



**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, May 22 @ 2:30 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – April 24, 2025
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to April 30, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – YTD to April 30, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – YTD to April 30, 2025
 - c) Bank Reconciliation – Security Deposit – April 30, 2025
5. **Reports**
 - a) Lodge Manager/Resident Manager Report
 - b) HCA Coordinator Report
 - c) Recreation Report
 - d) Operations Manager Report
 - e) Placement Officer Report
 - f) CAO Report
6. **New Business:**
 - a) Affordable Housing
 - i) Seed Funding Application – **On hold**
 - ii) Asset Transfer – Harmony Home
 - b) CVL – Design Process Ideas & Schedule
 - i)
 - c) Action Plan – CVL Resident Council
 - d)
7. **Information**
 - a) Report – Social Housing – May 15, 2025
8. **Adjournment**

Next Meeting: Board of Directors

Thursday, June 26, 2025 1:30 pm TDHF Admin Office - Boardroom



**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, April 24, 2025
TDHF Admin Office Boardroom

ATTENDANCE

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

Rosanne Horrocks, Chairperson, called the meeting to order at 1:30 pm.

1. Approval of Agenda

Motion 2025 - 045

MOVED by J. Strojwas to approve the agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2025 - 046

MOVED by T. Machacek to accept the minutes from the Board of Directors meeting of Thursday, March 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 March 31, 2025

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 047

MOVED by D. Remfert to approve financial statements and bank reconciliations for Clearview Lodge to March 31, 2025.

CARRIED

Motion 2025 - 048

MOVED by R. Norris to approve financial statements and bank reconciliations for Social Housing to March 31, 2025.

CARRIED

Motion 2025 - 049

MOVED by T. Miyanaga to approve bank reconciliations for Security Deposits for the months of March 2025.

CARRIED

5. Reports

a) CVL Lodge Manager Report

Motion 2025 - 050

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

CARRIED

b) Relations Manager Report

Motion 2025 - 051

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

CARRIED

c) Operations Coordinator / Health & Safety Officer Report

Motion 2025 - 052

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

CARRIED

d) Operations Manager Report

Motion 2025 - 053

MOVED by R. Norris to accept the Operations Manager report, as presented.

CARRIED

e) Placement Officer Report

Motion 2025 - 054

MOVED T. Macacek to accept the Placement Officer report, as presented.

CARRIED

f) Chief Administrative Officer Report

Motion 2025 - 055

MOVED D. Remfert to accept the Chief Administrative Officer report, as presented.

CARRIED

6. New Business

a) Cherry & Main Affordable Housing Project:

- i) 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 additional repair quotes for Harmony Manor have been forwarded to the Ministry of Seniors, Community & Social Services (SCSS).

b) Clearview Lodge – Expansion & Modernization

CAO reported that there have been no announcements around Affordable Housing Partnership projects.

c) Letter - AB Seniors, Community & Social Services – 2025 DORF Contribution – April 9, 2025

The letter indicated that SCSS would be forwarding a contribution of \$53,000 for the Deferred Operating Reserve Fund.

d) Resolution: Market Rents - 2025

Motion 2025-056

MOVED by T. Miyanaga that Resolution: Market Rents - 2025 be accepted as presented. **CARRIED**

e) Resolution: Recovery of Electrical Costs - 2025

Motion 2025-057

MOVED by T. Machacek that Resolution: Recovery of Electrical Costs - 2025 be accepted as presented. **CARRIED**

Staff including T. Fallon, C. Beck, C. Wilson and J. Hart were excused from the meeting at 2:43 pm.

f) In-camera session

Motion 2025 - 058

MOVED by J. Strojwas that the meeting be moved in camera at 2:45 pm. **CARRIED**

Motion 2025 - 059

MOVED by J. Strojwas that the meeting be moved out of camera at 3:50 pm. **CARRIED**

Motion 2025 - 060

MOVED by J. Strojwas that the Board accept the HR proposal as presented. Unbudgeted amounts for future years to be included in the subsequent annual CVL operating budget(s).

CARRIED

7. Other Information

- a) Report – Social Housing – April 17, 2025
- b) Letter – SCSS re: 2025 Capital Maintenance & Renewal Budget – Project Approvals

8. Adjournment

Motion 2025 - 061

MOVED by R. Norris to adjourn this meeting at 3:57 pm

CARRIED

Next Meeting:

Annual General Meeting	Thurs, May 22, 2025	1:30 pm	Clearview Lodge - Atrium
Board of Directors	Thurs, May 22, 2025	2:30 pm	CVL Activity Room

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	22	358	1516	31	1,054.50
May			1516		
June			1516		
July			1516		
August			1516		
September			1516		
October			1516		
November			1516		
December			1516		
YTD MEALS		1516		123	4,227.00
\$/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	18	1,122
2021	40	2,164
2022	35	1,952
2023	37	1,814
2024	39	2,105

Lodge Managers & Resident Managers Report May 2025

- All scheduling for April/May 2025 completed. All scheduling for May/June 2025 ongoing.
- Payroll for April/May 2025 completed. Payroll for May/June 2025 ongoing.
- Kitchen, Housekeeping, Recreation, and HCA team meetings will be held last week of May. Safe work practices, competency checks for May will be done at that time.
- Held weekly Housekeeping meetings,
- Joint health & safety meeting held with minutes completed and distributed.
- Managers meeting attended.
- Homecare huddle held.
- Facility inspections for May 2025 completed. 3 deficiencies found and remedied.
- 2 Incidents investigated, action plans in place and signed off by JHSC.
- Menus completed for June 2025,
- On-call rotation on-going.
- Set up First aid training and N95 Mask fitting to be held May 29, 2025.
- Weekly reporting for ALA capacity and AHS data requests completed.
- Food survey sent out and results posted. Action plans in place to improve. Some things we have in place are changing up Sunday meals. Unfortunately, due to specific cleaning that needs to be completed we must keep the options basic, but we are going to include more variety like a chef's cold plate and stews, etc. Also, I will be setting up a Food safe training course for kitchen staff as a reminder for them. We are also working on other areas where we can make improvements.
- 1 Staff evaluation held.
- Gaps & Goals held for staff member.
- Working on updating policies and procedures.
- Working on staff appreciation hoodies and T-shirts as well as planning staff appreciation event that will be held August 13th, 2025 for all staff.
- Staff appreciation lunches are being set up with one being held already.
- Weekly deposit completed.
- Ordering for all departments on-going.
- Health & Safety board posted with 2 winners for game being awarded at the end of May. Staff participation is up from last year.
- Resident Interviews - 1
- Move Ins - 1
- Move outs - 0

Board Report

HCA coordinators: Carlos Olivares, Joyce Turner

May 9, 2025

Audits: Most recent hand hygiene and PPE audit

- **Hand hygiene audit**—completed April 100% compliance.
- **PPE audit**—completed April 100% achieved.
- **Medication Management Quality Monitoring Tool** – Corrective action required: work with homecare and pharmacy to ensure all labelling is appropriate for Type B-HCA facility.

Training/Meetings:

- HCA meeting was held April 22, 2025
- MAP Competency Assessments in progress, 69% of care staff have been completed to date.

Residents:

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

HCA's:

Documentation Guidelines education has been completed for our HCAs

Quality Improvement:

- There are 10 residents with pharmacological restraints and continue to work with homecare, physicians and pharmacy to ensure there is no inappropriate use of antipsychotics at Clearview Lodge.
- Two medication errors were reported this month. Specifically, medication dispensing errors. We acknowledge our HCA staff diligence in identifying these errors while completing their routine safety checks. Pharmacy has been made aware of the errors.
- There were 4 falls without injury reported this month. No commonalities identified.
- Medication reconciliations have been received for 25% of the residents on the medication assistance program.
- 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 continues. Working with pharmacy and RN case manager to ensure labeling and correct PPE when managing hazardous medications.

5.1.5.1

- SL3 residents - 19
- Waiting list - 20

Recreation Board Report for April 2025

By Taralyn Heezen

April 1st: Regular Activities, Drumming with Tanie, Bible Study

April 2nd: Regular Activities, Duncan & Lindsey Entertainment

April 3rd: Regular Activities, Personal Touch Fashions

April 4th: Regular Activities

April 5th: No Recreation, Crafts with Twilla Was cancelled, Rosary, Movie

April 6th: No Recreation, Evangelical Church Service Cancelled, Church of Jesus Christ of Latter-Day Saints Service, movie

April 7th: Regular Activities, Senior Games With the ladies, Easter Egg Coloring, Calvary Baptist Church Service

April 8th: Regular Activities, Bible Study, Reinland Church Service

April 9th: Regular Activities, Catholic Mass, Tom Price Entertainment, Kiwanis Bingo

April 10th: Regular Activities, Hearing Aid Clinic Cancelled

April 11th: Regular Activities

April 12th: No Recreation, Rosary, Movie

April 13th: No Recreation, Rosary, Hymn Sing a Long, Church of Jesus Christ of latter-Day Saints

April 14th: Regular activities, blood pressure clinic, Senior Games with the Ladies

April 15th: Regular activities, Chamberlain School Junior High, Church of LDS girls group cancelled. The Junior high students and the Residents had a wonderful time, lots of laughs and interaction. The Teachers are very impressed how things went and would like to come and do this program again.

April 16th: Catholic Mass, Regular Activities, United Church, Gary Kerkhoff Entertainment, The Oilers entertainment.

April 17th: Regular activities, Easter Party, Czech Mates Entertainment The party was a success, Residents enjoyed the entertainment, the game and the snacks. There were four Residents who won door prizes.

April 18th: No Recreation, Good Friday, Movie

April 19th: April 19th: No recreation, Movie, Rosary.

April 20th: No Recreation, Church of Latter-Day Saints, Rosary

April 21st: Regular Activities, Senior Games with the Ladies

April 22nd: Regular Activities, Bible Study

April 23rd: Catholic Mass, Regular Activities, Rec. Staff Meeting

April 24th: Regular Activities, Nela in for Taralyn and Liesl. Volunteer Appreciation 2025 was a huge success, there was many compliments on the decorating, the meal and the program it's self. The Taber Times came and took photos of the event. The Volunteer of the Year was Cheryl Higgins. Staff and Resident Volunteers had very positive feed back from the event. I am confident that everyone enjoyed themselves and felt appreciated for being our Volunteers. The Taber times came and took some photos.

April 25th: Regular Activities, Movie night,

April 26th: No Recreation, Rosary, Movie

April 27th: No Recreation, Hymn Sing Along, Church of Latter-Day Saints

April 28th: Regular Activities, Senior games with the ladies, Voting. The Voting went well this round, we had it in the craft room again this year. We called Residents down by hallway numbers, which they appreciated rather than waiting in line for their turn. The People working the poles commented how organized it was again this year and calling hallway number was great as it was less pressure on Residents and themselves. This made it a positive experience for everyone involved.

April 29th: Regular Activities, Bible Study, Precious Connections. The Precious connections had an easter egg hunt and played games while interacting with our Residents. This seems to be an enjoyable activity for everyone attending.

April 30th: Regular Activities, Catholic Mass, Karen Karaoke, Dr. Hammon Drama Club. The Residents enjoyed the performance as well as the children doing the play. We had a good turn out of participation.

Volunteer Hours:

Valarie Beukema: 4.5 Hrs.

Rose Church: 0.5 Hr

Kayle Fallon: 3.5 Hrs.

Kynlee Fallon: 3.5 Hrs.

John Neufeld: 1.5 Hrs.

Isabelle Nordquist: 45 Mins.

Sister Parsons: 3 Hrs. 45 min.

Twillla Stewart: 4 Hrs

Ann Veenstra: 45 mins.

Sister Wright: 3 Hrs 45 min.

Churches: 8.5 Hrs.

Entertainment: 5.5 Hrs.

Kiwanis: 1 Hr.

Operations Report

May 2025

Clearview Lodge

- Public washrooms new vanity ordered.
- ABSA inspection permits received in Lodge
- Boiler pump repaired and installed.
- A/C units serviced for spring start up.
- Ordered from Crown Equipment the new stoves for kitchen.
- Annual Fire extinguisher inspection completed
- Walk in freezer being repaired.
- I attended Joan's Retirement party.
- Replaced gas valve on the hot water tank.
- Blue Wolf window cleaning booked.

Homestead Manor

- *Replacement windows installations have been completed.*
- *A/C serviced for spring start up.*
- Annual Fire extinguisher inspection completed.
- I attended a Tenant meeting.

Pioneer Place

- *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.*
- Annual Fire extinguisher inspection completed
- *Bid package for suite renewal sent out.*

Harmony Home

- *Unit 306 has moved in.*
- *Kwik Kerb finished curbing at Manor.*
- *A/C serviced for spring start up.*
- *Annual Fire extinguisher inspection completed*
- *Move out at unit #304.*

Prairie Rose Manor

- *Booked sidewalk up grades with Bevco*
- *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 have been taken down by Reidco.*
- *MD to fix drainage problems at Manor.*

Barnwell

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

Phase One

- *Vent cleaning*
- *Called to check 911 call.*
- *Sewer backup at 2 units. The Town called and repaired.*

Phase Two

- *Vent cleaning booked for all units*
- *Some shingles need to be replaced.*

Phase Three

- *Vent cleaning completed at 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.*
- *6 more shower stalls ordered.*
- *Summer student started work for the season*
- *Blue Wolf Cleaning booked for all Manor windows*

Placement Officer Board Report May 2025

RAB

Applications 3

On program 39

Waitlist 1

Senior Housing

Applications 1

Move ins 2

Move out 3

Waitlist 7

Vacant units 4

Family housing

Applications 1

Move ins 0

Move outs 0

Waitlist 10

Vacant Units 0

- Rent review almost complete
- Annual inspections and lease signing taking place in June/July
- New Placement Officer Mary starting next week
- BBQ will happen sometime in July

CAO Report

May 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 April 28 – May 2

- April 28 – Completed paperwork for severance of Clearview Lodge manager
- April 29 – Connect Communications at Clearview Lodge to reprogram several phone sets and auto-attendant voicemail system
- April 30 - Retirement Party for Joan Hart
- May 1 – ChinookIT technicians to retrieve deleted emails and files from CVL Manager hard drive
- May 1 – Meeting with Carrie – Resident Manager & Tanya – Lodge Manager
- May 1 – Reset software subscriptions (Microsoft Office) and passwords for vendor ordering
- May 2 – Medical Appointment

Week of May 5 - 9

- May 5 – Interviews for Placement Officer (23)
- May 6 – Interview for Placement Officer (1)
- May 6 – Met with CVL Resident Council Executive
- May 7 – Interviews for Placement Officer (3)
- May 8 – Meeting with Carrie & Tanya
- May 8 – Videoconference with ADM David Williams re: Ministerial Order changes
- May 9 – Annual Income Reviews – Community Housing & Senior Self-contained
- May 9 – Employment letter and one letter notifying staff of termination

Week of May 12 - 16

- May 12 – Offered Placement Officer position to Mary Klassen, formerly Victim Services, drafted Employment letter
- May 12 – Sent more asset transfer information
- May 13 – 15 – APHAA Conference – Edmonton, AB
- May 16 – Met with Mary Klassen to finalize employment letter and start date/schedule
- May 16 – Annual Income Reviews – Community Housing and Senior Self-contained

Week of May 19 – 23

- May 19 – Victoria Day - STAT
- May 20 – Prepare AGM reports and TDHF Board of Directors agenda package
- May 21 – Draft letters for CVL residents – move to continuing care rates
- May 22 – Annual General Meeting – Clearview Lodge atrium
- May 22 – Monthly TDHF Board of Directors Meeting – Clearview Lodge – Activity Room

Upcoming Events

June ->

- 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 (**June**)
 - 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:

- October 21 – 24, 2025 – APHAA Conference – Kananaskis, AB

Days booked out of office:

- June 4 (PM) – Medical Appointment
- June 6 – Vacation
- June 29 – Medical Appointment
- July 7 & 8, 2025 - Vacation
- July 31 – August 4, 2025 - Vacation
- September 2 – 12, 2025 - Vacation

Asset Transfer – Harmony Home Manor

At May 20, 2025

Please find attached a copy of the email that I received from Elena Nyhus, SCSS representative, on May 12, 2025. I realized at that point that we had neglected to include a quote for an elevator update. This is not necessarily something that needs to be done immediately but SCSS had encouraged us to include things that we thought were needing replacement in the next 5 years. That would definitely include the elevator.

I have forwarded a quote from Otis for \$130,000 to update the elevator.

Therefore, I am hopeful for our next meeting I will present legal documents for your review. And a Maintenance Reserve amounting to nearly \$1.36 million. This reserve is to cover all capital maintenance items at Harmony Home, including but not limited to:

Immediate Projects:

- Replacing existing boilers with energy efficient models (original boilers from 1979 still heat the building)
- Updating HVAC controls from pneumatic to electronic
 - These two items are anticipated to be \$225,000
- Replace existing asphalt surface in parking lot (\$100,000)

On-going Projects:

- Updating vinyl siding sections with Hardi-Board
- Replacing unit windows
- Updating electrical panels
- Suite Renewals (we will have one done as of the end of June), including:
 - Updating flooring to LVP (already have 9 units completed)
 - Updating tubs to walk-in showers (5 units completed)
 - Updating kitchen cabinets (4 units completed)
 - Painting rooms

TDHF will be required to deposit the Maintenance Reserve separate from our operating bank accounts. Any interest earned on those funds would be used for capital maintenance renewal projects. There is a 5-year reporting period of how Maintenance Reserve is used (or until it is exhausted).

6. a) i

It should be noted that Maintenance Reserve funds from multiple buildings can be held in the same bank account. I believe that pooling these resources can also provide a level of insurance to cover any major CMR projects that suddenly become necessary. By pooling resources, you can leave enough money for the largest possible expense but not have to leave a cumulative amount for each building's largest expense.

Also, I have confirmed that while buildings that have been asset transferred to TDHF would be eligible for CMR requests, it is highly unlikely that the requests would be approved. It is like how TDHF has not received a single cent of CMR funds for CVL for the past 5 years. CVL is deemed to be a non-government asset so the government should not pay to fix it.

I spoke with a number of people at the APHAA Conference and one of them indicated that they had not yet spent a single cent of the Maintenance Reserve. The building was in decent shape and they were simply collecting interest on the funds. So there would be time for TDHF to develop the capital plan (especially to ensure that we have cost efficiencies) and implement it over the next couple of years.

Tim Janzen

From: Elena Nyhus <Elena.Nyhus@gov.ab.ca>
Sent: Monday, May 12, 2025 2:37 PM
To: Tim Janzen; Philip Harries; Amber Gallant
Cc: Corey Beck
Subject: RE: Follow-up - TDHF - Asset Transfer - Harmony Home Manor

Hi Tim,

Thank you for your quotes. I had a chance to discuss the quotes with our management. Based on the quotes you provided, we will adding \$332,100.00 (\$225,000 + \$107,100) to your original MR Grant Offer. Your total MR Grant Offer for Harmony Home Manor is **\$1,239,600**. I will be amending the Offer Letter as well as the Transfer Documents to reflect the new amount. I will forward the amended documents to you by the end of the week.

Please let me know if you have any questions or concerns.

Best regards,

Elena Nyhus
Senior Land Analyst
Real Estate Asset Management
Statigic Capital Planning and Programs
Capital Programs Branch | Housing Division
Alberta Seniors, Community and Social Services
Office: (780) 422-5080
Email: elena.nyhus@gov.ab.ca



Classification: Protected A

From: Tim Janzen <timj@taberhsg.ca>
Sent: May 12, 2025 11:40 AM
To: Philip Harries <Philip.Harries@gov.ab.ca>; Elena Nyhus <Elena.Nyhus@gov.ab.ca>; Amber Gallant <amber.gallant@gov.ab.ca>
Cc: Corey Beck <Coreyb@taberhsg.ca>
Subject: Follow-up - TDHF - Asset Transfer - Harmony Home Manor

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Elena & Phillip:

Just following up on my email of April 21, 2025, where I sent in the requested quotes for HVAC and boiler updates and paving quotes for the parking lot.

I was wondering when we might be able to talk again and see if we can get the asset transfer ball rolling again.

Action Plan

CVL Resident Council

At May 20, 2025

1. Funds Disbursed by Resident Council to Activity Program

I was able to voice my concerns about how CVL Resident Council has been paying for activity program events without TDHF really having any idea of the level of expenses. Before the COVID pandemic, the Resident Council forwarded one cheque to Beverly that was designated for Activity events. TDHF was responsible then for recording and payment for any expenses. We gave reports to CVL Resident Council as to the extent of year-to-date expenditure. If there was anything remaining at the end of the year, it was returned to CVL Resident Council.

This leadership group for the CVL Resident Council seems to want to continue and pay for invoices submitted to them by Taralyn. My major concern is that TDHF really doesn't budget much for Activity in our annual budget (because for close to 5 years, we've had very little amount submitted to the Admin Office from Taralyn). If something were to change with the Resident Council funding, the budget might feel it for the first year.

At least we have been able to convince them that Taralyn should NOT have any access to their cheque book. For several years, they placed signed (but unfilled) cheques in Taralyn's desk for convenience of payment. When I found out, I insisted that it stop. There is simply too much risk giving an employee a blank cheque.

2. CVL Resident Council Email List

It appears that the previous Lodge Manager used the Family Contacts list as the distribution list for CVL Resident Council. As a result, the Lodge Manager created and forwarded emails on behalf of CVL Resident Council, to avoid sharing the email distribution list. While we must observe privacy and confidentiality, there must be a way of getting permission from resident family members. I would also say that our Family Distribution list ONLY lists the decision makers (or designated contacts), it does not include ALL family members. So maybe that is only a starting point for CVL Resident Council.

3. Change to CVL Resident Council Schedule

I have updated my calendar for the new dates and times of CVL Resident Council Executive and General meetings. There are no scheduling conflicts currently.

4. Website Items –

- CVL Activity Calendars – currently posted on FB and website but it appears that on one page of the website, the current listing does not appear - **DONE**
- Annual Reports – last posting on www.taberhsg.ca is 2020 Annual Report (CAO to dig through hard drive and find subsequent reports)

5. Research the possibility of Pet Therapy sessions or at least animal visits. TDHF has committed to keeping the current bird (and cage) but is not planning on adding any more birds.

6. Future Addition to Clearview Lodge

CVL Resident Council (like the general public) seem to think that once a project is announced, there should be quick action on behalf of the provincial government. I explained that we have submitted at every opportunity but that doesn't mean that any construction is happening soon.

Resident Council did ask for a wish list for Clearview Lodge that might affect their future fundraising efforts.

Summary of Meeting

Clearview Lodge Resident Advisory Council &
Taber Housing Authority Tim Janzen (Chief Administrative Officer)
May 6, 2025, at 11:00am to 12:30pm

Present: Tim Janzen (THA), Carrie Wilson (THA), Tony Machacek (CLRC), Louise Bridgeman (CLRC), Karen Easthope (CLRC), Monical Zadnik (CLRC), Dalyce Hubek (CLRC), Wanda Renner (CLRC)

Agenda Items Talked About

1. Bird

Issue: Adding another bird to the cage

Outcome: Will not add another bird but will leave bird and staff will continue to clean cage. Will allow bird to live out its life at Clearview. Possibly replace with Pet Therapy sessions will bring this up with the Activity and Volunteer Coordinator

2. Activity Schedule

Issue: No schedule is posted on the THA website. The last item posted was in 2024.

Outcome: Tim Janzen will investigate the matter.

Current Outcome: As of May 14, 2025, the website has been updated and you can now view the Activity Schedule.

3. Resident Council Email List

Issue: Discussed revising Intake form for Resident Council. Currently an intake form is provided asking if the main contact person would like to be apart of the Resident Council. Currently the Clearview Lodge Manager only has access to send out emails to the general group. We believe that the form should be revised so that the Resident Council, who is a separate entity, will be able to email a resident and families.

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Outcome: Tim Janzen will look at the form and see if it can be revised to reflect what the Resident Council has identified.

4. Funds Disbursed by Resident Council to Activity Program

Issue: Discussed different ways on how the funds we are issuing are being recognized by Taber Housing. A couple of ways were issuing a lump sum of money to Taber Housing and then they would keep track of funds. Another way is Resident Council will issue funds and then report to Taber Housing what they are supplementing the Activity Program.

Outcome: The Resident Council will discuss at our next meeting how we wish to handle this issue.

5. Change of Resident Council Meetings

Issue: Request to change the meeting dates so that Tim Janzen can attend.

Outcome: Meeting dates were changed to the 3rd Tuesday at 2:00pm, quarterly
June 17, 2025, September 16, 2025 and November 18, 2025

6. Future Addition to Clearview Lodge

Issue: Taber Housing has submitted application to the Provincial Government for grant funds. Waiting for approval.

Outcome: Resident Council requested a wish list from Tim Janzen so that we could discuss future fundraising.

7. Hand Outs that Tim Janzen provided

- Resident and Family Council (Fact Sheet- Operators)
(Tim Janzen provided information on the responsibilities of the Resident Council)
- Council feedback report
- Operator feedback report

Weekly Report (Social Housing)

5/16/2025

	Senior Self Contained
New Applicants	0
Move In's	1
Move Outs	0
Wait List	7
Vacant Units	5

New Tenants (Move In's)

Sr. Apt			
Tenant Name	Move In Date	Unit Number	Phase Number
Issak & Elisabeth Froese	14-May-25	306	52040

Exiting Tenants (Move Out's)

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

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home	206	RENO
Homestead Manor	100	CMR
Pioneer Place	105	CMR
Prairie Rose Manor		Full
Bountiful House	1	
Sunshine Manor		Full

	Community Housing
New Applicants	0
Move In's	0
Move Outs	0
Wait List	10
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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