand hygiene audit**—completed April 100% compliance.
- **PPE audit**—completed April 100% achieved.

Training/Meetings:

- HCA meeting- March 28, 2025
- MAP Competency Assessments in progress, 8 completed to date.
- Norquest Tutor Orientation completed April 2, 2025

Residents:

- There are 32 residents on MAP.
- There are 38 residents on laundry.
- There are 18 residents with pendants.
- There are 16 SL3 residents.

HCAs:

Restraint as a Last Resort education has been completed for our HCAs

Quality Improvement:

- There are 6 residents with pharmacological restraints. We are working closely with Home Care to ensure CCHSS standards are met. Including, monthly interdisciplinary restraint management meetings.
- No medication errors reported this month. Refusals are being reported diligently.
- No falls reported this month.
- Medication reconciliations have been received within one week of move-in for the last 3 admissions.
- Focus on MAP program with a goal of reducing/mitigating areas of risk such as hazardous/high-alert medications, diuretic action plans and restraint use.

April 2025 Operations Coordinator & Health & Safety Board Report:

By: Tanya Fallon

- Scheduling for March/April 2025 Completed. Scheduling for April/May 2025 is ongoing.
- Payroll for March/April 2025 Completed. Payroll for April/May 2025 is ongoing.
- Held Kitchen, Housekeeping, and Recreation meetings with minutes being completed and distributed. Competency checks and also SWP were completed at the meetings.
- Joint health & safety meeting was held with minutes completed and distributed.
- 1 Incident Reported, investigated and action plan in place, waiting for sign off from JHSC.
- Monthly Safe work practices have been updated for Kitchen, Recreation, and Housekeeping teams.
- 6 Resident Case conferences attended.
- Attended Homecare team huddle.
- Menus completed for May 2025.
- Management meetings attended.
- Completed Auditor refresher training with CCSA to renew my auditor certificate.
- Met with SGP rep and Stephen about savings that can be had when ordering.
- Worked on updating some policies and procedures.
- Finished CARF training sessions.
- Put out Food service resident survey, working on tallying the results. So far have had a good participation level.
- Working on updating the Orientation handbook so that all information is up to date.
- Attended ASCHA conference. This was a very valuable conference with lots of training sessions on productivity management for both staff and products. It was also very nice to talk with other people in our field and to hear their views and ideas on dealing with some of the issues that arise when working in the Assisted living sector. We also heard the Minister of Seniors, community & social services Alberta talk And hear some of the changes that will be coming in the future.
- Worked on some staff appreciation events.
- Completed numerous other day-to-day managerial tasks for the month.

March Recreation Board Report 2025:

By Taralyn Heezen

March 1st: No Recreation, Rosary, Evangelical Free Church, Church of Jesus Christ of Latter-Day Saints, 2 Harps and a Flute. The Residents informed me that they enjoyed their performance, and the music was very beautiful, therefore I will be booking them again in the future.

March 2nd: No Recreation. Evangelical Free Church Service, Church of Jesus Christ of Latter-Day Saints church service, Two Harps and a Flute Entertainment. The Residents enjoyed the new entertainment and asked for them to come back to perform.

March 3rd: Regular activities, Senior Games with the Laddies, Wii Games, Calvary Baptist Church Service. The Wii activity was a hit with the Residents so we will be doing this activity weekly going forward.

March 4th: Regular Activities, Bible Study, Margaret Ratcliff cancelled Chair Yoga. Taralyn was in a Health and Safety Course so Nela Filled in today.

March 5th: Regular activities, J & R Diamond Entertainment was cancelled.

March 6th: Regular Activities, Alzheimer's Support Group. The support group is still in early stages as this was only the second meeting. We had two new people come to join today and I am excited to be hosting this event.

March 7th: Regular Activities, Table Clearing, Walmart Trip. The Table clearing seems to be enjoyable for some Residents. It has made them feel useful and giving them a purpose, it helps them with direction when they don't know what to do, therefore we will continue with this activity and have made them aware that they can help on any day or after any meal.

March 8th: No Recreation, Rosary, movie

March 9th: No Recreation, Rosary, Hymn sing-along, Church of Jesus Christ of Latter-Day Saints, Westview Church Choir.

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March 10th: Regular Activities, Blood Pressure Clinic, Senior Games with the Ladies.

March 11th: Regular Activities, Bible Study, Celtic Group Entertainment, Reinland Church Choir. The Residents enjoyed the Celtic Group as it was a change of pace music wise. I will be booking them again in the future.

March 12th: Regular Activities, Noel Burles Entertainment, Kiwanis Bingo. Going forward I will no longer be booking Noel Burles for Resident entertainment as they were very disappointed, and had 13 Residents get up and leave in the middle of the performance.

March 13th: Regular Activities, Hear Right Canada, St. patty's door hanger craft. The craft was such a hit that we had about 20 residents participate which is the highest we have ever had. Going forward I will be making even more extras because we almost ran out of our supplies. On average there would only be 10 – 15 Residents participate, and I always plan for 20 residents so I will be planning for 25 Residents. If there are extra, we pack them up and use for one on ones or use them when we have a volunteer brings in the craft and run out of supplies. We do have a sign-up sheet to help with the numbers, but I have found there are always extra that want to attend.

March 14th: Regular Activities, Table Clearing

March 15th: No Recreation, Music by Hailey Murphy. The Residents enjoyed her performance, and I will be booking her again in the future. The Residents also informed me that she had her Baby with her in a body baby carrier as she performed, and they thought that it was neat. They said that the baby was smiling at the Residents, and they were waving back, and it brought so much joy to them.

March 16th: No Recreation, Rosary, Church of Jesus Christ of Latter-Day saints, Movie

March 17th: Regular Activities, Exercises were cancelled due to Fire Safety Training in the Atrium, St. Patty's Day Party with Bingo and Special Prizes.

March 18th: Regular Activities, Drumming with Tanie, CNIB Meeting. The Drumming went well this time around as we had a big increase of Residents participation. I have spoke with her and she is willing to come on a regular basis. The positive shift in the Residents and the laughter filled the Atrium was a whole change in the environment.

March 19th: Regular Activities, Catholic Mass, United Church, Gary Kerkhoff Entertainment, The Oilers Entertainment in the evening.

March 20th: Regular Activities, Resident Council General Meeting

March 21st: Regular Activities, Recreation Staff Meeting

March 22nd: No Recreation, Rosary, Movie. The Taber Filipino Women's Society Came in and Did a Bingo activity and a Bowling activity. The feed back I received was very positive. Residents said they were fun, cheerful and brought life to the building. I have plans to have them come again in May to do Karaoke with the Residents on a weekend when there is no Recreation Staff.

March 23rd: No Recreation, Rosary, Hymn Sing along, Church of Jesus Christ of Latter-Day Saints

March 24th: Regular Activities, Senior Games with The Ladies, One on Ones.

March 25th: Regular Activities, no Rosary there was a course in the Multipurpose Room, Precious Connection cancelled. Nela was in for Myself as I was in training

March 26th: Regular Activities, Karen Karaoke entertainment, Nela was here in the morning for Liesl.

March 27th: Regular Activities

March 28th: Regular Activities, Larry Crouse Entertainment (Headliner for the Cowboy Poetry Event). Liesl worked alone

March 29th: No Recreation, Rosary, Movie

March 30th: No Recreation, Rosary, Church of Jesus Christ of Latter-day Saints, Movie

March 31st: Regular Activities, Senior Games with the Ladies. Grant Hunter came and played and learned different card games with the Residents. The Residents really enjoyed this time and invited him to come back anytime.

Volunteer Hours:

Valarie Beukama : 4.5 Hrs.

Kayle Fallon: 4 hrs.

Kynlee Fallon: 4 hrs.

John Neufeld: 1.5 Hrs.

Isabel Nordquest: 0.5 Hr.

Sister Parson: 3.5 Hrs.

Sister Wright: 2 Hrs.

Church Services: 8.5 Hrs.

Music & Entertainment: 4Hrs.

Groups: 4 Hrs.

Operations Report

April 2025

Clearview Lodge

- The public washroom has been painted and new vanity ordered.
- ABSA inspection permit received in Lodge
- Roto Rooter emptied grease trap.
- Boiler pump being repaired.
- A/C units serviced for spring start up.
- Move into unit #515.
- Ordered pendants and batteries.
- Simpson Plumbing has replaced low water cutoff switch.
- Met with Crown Equipment for info on new stoves for kitchen.

Homestead Manor

- *Replacement window installations are in progress.*
- *A/C serviced for spring start up.*
- *Move out at unit #102.*
- *Pricing out sprinkler system upgrade.*
- *Fire extinguisher training for tenants from Fire Dept.*
- *Taber to replace vinyl in a unit.*

Pioneer Place

- Pump has been replaced with on the boiler.
- *Move in at unit #115.*
- *Securcom installing controls to unlock all outside doors.*
- *A/C serviced for spring start up.*
- *Cabinets ordered to upgrade coffee area.*

- Pricing out replacing sprinkler system.
- Fire extinguisher training for tenants from Fire Dept.
- Pricing matting and gravel for flower beds.

Harmony Home

- Unit 208 has had move in.
- Unit 306 is ready to move in.
- Did a walk through with Simpsons Plumbing on pricing boiler and pneumatic replacement.
- Move out at unit 206.
- Fire extinguisher training for tenants from Fire Dept.
- Done Right pricing to replace outside lights.
- Kwik Kerb finished curbing at Manor.
- A/C serviced for spring start up.
- Replacing fridge at unit #102.

Prairie Rose Manor

- Priced out replacing concrete sidewalk at Manor.
- Booked sidewalk up grades with Bevco
- Replaced fridge at unit #7.
- Spring cleanup is completed.
- Door controller moved from Pioneer for backdoor fob.
- Active Lock has put in striker lock on back door.
- We are still using de-humidifier in crawl space.

Sunshine Manor

- On going maintenance.
- 3 trees to be taken down by Reidco.
- MD to fix drainage problems at Manor.

Barnwell

- *On-going maintenance.*
- *Kwik Kerb installing curb at Manor.*
- *Sprinkler system started.*

Phase One

- *Vent cleaning booked for all units*
- *Replaced a broken door handle.*

Phase Two

- *Vent cleaning booked for all units*
- *Replaced a screen door handle.*

Phase Three

- *Vent cleaning booked for all units*
- *Trees trimmed by Fortis.*

Special Needs

- *On- going maintenance.*
- *Pricing leaf guards for building.*

General Maintenance.

- *New smoke detectors have been received to replace Social Housing units.*
- *Pricing out re-paving parking lot.*
- *Booking annual inspection of fire extinguishers.*
- *6 more shower stalls were ordered.*
- *Summer student scheduled to start for the season*

PLACEMENT OFFICER REPORT

MONTH: April 2025

SENIOR HOUSING

Applications – 2
Move ins – 2
Move outs – 2
Waitlist - 5
Units Available - 3
Vacant Units – 3

FAMILY HOUSING

Applications - 0
Move ins - 0
Move outs - 0
Waitlist - 9
Available Units - 0

RENT ASSISTANCE

Applications - 0
New Clients - 2
Total Clients - 46
Waitlist - 3

NOTES:

New Tenant Association formed at Harmony Home

Flower Lady – Carol Bennet was in confirming she will lead the charge on that.

Annual renewals/calculations for Community Housing/Manors – in progress

CAO Report

April 2025

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 31 – April 4

- Mar 31 – Apr 2 – ASCHA Conference – Edmonton, AB
- Apr 1 – Received SCSS Business Template for 2026 to 2028 – Due June 30, 2025
- Apr 2 – Received SCSS Site Level Budget Template
- Apr 3 – Meeting with Bev, Corey & Michelle – Review 2025 Social Housing Budget and prepare for 2026 budget
- April 4 – Meet with family members of CVL resident re: in-suite camera placement

Week of April 7 - 11

- Apr 7 – 9 – Worked on Attendant Care Expenses for 40+ residents
- Apr 7 – Spoke with Victim Services to place one of their clients in Sr. Self-contained
- Apr 8 – Conversations with Tanya re: performance gaps and goals with Food Services staff member
- Apr 9 – Conversation with Tanya and Carrie re: performance gaps and goals with HCA Coordinator position
- Apr 9 – Ad for Rental Assistance Benefit (RAB) program for Taber Times and Vauxhall Advance
- Apr 10 – Meeting with Joan, Tanya & Carrie
- Apr 11 – Meeting with Joan & Rosanne
- Apr 11 – Setting up appointment to meet with CVL Resident Council Executive and members outside of a normal Council meeting. Hoping to gain a better understanding of issues and be able to begin addressing them prior to next Council meeting.

Week of April 14 - 18

- Apr 14 – Received Canada Summer Jobs funding for summer Maintenance student only
- Apr 14 – Working with Corey on project budgets for Harmony Home parking lot, boilers and HVAC control system and forwarding quotes to SCSS re: Asset Transfer and the Maintenance Reserve amounts required to update Harmony Home.
- Apr 15 – Received a proposal to increase bath shift hours. More CVL residents are requesting additional baths (and paying for them) but the staff are struggling to keep up.
- April 16 – FLEX day
- April 17 – TCAPS Annual General Meeting and Monthly Board meeting
- April 18 – STAT – Good Friday

Week of April 21 - 25

- Apr 21 - Meet with Michelle McCann, TDHF Placement Officer, and agree that she will not continue in employment, as she wishes to discontinue her involvement in the position.
- Apr 22 – Complete TDHF Board of Directors Agenda Package
- Apr 24 – Meeting with Joan, Tanya & Carrie
- Apr 24 – SCSS CMR Webinar
- Apr 24 – TDHF Board of Directors meeting
- Apr 24 – TDHF Volunteer Appreciation event

Upcoming Events

May ->

- Electronic payroll system –
 - Begin repairs to iPad facial recognition timekeeping device
 - Update employee listing to current staff (archive any noncurrent staff)
 - Update reporting lines for each department
 - Work with Bev on payroll calculation rules (March/April)
- Strategic Planning – put Goals into Action Plan
 - Consider transfer of ownership of ASHC assets to TDHF (**Harmony Home – Q2 - 2025**)
 - Upon successful asset transfer, develop project planning details (**Q3/4 – 2025**) to update mechanical systems (boilers and controls), building envelope (windows and siding) and interior updates (tub to shower installs, kitchen upgrades, painting and flooring)
 - Research and develop plans for affordable housing (duplex and fourplex) embedded in community and in surrounding communities (**On hold**)
 - Find partners for Cherry & Main (given new design and costing) (**ongoing**)
 - Update business case for Clearview Lodge (based on Bergen costing) (**Hold for funding**)
 - Research and develop opportunity for third party management of housing facilities.
 - Develop proposals for Special Needs housing (**On hold**)
 - Investigate and develop relationships with local investors/developers/employers.

- Professional Development for Out-of-Scope Managers
 - Research possibilities for 2025 team-building opportunities
- Human Resources & Staffing:
 - Work with benefits provider to identify options available for conversion upon end of employment.
 - Comprehensive review of CVL Management Job Descriptions – ensure that there are no gaps in responsibilities; establish clear approval pathways and incorporate coverage for absences – *This is ongoing exercise as people change roles.*
 - Succession Planning – implement approved plan (in perpetuity)
- Fundraising Program:
 - Letters to previous donors, Chamber of Commerce, public appeal (for MOW – **Nov 2025**)
 - Develop an intentional fundraising plan for the next 1 to 5 years
 - Create a “wish” list of projects (with varying cost levels) that would be available should grantors/donors approach TDHF with funds
- Building Committee:
 - Develop communications plan:
 - Housing information session for MLA Grant Hunter (Taber-Warner), and MLA Joseph Schow (Cardston-Siksika) – December? (prior to next round of applications)
 - Set up further meeting(s) with Alberta Seniors, Community & Social Services
- Policy Review & Updates
 - Disability Management Program & Return to Work (in progress)
 - Drug & Alcohol Policy (**2025**) – prepared by Steve Connors, Brownlee Law – this will need some review with Governance Committee and Management staff.
 - Pet Policy for Family Housing and Senior self-contained units (is it possible?)
 - Camera (in-room) Policy for Clearview Lodge (**May**)
 - CVL Resident Application form (in progress)
 - Develop plan and timeline for adoption of Alberta Health Care rates for SL3 clients (**Apr - DONE**)
 - Proposed implementation date – July 1

Professional Development & Committee Responsibilities:

- May 13 - 15, 2025 - APHAA Conference – Edmonton, AB
- October 21 – 24, 2025 – APHAA Conference – Kananaskis, AB

Days booked out of office:

- July 31 – August 4, 2025 - Vacation
- September 2 – 12, 2025 - Vacation

April 9, 2025

Mr. Tim Janzen
Chief Administrative Officer
Taber And District Housing Foundation
5318 48 Ave
Taber, AB T1G 1S2

Dear Mr. Janzen:

We are pleased to inform you that a second contribution of Deferred Operating Reserve Funding (DORF) to be deposited directly into your DORF account. These funds are intended to support your social housing operating needs if your deficit funding is insufficient in the current or future years. Please note that this reserve is exclusively available for your social housing portfolio (community housing and seniors self-contained, as applicable) and cannot be used for other housing programs.

The ASHC recognizes the importance of the contribution from the Government of Canada to the social housing programs in Alberta. The funding provided in the Canada Community Housing Initiative is part of the National Housing Strategy and provides funding to improve housing affordability.

For more information on the Canada Community Housing Initiative and the National Housing Strategy, please visit: <https://www.cmhc-schl.gc.ca/en/nhs>.

Deferred Operating Reserve Fund (DORF)

Your 2025 contribution to your DORF account is **\$53,000**. The DORF account consists of two main components:

- **Operating reserve grants** intended to support your social housing program if your deficit funding is insufficient in the current or future years. Amounts include the original November 2023 grant and this new April 2025 grant.
- **Annual surplus carryovers** should your social housing program operate in a surplus over and above your budget for the year. These surpluses can be transferred in automatically and will be confirmed in your annual audit review

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letter in addition to the expected balance in your DORF as per ASHC records.
This was originally referenced in your March 7, 2025, budget letter.

Usage of DORF funds

Withdrawals are for operating expenses related to your social housing portfolio (community housing and seniors self-contained units, as applicable). The two methods for usage of funds are:

- Operating results exceed the operating budget deficit funding received leaving you in an unfunded deficit position at year end.
- Prior approvals from your Housing Advisor on a case-by-case basis

Unspent balance remains held within the DORF account and are not required to be returned to the Alberta Social Housing Corporation.

Accounting and Reporting of DORF funds

- On the *Changes in Deferred Operating Reserve Schedule* within your audited financial statements including brief detail on the use of the funds.
- The amount spent must be recorded on your *Statement of Operations* in both the revenue account "430040 – ASHC – Grants for Restricted Purposes" and in the related "expenditure" account, if applicable.

We appreciate your continued efforts in providing valuable information through roundtables, business plans, discussions with your Housing Advisors, and other conversations over the years. This detailed input has greatly enhanced our understanding of your operating needs and has strengthened our requests for additional funding.

If you have any questions or concerns regarding the use of the DORF funding, please contact your Housing Advisor.

Yours truly,



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

cc: Rosanne Horrocks, Board Chair
Amber Gallant, Housing Advisor

RESOLUTION: Market Rents 2025

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 **2024** for Taber and District Housing Foundation Rental Accommodations was as follows:

	Location	# of Bedrooms	Market Rent	<u>Max 20%</u> over Market Rent	TDHF Set Market Rent
2024	Taber	Rooming House	\$550	14%	\$ 627
		Bachelor	\$675	14%	\$ 770
		1 Bedroom	\$800	16%	\$ 928
		2 Bedrooms	\$1,000	16%	\$ 1,160
		3 Bedrooms	\$1,300	16%	\$ 1,508
		4 or more Bedrooms	\$1,500	16%	\$ 1,710
	Vauxhall & Barnwell	1 Bedroom	\$750	14%	\$ 855
		2 Bedrooms	\$900	14%	\$ 1,026
		3 Bedrooms	\$1,200	14%	\$ 1,368
		4 Bedrooms	\$1,400	14%	\$ 1,596

RESOLUTION: Market Rents 2025

2024	Location	# of Bedrooms	Market Rent	<u>Max 20%</u> over Market Rent	TDHF Set Market Rent
	Grassy Lake	1 Bedroom	\$600	16%	\$696
		2 Bedroom	\$700	16%	\$812
		3 Bedroom	\$800	16%	\$928
		4 Bedroom	\$1,000	14%	\$1,140

WHEREAS Taber and District Housing Foundation must complete their own rental review as indicated as follows; and

Rental Location	Number of Bedrooms
Rooming House - Taber	n/a
Taber	Bachelor, 1, 2, 3 & 4
Vauxhall, Barnwell & Grassy Lake	1, 2, 3 & 4

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

2025	Location	# of Bedrooms	Market Rent	<u>Max 20%</u> over Market Rent	TDHF Set Market Rent
	Taber	Rooming House	\$600	14%	\$ 684
		Bachelor	\$700	14%	\$ 780
		1 Bedroom	\$850	16%	\$ 986
		2 Bedrooms	\$1,100	16%	\$ 1,276
		3 Bedrooms	\$1,350	16%	\$ 1,566
		4 or more Bedrooms	\$1,600	16%	\$ 1,856
	Vauxhall & Barnwell	1 Bedroom	\$750	14%	\$ 855
		2 Bedroom	\$900	14%	\$ 1,026
		3 Bedroom	\$1,200	14%	\$ 1,368
		4 Bedroom	\$1,400	14%	\$ 1,596
	Grassy Lake	1 Bedroom	\$650	16%	\$754
		2 Bedroom	\$750	16%	\$870
		3 Bedroom	\$900	16%	\$1,044
		4 Bedroom	\$1,100	14%	\$1,254

And furthermore, be effective for:

- Existing tenants at their next annual rent review date and
- New tenants upon move in effective May 1, 2025

RESOLUTION: Recovery of Electrical Costs – 2025 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, 2025:**

Units	Type of Meter	Total Electrical Costs for 2024	Recovery based on Meter Type	80% of Electrical	## of Units	2024 Monthly Electrical Charge	2025 Monthly Electrical Charge
Taber	Bulk	\$57,867	80%	\$46,294	85	\$50	\$ 46
Barnwell	Individual	N/A	00%	N/A	6	\$00	\$00
Grassy	Bulk	\$3,412	80%	\$ 2,729	4	\$50	\$ 50
Vauxhall	Individual	N/A	00%	N/A	12	\$00	\$00

April 13, 2025

APR 14 2025
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Roseann Horrocks, Board Chair

Tim Janzen, CAO

As per our meeting held on April 11, 2025, and after discussion with my accountant and my lawyer I have put together the following proposal regarding my retirement effective April 30, 2025. AS per our discussion my initial plan was to retire June 30, 2026, but you have requested that I consider immediate retirement.

I have been a dedicated employee for over 38 years. Over the course of these 38+ years I have put in numerous hours of uncompensated overtime to ensure tasks were completed, shifts were covered, and residents received the care they require. I used minimal sick days keeping my bank at the maximum, therefore not accumulating for many months, which would ensure that as I grew older or had an emergency and required more time off that I would have it in my bank.

I have successfully navigated Clearview Lodge team through 3 huge renovation projects, numerous gastro and respiratory outbreaks, a Major Pandemic, numerous Accommodation Standards and Continuing Care Health Service Standards audits, Public Health inspections, just to name a few of what I consider huge accomplishments. I also developed our initial Health and Safety program in 1998 and have ensured to date that we have received our "Certificate of Recognition".

I hope you will take into consideration all of the above regarding my proposal.

Proposal :

- Wages paid monthly until June 30, 2026.
- Benefits paid until I reach termination age (Not Blue Cross unless it is Premium (892.47 per month) or Enhanced + (502.49 per month.)
- Vacation accrual paid to April 30, 2025, as a separate transaction from April payroll.
- Any Out of Scope raise as of January 1, 2026, will be included in my monthly pay from January 1 – June 30, 2026.
- My RRSP will remain a matched benefit until June 30th, 2026. (Currently 290.01 per month)
- Keep my existing phone and phone #403 317-1330. I will pay for plan.
- Staff Service Recognition for 35+ years.

Thank you for your consideration.

Joan Hart

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**Clearview Lodge Manager
Severance Proposal
At April 24, 2025**

Month	Salary	RRSP	Benefits	Total
May	7,250	290	502	8,042
June	7,250	290	502	8,042
July	7,250	290	502	8,042
August	7,250	290	502	8,042
September	7,250	290	502	8,042
October	7,250	290	502	8,042
November	7,250	290	502	8,042
December	7,250	290	502	8,042
2025 Total	58,000	2,320	4,020	64,340

The expenses incurred in 2025 are already in the 2025 Clearview Lodge budget.

January 2026	7,468	298.7	502	8,268
February	7,468	298.7	502	8,268
March	7,468	298.7	502	8,268
April	7,468	298.7	502	8,268
May	7,468	298.7	502	8,268
June	7,468	298.7	502	8,268
July			502	502
August			502	502
September			502	502
October			502	502
November			502	502
December			502	502
2026 Total	44,805	1,792	6,024	52,621
2027 Total			6,024	6,024
2028 Total			3,012	3,012
TOTAL	102,805	4,112	19,080	125,997
Total Unbudgeted	44,805	1,792	15,060	61,657

The expenses that would be incurred in 2026 and beyond would have some impact on the budgets of those operating years. The greatest effect in 2026 budget.

Weekly Report (Social Housing)

4/17/2025

	Senior Self Contained
New Applicants	0
Move In's	1
Move Outs	0
Wait List	5
Vacant Units	3

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Evelyn Gross	15-Apr-25	115	52060

Exiting Tenants (Move Out's)

Sr. Apt			
Tenant Name	Move Out Date	Unit Number	Phase Number
Harley Bergin/Germaine Deyme	14-Apr-25	206	52040

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	206 306	Suite Renewal
Homestead Manor	102	
Pioneer Place		Full
Prairie Rose Manor		Full
Bountiful House		Full
Sunshine Manor		Full

	Community Housing
New Applicants	0
Move In's	0
Move Outs	0
Wait List	9
Vacant Units	0

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Community Housing Vacancies:

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

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Tim Janzen

From: SCSS CMR <SCSS.CMR-Housing@gov.ab.ca>
Sent: Thursday, April 17, 2025 1:29 PM
To: Corey Beck; Tim Janzen
Cc: SCSS CMR; Brent Breakey
Subject: TAB - 2025-26 Approved Capital Maintenance and Renewal (CMR) Program Budget
Attachments: TAB 2025-26 CMR Budget List.pdf

Hello,

I am pleased to inform you that the Capital Maintenance and Renewal (CMR) Program project and budget for the **2025-26 fiscal year** has been officially approved. Please find the detailed budget document attached for your reference.

This approval is based on the following:

- The 4th quarterly report submitted in January 2025.
- Carryover funding from the 2024-25 fiscal year.
- The available budget within the program for new projects as outlined in your business plan, **Appendix "D"**, submitted in June 2024.

Please note that any projects originally projected to be completed in the 2024-25 fiscal year but extending into 2025-26 will not be reflected in the attached budget. These projects will be included in the next forecasting round in April 2025. We kindly ask that you adjust your project plans accordingly to account for any continuations. It is expected that all Housing Management Bodies (HMBs) will adhere to the overall budget, which is highlighted in purple.

Should any emergent issues arise throughout the fiscal year, we ask that you notify us as soon as possible. Please follow the standard procedure for requesting emergency funding by contacting SCSS.CMR-Housing@gov.ab.ca.

Important Note: The approved budget includes management fees for the HMBs overseeing CMR projects, as outlined in the respective project service agreements.

We look forward to your continued collaboration in the coming fiscal year.

Brent Breakey

Program Manager, Capital Maintenance and Renewal Program (CMR)
Housing Capital Programs | Housing Division
Alberta Seniors, Community and Social Services
C: 780-719-9853



Classification: Protected A

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Approved 25/26 CMR Budget

HMB Code	CMR Project ID	Approval Year	Housing Project	Capital Maintenance Project Name	Original Approved Budget	Total Contract Commitments	Total Payments (up to Jan 14, 2014)	Q4 (Jan/Feb/Mar)	2025/26 Total	2026/27 Total
TAB	108390	2025/2026 Capital Maintenance	Taber 1	Suite Renewals	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -
TAB	108391	2025/2026 Capital Maintenance	Homestead Manor	Suite Renewals	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
TAB	108392	2025/2026 Capital Maintenance	Pioneer Place	Suite Renewals	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
TAB	108393	2025/2026 Capital Maintenance	Prairie Rose Manor	Suite Renewals	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
TAB	108394	2025/2026 Capital Maintenance	Taber 2	Suite Renewals	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -
TAB	108395	2025/2026 Capital Maintenance	Prairie Rose Manor	Upgrade Common Area Make-Up Air (MUA) Unit	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -
Total									\$ 128,000.00	\$ -

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