



**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, June 26 @ 1:30 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Annual General Meeting – May 22, 2025
 - b) Minutes – Board of Directors Meeting – May 22, 2025
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Financial Statements – Disclosure to the Public
 - c) Meals on Wheels – Statistics to May 31, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – YTD to May 31, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – YTD to May 31, 2025
 - c) Bank Reconciliation – Security Deposit – May 31, 2025
5. **Reports**
 - a) Lodge Manager/Resident Manager Report
 - b) Operations Manager Report
 - c) Placement Officer Report
 - d) 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) Letter – Minister Jason Nixon – June 17, 2025
 - c) Letter – CVL – No Parking & Loading Zone
 - d) Update – Continuing Care Rates for CVL Residents
 - e) 2026 Social Housing Budget
7. **Information**
 - a) Report – Social Housing – June 20, 2025
 - b) Letter – ADM Williams re: SHAR Amendments – Effective October 1, 2025
 - c) Picture of New Stoves – CVL Kitchen
8. **Adjournment**

Next Meeting: Board of Directors

Thursday, July 24, 2025 1:30 pm TDHF Admin Office - Boardroom



**Taber & District
HOUSING FOUNDATION**

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

**Annual General Board Meeting (AGM)
Taber and District Housing Foundation (TDHF)
Thursday, May 22, 2025 at 1:30 pm
Clearview Lodge - Atrium**

Directors in Attendance:	Rosanne Horrocks (Chair) Dan Remfert Russell Norris	Joe Strojwas Tamara Miyanaga Tom Machacek
Administration:	Tim Janzen, CAO Tanya Fallon, Lodge Manager	Corey Beck, Operations Manager Carrie Wilson, Resident Manager
Absent:	Jake Hiebert	

MINUTES

The Vice-Chair, Tom Machacek, called the Annual General Meeting to order at 1:30 pm and will be acting as the Meeting Chair. T. Machacek welcomed everyone and introduced the other members of the TDHF Board, the CAO, and Managers present. All members of the Board introduced themselves and indicated the municipality they represented or that they were members-at-large.

1. Agenda Approval

Motion 2025 - 062

MOVED by T. Miyanaga to approve the agenda as presented.

CARRIED

2. Review of 2024 AGM Minutes

The minutes from the Annual General Meeting (AGM) held March 23, 2024, were circulated to those in attendance for their information only.

As a Society under the Societies Act, we are required to have an AGM and not because we are a Management Body. Management Bodies do not require an AGM and therefore most do not have one. The TDHF Board Members are considered the 'members' of the Society in our Bylaws. Therefore, the minutes from the 2024 AGM were already approved by the Board last spring.

3. 2024 Audited Financial Statements & the Auditors Report;

Darren Adamson, Partner at Avail LLP, provided an analysis of the clean audit opinion and 2024 TDHF consolidated financial statements.

a) Consolidated Financial Statements – TDHF

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

He noted that there was a slight decrease in Total Assets to \$5.80 million:

- Due to \$100,000 increase in Cash
- Due to \$100K decrease in Current Liabilities
- Accumulated amortization of \$200,000

A review of the Statement of Operations showed that Clearview Lodge had a surplus of \$149,547 and Social Housing had a deficit of \$2,381.

Motion 2025 - 063

MOVED by R. Norris to accept the Consolidated Financial Statements as information, for the year ending December 31, 2024.

CARRIED

4. Annual Report 2024: Chief Administrative Officer

CAO Tim Janzen presented a report as a compilation of information from the 2024 Annual Lodge Manager's report and 2024 Annual Operations Manager's report. The highlights of 2024 included:

- Hiring two HCA Coordinators.
- Applying for the proposal to be considered by the Government of Alberta through the Affordable Housing Partnership program
- Receiving our highest score yet on an internal Health & Safety audit (97%)

Motion 2025 - 064

MOVED by J. Strojwas to accept the CAOs report as presented.

CARRIED

5. Questions & Comments

- CAO and Board were asked to update the TDHF website more frequently and include upcoming events and annual financial statements.
- The CAO was asked about changes to continuing care regulations and processes.
- There was a concern expressed that the AGM should be better advertised and that it should be held at night rather than during the day.

5. Adjournment

There being no further business, the Chair moved the AGM be adjourned at 2:25 pm. The next Annual General Meeting will be held in March 2026.

Motion 2025 - 065

MOVED by T. Miyanaga that Annual General Meeting be adjourned at 2:25 pm

CARRIED

Date

Rosanne Horrocks, Chair

Date

Tim Janzen, CAO



**Taber & District
HOUSING FOUNDATION**

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MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, May 22, 2025
Clearview Lodge – Activity Room

ATTENDANCE

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

Rosanne Horrocks, Chairperson, called the meeting to order at 2:35 pm.

1. Approval of Agenda

Motion 2025 - 066

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

CARRIED

2. Approval of Minutes

Motion 2025 - 067

MOVED by T. Miyanaga to accept the minutes from the Board of Directors meeting of Thursday, April 24, 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 April 30, 2025

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 068

MOVED by D. Remfert to approve financial statements and bank reconciliations for Clearview Lodge to April 30, 2025.

CARRIED

Motion 2025 - 069

MOVED by R. Norris to approve financial statements and bank reconciliations for Social Housing to April 30, 2025.

CARRIED

Motion 2025 - 070

MOVED by T. Machacek to approve bank reconciliations for Security Deposits for the months of April 30 2025.

CARRIED

5. Reports

a) CVL Lodge Manager/Resident Manager Report

Motion 2025 - 071

MOVED by J. Strojwas to accept the Lodge Manager/Resident Manager report, as presented.

CARRIED

b) HCA Coordinators Report

Motion 2025 - 072

MOVED by D. Remfert to accept the HCA Coordinators report, as presented.

CARRIED

c) Recreation Department Report

Motion 2025 - 073

MOVED by R. Norris to accept the Recreation department report, as presented.

CARRIED

d) Operations Manager Report

Motion 2025 - 074

MOVED by T. Miyanaga to accept the Operations Manager report, as presented.

CARRIED

e) Placement Officer Report

Motion 2025 - 075

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

CARRIED

f) Chief Administrative Officer Report

Motion 2025 - 076

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 is on hold until the AHPP announcements take place. J. Strojwas also indicated that he had been able to speak with the MyCityCare group, and they were focusing on a housing project in Lethbridge at this time.

ii) Asset Transfer

CAO reported that a quote for elevator replacement is still outstanding but that it should be arriving soon. As soon as the quote is received, it will be forwarded to SCSS and hopefully the asset transfer paperwork can be completed (for the Board's and legal review).

b) Clearview Lodge – Expansion & Modernization

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

c) Action Plan – CVL Resident Council

CAO reported that he and Carrie Wilson, CVL Resident Manager, had met with the CVL Resident Council Executive to discuss their concerns and also presented an Action Plan created for the prioritization of those concerns. It is hoped that the majority of issues can be addressed in the next months.

7. Other Information

a) Report – Social Housing – May 15, 2025

b) Report – CVL Monthly Report – May 2025

8. Adjournment

Motion 2025 - 077

MOVED by D. Remfert to adjourn this meeting at 3:40 pm

CARRIED

Next Meeting:

Board of Directors

Thurs, June 26, 2025

1:30 pm

TDHF Admin Office Boardroom

Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson



Report to the Community —2024—


**Green
acres**
FOUNDATION
— est.1960 —

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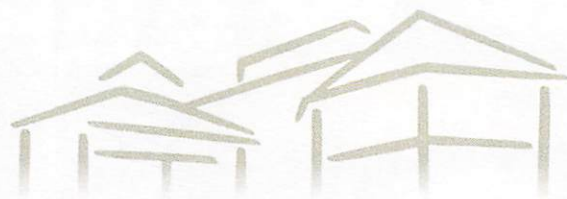
Message from the Chair and CEO

2024 was quite a year. At Green Acres Foundation we continued to grow; we opened up Phase 2 of the Abbey Road Terrace apartment complex in July. We are proud of that project as it gave new life to an existing building as well as new construction for much needed affordable apartments for seniors.

But 2024 also saw major inflationary pressures for all. On average, inflation rose 3% in 2024. Housing costs, particularly rent, was a major driver of inflation. Gasoline costs were also affected by inflation, which in turn caused higher costs for goods such as food. A situation that not only affected those on fixed incomes, like our senior residents, but also our staff as they saw the cost of living rise dramatically. We worked hard to control our costs at the Foundation and at the same time we still provided excellent housing and services. Our 2024 resident survey showed that 96% of residents were satisfied with their living environment; 96% cited satisfaction with Foundation staff; 99% were satisfied with the meals; and 98% felt safe and secure in their building. We could not have achieved this success without our group of dedicated employees. They are the best!

Looking to the future, we know we need to continue with our intentional growth plans. To do so, in 2024 we finalized a land purchase in the west Lethbridge Crossings area. That will be the site of a future Green Acres Foundation affordable apartment complex. We are also in the planning stage for a seniors' housing complex in Coaldale. Stay tuned! We also know the importance of maintaining our existing buildings and have plans to replace major building components and make a difference in our carbon footprint by enhancing our energy efficiency.

And finally, we are entering our 65th year of existence. A milestone achievement but more importantly – a privilege for us all to continue to be of service to seniors in our area.



"we are entering our 65th year of existence. A milestone achievement but more importantly – a privilege for us all to continue to be of service to seniors in our area."

Board of Directors

Green Acres Foundation is governed by a Board of Directors. The board members are appointed by the City of Lethbridge, Lethbridge County, the Towns of Coaldale, Coalhurst, Picture Butte and Nobleford, and the Village of Barons. The 2024 board members were:

Jeff Carlson, *Chair*
Don McDowell, *Vice Chair*
Ron Gorzitza
Lorne Hickey
Roger Hohm
Blaine Hyggen
Cynthia Papworth
Jesse Potrie
Ryan Parker



Jeff Carlson, Chair
Board of Directors



Dawna Coslovi
Chief Executive Officer

3.5.24

Who We Are

Our Mission

Green Acres Foundation provides affordable housing and quality services responsive to the needs of clients.

Our Values

Integrity, honesty, respect, and loyalty

Our Vision

To be a fiscally sustainable organization known for innovation, growth, diversity, and recognized as the trusted choice for affordable housing and quality services.

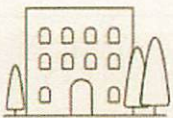
Our Guiding Principles

- We strive for the provision of service excellence while ensuring the safety, security, and dignity of residents and employees.
- We are innovative, attuned, and adapt to the future needs in the housing market place.
- We are open to diversity in programs and service delivery
- We uphold the highest ethical standards
- Affordability is a priority in our decision making
- Partnerships, collaboration, and cooperation are integral to our operations.
- We are a good corporate citizen

Our Strategic Priorities

- Organizational Growth and Sustainability
- Great Place to Live
- Great Place to Work
- Strategic Alliances and Partnerships
- Organizational Profile

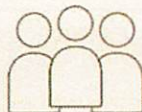
We Offer



Housing



Services



Community



Affordability



Security



Activities and
Excursions

Alliances and Partnerships



Alberta Health Services

Green Acres Foundation plays an important role in providing the services necessary to allow residents to age in the community. Our partnership with Alberta Health Services (AHS) to provide health and personal care services in a lodge environment was initiated in 1999, making Green Acres Foundation a pioneer for the housing/health partners in the province. This model is now seen throughout the province. We also partner with AHS in providing short stays in community transition beds.



Lethbridge Elder Abuse Resource Network (LEARN)

Green Acres Foundation and LEARN formed a partnership in 2016, establishing the "safe suite" program. We provide safe accommodation in our seniors' lodges for seniors who are experiencing abuse. This "safe suite" initiative is the first in Alberta and we received commendation as being the first in Canada. The Government of Alberta is endorsing our model throughout the province which showcases positive outcomes and cost effectiveness. In 2024, this initiative was recognized with the Minister's Seniors Service Award.



Community Involvement

Donations from employees and residents include: \$5,441 to Westminster Elementary School Library, \$1,496 to the Terry Fox Foundation, \$680 to Big Brothers/Big Sisters, Feed the Bus for the Lethbridge Food Bank collected 1,695 lbs of food (equivalent to \$5,966) plus \$950 in cash donations, the Piyami Food & Toy Drive for the Picture Butte Food Bank collected 625 lbs of food and 91 toys, and Sunny South Lodge collected 275 lbs of food (equivalent to \$968) and 13 toys for the Coaldale Food Bank.



Youth Partnerships

We recognize the benefits of intergenerational interaction, and Green Acres Foundation is the official site for the Lethbridge Guides, meeting at two different facilities. We have more than 8 partnerships with schools in Lethbridge, Coaldale and Picture Butte, allowing for fun and learning between youth and our seniors.

"I was welcomed by residents and staff. The smiling faces every day from caregivers was never ending! Thank you all for the wonderful experience, care and respect. I will miss you all - residents, staff and management." - Brian (Community Transition Bed Client)

Successes of 2024



Best of the Best

In 2024, Green Acres Foundation was honoured to have been recognized as the "Best of the Best" in the Seniors Housing Complex category for the 6th year in a row. This honour verifies that the citizens trust Green Acres Foundation to provide high quality housing and excellent services for seniors, so they can live safely and satisfied in their environment.

Best of Butte

In February 2024, Green Acres Foundation won the Best of Butte Non-Profit Award from the Picture Butte & District Chamber of Commerce.



Best of Butte Award, February 2024

Minister's Seniors Service Award

In April 2024, Green Acres Foundation was recognized by the Province of Alberta with the Minister's Seniors Service Award for "outstanding commitment to Alberta seniors." The Foundation's innovative "safe suite" program was cited for this award, in which the Foundation provides safe housing for seniors facing an abusive situation.



Minister's Seniors Service Award, April 2024

COR Safety Audit

Green Acres Foundation received 87% on our COR Safety Audit.

CARF Accreditation

Green Acres Foundation received a three year renewal through the Commission on Accreditation of Rehabilitation Facilities (CARF) on July 1, 2024. This recognition reflects the Foundation's commitment to being a "great place to live" and providing excellent care to our senior residents.



Successes of 2024

Abbey Road Terrace

In July 2024, we welcomed new residents into Phase Two of Abbey Road Terrace, the newly built addition to the historic building with 10 modern and spacious one and two bedroom apartments.



Phase 2 - Abbey Road Terrace, July 2024

Golf Tournament

At our 26th annual golf tournament in August, we raised \$62,000. These funds are used for "fun" purchases that enhance the lives of our senior residents.

Cancer Patient Short-Stay

In 2024, we increased our provision of affordable, convenient, and comfortable short stay accommodations for adults/senior patients and spouses from outside of Lethbridge area who were receiving outpatient treatment at the Jack Ady Cancer Centre. Usage of this program increased significantly in 2024, indicating the success of this program.

E-Bike for Sunny South Lodge

In September 2024, we launched our new assisted e-bike for our residents at Sunny South Lodge. The purchase of this e-bike was made possible through a community effort in Coaldale, with funding from the Tersteeg family, Kinsmen Club of Coaldale, Coaldale Community Wellness Association, and Green Acres Foundation.



Sunny South Lodge E-bike, September 2024

Social Media Video Competitions

To celebrate Seniors' Week in June, we hosted a friendly social media music video competition between our senior communities. The winning video, "Magic School Bus" was viewed over 9,000 times! Building on the success of this competition, we hosted a holiday video competition in December. The winning video, "Grandma Got Run Over by a Reindeer" was a big hit, amassing over 10,000 views!



"Magic School Bus" - Seniors' Week Video Contest Winner

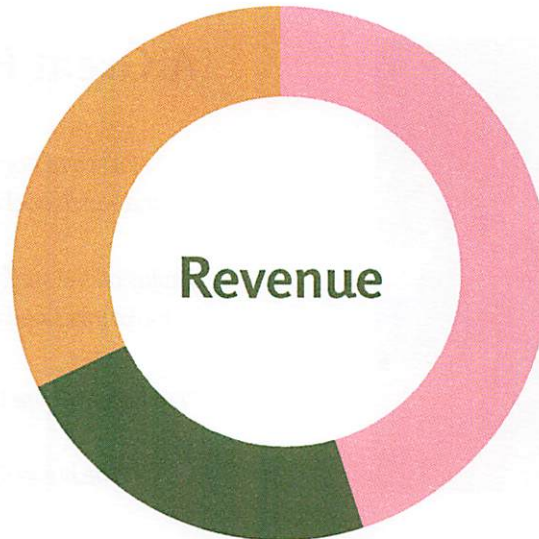


"Grandma Got Run Over By A Reindeer" - Holiday Video Contest Winner

2024 Financial Overview

Other Revenue

- Grants
- Investment Income
- Requisition
- Lodge Assistance Grant
- Donation Revenue

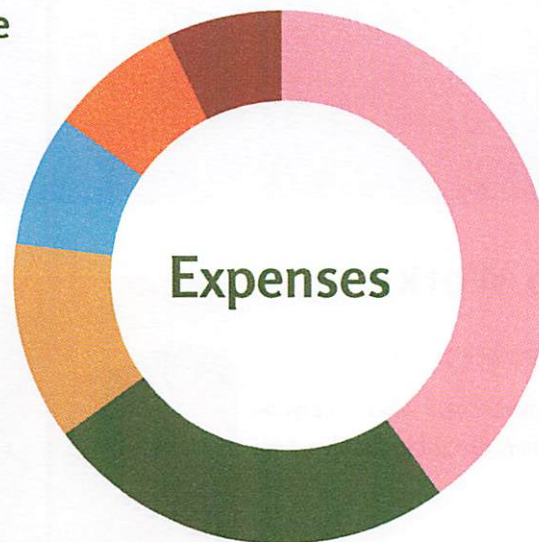


Operations & Maintenance

\$1,766,579

Examples include:

- Garden View Lodge kitchen renovation
- Pemmican Lodge kitchen renovation
- LED lighting upgrades
- Black Rock Terrace exterior building envelope
- Golden Acres Lodge foundation site repair



Apartment

\$733 / Month

Average Monthly Fee
for an Apartment

\$760 / Month

Average Expense
per Apartment



Lodge

\$1,887 / Month

Average Monthly Fee
for a Lodge Suite

\$2,342 / Month

Average Expense
per Lodge Suite

3.61/11

Our Residents and Employees



A Great Place to Live!

"I feel so at home here. I love to come and watch hockey games with friends."

"I enjoy all the staff. They always stop and talk, make jokes and interact with everyone!"

"I'm happy where I am. I hope to stay here."

"The bus outings are excellent!"

96%

of residents are satisfied with the cleanliness of their facility

98%

of residents feel their facility is safe.

99%

of residents are satisfied with meals

96%

of residents are satisfied/happy with the activities at the lodges

A Great Place to Work!

"Green Acres Foundation is awesome place to work."

"Great place to work. I've never had a work environment where everyone is so close. It's not just a work place to me it feels like a big family where we help each other in any way we can"

"I absolutely LOVE working here. It is definitely one of the best places I have had the pleasure of working at. I am invested in my job and the atmosphere makes it easy to be. Staff are always nice and helpful, they work as a team, and have residents' best interest in mind - which is hard to find. Management is great, and are always willing to deal with situations when they arise."



21%

of employees have 5 to 10 years of service.

25%

of employees have over 10 years of service.

96%

of residents are satisfied with staff.

87%

of employees say GAF is a great place to work.

3, 6, 11, 11

2024 Foundation Facts

Age of Residents

77

Average age of residents living in apartment communities.



84

Average age of residents living in lodge communities.



9

Number of centenarian residents in 2024.

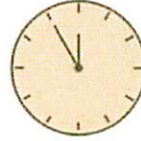
Percent of Male & Female Residents



Apartment Communities

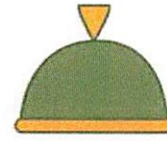


Lodge Communities



1,870

Volunteer Hours



644,826

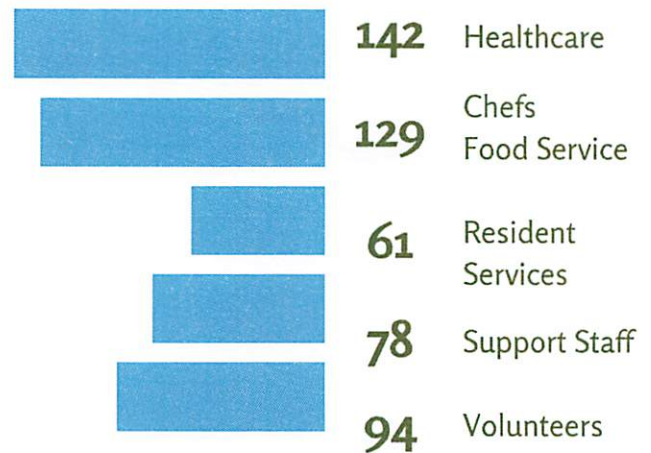
Meals Served



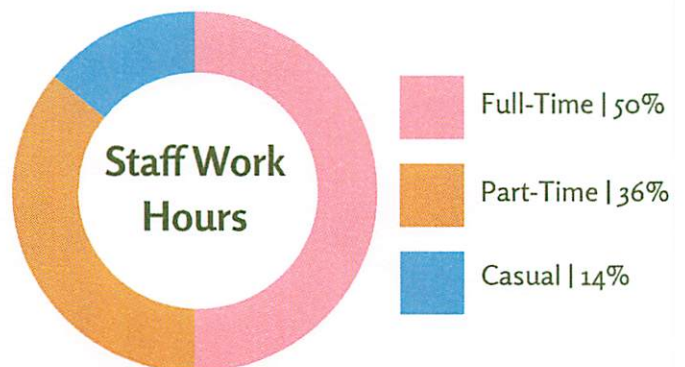
32,552

Rooms Cleaned

Number of Employees & Volunteers



Total 504



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	35	351	1867	32	1,021.50
June			1867		
July			1867		
August			1867		
September			1867		
October			1867		
November			1867		
December			1867		
YTD MEALS		1867		155	5,248.50
\$/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	1401
2021	40	2755
2022	37	2445
2023	35	2234
2024	33	2570

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent	691,134.00	1,656,021.00	-58.27
Lodge Fees	400.00	800.00	-50.00
Rent Rebates	-6,520.00	-12,000.00	-45.67
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	685,014.00	1,644,821.00	-58.35
Resident Services			
Parking	1,702.00	1,800.00	-5.44
Laundry	9,441.00	13,500.00	-30.07
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	8,186.00	18,000.00	-54.52
Resident Fundraising	33.00	500.00	-93.40
Therapeutic Bath	2,600.00	1,000.00	160.00
Transporation Fee	0.00	0.00	0.00
Activity Fee	0.00	0.00	0.00
Housekeeping Fee	0.00	0.00	0.00
Personal Emergency Call System	2,620.00	4,500.00	-41.78
Storage	0.00	0.00	0.00
Fridge Rental	0.00	0.00	0.00
Fridge Plug In	0.00	0.00	0.00
Total Sundry Resident Revenue	13,439.00	24,000.00	-44.00
Tenant Maintenance Recovery	80.00	500.00	-84.00
Total Resident Services	24,662.00	39,800.00	-38.04
Non Resident Services			
Facility Rental	600.00	1,800.00	-66.67
Meals on Wheels	18,670.00	54,000.00	-65.43
Meals on Wheels Discounts	-5,248.50	-14,400.00	-63.55
Other Meal Services	0.00	0.00	0.00
Guest Meals	972.00	3,000.00	-67.60
Staff Meals	3,050.00	6,000.00	-49.17
Canteen Revenue	73.65	1,000.00	-92.64
Total Other Meal Services	4,095.65	10,000.00	-59.04
Tuck Shop	380.50	1,000.00	-61.95
Catering	0.00	0.00	0.00
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	18,497.65	52,450.00	-64.73
Grants			
ASHC Grants	0.00	0.00	0.00
ASHC Maintenance Grant	0.00	0.00	0.00
AHSC Covid Funding	0.00	0.00	0.00
ASHC Grant - Specific Restriction	0.00	0.00	0.00
ASHC LAP Grant	168,355.00	334,000.00	-49.59
Total ASHC Grants	168,355.00	334,000.00	-49.59
Provincial Grants	0.00	4,000.00	-100.00
Federal Grants	0.00	0.00	0.00
Federal Maintenance Grant	0.00	0.00	0.00
Federal Other Grants	4,616.25	0.00	0.00
Total Federal Grants	4,616.25	0.00	0.00
Municipal Grants	0.00	0.00	0.00
Municipal Other Grants	0.00	0.00	0.00
Total Municipal Grants	0.00	0.00	0.00
Total Grants	172,971.25	338,000.00	-48.83
Operation Funding			

4.a) ;

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Health Funding	368,080.30	836,303.00	-55.99
COVID Health Funding	8,784.00	0.00	0.00
Other Funding	0.00	0.00	0.00
Requisition Revenue	215,541.65	517,300.00	-58.33
Total Operation Funding	592,405.95	1,353,603.00	-56.23
Management & Administration			
Management Fee	0.00	0.00	0.00
Intercompany Recovery	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Other Recovery	3,314.64	13,600.00	-75.63
Maintenance Recovery	0.00	0.00	0.00
Gain or Loss on Sale of Capital	0.00	0.00	0.00
NSF/Late Fees	25.00	25.00	0.00
Sundry Revenue	2,550.59	1,200.00	112.55
Total Management and Admini...	5,890.23	14,825.00	-60.27
Investment Income			
Interest	7,435.38	20,000.00	-62.82
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	7,435.38	20,000.00	-62.82
Charitable Revenue			
Donations	110.00	0.00	0.00
Resticted Donations	1,930.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	2,040.00	0.00	0.00
TOTAL REVENUE	1,508,916.46	3,463,499.00	-56.43
EXPENSE			
Utilities			
Heating	35,461.29	68,000.00	-47.85
Electricity	23,016.56	66,000.00	-65.13
Water & Sewer	8,012.91	20,000.00	-59.94
Waste Removal	1,016.20	2,700.00	-62.36
Telephone	5,082.43	8,030.00	-36.71
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	13,371.05	32,894.00	-59.35
Total Utilities	85,960.44	197,624.00	-56.50
Operating			
Bakery	12,459.57	30,000.00	-58.47
Dairy	24,529.64	56,500.00	-56.58
Groceries	65,285.05	140,000.00	-53.37
Juice	0.00	0.00	0.00
Meat	49,924.45	105,000.00	-52.45
Total Food	152,198.71	331,500.00	-54.09
Food Supplies	10,641.10	25,000.00	-57.44
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	20,498.52	51,960.00	-60.55
Laundry	3,561.13	9,000.00	-60.43
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	24,059.65	64,960.00	-62.96
Equipment & Furn Purchase	5,044.67	24,335.00	-79.27
Equipment & Furn Repairs	56.68	5,000.00	-98.87
Insurance	5,105.80	17,000.00	-69.97
Resident/Volunteer Programs	0.00	0.00	0.00

4. a) ii

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Craft Supplies	296.09	250.00	18.44
Entertainment Supplies	751.81	3,000.00	-74.94
Trip Expenses	0.00	0.00	0.00
Recreation Supplies (Vol Apprec)	5,777.56	6,000.00	-3.71
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	6,825.46	9,250.00	-26.21
Bad Debt Expense	0.00	0.00	0.00
Publicity & Promotion	0.00	675.00	-100.00
Pest Control	0.00	2,500.00	-100.00
Sundry	395.31	670.00	-41.00
Total Operating	204,327.38	480,890.00	-57.51
Operating Maintenance			
Appliances	22,454.05	31,060.00	-27.71
Bldg Safety & Security Systems	5,150.10	25,801.00	-80.04
Sundry	71.25	325.00	-78.08
Vehicles	237.43	1,400.00	-83.04
Building Interior	0.00	0.00	0.00
Building Int Painting Common Area	1,325.00	800.00	65.63
Building Interior Painting Units	0.00	4,800.00	-100.00
Building Interior Flooring	0.00	4,900.00	-100.00
Building Interior Suite Reno	38.24	3,800.00	-98.99
Building Exterior	305.30	500.00	-38.94
Building Remedation	0.00	0.00	0.00
Heating, Ventilation & A/C	16,388.22	13,025.00	25.82
Plumbing	2,009.79	9,850.00	-79.60
Electrical	203.11	4,050.00	-94.98
Grounds & Maintenance	1,513.07	17,300.00	-91.25
Elevators	0.00	0.00	0.00
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	0.00	500.00	-100.00
Maintenance - Tools & Supplies	54.96	1,000.00	-94.50
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	49,750.52	120,111.00	-58.58
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	155,132.46	395,030.00	-60.73
Door Greeters Salaries COVID 19	0.00	0.00	0.00
Housekeeping Salaries	118,902.43	300,997.00	-60.50
Food Service Salaries	201,701.55	548,986.00	-63.26
Maintenance Salaries	35,556.27	82,580.00	-56.94
Resident Care Salaries	45,743.32	122,951.00	-62.80
Total Salaries & Wages	557,036.03	1,450,544.00	-61.60
Benefits	0.00	0.00	0.00
CPP	28,485.09	82,000.00	-65.26
EI	11,976.15	32,000.00	-62.57
EE Benefits	31,057.21	90,000.00	-65.49
Other Pension Contributions	12,828.88	40,000.00	-67.93
WCB	18,516.13	27,000.00	-31.42
Total Benefits	102,863.46	271,000.00	-62.04
Contract Employment	0.00	0.00	0.00
Personal Recruitment	457.26	3,900.00	-88.28
Staff Functions & Recognition	2,808.37	13,000.00	-78.40
Training & Development	7,084.33	32,922.00	-78.48
Health & Safety	4,582.51	16,876.00	-72.85
Legal Fees	4,865.20	5,000.00	-2.70
Labour Relations	0.00	0.00	0.00
Total Human Resources	679,697.16	1,793,242.00	-62.10

Administration

4.a) iii

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bank Charges	1,290.35	3,650.00	-64.65
Courier & Postage	345.58	1,000.00	-65.44
Stationery & Other Supplies	3,355.55	7,500.00	-55.26
Office Rent	3,467.76	8,610.00	-59.72
Office Equipment & Furn Purchase	1,051.73	440.00	139.03
Office Equipment & Furn Repairs	660.54	1,500.00	-55.96
Vehicle & Travel	1,405.00	3,840.00	-63.41
Board Expenses	254.95	8,200.00	-96.89
Association Fees	2,464.93	4,805.00	-48.70
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	150.00	-100.00
Audit Fees	15,105.00	18,000.00	-16.08
Consulting Fees	0.00	1,200.00	-100.00
IT Services	8,092.06	17,170.00	-52.87
Sundry	119.19	725.00	-83.56
Accreditation	889.56	10,000.00	-91.10
Total Administration	38,502.20	86,790.00	-55.64
Health Expenditures			
Salaries - Resident Care	279,995.43	677,089.00	-58.65
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	279,995.43	677,089.00	-58.65
Benefits - Resident Care	47,526.57	139,107.00	-65.83
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	47,526.57	139,107.00	-65.83
Materials & Supplies Resident C...	10,676.99	15,000.00	-28.82
Total Health Expenditures	338,198.99	831,196.00	-59.31
Interest & Bank Charges			
Long Term Interest	0.00	0.00	0.00
Extraordinary Expenses	0.00	0.00	0.00
Amortization	0.00	0.00	0.00
Total Interest & Bank Charges	0.00	0.00	0.00
Capital Maintenance			
Bldg Safety/Security Systems (C...	0.00	0.00	0.00
Building Interior (Cap)	0.00	0.00	0.00
Building Exterior (Cap)	0.00	0.00	0.00
Heating, Ventilation, A/C (Cap)	0.00	0.00	0.00
Painting (Cap)	0.00	0.00	0.00
Electrical (Cap)	0.00	0.00	0.00
Grounds Maintenance (Cap)	0.00	0.00	0.00
Elevator (Cap)	0.00	0.00	0.00
Total Capital Maintenance	0.00	0.00	0.00
TOTAL EXPENSE	1,396,436.69	3,509,853.00	-60.21
NET INCOME	112,479.77	-46,354.00	-342.65

4. a) 14

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING MAY 31, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		909,915.62
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		4,276.13
PADS		145,100.50
Misc DD		0.00
Intercompany		102,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		1,926.50
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	-99,141.27
	RBC Express / PAD's	-134,759.74
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	-142,619.07
	RRSP	-9,096.02
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-245.65
AB Seniors LAP		33,671.00
AHS Funding - Direct Deposit		73,616.06
PAD Return		0.00
DRSP - PDS		-12,942.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$871,702.06</u>
<u>BALANCE PER BANK STATEMENT</u>		871,702.06
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		0.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$871,702.06</u>

4. a) ✓



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

Business Account Statement

RBDDA30000_6007022 E D 09179 00558

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

April 30, 2025 to May 30, 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 April 30, 2025	\$909,915.62
Total deposits & credits (12)	+ 360,590.19
Total cheques & debits (30)	- 398,803.75
Closing balance on May 30, 2025	= \$871,702.06

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			909,915.62
01 May	Direct Payment (PAD's) service total GRADS1097890000		145,100.50	1,055,016.12
	Misc Payment AHS AP EFT CAD		73,616.06	
	Misc Payment COINAMATIC CANA	185.64		
	Cable TV Bill Pmt SHAW CABLE TV	2,807.92		
	Business PAD Bnfts by Dsgn	14,498.97		1,111,139.65
	Deposit interest		1,926.50	1,113,066.15
02 May	Bill Payment DE BUSINESS	8,147.78		1,104,918.37
05 May	Deposit 0108		500.00	1,105,418.37
06 May	Misc Payment Government of A		33,671.00	1,139,089.37
07 May	Activity fee	245.65		1,138,843.72
08 May	COMMERCIAL TAXES EMPTX 053231	63,615.51		1,075,228.21
09 May	Account transfer Intercompany		17,000.00	1,092,228.21

4. a) vi



Business Account Statement

April 30, 2025 to May 30, 2025

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
09 May	Deposit 0109		352.00	
	Bill payment - 3184 TABER HM HARDWR	546.80		
	Bill payment - 3179 SYSCO-CALGARY	3,608.65		
	Bill payment - 3170 CENTENNIAL FOOD	3,880.89		
	Bill payment - 3174 GFS CANADA LTD	8,015.81		
	Direct Deposits (PDS) service total GRADS7204090000	61,738.84		
	ACCOUNT TRANSFER 9512992123	50.30		
	ACCOUNT TRANSFER 9512992125	697.71		1,014,041.21
12 May	Direct Deposit Service (PDS) returns GRADS7204090000		203.54	1,014,244.75
	Bill Payment Telus Comm	129.28		1,014,115.47
16 May	Direct Deposits (PDS) service total GRADS7204090000	13,000.00		1,001,115.47
20 May	Deposit 0110		2,980.59	
	Cable TV Bill Pmt SHAW CABLE TV	141.83		1,003,954.23
23 May	Account transfer Interoffice		72,000.00	1,075,954.23
	Bill payment - 5450 SECURTEK MONIT.	49.30		
	Bill payment - 5445 MEDLINE CANADA	102.00		
	Bill payment - 5467 TABER, ALTA-TAX	711.67		
	Bill payment - 5455 SYSCO-CALGARY	1,387.54		
	Bill payment - 5462 TABER HM HARDWR	1,480.36		
	Bill payment - 5437 CENTENNIAL FOOD	3,120.11		
	Bill payment - 5440 GFS CANADA LTD	7,362.69		
	Bill payment - 5470 WCB-ALBERTA	14,079.12		
	Direct Deposits (PDS) service total GRADS7204090000	44,254.66		
	ACCOUNT TRANSFER 9514307087	139.86		1,003,266.92
26 May	Deposit 0111		240.00	1,003,506.92
28 May	Direct Deposits (PDS) service total GRADS7204090000	122,766.84		
	Misc Payment RBC PAYROLL	3,008.38		
	Misc Payment RBC PAYROLL	6,087.64		871,644.06
29 May	Direct Deposits (PDS) service total GRADS7204090000	12,942.00		858,702.06



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

Business Account Statement

April 30, 2025 to May 30, 2025

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 May	Account transfer Intercompany		13,000.00	871,702.06
	Closing balance			871,702.06

Deposit Interest Earned: \$1,926.50

Account Fees: \$245.65

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent (Note 1)	418,281.00	1,005,942.00	-58.42
Rent Rebates	-1,122.00	-1,300.00	-13.69
Rent Loss COVID	0.00	0.00	0.00
Sundry Rent Revenue	0.00	0.00	0.00
Total Rent Revenue	417,159.00	1,004,642.00	-58.48
Resident Services			
Parking	6,422.00	14,904.00	-56.91
Utility Recovery	21,286.00	47,844.00	-55.51
Sundry Resident Revenue	5,232.50	11,440.00	-54.26
Tenant Maintenance Recovery	1,140.00	6,050.00	-81.16
Total Resident Services	34,080.50	80,238.00	-57.53
Non Resident Services			
Sundry Revenue	3,627.76	7,250.00	-49.96
Total Non Resident Services	3,627.76	7,250.00	-49.96
Grants			
ASHC - Rent Supplement Grant	7,240.00	9,600.00	-24.58
Total Grants	7,240.00	9,600.00	-24.58
Management & Administration			
PCMgtFee	282.45	0.00	0.00
Maintenance Recovery	5,645.00	0.00	0.00
Total Management & Administr...	5,927.45	0.00	0.00
Charitable Revenue			
Restricted Donations	0.00	0.00	0.00
Total Charitable Revenue	0.00	0.00	0.00
TOTAL REVENUE	468,034.71	1,101,730.00	-57.52
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	49,993.33	93,249.00	-46.39
Electricity	27,801.04	70,978.00	-60.83
Water & Sewer	42,545.21	105,000.00	-59.48
Waste Removal	7,077.60	20,000.00	-64.61
Telephone	4,836.17	17,065.00	-71.66
Total Utilities	132,253.35	306,292.00	-56.82
Operating			
Cleaning	173.84	17,950.00	-99.03
Equipment & Furniture Purchase	1,656.96	8,040.00	-79.39
Equipment & Furniture Repairs	0.00	100.00	-100.00
Insurance	5,829.30	23,000.00	-74.66
Resident/Volunteer Programs	2,030.00	4,090.00	-50.37
Bad Debt Expense	0.00	10,000.00	-100.00
Publicity & Promotion	413.00	1,400.00	-70.50
Pest Control	1,231.73	3,000.00	-58.94
Sundry	0.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Toal Operating	11,334.83	67,580.00	-83.23
Operating Maintenance			
Appliances	4,452.61	12,175.00	-63.43

4. bji

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bldg Safety & Security Systems	10,247.51	37,176.00	-72.44
Sundry	81.73	650.00	-87.43
Vehicles	3,478.64	11,000.00	-68.38
Building Int Painting Common Area	0.00	0.00	0.00
Building Interior Painting Units	2,800.00	17,600.00	-84.09
Building Interior Flooring	6,104.40	25,419.00	-75.98
Building Interior Suite Reno	23,934.36	25,450.00	-5.96
Building Exterior	13,616.52	27,875.00	-51.15
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	23,606.91	27,500.00	-14.16
Plumbing	28,844.39	67,000.00	-56.95
Electrical	1,633.01	5,750.00	-71.60
Grounds & Maintenance	21,894.56	68,450.00	-68.01
Elevators	250.81	6,085.00	-95.88
Maintenance Equipment - Repair	0.00	2,200.00	-100.00
Maintenance Equipment - Purch...	0.00	1,000.00	-100.00
Maintenance - Tools & Supplies	54.92	900.00	-93.90
Facility Condition Inspection	0.00	0.00	0.00
Total Maintenance	141,000.37	336,230.00	-58.06
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	80,638.35	243,286.00	-66.85
Maintenance Salaries	72,011.15	188,091.00	-61.71
Total Salaries & Wages	152,649.50	431,377.00	-64.61
Benefits	0.00	0.00	0.00
CPP	8,721.89	19,358.00	-54.94
EI	3,560.91	7,828.00	-54.51
EE Benefits	9,447.05	30,264.00	-68.78
Other Pension Contributions	4,080.02	14,374.00	-71.62
WCB	151.51	4,690.00	-96.77
Total Benefits	25,961.38	76,514.00	-66.07
Contract Employment	0.00	2,000.00	-100.00
Personal Recruitment	457.24	3,850.00	-88.12
Staff Functions & Recognition	499.77	4,425.00	-88.71
Training & Development	1,825.92	15,150.00	-87.95
Health & Safety	0.00	750.00	-100.00
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	181,393.81	534,566.00	-66.07
Administration			
Bank Charges	827.72	4,550.00	-81.81
Courier/Postage	206.99	750.00	-72.40
Stationery & Other Supplies	1,408.25	3,500.00	-59.76
Office Rent	9,105.64	20,022.00	-54.52
Office Equipment & Furn	367.87	7,140.00	-94.85
Office Equipment & Furn Repairs	438.89	1,700.00	-74.18
Vehicle & Travel	1,935.00	4,758.00	-59.33
Board Expenses	254.95	11,550.00	-97.79
Association Fees	3,506.67	4,415.00	-20.57
Professional Fees	0.00	0.00	0.00
Legal Fees	75.00	6,000.00	-98.75
Audit Fees	15,105.00	16,000.00	-5.59
Consulting Fees	0.00	0.00	0.00
IT Services	3,525.43	7,250.00	-51.37
Sundry	77.94	550.00	-85.83
Total Administration	36,835.35	88,185.00	-58.23
Amortization			
Amortization	0.00	0.00	0.00

4. b) ii

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

	Actual Jan 01, 2025 to May 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Total Amortization	<u>0.00</u>	<u>0.00</u>	0.00
Capital Maintenance			
Building Interior (Cap)	<u>5,645.00</u>	<u>0.00</u>	0.00
Total Capital Maintenance	<u>5,645.00</u>	<u>0.00</u>	0.00
TOTAL EXPENSE	<u>508,462.71</u>	<u>1,332,853.00</u>	-61.85
NET INCOME	<u>-40,428.00</u>	<u>-231,123.00</u>	-82.51

4. b) iii

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

SOCIAL HOUSING
Month ending May 31, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ^{THIS} \$112,289.28

RECEIPTED DEPOSITS FOR THE MONTH		\$	4,579.32
Deposit	\$	2,332.00	
Auto Deposit	\$	165.32	
Interac	\$	2,082.00	
PAD's(pre-authorized Debit)			\$85,033.00
Sec Dep Transfer			\$610.63
Govt of AB - LAP			\$0.00
Govt of AB			\$39,001.00
Govt of AB - RAB			\$0.00
DEPOSIT INTEREST			\$330.16
RBC Express cheque'			(\$3,100.94)
Vendor PAD			(\$15,755.91)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$1,562.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	pos	May	\$0.00
RBC Activity Fee			(\$96.70)
Bank dep correction	#		\$0.00
CVL Transfer			(\$102,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE \$119,327.84

ENDING BALANCE PER BANK STATEMENT \$119,327.84

PLUS OUTSTANDING DEPOSIT - \$0.00
\$0.00

RECONCILED BANK BALANCE \$119,327.84

4. b) iv



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

Business Account Statement

RBBDA30000_6007022 E D 09179 00550
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

April 30, 2025 to May 30, 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 April 30, 2025	\$112,289.28
Total deposits & credits (14)	+ 129,554.11
Total cheques & debits (43)	- 122,515.55
Closing balance on May 30, 2025	= \$119,327.84

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			112,289.28
01 May	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		
	Misc Payment COINAMATIC CANA	185.29		
	Misc Payment COINAMATIC CANA	188.73		
	Misc Payment COINAMATIC CANA	189.09		111,323.78
	Deposit interest		330.16	111,653.94
02 May	Direct Payment (PAD's) service total GRADS8751490000		85,033.00	196,686.94
	Bill Payment Telus Comm	128.10		
	Bill Payment DE BUSINESS	12,006.83		184,552.01

4. b) v



Business Account Statement

April 30, 2025 to May 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
05 May	Bill Payment Telus Mobility	50.24		184,501.77
06 May	Misc Payment Government of A		39,001.00	
	EF0506 01071695		360.00	223,862.77
07 May	Pre-authorized payment returns GRADS8751490000	1,562.00		
	Activity fee	96.70		222,204.07
08 May	EF0508 01071695		875.00	
	Bill payment - 1185 BARNWELL-VIL-UT	135.40		222,943.67
09 May	Account transfer Moveouts		610.63	223,554.30
	EF0509 01071695		25.00	
	Account transfer ACTR7512900603	17,000.00		
	Bill payment - 3144 TABER HM HARDWR	87.45		
	Bill payment - 3156 VAUXHALL-UTIL	102.65		
	Bill payment - 3151 VAUXHALL-UTIL	104.30		
	Bill payment - 3132 SECURTEK MONIT.	147.89		
	Bill payment - 3136 SECURTEK MONIT.	147.89		
	Bill payment - 3146 TABER, ALTA-UTL	210.95		
	Bill payment - 3127 BLUEWAVE ENERGY	351.94		
	Bill payment - 3122 GOVT AB NON GRP	354.00		
	Bill payment - 3161 VAUXHALL-UTIL	387.03		
	Bill payment - 3166 BARNWELL-VIL-UT	607.57		
	ACCOUNT TRANSFER 9512992124	25.60		204,052.03
12 May	Deposit 0071		25.00	
	Bill Payment Telus Comm	41.82		
	Bill Payment Telus Comm	71.29		203,963.92
15 May	e-Transfer - Autodeposit candace 483b6dc8e00547dc41473de3869f9e05		165.32	204,129.24
16 May	Cable TV Bill Pmt SHAW CABLE TV	38.02		204,091.22
20 May	Deposit 0072		533.00	
	Cable TV Bill Pmt SHAW CABLE TV	33.72		
	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	78.69		
	Cable TV Bill Pmt SHAW CABLE TV	191.70		204,255.11
21 May	EF0521 01071695		672.00	204,927.11
23 May	Account transfer ACTR7514300664	72,000.00		
	Bill payment - 5423 ROGERS 11 DIGIT	52.50		
	Bill payment - 5417 MUN OF TABER-TX	117.85		

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

Business Account Statement

April 30, 2025 to May 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
23 May	Bill payment - 5427 TABER HM HARDWR	168.47		
	Bill payment - 5432 TABER, ALTA-TAX	1,444.91		
	ACCOUNT TRANSFER 9514307086	234.73		130,908.65
26 May	Bill Payment Telus Comm	86.10		130,822.55
29 May	Deposit 0073		1,774.00	
	EF0529 01071695		25.00	
	Bill Payment Telus Comm	215.17		132,406.38
30 May	EF0530 01071695		125.00	
	Account transfer ACTR7515001128	13,000.00		
	Cheque 203.54			
	Serial # 14611			119,327.84
	Closing balance			119,327.84

Deposit Interest Earned: \$330.16

Account Fees: \$96.70

Business Account Statement

April 30, 2025 to May 30, 2025

Account number: 09179 100-106-4

Serial #: 14611

Amount: \$203.54

14611

TABER & DISTRICT HOUSING FOUNDATION
5118 - 48th AVE NE
TAMER ALBERTA T1G 1S2
PHONE (403) 223-2767

PAY TO THE ORDER OF
Estate of Jean Sowinski
C/O William Sowinski
Box 82
Macoun, SK S0C 1P0

CHEQUE NO.
DATE
23082025
DDMMYY
\$229.54

TABER & DISTRICT HOUSING FOUNDATION

FOO 04611F HQ 9479-0031: 100=106=LIF

Virtual Endorsement
DSAPR:
DSPT:
CSID: 0251504794826-09179
TXID: 1
SCANSIS: 227,410,631
FMSEQ: 1
CHAND: 603
APPR: 5900
TRANSIT: 09179
DSPURL:
TFPDT: 30/05/25
OPID: 250231490

Printed ID # 1 of 1 ingénieur 1014

Endorsement - Signature of Branch

BACK/ENDS

4.b) $\forall i$

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending May 31, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$55,612.40
RECEIPTED DEPOSITS FOR THE MONTH	\$200.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$125.50
TOTAL DEPOSITS	\$325.50
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$610.63)
NET BALANCE END OF THE MONTH	<u>\$55,327.27</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$55,327.27
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$55,327.27</u>

4.c) i



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

Business Account Statement

RBBDA30000_6007022 E D 09179 00564

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

April 30, 2025 to May 30, 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 April 30, 2025	\$55,612.40
Total deposits & credits (2)	+ 325.50
Total cheques & debits (1)	- 610.63
Closing balance on May 30, 2025	= \$55,327.27

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			55,612.40
01 May	Deposit interest		125.50	55,737.90
09 May	Account transfer ACTR7512900601	610.63		55,127.27
20 May	Deposit 0496		200.00	55,327.27
	Closing balance			55,327.27

Deposit Interest Earned: \$125.50

4.c) ii

**Lodge Manager & Resident Manager Report to
CAO
June 2025**

June 2025

1) Resident info:

- a. Move In's — 1
- b. Move out - 1
- c. SL3 -20
- d. SL2 Home Care residents - 39
- e. Resident Room changes - 0
- f. Change in Status: 3
- g. Potential resident interviews or tours -1
- h. 1- Preadmission meeting for new H/C residents, this includes SL2 / Type B — HCA (SL3) / Type B LPN Secure (SL4-D)
- i. Wait list - 15
- j. 77 residents in total.
- k. 35 residents on MAP
- l. 37 residents are receiving laundry services.
- m. 22 residents with In-house pendants
- n. 5 residents receiving supplies.
- o. 5 family case conferences were held.
- p. 5 residents are paying for X-baths. ...
- q. Johnsons came to the lodge to administer covid vaccinations for Residents on June 19.
- r. Tour with Fort Macleod

2) Monthly meetings:

- a. HCA, kitchen, recreation and housekeeping meetings
- b. JHSC meeting
- c. Emergency preparedness meeting
- d. CVL Management team meeting
- e. Home Care / Lodge Huddle

3) Weekly AHS data and Capacity reports

- 4) Hand Hygiene audit completed on June 4; 100% compliant 7) Personal Care Audit completed June 5; 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.

5. a) i

Health & Safety

- a) N95 mask fitting
- b) First Aid
- c) Health inspection of facility including full kitchen, outbreak, & hairdressing salon. Found to be fully compliant.
- d) Tour completed with Fort Macleod Health & Safety group.
- e) Health & safety Board completed with 2 employees taking home the prizes for the game. 20 Employees participated.
- f) Safe work practices reviewed, and competency checks completed.

Employees

- a) Staff orientations & Interviews
- b) Gaps & Goals with a staff member
- c) Had to let a staff member go
- d) On the hunt once again, for a new Health Care Aid Coordinator.
- e) CAPS program with HCA'S
- f) Staff appreciation BBQ is being organized for August 13, 2025.
- g) Staff appreciation hoodies & t-shirts are also being organized.
- h) Scheduling and payroll for May/June 2025 completed. Scheduling/payroll for June/July ongoing.

Recreation Board Report May 2025

By Taralyn Heezen

May 1st: Regular Activities, Alzheimer's Caregiver Support Group, DA Students came and did Activities with Residents. The Alzheimer's Group will continue to come even after the sad Passing of the Group leader. We have a new Leader Taylor. The DA Students and Residents had a positive experience again and Sandra Krchnak and I are planning to continue with this program going forward. (Nela Filled in for Liesel)

May 2nd: Regular Activities, Walker Clinic, Walmart Trip. (Nela Filled in for Liesl)

May 3rd: No Recreation, Rosary, Movie

May 4th: No Recreation, Evangelical Church Service, Church of Jesus Christ of Latter-day Saints Church Service, Movie.

May 5th: Regular Activities, Senior Games with the Ladies, Making Flowers Pot decorations (Lisa in for Liesl)

May 6th: Regular Activities, Bible Study, Drumming with Tanie, Calvary Baptist Church Service (Lisa in for Liesl)

May 7th: Regular Activities, Catholic Mass Cancelled had Rosary instead, Dusty Litchfield Entertainment

May 8th: Regular Activities, Hear Right Canada, Garden Planning – I Decided this year as there seemed to be more Residents interested in the courtyard and gardening that I would make it into an activity to

have Residents help plan the flowers and go shopping for them. This unfortunately did not go as planned as the Residents just wanted to give suggestions of flowers not the planning part.

May 9th: Regular activities, Mother's Day Party, we had Duncan & Linsey for all Residents and a Tea party for all the female Residents. This year was a little different then usual as I arranged Raj from Pan Flame (Indian Restaurant in town) to bring a Chi Tea India Style and food samples for the ladies to try. This was a successful event as the Residents feedback was that they loved the party, the decorations, and the food from Pan Flame. I was not sure how the taste test would go with trying something new, but the majority participated. Though the tea was a take it or leave it as Residents found it too sweet or loved it.

May 10th: NO Recreation, The Philipino Society came and performed dancing and Karaoke for Residents. The Staff and Residents said it was amazing, and they put on a great show. We also had our Resident Council's Mother's Day Auction at Parkside Manor.

May 11th: No Recreation, Rosary, Hymn Sing-along, Church of Jesus Christ of Latter-Day Saints service, Westview Church Choir cancelled.

May 12th: Regular Activities, Senior Games with the Ladies, Student Piano Recital. The bus Trip to Sunny Side Nursery was cancelled due to lack of interest of Resident Participation. Leisl worked alone as Taralyn was sick.

May 13th: Regular Activities, Bible Study, Reiland Church Choir

May 14th: Regular Activities, J & R Diamond Entertainment- They were very entertaining, and the Residents were interacting with their performance. There was positive feedback from majority of Residents who participated.

May 15th: Regular activities, Eric Foxall came in to play the piano for our Residents. The Residents enjoyed it and were impressed with his talent and there was positive feedback. He is one of the Residents Grandsons in law and comes to perform for the Residents when he comes to visit for B.C. or I would love to book him in more.

May 16th: Regular Activities

May 17th: Rosary, Washus, Trip to the Rodeo, Movie. The trip to the rodeo was a success as the Residents enjoyed their time and free lunch. We also had the president of the senior Rodeo come on the bus and shared words of thanks and a question-and-answer time for Residents. Taralyn worked alone.

May 18th: No Recreation, Rosary, Church of Jesus Christ of Latter-Day Saints, movie

May 19th: No Recreation Victoria Day Holiday.

May 20th: Regular Activities, Bible Study, Trip to Lindenvue, CNIB Meeting. Nela in for Taralyn

May 21st: Regular Activities, United Church Service, Hank & Alvina Entertainment, The Oilers Entertainment.

May 22: Regular Activities, TDHF AGM meeting

May 23rd: Regular Activities, Laughing Yoga with Jane. The Resident had a fun time laughing and learning with Jade. The Residents have

requested her back again. I usually book her just once a year as it is costly and the Residents benefit in a positive way.

May 24th: No Recreation, Rosary, Movie

May 25th: No Recreation, Rosary, Hymn Sing a Long, Church of Jesus Christ of Latter-Day Saints, Movie

May 26th: Regular Activities, Recreation Staff Meeting, Senior Games,

May 27th: Regular Activities

May 28th: Regular Activities, Catholic Mass, Karen Karaoke

May 29th: Regular Activities, Lisa in for Liesl

May 30th: Regular Activities

May 31st: No Recreation, Hailey Murphy Entertainment, Movie

Volunteer Hours:

Valarie Beukema: 7.5 Hrs.

Kayle Fallon: 3hrs.

Kynlee Fallon: 3Hrs.

John Neufeld: 4.5Hrs.

Isabel Nordquist: 1 Hr.

Sister Parsons: 5 Hrs.

Ann Veenstra: 0.5 Hr.

Operations Report

June 2025

Clearview Lodge

- Received from Crown Equipment the new stoves for kitchen.
- Blue Wolf has cleaned all window .
- Royal Excellance to clean hood in kitchen.
- ARJO has done annual inspection on tubs and lifts.
- Kruse Glass called in to replace belt on sliding front door.
- Painted parking zones and pickup areas.
- Ordered 2 batteries for Arjo lifts

Homestead Manor

- I attended a Tenant meeting.
- Unit 310 has had a carpeted floor replaced with vinyl.
- Move into unit 100.
- Sewer problems in 300 wing, ordered cast pipe to replace section.
- Another unit was sprayed for bed bugs.
- Annual inspections done.
- Blue Wolf has cleaned all the windows.

Pioneer Place

- Securcom installing controls to unlock all outside doors.
- Cabinets installed to upgrade coffee area is in progress.
- Bid package for suite renewal has been awarded for unit 105.
- Annual inspections have been completed.
- Blue Wolf has cleaned all the windows.
- Two shower stalls have been installed at Manor.

Harmony Home

- *Move in at unit #304.*
- *Annual inspections have been completed.*
- *Unit #206 has been renovated and ready to rent.*
- *Blue Wolf has cleaned all the windows.*
- *One shower stall has been installed in unit 206.*

Prairie Rose Manor

- *Sidewalk up grades with Bevco have been 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.*
- *Bid package has been put out for suite renewal*
- *Entry door header to be replaced by Kruse.*
- *R&N houses have had annual inspections.*

Sunshine Manor

- *On going maintenance.*
- *Trees have been purchased to plant at the Manor.*
- *Ordered new sign for the Manor.*

Barnwell

- *On-going maintenance.*
- *Unit #1 has been cleaned and has had move in.*
- *Barnwell House is having the floor replaced.*

Phase One

- *Annual inspections completed.*
- *Smoke detectors have been replaced.*
- *Sewer backup at 2 units. The Town called and repaired.*

Phase Two

- *Some shingles need to be replaced.*
- *Smoke detectors have been replaced.*
- *Annual inspections completed.*

Phase Three

- *Trees trimmed by Fortis.*
- *Annual inspections completed.*
- *Smoke detectors have been replaced.*

Special Needs

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

General Maintenance.

- *New smoke detectors have been replaced in Social Housing units.*
- *3 more shower stalls are on back order.*

PLACEMENT OFFICER REPORT

MONTH: June 2025

SENIOR HOUSING

Applications – 8
Move ins – 2
Move outs – 0
Waitlist - 6
Units Available – 0
Vacant Units – 2 (206HH and 105PP)

FAMILY HOUSING

Applications - 4
Move ins - 0
Move outs - 0
Waitlist – 7
Available Units - 0

RENT ASSISTANCE

Applications - 6
New Clients - 1
Total Clients - 40
Waitlist - 1

NOTES:

CAO Report

June 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 May 26 - 30

- May 27 – Completed Canada Summer Jobs paperwork
- May 27 – Stakeholder Call with ADM, David Williams re: Procurement
- May 28 – Reviewed Head Cook Job Description and had Lodge Manager appoint Stephen Booth as Head Cook with commensurate pay
- May 29 – Worked with Public Health re: measles in TDHF employee. Had Tanya and Carrie collaborate with IPC (infection Prevention Control) for advice on potential impacts at Clearview Lodge
- May 29 – Received a donation via CanadaHelps - \$455.00
- May 30 – Worked on employee benefits for CUPE 2038 employees that have held temporary positions longer than 6 months (requirement from 2023 to 2026 Collective Agreement)
- May 31 – Sent invitations to local, provincial and national dignitaries for CVL and TDHF events this summer

Week of June 2 - 6

- June 2 – Videoconference call with ASCHA Executive Director, Irene Lindsay-Martin
- June 2 – Attended Seniors Week Celebration at Clearview Lodge – Cake Cutting with Town of Taber mayor, Andrew Prokop
- June 3 – Stakeholder Call with ADM, David Williams re: Ministerial Order
- June 4 – CVL Management meeting
- June 4 (pm) – Medical Appointment
- June 5 – Meeting with Tanya & Carrie
- June 5 – Draft letter re: No Parking & Loading Zones at Clearview Lodge
- June 6 - AWAY

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Week of June 9 - 13

- June 9 - AWAY
- June 10 – Meeting with HomeCare Manager, Tim Harding, with Tanya & Carrie
- June 10 – UMAC meeting with CUPE 2038 representatives
- June 11 – Arranged for ChinookIT to contact Shaw Cable and update the router settings. This would enable ChinookIT to change settings for Securcom (intercom and lock systems in Manors)
- June 12 (pm) – Kiwanis Charity Scramble Golf Tournament – with Joe Strojwas, Chief Graham Abela and MLA Grant Hunter
- June 13 – Reviewed and approved 2023/4 FIRMS template for audit by Avail CPA

Week of June 16 - 20

- June 17 – Contacted ChinookIT re: SMTP changes for photocopier address
- June 17 – Attended Emergency Response Planning
- June 17 – Attended CVL Resident Council Executive meeting and Resident Council meeting
- June 18 – CVL Management Meeting with Carrie, Tanya & Carlos
- June 18 - Stakeholder Call with ADM, David Williams re: changes to Social Housing Accommodation Rates (SHAR) and calculation of annual rent
- June 19 – Meeting with Carrie & Tanya @ CVL
- June 20 – Received letter from Minister Nixon re: CVL funding

Week of June 23 - 27

- June 23 – Interviews for HCA Coordinator position
- June 24 – Review 2026 Social Housing budget with THDF Budget & Audit Committee
- June 24 – Complete Board agenda package for June TDHF Board meeting
- June 25 – Discuss professional training course options for THDF out-of-scope staff – 2025/6 (Canada Alberta Job Grant to be re-established)
- June 26 – Meet with Carrie & Tanya at Clearview Lodge
- June 26 – TDHF Board of Directors meeting
- June 27 – Complete TDHF Business Plan and appendices (submit by June 30, 2025)

Upcoming Events

July ->

- Electronic payroll system (Sept ->)
 - 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

- Strategic Planning – put Goals into Action Plan
 - Consider transfer of ownership of ASHC assets to TDHF (**Harmony Home – Q3/4 - 2025**)
 - Upon successful asset transfer, develop project planning details (**Q4 – 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). Projects to be completed in 2026 & 2027.
 - 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) (**On hold**)
 - Develop proposals for Special Needs housing (**On hold**)
 - Update business case for Clearview Lodge (based on Bergen costing) (**Hold for funding**)
 - Research and develop opportunity for third party management of housing facilities.
 - Investigate and develop relationships with local investors/developers/employers.
- Professional Development for Out-of-Scope Managers
 - Research possibilities for 2025/6 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)
 - Market Analysis of TDHF out-of-scope employee salaries (**Sept/Oct**)
- 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) – **Summer 2025**
 - Set up further meeting(s) with Alberta Seniors, Community & Social Services (**On-going**)
- Policy Review & Updates
 - Review Schedule of Fees (CVL & Manors) – (**July**)
 - Letter to CVL Residents re: Changing in Rental Maximums (**July**)
 - Disability Management Program & Return to Work (in progress)
 - Drug & Alcohol Policy (**Q4 - 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 (July)
- CVL Resident Application form (July)
- Develop plan and timeline for adoption of Alberta Health Care rates for SL3 clients (Apr - DONE)
 - Proposed implementation date – August 1

Professional Development & Committee Responsibilities:

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

Days booked out of office:

- July 7 & 8, 2025 – Vacation
- July 9 – Medical Appointments
- July 31 – August 4, 2025 - Vacation
- September 2 – 12, 2025 – Vacation
- Dec 25, 2025 – Jan 5, 2026 - Vacation
- April 6 – 24, 2026 - Vacation



ALBERTA

Assisted Living and Social Services

Office of the Minister

JUN 20 2025

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JUN 17 2025

Rosanne Horrocks
Board Chair
Taber and District Housing Foundation
5318 – 48 Avenue
Taber, Alberta T1G 1S2

Dear Rosanne Horrocks:

As part of the Provincial Budget 2025, Alberta's government is pleased to announce the approval of \$150 million in new funding for the Seniors Lodge Modernization Program (SLMP) – a critical investment to enhance the quality, safety and longevity of seniors' housing across the province. Following a thorough review of current projects and applications submitted under the Affordable Housing Partnership Program, the department has carefully assessed alignment with SLMP priorities. I am pleased to inform you Taber and District Housing Foundation has been conditionally approved for up to \$ 9,070,000 in capital grant funding for the Clearview Lodge project located in Taber.

This conditional approval is provided under the SLMP and is subject to the following requirement:

- You must provide confirmation—in a form acceptable to the province—that all necessary funding has been secured to carry out the project. This confirmation must be submitted within one year from the date of this letter.

Erika Washington, Executive Director, Housing Capital Programs, Assisted Living and Social Services (ALSS) will be your contact and will follow up with more information and guidance on next steps. Should you have further questions, Erika can be reached by email at erika.washington@gov.ab.ca. Please note that prior to releasing any public communication or planning any future public or media events related to this project, please contact Christine King, Assistant Communications Director, ALSS, by phone at 587-785-4848 or by email at christine.king@gov.ab.ca.

Alberta's government is proud to support this initiative and is committed to working with you to improve the well-being of Alberta's seniors. I look forward to seeing this important project move forward and the positive impact it will have in your community.

Sincerely,

Honourable Jason Nixon
Minister of Assisted Living and Social Services
Minister responsible for Housing

6.b.i

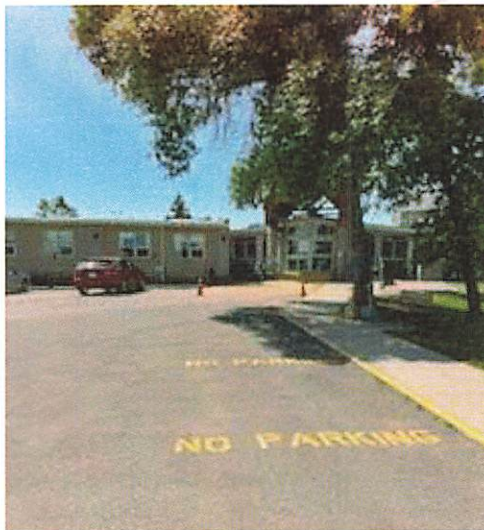
June 27, 2025

To Whom It May Concern:

Re: No Parking & Loading Zones - Clearview Lodge

As a result of recent discussions with the Clearview Lodge (CVL) Resident Council, Taber and District Housing Foundation (TDHF) have made several improvements to the parking areas at Clearview Lodge. These improvements include signage, lot markings and painting and the creation of a single loading zone parking spot at the main entrance to Clearview Lodge.

Along with the improvements, I am hopeful that we can provide some commentary on expectations of how the parking lots, loading zone and NO PARKING area are treated by visitors to Clearview Lodge.



We have repainted the NO PARKING markers and the area immediately outside the front doors and stairs. We have added an EMS painted marker to ensure that it is clearly marked that the space is intended **ONLY** for EMS services, and the local Special Needs bus for pickup and drop off. The NO PARKING extends all the way to 50th Avenue as we must ensure that there is no impediment or obstruction to EMS vehicles and personnel attending residents in the Lodge.

The second picture clearly shows an empty parking spot that we have created next to the NO PARKING area that will now be designated as a Loading Zone. This will allow family members to park their vehicle close to the facility once they are ready to have their family members leave the facility and access their vehicle. **The loading zone signage indicates that a vehicle should be there for a maximum of 15 minutes.**

Our goal in creating this Loading Zone space was not to create a parking spot. There are plenty of those on 50th Avenue. The goal was to create a space that once a family member was ready to leave the lodge, that the family member would retrieve their vehicle from the street and bring it to the Loading Zone space. At that point, they would have plenty of time to get their resident family members out to the vehicle and head on their way. Thereby leaving the Loading Zone space available for the next person that may need to drop off or pick up a resident family member.

CVL Management and staff will be monitoring for any vehicles that occupy these areas. Management will have a reminder “ticket” to place under the windshield wiper of any vehicle that is improperly parked. Our goal is to educate individuals on how the zones should be used to maximize their availability while providing functionality for everyone visiting the Lodge.

Lodge managers and staff will be monitoring the usage of the Loading Zone for the next several months and determining if the space is being used as intended. Alternatively, if the space can not be used as intended as a whole, we would consider returning the Loading Zone to its former use as a Resident parking spot.

Sadly, we have had several instances where individuals are parking in the southwest parking lot and blocking either CVL resident vehicles or TDHF Maintenance vehicles for exiting. These individuals will park their vehicle and spend up to several hours in the Lodge. The parking areas are clearly marked.

I find it extremely regrettable to report that when we have tried speaking with individuals about their parking, staff have experienced remarks that are intolerable. If a resident were to speak to a TDHF staff member in this way, their lease outlines the remedy. Our lease document also points out that residents are responsible for their visitors' behavior.

Finally, TDHF is quite aware that the parking situation is not good. It is one of the biggest things that our new project addresses. But in the meantime, EMS still needs to have unfettered access to our entry points. We waste precious minutes trying to find whose vehicle is blocking their path while a loved one can't receive medical attention or be on their way to the hospital. As a result, we do insist on a bit of inconvenience and visitors parking on the street so we can ensure that EMS has a clear path.

If you have any questions or concerns, I would be happy to discuss them with you at (403) 223-2767 ext. 7 or by email at timj@taberhsg.ca

Regards,

Tim Janzen
Chief Administrative Officer

2026	Social Housing	Budget 2026	Budget 2025	Information	Diff %	Difference 2026
REVENUE						\$
400000	RENTAL REVENUE					
400100	Resident Rent	1,067,112	1,005,942		6.08%	61,170.00
400200	Rent Rebates	(1,300)	(1,300)	refund moved to higher level of care	0.00%	-
400210	Rent Loss Due to COVID	-				-
400400	Sundry Rent Revenue	-				-
410000	RESIDENT SERVICES					-
410010	Parking	14,904	14,904		0.00%	-
410090	Utility Recovery	46,956	47,844		-1.86%	(888.00)
410140	Sundry Resident Revenue	11,540	11,440		0.87%	100.02
410160	Tenant Maintenance Recovery	5,050	6,050		-16.53%	(999.82)
420000	NON-RESIDENT SERVICES					-
420090	Sundry Revenue	5,730	7,250		-20.97%	(1,519.99)
430000	GRANTS					-
430060	ASHC - Rent Supplement	16,800	9,600		75.00%	7,200.00
470000	MANAGEMENT & ADMINISTRATION					-
470012	PCMgmt Fee	-	-			-
470050	Maintenance Recovery	-	-			-
480000	CHARITABLE REVENUE					-
480020	Restricted Donations	-				-
TOTAL REVENUE		1,166,792	1,101,730		5.91%	65,062.21
EXPENSES						
510000	UTILITIES					
510005	Heating	60,000	93,249	8760 Contract until	-35.66%	(33,249.00)
510010	Electricity	70,565	70,978	8760 Contract until	-0.58%	(412.94)
510020	Water & Sewer	105,000	105,000	T of T	0.00%	-
510030	Waste Removal	20,000	20,000	T of T & recycling	0.00%	-
510040	Telephone	16,930	17,065	office, mobility, sr internet, auto dialers	-0.79%	(135.00)
Total Utilities		272,495	306,292		-11.03%	(33,796.94)
520000	OPERATING					
520030	Cleaning	21,950	17,950		22.28%	4,000.00
520040	Equip & Furniture Purchases	1,000	8,040		-87.56%	(7,040.00)
520050	Equip & Furniture Repairs	200	100		100.00%	100.00
520060	Insurance	27,000	23,000	All Property Insurance etc.	17.39%	4,000.00
520070	Resident / Volunteer Programs	4,100	4,090		0.24%	10.00
520080	Bad Debt Expenses	10,000	10,000		0.00%	-
520090	Publicity & Promotion	4,500	1,400		221.43%	3,100.00
520120	Pest Control	5,200	3,000		73.33%	2,200.00
520130	Sundry	-				-
Total Operating Expenses		73,950	67,580		9.43%	6,370.00

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2026	Social Housing	Budget 2026	Budget 2025	Information	Diff %	Difference 2026
530000	OPERATING MAINTENANCE					-
530005	Appliances	21,664	12,175		77.94%	9,489.00
530010	Building Safety & Security Systems	31,270	37,176		-15.89%	(5,906.00)
530020	Sundry	750	650		15.38%	100.00
530030	Vehicle	11,600	11,000	maint vehicle, gas, insurance	5.45%	600.00
530040	Building Interior					-
530041	Painting (Interior Common Area)	-	-		0.00%	-
530042	Painting (Units)	17,600	17,600		0.00%	-
530043	Flooring (Common Areas & Units)	17,000	25,419		-33.12%	(8,419.00)
530044	Suites Renovations	16,950	25,450		-33.40%	(8,500.00)
530050	Building Exterior	44,475	27,875		59.55%	16,600.00
530070	HVAC (Heating, Vent, & A/C)	43,700	27,500		58.91%	16,200.00
530080	Plumbing	77,032	67,000		14.97%	10,032.34
530090	Electrical	8,970	5,750		56.00%	3,220.00
530100	Grounds Maintenance	99,150	68,450		44.85%	30,700.00
530110	Elevators	6,085	6,085		0.00%	-
530120	Maintenance Equip Repairs	3,000	2,200		36.36%	800.00
530130	Maintenance Equip Purchase	1,500	1,000		50.00%	500.00
530140	Maint. Tools & Supplies	1,000	900		11.11%	100.00
530160	Facility Condition Inspection	-	-			-
Total Operating Maintenance		401,746	336,230		19.49%	65,516.34
555000	HUMAN RESOURCES					-
550005	Salaries & Wages					-
550010	Administration Wages	229,000	243,286		-5.87%	(14,286.00)
550040	Maintenance Wages	200,000	188,091		6.33%	11,909.00
551000	Benefits					-
551010	CPP	20,250	19,358		4.61%	892.06
551020	EI	8,105	7,828		3.54%	277.00
551030	Employee Benefit Programs	41,000	30,264		35.47%	10,736.00
551040	Other Pension Contributions (RRSP)	16,500	14,374		14.79%	2,126.00
551050	WCB	5,500	4,690		17.27%	810.00
552000	Contract Employment	-	2,000		-100.00%	(2,000.00)
553000	Personnel Recruitment	2,000	3,850		-48.05%	(1,850.00)
554000	Staff Functions & Recognition	4,700	4,425		6.21%	275.00
555000	Training & Development	20,615	15,150		36.07%	5,465.00
556000	Health & Safety	850	750		13.33%	100.00
557000	Legal Fees	500	500		0.00%	-
Total Human Resources		549,020	534,566		2.70%	14,454.06

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2026	Social Housing	Budget 2026	Budget 2025	Information	Diff %	Difference 2026
560000	ADMINISTRATION					-
560000	Office & General Admin					-
	560001 Bank Charges	4,100	4,550		-9.89%	(450.00)
	560002 Courier & Postage	950	750		26.67%	200.00
	560003 Stationery & Office Supplies	3,800	3,500		8.57%	300.00
560010	Office Rent	21,414	20,022		6.95%	1,391.75
560020	Office Equipment (& Furniture)	11,552	7,140		61.79%	4,412.00
560030	Office Equipment (& Furniture) Repairs	1,950	1,700		14.71%	250.00
560040	Vehicle & Travel	5,048	4,758		6.09%	290.00
560060	Board Expenses	15,000	11,550		29.87%	3,450.00
560070	Association Fees	4,515	4,415		2.27%	100.00
560080	Professional Fees					-
	560081 Legal Fees	6,000	6,000		0.00%	-
	560082 Audit Fees	18,000	16,000		12.50%	2,000.00
	560083 Consulting Fees	-	-			-
560090	IT Services	7,750	7,250		6.90%	500.00
560110	Sundry	625	550		13.64%	75.00
Total Administration Expenses		100,704	88,185		14.20%	12,518.75
TOTAL OPERATING EXPENSES		1,397,915	1,332,853		4.88%	65,062
Capital		-				
2025 Carryover						
Emergent CMR						
NET REVENUE over EXPENSES		(231,123.00)	(231,123.00)			(0.00)
TARGET New		(231,123.00)				

6.ejiii

TDHF Social Housing Proposed 2026 Budget At June 26, 2025

Revenues:

Resident Rent is up from previous years (about 6%), but it is based on actual figures, as determined by the annual income review and lease renewal process that just completed. Rents have increased mainly due to changes in the income of Senior Self-contained apartment clients. Also, we have been successful in keeping the vacancy rate relatively low.

Utility Recovery has decreased slightly due to utility cost reductions in 2024. At many of the manors, we collect 80% of the previous year's electricity amounts. As a result of declines in utility consumption in 2024, there is decreased utility recovery in 2025. We will collect \$46 per unit per month (down from \$50 in 2024).

ASHC-Rent Supplement has also increased due to additional Rental Assistance Benefit (RAB) funding received from GoA and an increased administrative fee. While we anticipate this funding will continue to increase in 2026, we have based the fee on our current level of funding.

Expenses:

Utility prices and consumption are predicted to increase. This amount was based on a calculation completed by 8760 our utility forward contract provider. Our natural gas amounts will go up because we only contract 75% of usage and the expectation is that the spot rate will remain stable. However, our total utility charges will decrease year over year because of the removal of the carbon levy. That is a \$36,000 savings annually.

It is interesting to note that water and sewer are higher than either gas or electricity. And it seems like those costs go up faster than inflation. This may be a place where municipalities could support housing and consider different fee structures to reduce the operating costs.

Operating costs have increased mainly due to increasing insurance premiums, cleaning costs and an expected increase in Bad Debt Expenses. We need to consider the insurance cost effect of owning Harmony Home Manor in 2026 (anticipated asset transfer). We have received an estimate of \$7,000. We will add that cost to the bottom line of our budget as we are not supposed to incur an additional operating cost for the asset transfer. We have been very fortunate that our write-offs have been low in previous years.

Operating Maintenance costs are increasing slightly. There is year over year variances in appliances (replacing 6 ranges and 6 fridges). Building Safety (upgrading electronic lock systems at Harmony Home and Homestead Manor), reducing the amount of common area flooring installed (most of the buildings have had recent upgrades), adding several furnace installation projects in Family Housing, and upgrading the snow removal (trucking of snow) and parking lot maintenance.

There are several bigger projects planned to include:

- replacing windows in several manor buildings (this is a long-term project where we replace windows in a couple of rooms each year,
- Tub to shower conversions will continue to happen in Pioneer Place. Finally, we are hoping to complete duct cleaning in most of the manor buildings in 2025.
- Underground sprinkler systems at Homestead Manor and Pioneer Place Manor – we've had considerable challenges with aging underground pipes; particularly to decay but also due to the high pressure feed we have from the golf course.

Also, TDHF has been successful in securing CMR funding to complete suite renewals. As a result, fewer suite upgrade projects are required within the operating budget

Human Resources have decreased in 2026, even while we add a 0.6 FTE position for an additional Placement Officer. This position will allow some flexibility in handling the different possibilities from Ash's maternity leave while also allowing TDHF to develop a "tenant support" position. Even though raises in wages, via inflationary grid changes (3% increase) and Step moves are included in the budget, the overall HR will be reduced because in 2025, as there was a full-time Administrative Assistant priced into the 2025 Social Housing budget.

Finally, TDHF is investing in Training and Development to have staff ready for the future. The amount of the investment will depend on confirmation that the Canada Alberta Job Grant has been reinstated.

Administration charges are increasing due to an increase in bank charges, increase in rent due to new lease terms and increased Board expenses due to expected change in honoraria rates. We have budgeted an investment in new phone equipment/system for the Administration office (we will have a better idea by fall as to how that may or may not impact on the CVL phone system. Also, there are Board expenses included for a strategic planning session (that could be held offsite as a retreat, but that might cost additional funds).

Weekly Report (Social Housing)

6/20/2025

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	9
Vacant Units	2

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

New Tenants (Move In's)

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

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

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

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

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

Community Housing Vacancies:

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

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June 13, 2025

Dear Housing Management Bodies and Private Non-Profit partners that administer projects under the Rent Supplement, Community Housing and Seniors Self-Contained Programs:

The Government of Alberta is taking steps to increase fairness in the way income is assessed when determining rent for Albertans in social housing. Under the new approach, more sources of income will be considered when determining rent in affordable housing, regardless of its source. This means, when determining rent for social housing, Albertans' income will be treated equally irrespective of whether their income is from employment or social assistance. This approach aligns with the 2020 Affordable Housing Review Panel recommendations and creates a clear, standardized approach to rent setting that is fair to all tenants.

Schedule B of the Social Housing Accommodation Regulation (SHAR) will be amended to support these changes (Ministerial Order 2025-003), and a new Ministerial Order (2025-002) (both attached) will be issued that outlines the remaining income exemptions for rent-setting purposes. These regulatory amendments impact rent-setting calculations only — there are no impacts to eligibility or prioritization for affordable housing.

The following regulations are scheduled to come into effect on **October 1, 2025**:

- Basic rent is based solely on 30 per cent of total annual income for households with dependents, to create consistency across all households. Basic rent for tenants on Income Support and Assured Income for the Severely Handicapped is based on 30 per cent of total annual income, consisting of employment income and core income support, or financial benefits that they receive.
- Minimum basic rent is based on 30 per cent of the core income support that may be provided to an expected to work or working household unit consisting of one adult and no children under the *Income and Employment Supports Act*.

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- Withdrawals from Registered Retirement Savings Plans and Registered Retirement Income Funds will be considered income for rent-setting purposes in community or seniors self-contained housing.

On **January 1, 2027**, the following will come into effect:

- The Canada Child Benefit and the Alberta Child and Family Benefit will be considered income for rent-setting purposes for rent supplement recipients.

On **January 1, 2028**, the following will come into effect:

- The Canada Child Benefit and the Alberta Child and Family Benefit will be considered income for rent-setting purposes for all families in community housing.

For existing tenants, the revised rent calculations will be applied at the tenant's next annual rent review following the implementation of the amended regulations. For new tenants, the revised rent calculations will be in effect as of October 1, 2025.

Operators may see fluctuations in their revenue due to the implementation of the SHAR amendment. Future budget discussions will seek to balance these impacts so that the province and operators can continue to maximize funds to support low-income Albertans and improve the province's affordable housing supply.

The Housing Division of Assisted Living and Social Services will host information sessions for housing providers in the upcoming weeks. There are also supporting materials, such as an FAQ document, updates to the Housing Management Body Handbook and letter templates to inform tenants of the upcoming changes. You will receive an invitation to the information sessions shortly.

Thank you for continuing to support access to affordable housing for Albertans.

Sincerely,



David Williams
Assistant Deputy Minister, Housing Division
Assisted Living and Social Services

Attachments:

1. Ministerial Order No. 2025-002
2. Ministerial Order No. 2025-003



7.c) i