



**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, July 24 @ 1:30 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Building Committee Meeting – July 16, 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 June 30, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – YTD to June 30, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – YTD to June 30, 2025
 - c) Bank Reconciliation – Security Deposit – June 30, 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) Letter – AHPP Application Denied
 - ii) Recommendation: Class B Costing and CMHC Application
 - iii) Asset Transfer – Harmony Home
 - b) CVL – Design Process Ideas & Schedule
 - i) Recommendation: Design with Bergen & Associates
 - c) Policy G-3: Board Honoraria - 2026 to 2028
 - d) Schedule A: CVL Schedule of Fees – Effective October 1, 2025
 - e) Update to Meals on Wheels Meal cost – Effective October 1, 2025
 - f) Schedule of Fees for Social Housing – Effective October 1, 2025
 - g) Proposal - Board Retreat and/or Strategic Planning Session(s)
7. **Information**
 - a) Report – Social Housing – July 18, 2025
8. **Adjournment**

Next Meeting:	TDHF Staff Appreciation	Wednesday, Aug 13, 2025	6:00 pm	CVL Parking Lot
	CVL Resident & Family BBQ	Thursday, Aug 14, 2025	11:45 am	CVL Parking Lot
	Board of Directors Mtg.	Thursday, August 14, 2025	1:30 pm	CVL - Activity Room



**Taber & District
HOUSING FOUNDATION**

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**Minutes of the Building Committee Meeting
Taber and District Housing Foundation
Wednesday, July 16, 2025 @ 10:00 am
TDHF Admin Office - Boardroom**

ATTENDANCE

Board:	Rosanne Horrocks	Tom Machacek	Joe Strojwas
	Tamara Miyanaga		
Administration:	Tim Janzen (CAO), Corey Beck (Operations Manager)		
Absent:	Russell Norris	Dan Remfert	Jake Hiebert

Tom Machacek, Committee Chairman, called the meeting to order at 10:00 am.

1. Clearview Lodge Options

CAO presented information about the similarities and differences between project proposed by Arcadis (Vaughan Hoy design) and that proposed by Bergen & Associates. There was considerable discussion about which project to consider for funding and construction.

The Board members present indicated that the information should be presented at the next Board meeting and a recommendation that TDHF proceed with Bergen & Associates of Coaldale, AB. A motion reflecting this recommendation to be placed on the agenda of the upcoming TDHF Board of Directors meeting.

2. Cherry & Main Affordable Apartments

CAO presented information about design plans created by Bergen & Associates. These plans were sufficient for Class B costing which is required for a CMHC application. Bergen & Associates had provided these plans (without payment at this time) so that TDHF could initiate the CMHC applications and still see if the project could be situated on the land offered by the Town of Taber.

The Board members present indicated that a recommendation should be presented on the agenda of the next TDHF Board of Directors meeting, that Class B costing be initiated and an application submitted to CMHC. This information to be used for the next Affordable Housing Partnership Program (AHPP) application window.

3. Communication Plan

CAO discussed developing a communications plan, including:

- Contacting Administration for Town of Taber and MD of Taber and make them aware of the conditional funding approval. This information may be required for their 2026 (and beyond) budget planning.
- Presenting to municipal councils (when appropriate)
- Communicating conditional approval to the Clearview Lodge residents, families and staff members.
- Communicating conditional approval to the ratepayers in our jurisdiction
- Communicating the design elements, timing of construction, etc. to the public

Date

Date



**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, June 26, 2025
Clearview Lodge – Activity Room

ATTENDANCE

Board:	Rosanne Horrocks Tamara Miyanaga	Tom Machacek Joe Strojwas (via Zoom)	Russ Norris
Absent:	Dan Remfert	Jake Hiebert	
Administration:	Tim Janzen (CAO), Tanya Fallon (CVL Lodge Manager), Corey Beck (Operations Manager), and Mary Klassen (Placement Officer)		

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

1. Approval of Agenda

Motion 2025 - 078

MOVED by T. Machacek to approve the agenda as amended.

CARRIED

2. Approval of Minutes

Motion 2025 - 079

MOVED by T. Miyanaga to accept the minutes from the Annual General Meeting of Thursday, May 22, 2025, as presented.

CARRIED

Motion 2025 - 080

MOVED by R. Norris to accept the minutes from the Board of Directors meeting of Thursday, May 22, 2025, as presented.

CARRIED

3. Business Arising

- a) Drug & Alcohol Policy - DRAFT – CAO reported the document is still being worked on.
- b) Financial Statements – Disclosure to the Public

Motion 2025 - 081

MOVED by R. Norris that approved TDHF Financial Statements to be posted on TDHF website.

CARRIED

Motion 2025 - 082

MOVED by T. Machacek that TDHF Financial Statements and meeting agenda be made available at least two days prior to the TDHF Annual General Meeting. The documents to be made available at TDHF Administration office and from Clearview Lodge Manager's office.

CARRIED

- c) Meals on Wheels – Statistics YTD to May 31, 2025

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 083

MOVED by R. Norris to approve financial statements and bank reconciliations for Clearview Lodge to May 31, 2025.

CARRIED

Motion 2025 - 084

MOVED by J. Strojwas to approve financial statements and bank reconciliations for Social Housing to May 31, 2025.

CARRIED

Motion 2025 - 085

MOVED by T. Miyanaga to approve bank reconciliations for Security Deposits for the months of May 31, 2025.

CARRIED

5. Reports

- a) CVL Lodge Manager/Resident Manager Report

Motion 2025 - 086

MOVED by T. Machacek to accept the Lodge Manager/Resident Manager report, as presented.

CARRIED

- b) Operations Manager Report

Motion 2025 - 087

MOVED by T. Miyanaga to accept the HCA Coordinators report, as presented.

CARRIED

c) Placement Officer Report

Motion 2025 - 088

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

CARRIED

d) Chief Administrative Officer Report

Motion 2025 - 089

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

CARRIED

6. New Business

a) Cherry & Main Affordable Housing Project:

i) It appears that the Cherry & Main Affordable Apartments project was not accepted by the Affordable Housing Partnership program. Board members felt that CAO should continue to explore potential avenues for getting the project built.

ii) Asset Transfer

CAO reported that the quote for elevator replacement was received and forwarded to the Asset Transfer team. It is anticipated that TDHF will soon received the paperwork to review and begin the transfer process.

b) Clearview Lodge – Expansion & Modernization

The CAO was pleased to present a letter (June 17, 2025) from Minister Jason Nixon, which provided conditional approval (up to \$9.07 million in grant funding) for the Clearview Lodge Expansion and Modernization project. CAO was informed that the approval should be kept quiet until the public press release (anticipated date – July 11, 2025).

c) Letter – CVL – No Parking & Loading Zone

CAO presented a copy of a letter to be distributed to CVL residents and their family contacts. The letter outlined the changes made to the north parking lot, including the painting of lines and signage for the NO Parking zone and the creation of a loading zone (15-minute time limit). It is hoped that these changes will positively impact on the parking situation at Clearview Lodge.

d) Update – Continuing Care Rates for CVL Residents

CAO reported that all SL3 residents were entered into the continuing care portal and those residents expected to require Alberta Senior Benefit were confirmed as having already applied for the support. The plan remains to charge the new set continuing care rate, effective August 1, 2025.

e) 2026 Social Housing Budget

Motion 2025-090

MOVED by T. Machacek that the 2026 Social Housing Budget be accepted as presented.

CARRIED

f) 2026 – 2028 Business Plan & Appendices

Motion 2025-091

MOVED by T. Miyanaga that the 2026 – 2028 Business Plan and appendices be accepted as presented.

CARRIED

7. Other Information

- a) Report – Social Housing – June 20, 2025
- b) Letter – ADM Williams re: SHAR Amendments – Effective October 1, 2025
- c) Picture of new stoves – Clearview Lodge Kitchen

8. Adjournment

Motion 2025 - 092

MOVED by R. Norris to adjourn this meeting at 3:40 pm

CARRIED

Next Meeting:

Board of Directors	Thurs, July 24, 2025	1:30 pm	TDHF Admin Office Boardroom
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Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson

Reports

Annual General Meeting Reports

(Click documents below to view/download. Links open in a new window.)

- [CAO Annual Report for 2024](#)
- [CAO Annual Report for 2023](#)
- [CAO Annual Report for 2021](#)
- [CAO Annual Report for 2020](#)

Annual Financial Reports

- [Audited Financial Statements – December 31, 2024](#)
- [Audited Financial Statements – December 31, 2023](#)
- [Audited Financial Statements – December 31, 2022](#)
- [Audited Financial Statements – December 31, 2021](#)

www.toberhsg.ca/home/reports

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	37	370	2237	29	1,122.00
July			2237		
August			2237		
September			2237		
October			2237		
November			2237		
December			2237		
YTD MEALS		2237		184	6,370.50
\$/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	21	1,725
2021	39	3,361
2022	33	2,952
2023	36	2,696
2024	43	3,044

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent	828,256.00	1,656,021.00	-49.99
Lodge Fees	425.00	800.00	-46.88
Rent Rebates	-6,756.00	-12,000.00	-43.70
Sundry Rent Revenue	0.00	0.00	0.00
Total Rental Revenue	821,925.00	1,644,821.00	-50.03
Resident Services			
Parking	2,031.00	1,800.00	12.83
Laundry	11,389.00	13,500.00	-15.64
Tenant Meal Service	0.00	0.00	0.00
Sundry Resident Revenue	0.00	0.00	0.00
Medication Fees	10,134.00	18,000.00	-43.70
Resident Fundraising	33.00	500.00	-93.40
Therapeutic Bath	3,100.00	1,000.00	210.00
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	3,261.00	4,500.00	-27.53
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	16,528.00	24,000.00	-31.13
Tenant Maintenance Recovery	80.00	500.00	-84.00
Total Resident Services	30,028.00	39,800.00	-24.55
Non Resident Services			
Facility Rental	900.00	1,800.00	-50.00
Meals on Wheels	22,370.00	54,000.00	-58.57
Meals on Wheels Discounts	-6,370.50	-14,400.00	-55.76
Other Meal Services	0.00	0.00	0.00
Guest Meals	1,284.00	3,000.00	-57.20
Staff Meals	3,795.00	6,000.00	-36.75
Canteen Revenue	127.10	1,000.00	-87.29
Total Other Meal Services	5,206.10	10,000.00	-47.94
Tuck Shop	480.50	1,000.00	-51.95
Catering	0.00	0.00	0.00
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	22,586.10	52,450.00	-56.94
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	202,026.00	334,000.00	-39.51
Total ASHC Grants	202,026.00	334,000.00	-39.51
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	206,642.25	338,000.00	-38.86
Operation Funding			

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Health Funding	441,696.36	836,303.00	-47.18
COVID Health Funding	8,784.00	0.00	0.00
Other Funding	0.00	0.00	0.00
Requisition Revenue	258,649.98	517,300.00	-50.00
Total Operation Funding	709,130.34	1,353,603.00	-47.61
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	4,880.37	13,600.00	-64.11
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...	7,455.96	14,825.00	-49.71
Investment Income			
Interest	9,808.06	20,000.00	-50.96
Amort of Deferred Cap, Contrib	0.00	0.00	0.00
Total Investment Income	9,808.06	20,000.00	-50.96
Charitable Revenue			
Donations	110.00	0.00	0.00
Resticted Donations	2,410.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Other Charitable Revenue	0.00	0.00	0.00
Total Charitable Revenue	2,520.00	0.00	0.00
TOTAL REVENUE	1,810,095.71	3,463,499.00	-47.74
EXPENSE			
Utilities			
Heating	36,678.51	68,000.00	-46.06
Electricity	28,265.14	66,000.00	-57.17
Water & Sewer	9,405.54	20,000.00	-52.97
Waste Removal	1,219.44	2,700.00	-54.84
Telephone	5,623.50	8,030.00	-29.97
Cable Television	0.00	0.00	0.00
Bulk Contract Expenses	16,045.26	32,894.00	-51.22
Total Utilities	97,237.39	197,624.00	-50.80
Operating			
Bakery	14,846.35	30,000.00	-50.51
Dairy	28,900.09	56,500.00	-48.85
Groceries	76,768.05	140,000.00	-45.17
Juice	0.00	0.00	0.00
Meat	58,409.91	105,000.00	-44.37
Total Food	178,924.40	331,500.00	-46.03
Food Supplies	12,497.61	25,000.00	-50.01
Cleaning	0.00	0.00	0.00
Janitorial & Housekeeping	25,083.79	51,960.00	-51.72
Laundry	4,130.87	9,000.00	-54.10
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	29,214.66	64,960.00	-55.03
Equipment & Furn Purchase	9,491.67	24,335.00	-61.00
Equipment & Furn Repairs	56.68	5,000.00	-98.87
Insurance	6,126.96	17,000.00	-63.96
Resident/Volunteer Programs	0.00	0.00	0.00

4. as ii

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Craft Supplies	296.09	250.00	18.44
Entertainment Supplies	833.20	3,000.00	-72.23
Trip Expenses	0.00	0.00	0.00
Recreation Supplies (Vol Apprec)	5,979.93	6,000.00	-0.33
Tuck Shop (Recoverable)	0.00	0.00	0.00
Total Resident/Volunteer Progra...	7,109.22	9,250.00	-23.14
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	243,816.51	480,890.00	-49.30
Operating Maintenance			
Appliances	22,854.04	31,060.00	-26.42
Bldg Safety & Security Systems	7,627.09	25,801.00	-70.44
Sundry	99.75	325.00	-69.31
Vehicles	261.66	1,400.00	-81.31
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	17,163.34	13,025.00	31.77
Plumbing	8,060.45	9,850.00	-18.17
Electrical	325.85	4,050.00	-91.95
Grounds & Maintenance	1,976.38	17,300.00	-88.58
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	99.87	1,000.00	-90.01
Facility Condition Insprection	0.00	0.00	0.00
Total Operating Maintenance	60,136.97	120,111.00	-49.93
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	186,327.96	395,030.00	-52.83
Door Greeters Salaries COVID 19	0.00	0.00	0.00
Housekeeping Salaries	142,352.82	300,997.00	-52.71
Food Service Salaries	241,118.83	548,986.00	-56.08
Maintenance Salaries	43,821.56	82,580.00	-46.93
Resident Care Salaries	54,872.11	122,951.00	-55.37
Total Salaries & Wages	668,493.28	1,450,544.00	-53.91
Benefits	0.00	0.00	0.00
CPP	34,069.82	82,000.00	-58.45
EI	14,300.61	32,000.00	-55.31
EE Benefits	37,020.77	90,000.00	-58.87
Other Pension Contributions	15,294.22	40,000.00	-61.76
WCB	18,485.31	27,000.00	-31.54
Total Benefits	119,170.73	271,000.00	-56.03
Contract Employment	0.00	0.00	0.00
Personal Recruitment	1,086.81	3,900.00	-72.13
Staff Functions & Recognition	2,871.90	13,000.00	-77.91
Training & Development	7,926.33	32,922.00	-75.92
Health & Safety	4,481.26	16,876.00	-73.45
Legal Fees	10,558.10	5,000.00	111.16
Labour Relations	0.00	0.00	0.00
Total Human Resources	814,588.41	1,793,242.00	-54.57
Administration			

4. a) iii

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bank Charges	1,542.70	3,650.00	-57.73
Courier & Postage	483.11	1,000.00	-51.69
Stationery & Other Supplies	4,370.35	7,500.00	-41.73
Office Rent	4,007.63	8,610.00	-53.45
Office Equipment & Furn Purchase	1,051.73	440.00	139.03
Office Equipment & Furn Repairs	660.54	1,500.00	-55.96
Vehicle & Travel	1,658.00	3,840.00	-56.82
Board Expenses	1,829.95	8,200.00	-77.68
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	9,518.84	17,170.00	-44.56
Sundry	136.25	725.00	-81.21
Accreditation	889.56	10,000.00	-91.10
Total Administration	43,718.59	86,790.00	-49.63
Health Expenditures			
Salaries - Resident Care	336,101.59	677,089.00	-50.36
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Salaries - Resident Care	336,101.59	677,089.00	-50.36
Benefits - Resident Care	55,533.03	139,107.00	-60.08
Nursing Management	0.00	0.00	0.00
HCA	0.00	0.00	0.00
Total Benefits - Resident Care	55,533.03	139,107.00	-60.08
Materials & Supplies Resident C...	11,707.42	15,000.00	-21.95
Total Health Expenditures	403,342.04	831,196.00	-51.47
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	1,662,839.91	3,509,853.00	-52.62
NET INCOME	147,255.80	-46,354.00	-417.68

4.a) iv

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING JUNE 30, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		871,702.06
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		3,744.45
PADS		142,796.50
Misc DD		1,553.67
Intercompany		86,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		2,372.68
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	-89,140.45
	RBC Express / PAD's	-140,730.98
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	-141,025.21
	RRSP	-9,408.61
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-252.35
AB Seniors LAP		33,671.00
AHS Funding - Direct Deposit		73,616.06
PAD Return		0.00
DRSP - PDS		-14,048.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$820,850.82</u>
<u>BALANCE PER BANK STATEMENT</u>		820,850.82
LESS OUTSTANDING CHEQUES (SEE ATTACHED)		0.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$820,850.82</u>

4. a) ✓



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

Business Account Statement

RBBDA30000_6560638 E D 09179 00469

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

May 30, 2025 to June 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 May 30, 2025	\$871,702.06
Total deposits & credits (13)	+ 343,754.36
Total cheques & debits (34)	- 394,605.60
Closing balance on June 30, 2025	= \$820,850.82

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			871,702.06
02 Jun	Direct Payment (PAD's) service total GRADS1097890000		142,796.50	1,014,498.56
	Deposit 0112		471.45	
	Misc Payment AHS AP EFT CAD		73,616.06	
	Misc Payment COINAMATIC CANA	185.64		
	Misc Payment TOWN OF TABER Pre-Author	1,915.55		
	Cable TV Bill Pmt SHAW CABLE TV	2,807.92		
	Misc Payment TransAlta Enrgy TEM-25-1400806	4,870.80		
	Bill Payment DE BUSINESS	5,514.68		
	Business PAD Bnfts by Dsgn	14,659.50		1,058,631.98
	Deposit interest		2,372.68	1,061,004.66
05 Jun	Misc Payment Government of A		33,671.00	
	Activity fee	252.35		1,094,423.31

4. a) vi



Business Account Statement

May 30, 2025 to June 30, 2025
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
06 Jun	Donations CANADA HELPS		437.94	
	COMMERCIAL TAXES EMPTX 7777623	57,603.83		1,037,257.42
09 Jun	Deposit 0113		2,444.00	1,039,701.42
11 Jun	Account transfer Interoffice		14,000.00	1,053,701.42
	Bill payment - 8922 TABER HM HARDWR	228.17		
	Bill payment - 8899 GOVT AB NON GRP	354.00		
	Bill payment - 8914 MEDLINE CANADA	2,179.80		
	Bill payment - 8918 SYSCO-CALGARY	5,626.47		
	Bill payment - 8905 CENTENNIAL FOOD	5,670.29		
	Bill payment - 8910 GFS CANADA LTD	11,443.98		
	Direct Deposits (PDS) service total GRADS7204090000	46,861.09		
	ACCOUNT TRANSFER 9516228300	10.49		
	ACCOUNT TRANSFER 9516228301	2,104.55		
	Bill Payment Telus Comm	131.92		979,090.66
16 Jun	Deposit 0114		150.00	
	Direct Deposits (PDS) service total GRADS7204090000	14,059.26		965,181.40
17 Jun	Cable TV Bill Pmt SHAW CABLE TV	144.80		965,036.60
23 Jun	Deposit 0115		322.00	
	Misc Payment EXTENDICARE 01496221		1,115.73	966,474.33
25 Jun	Direct Deposits (PDS) service total GRADS7204090000	126,965.95		
	Misc Payment RBC PAYROLL	3,108.48		
	Misc Payment RBC PAYROLL	6,300.13		830,099.77
26 Jun	Account transfer Interoffice		72,000.00	902,099.77
	Bill payment - 0081 SECURTEK MONIT.	49.30		
	Bill payment - 0076 MEDLINE CANADA	73.35		
	Bill payment - 0092 TABER HM HARDWR	258.26		
	Bill payment - 0066 CENTENNIAL FOOD	3,526.80		
	Bill payment - 0087 SYSCO-CALGARY	5,935.23		
	Bill payment - 0071 GFS CANADA LTD	7,987.41		
	Direct Deposits (PDS) service total GRADS7204090000	42,279.36		
	ACCOUNT TRANSFER 9517744337	359.82		841,630.24
27 Jun	Deposit 0116		357.00	
	Direct Deposits (PDS) service total GRADS7204090000	14,048.00		827,939.24



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

Business Account Statement

May 30, 2025 to June 30, 2025

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Jun	Misc Payment TOWN OF TABER Pre-Author	1,610.99		
	Misc Payment TransAlta Enrgy TEM-25-1405032	5,477.43		820,850.82
	Closing balance			820,850.82

Deposit Interest Earned: \$2,372.68

Account Fees: \$252.35

4/25/25

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent (Note 1)	501,391.00	1,005,942.00	-50.16
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	<u>500,269.00</u>	<u>1,004,642.00</u>	-50.20
Resident Services			
Parking	7,734.34	14,904.00	-48.11
Utility Recovery	25,709.00	47,844.00	-46.26
Sundry Resident Revenue	6,894.00	11,440.00	-39.74
Tenant Maintenance Recovery	1,390.00	6,050.00	-77.02
Total Resident Services	<u>41,727.34</u>	<u>80,238.00</u>	-48.00
Non Resident Services			
Sundry Revenue	4,173.99	7,250.00	-42.43
Total Non Resident Services	<u>4,173.99</u>	<u>7,250.00</u>	-42.43
Grants			
ASHC - Rent Supplement Grant	8,720.00	9,600.00	-9.17
Total Grants	<u>8,720.00</u>	<u>9,600.00</u>	-9.17
Management & Administration			
PCMgmtFee	282.45	0.00	0.00
Maintenance Recovery	5,645.00	0.00	0.00
Total Management & Administr...	<u>5,927.45</u>	<u>0.00</u>	0.00
Charitable Revenue			
Restricted Donations	0.00	0.00	0.00
Total Charitable Revenue	<u>0.00</u>	<u>0.00</u>	0.00
TOTAL REVENUE	<u>560,817.78</u>	<u>1,101,730.00</u>	-49.10
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	52,417.91	93,249.00	-43.79
Electricity	33,635.48	70,978.00	-52.61
Water & Sewer	52,105.14	105,000.00	-50.38
Waste Removal	8,409.43	20,000.00	-57.95
Telephone	5,865.93	17,065.00	-65.63
Total Utilities	<u>152,433.89</u>	<u>306,292.00</u>	-50.23
Operating			
Cleaning	1,549.34	17,950.00	-91.37
Equipment & Furniture Purchase	1,656.96	8,040.00	-79.39
Equipment & Furniture Repairs	68.99	100.00	-31.01
Insurance	6,995.16	23,000.00	-69.59
Resident/Volunteer Programs	2,030.00	4,090.00	-50.37
Bad Debt Expense	0.00	10,000.00	-100.00
Publicity & Promotion	502.00	1,400.00	-64.14
Pest Control	1,296.38	3,000.00	-56.79
Sundry	0.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Total Operating	<u>14,098.83</u>	<u>67,580.00</u>	-79.14
Operating Maintenance			
Appliances	5,152.14	12,175.00	-57.68

4. bji

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

	Actual Jan 01, 2025 to Jun 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bldg Safety & Security Systems	11,243.95	37,176.00	-69.75
Sundry	261.49	650.00	-59.77
Vehicles	4,076.66	11,000.00	-62.94
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	16,937.90	25,419.00	-33.37
Building Interior Suite Reno	28,879.33	25,450.00	13.47
Building Exterior	13,616.52	27,875.00	-51.15
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	23,651.40	27,500.00	-13.99
Plumbing	39,279.70	67,000.00	-41.37
Electrical	1,782.13	5,750.00	-69.01
Grounds & Maintenance	25,453.33	68,450.00	-62.81
Elevators	5,325.37	6,085.00	-12.48
Maintenance Equipment - Repair	0.00	2,200.00	-100.00
Maintenance Equipment - Purch...	0.00	1,000.00	-100.00
Maintenance - Tools & Supplies	99.82	900.00	-88.91
Facility Condition Inspection	0.00	0.00	0.00
Total Maintenance	178,559.74	336,230.00	-46.89
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	95,758.40	243,286.00	-60.64
Maintenance Salaries	88,101.58	188,091.00	-53.16
Total Salaries & Wages	183,859.98	431,377.00	-57.38
Benefits	0.00	0.00	0.00
CPP	10,152.75	19,358.00	-47.55
EI	4,176.08	7,828.00	-46.65
EE Benefits	11,265.66	30,264.00	-62.78
Other Pension Contributions	4,910.76	14,374.00	-65.84
WCB	182.33	4,690.00	-96.11
Total Benefits	30,687.58	76,514.00	-59.89
Contract Employment	0.00	2,000.00	-100.00
Personal Recruitment	560.97	3,850.00	-85.43
Staff Functions & Recognition	499.77	4,425.00	-88.71
Training & Development	1,825.92	15,150.00	-87.95
Health & Safety	397.21	750.00	-47.04
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	217,831.43	534,566.00	-59.25
Administration			
Bank Charges	1,088.03	4,550.00	-76.09
Courier/Postage	344.51	750.00	-54.07
Stationery & Other Supplies	1,555.82	3,500.00	-55.55
Office Rent	10,619.33	20,022.00	-46.96
Office Equipment & Furn	367.87	7,140.00	-94.85
Office Equipment & Furn Repairs	438.89	1,700.00	-74.18
Vehicle & Travel	2,322.00	4,758.00	-51.20
Board Expenses	1,829.95	11,550.00	-84.16
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	3,710.76	7,250.00	-48.82
Sundry	77.94	550.00	-85.83
Total Administration	41,041.77	88,185.00	-53.46
Amortization			
Amortization	0.00	0.00	0.00

4.6.11

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

	Actual Jan 01, 2025 to Jun 30, 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>609,610.66</u>	<u>1,332,853.00</u>	-54.26
NET INCOME	<u>-48,792.88</u>	<u>-231,123.00</u>	-78.89

4. b) iii

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

SOCIAL HOUSING
Month ending June 30, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} **\$119,327.84**

RECEIPTED DEPOSITS FOR THE MONTH		\$	5,368.16
Deposit	\$	3,254.50	
Auto Deposit	\$	165.32	
Interac	\$	1,948.34	
PAD's(pre-authorized Debit)			\$86,105.00
Sec Dep Transfer			\$130.24
Govt of AB - LAP			\$0.00
Govt of AB			\$19,260.00
Govt of AB - RAB			\$19,741.00
DEPOSIT INTEREST			\$416.92
RBC Express cheque'			(\$4,587.13)
Vendor PAD			(\$38,929.04)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$719.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	POS	May & Jun	(\$147.06)
RBC Activity Fee			(\$119.65)
Bank dep correction	#		\$0.00
CVL Transfer			(\$86,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE **\$119,847.28**

ENDING BALANCE PER BANK STATEMENT **\$119,847.28**

PLUS OUTSTANDING DEPOSIT - **\$0.00**
\$0.00

RECONCILED BANK BALANCE **\$119,847.28**

4. by iv



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

Business Account Statement

RBBD30000_6560638 E D 09179 00461

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

May 30, 2025 to June 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 May 30, 2025	\$119,327.84
Total deposits & credits (10)	+ 131,021.32
Total cheques & debits (112)	- 130,501.88
Closing balance on June 30, 2025	= \$119,847.28

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			119,327.84
02 Jun	EF0602 01071695		897.00	
	INT FEE01071695	1.44		
	MON FEE01071695	72.45		
	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 TOWN OF TABER Pre-Author	113.86		
	Misc Payment TOWN OF TABER Pre-Author	123.54		
	Misc Payment TOWN OF TABER Pre-Author	125.96		
	Misc Payment TOWN OF TABER Pre-Author	125.96		

4. b) v



Business Account Statement

May 30, 2025 to June 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
02 Jun	Bill Payment Telus Comm	128.10		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	130.80		
	Misc Payment TOWN OF TABER Pre-Author	133.22		
	Misc Payment TOWN OF TABER Pre-Author	133.22		
	Misc Payment TOWN OF TABER Pre-Author	135.64		
	Misc Payment TOWN OF TABER Pre-Author	135.64		
	Misc Payment TOWN OF TABER Pre-Author	135.64		
	Misc Payment TOWN OF TABER Pre-Author	138.06		
	Misc Payment TOWN OF TABER Pre-Author	140.48		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	147.74		
	Misc Payment TOWN OF TABER Pre-Author	147.74		
	Misc Payment TOWN OF TABER Pre-Author	147.74		
	Misc Payment TOWN OF TABER Pre-Author	150.16		
	Misc Payment TOWN OF TABER Pre-Author	150.16		
	Misc Payment TOWN OF TABER Pre-Author	152.58		
	Misc Payment TOWN OF TABER Pre-Author	155.00		
	Misc Payment TOWN OF TABER Pre-Author	159.84		
	Misc Payment TOWN OF TABER Pre-Author	179.20		
	Misc Payment TOWN OF TABER Pre-Author	179.20		
	Misc Payment TOWN OF TABER Pre-Author	184.04		
	Misc Payment COINAMATIC CANA	185.29		
	Misc Payment COINAMATIC CANA	188.73		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment TOWN OF TABER Pre-Author	200.98		
	Misc Payment TOWN OF TABER Pre-Author	208.24		
	Misc Payment TOWN OF TABER Pre-Author	225.18		
	Misc Payment TOWN OF TABER Pre-Author	1,022.47		
	Misc Payment TOWN OF TABER Pre-Author	1,128.47		
	Misc Payment TOWN OF TABER Pre-Author	1,648.12		
	Misc Payment TransAlta Enrgy TEM-25-1400805	5,645.47		
	Bill Payment DE BUSINESS	7,839.42		97,128.12
	Deposit interest		416.92	97,545.04

4. b) vi



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

Business Account Statement

May 30, 2025 to June 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
03 Jun	Direct Payment (PAD's) service total GRADS8751490000		86,105.00	183,650.04
04 Jun	EF0604 01071695		620.00	
	Bill Payment Telus Mobility	50.24		184,219.80
05 Jun	Misc Payment Government of A		39,001.00	
	Pre-authorised payment returns GRADS8751490000	719.00		
	Activity fee	119.65		222,382.15
11 Jun	Account transfer Sec Dep payouts		130.24	222,512.39
	EF0611 01071695		431.34	
	Account transfer ACTR7516200422	14,000.00		
	Bill payment - 8890 TABER HM HARDWR	20.55		
	Bill payment - 8873 VAUXHALL-UTIL	108.15		
	Bill payment - 8878 VAUXHALL-UTIL	124.65		
	Bill payment - 8865 BARNWELL-VIL-UT	127.48		
	Bill payment - 8886 TABER, ALTA-UTL	210.95		
	Bill payment - 8895 BLUEWAVE ENERGY	285.21		
	Bill payment - 8881 VAUXHALL-UTIL	439.67		
	Bill payment - 8870 BARNWELL-VIL-UT	679.28		
	ACCOUNT TRANSFER 9516228299	214.80		
	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		206,617.58
13 Jun	Utility Bill Pmt EPCOR	5.79		206,611.79
16 Jun	e-Transfer - Autodeposit candace 0d00fafda4174f963d2ca0943da74900		165.32	
	Deposit 0074		615.00	
	Cable TV Bill Pmt SHAW CABLE TV	37.74		207,354.37
17 Jun	Cable TV Bill Pmt SHAW CABLE TV	33.26		207,321.11
18 Jun	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	78.97		207,177.14
19 Jun	Cable TV Bill Pmt SHAW CABLE TV	186.56		206,990.58
25 Jun	Bill Payment Telus Comm	86.10		206,904.48
26 Jun	Account transfer ACTR7517700535	72,000.00		
	Bill payment - 0055 ROGERS 11 DIGIT	52.50		
	Bill payment - 0061 MUN OF TABER-TX	133.45		
	Bill payment - 0050 TABER HM HARDWR	1,129.93		
	ACCOUNT TRANSFER 9517744336	1,060.51		132,528.09



Business Account Statement

May 30, 2025 to June 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
27 Jun	Deposit 0075		2,639.50	135,167.59
30 Jun	INT FEE01071695	0.72		
	MON FEE01071695	72.45		
	Misc Payment TOWN OF TABER Pre-Author	114.87		
	Misc Payment TOWN OF TABER Pre-Author	116.67		
	Misc Payment TOWN OF TABER Pre-Author	122.03		
	Misc Payment TOWN OF TABER Pre-Author	123.38		
	Misc Payment TOWN OF TABER Pre-Author	123.67		
	Misc Payment TOWN OF TABER Pre-Author	124.08		
	Misc Payment TOWN OF TABER Pre-Author	131.11		
	Misc Payment TOWN OF TABER Pre-Author	131.80		
	Misc Payment TOWN OF TABER Pre-Author	133.20		
	Misc Payment TOWN OF TABER Pre-Author	134.67		
	Misc Payment TOWN OF TABER Pre-Author	135.93		
	Misc Payment TOWN OF TABER Pre-Author	136.59		
	Misc Payment TOWN OF TABER Pre-Author	137.80		
	Misc Payment TOWN OF TABER Pre-Author	139.47		
	Misc Payment TOWN OF TABER Pre-Author	142.31		
	Misc Payment TOWN OF TABER Pre-Author	142.65		
	Misc Payment TOWN OF TABER Pre-Author	143.89		
	Misc Payment TOWN OF TABER Pre-Author	149.56		
	Misc Payment TOWN OF TABER Pre-Author	150.01		
	Misc Payment TOWN OF TABER Pre-Author	151.31		
	Misc Payment TOWN OF TABER Pre-Author	151.45		
	Misc Payment TOWN OF TABER Pre-Author	156.90		
	Misc Payment TOWN OF TABER Pre-Author	156.97		
	Misc Payment TOWN OF TABER Pre-Author	158.25		
	Misc Payment TOWN OF TABER Pre-Author	164.11		
	Misc Payment TOWN OF TABER Pre-Author	189.61		
	Misc Payment TOWN OF TABER Pre-Author	190.07		
	Misc Payment TOWN OF TABER Pre-Author	199.41		
	Misc Payment TOWN OF TABER Pre-Author	202.10		
	Misc Payment TOWN OF TABER Pre-Author	207.67		
	Bill Payment Telus Comm	230.12		
	Misc Payment TOWN OF TABER Pre-Author	243.45		
	Misc Payment TOWN OF TABER Pre-Author	944.71		
	Misc Payment TOWN OF TABER Pre-Author	1,119.83		

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

Business Account Statement

May 30, 2025 to June 30, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Jun	Misc Payment TOWN OF TABER Pre-Author	1,576.84		
	Misc Payment TransAlta Enrgy TEM-25-1405031	6,670.65		119,847.28
	Closing balance			119,847.28

Deposit Interest Earned: \$416.92

Account Fees: \$119.65

4. b) ix

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending June 30, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$55,327.27
RECEIPTED DEPOSITS FOR THE MONTH	\$600.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$129.31
TOTAL DEPOSITS	\$729.31
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$130.24)
NET BALANCE END OF THE MONTH	<u><u>\$55,926.34</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$55,926.34
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u><u>\$55,926.34</u></u>

4.c) i



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

Business Account Statement

May 30, 2025 to June 30, 2025

RBBDA30000_6560638 E D 09179 00475
TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

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 May 30, 2025	\$55,327.27
Total deposits & credits (3)	+ 729.31
Total cheques & debits (1)	- 130.24
Closing balance on June 30, 2025	= \$55,926.34

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			55,327.27
02 Jun	Deposit interest		129.31	55,456.58
09 Jun	Deposit 0497		400.00	55,856.58
11 Jun	Account transfer ACTR7516200421	130.24		55,726.34
16 Jun	Deposit 0498		200.00	55,926.34
	Closing balance			55,926.34

Deposit Interest Earned: \$129.31

4.4 ii

Lodge & Resident Manager's Board Report

July 2025

1) Resident Information:

- a. Move In's – 2**
- b. Move Outs – 3**
- c. SL3 – 20**
- d. SL2 Home Care Residents – 39**
- e. Resident Room Changes – 1**
- f. Change in status – 0**
- g. Potential resident interviews – 2**
- h. Preadmission resident interviews for new H/C residents, this includes SL2/Type B – HCA (SL3)/Type B LPN secure (SL4-D) – 2**
- i. Waitlist – 14**
- j. Residents in total – 76**
- k. Residents on MAP – 38**
- l. Residents receiving laundry services – 41**
- m. Residents with in-house pendants – 23**
- n. Residents receiving supplies – 4**
- o. Family case conferences held – 9**
- p. Residents paying for extra baths – 5**

2) Monthly Meetings:

- a. HCA, kitchen, recreation, and housekeeping meetings held with minutes completed and distributed.**
- b. CVL Management meeting.**
- c. Home Care Lodge Huddle.**

3) Weekly AHS & Data reports completed.

4) Updating service hours spreadsheet as CLSP's from Home Care are updated.

5) Monitoring Senior Care to ensure care being provided by HCAs coincides with care outlined in CLSP's.

6) Monitoring and documenting all Medication errors, Fall reports, and hospital transfers, Ensuring all documents have been followed by HCA Coordinator and Home Care. Also documenting these in the quarterly spreadsheet for the AHS quarterly report.

7) Health & Safety:

- a. Set up Supportive Pathways training for September.**
- b. Set up Hazard assessment review for September.**
- c. Health & Safety Board completed with 1 employee getting 100% on the pop quiz and winning the prize. 15 employees participated in the pop quiz.**
- d. SWP review and competency checks completed for all departments.**
- e. 3 Code drills held.**

8) Employees:

- a. Still looking for an HCA Coordinator to assist Carlos.**
- b. 1 orientation for new staff member set up for Friday.**

5. aji

- c. Staff appreciation BBQ still being organized with the sign up sheet showing a good turn out. Will be held August 13th.**
- d. Scheduling/Payroll for June/July completed. Scheduling/payroll for July/August on-going.**
- e. Staff appreciation Shirts are in the process of being organized and ordered.**
- f. Cornfest float is being organized and set up to represent TDHF and CVL.**

Recreation Board Report June 2025:

By Taralyn Heezen

June 1st: No Recreation, Rosary, Evangelical Free Church Service, Church of Jesus Christ of Latter-Day Saints, Movie

June 2nd: Regular morning activities, Senior Week opening Celebration. We had the mayor and our CAO

attend and say a few words and cut the cake for Residents, enjoyed visiting and the entertainment was K&B entertainment. Residents had a wonderful time as they enjoyed the decorations, visiting with the guests and eating cake, and entertainment.

June 3rd: Regular activities in morning, Taber Police Services came and served lunch to our Residents, Bingo, CNIB Hub Presentation

June 4th: Regular activities in morning, I made a bunch of little activities into a relay race with no running. Check out the pictures on our Facebook. The residents really enjoyed this new activity; some said their favorite part was dumping balls over their heads.

June 5th: Regular Activities in the morning, Bingo, Strawberry Tea Social at the Legion, Drama Club one act plays at St. Mary's School. Both trips were a complete success as

everyone really enjoyed themselves. Residents want to attend the Strawberry Tea Social again next year. There was Angel food cake with strawberries and whipped cream served with the tea/coffee. The cake was so delicious, and there wasn't a cup empty before refills were offered. They had entertainment by LeRon Tory who the Residents are familiar with. The Residents sang songs and listened to the stories shared by Le Ron. One of our Volunteers was part of the ST Mary's play, and this was the first time they had a live performance. Residents wanted to go and cheer her on and enjoy a night out. Residents are hopping to attend more plays when their Drama Program develops. The cost was a donation for both which Resident Council is taking care of. Also, the bus was free as they want to help Resident go on outings.

June 6th: Regular Activities, Walmart Shopping trip. There has been an increase of Residents joining our monthly trip to Walmart. This is an indication of the importance of this activity monthly.

June 7th: No Recreation, Rosary, Movie

June 8th: No Recreation, Rosary, Hymn sing a long, Church of Jesus Christ of Latter-Day Saints, Westview Church Choir.

June 9th: Regular Activities, Blood Pressure Clinic, Senior Games with the Ladies, Wii Games

June 10th: Regular Activities, Walker Clinic Walking Group, Reinland Church Choir.

June 11th: Regular Activities, Tom Price Entertainment, Kiwanis Bingo.

June 12th: Regular Activities, Hear Right Canada, New Bible Study Resident Lead, Grade ones coming in to read and do puzzles, and color with the Residents. (Hear Right Cancelled) We had our new student Caitlin join us today and we are looking forward to working with her. Liesl worked alone as Taralyn was away.

June 13th: Regular Activities, Father's Day Breakfast, Father's day Bird House Building. The Residents enjoyed their Father's Day Breakfast like they always seem to. It is a special breakfast with a specific menu of waffles, Strawberries & whipped cream, Bacon, Sausage, Fried Eggs and toast. There were only a few men that came to bird house building, but I would say it was a success as we had Residents out that don't usually participate in activities. There were a few bumps at first as this was our first time using actual tools (Screwdrivers). I received some feed back from the Residents and will take that into consideration as I would like to do more of this kind of activity to get the male Residents out of their rooms and to be social.

June 14th: No Recreation, Rosary, Student Piano Recital, Movie.

June 15th: No Recreation, Rosary, Church of Jesus Christ of Latter-Day Saints, Movie.

June 16th: Regular Activities, Senior Games with the Ladies, One on Ones.

June 17th: Regular Activities, Walker Clinic, Resident Council General meeting.

June 18th: Regular activities, Catholic Mass, United Church, Resident Rely, The Oilers Entertainment. The Resident rely is a game I made for Senior Week Celebrations. The Residents enjoyed it so much they have requested to play it again. I will add this to our activity list going forward.

June 19th: Regular Activities, Resident lead Bible Study, Covid Vaccinations. The Resident lead Bible Study went well, as it was a plan to fill in for the summer while our regular Bible Study Volunteers do not come in during summer. The Resident was prepared and organized. So, we will be doing it a couple of times through the summer, the plan is to have the Resident have his Bible Study on weekends as we have a group during the week.

June 20th: Regular Activities, Trevor Baker Entertainment. This was a success as the Residents interact with him during

the performance. He supplies Residents with Free CD's and only comes through once a year as he writes new CDS for the next tour. The Residents would have him regularly if they could.

June 21st: No Recreation, Rosary, Movie

June 22nd: No Recreation, Rosary, Church of Jesus Christ of Latter-Day Saints, Corpus Christi Procession.

June 23rd: Regular activities, Senior Games with the Ladies, One on Ones.

June 24th: Regular Activities, Drumming with Tannie

June 25th: Regular Activities, Catholic Mass, Karen Karaoke

June 26th: Regular Activities, move furniture in Atrium for floor cleaning next day

June 27th: Regular Activities, Trip to Birds of Prey. The Residents had a fun time; we went for Ice cream at DQ in Coaldale before coming back to the Lodge.

June 28th: No Recreation, Rosary, Movie

June 29th: No Recreation, Rosary, Church of Jesus Christ of Latter-Day Saints, Movie

June 30th: Regular Activities, Senior Games with the Ladies, one on ones

Volunteer Hours:

Valarie Beukema: 3Hrs.

Thelma Dirk: 1hr.

Kayle Fallon: 4 hrs.

Kynlee Fallen: 4hrs.

John Neufeld: 4hrs.

Sister Parsons: 2hrs.

Ann Veenstra: 1hr.

Operations Report

July 2025

Clearview Lodge

- Kruse Glass called in to replace belt on the sliding front door.
- Reidco removed a tree and trimmed others
- Attended CVL management meeting
- Royal Rug Cleaners cleaned a unit for us.
- Move out of double room.
- Attended a building committee meeting.
- The two-bedroom unit has been painted and ready for move-in.
- Ordered 4 wrist pendants for HCAs.

Homestead Manor

- Sewer problems in 300 wing, ordered cast pipe to replace section.
- Sewer problems in the 200 wing, pipe to be replaced.
- A tub to shower at one unit was completed.
- Planted bushes around building.
- Homestead pergola used to host BBQ for Manors.

Pioneer Place

- Securcom installation of controls to unlock all outside doors was completed.
- Cabinets install to upgrade coffee area has been completed.
- The bid package for suite renewal is in progress for unit 105.
- One shower stalls has been installed at Manor.
- Planted some bushes around building.
- Removed one tree and trimmed several others.

Harmony Home

- *Unit #206 has been renovated and ready to rent.*
- *Planted some trees and bushes.*
- *Reidco trimmed trees for us.*

Prairie Rose Manor

- *Sprinkler fix has been completed.*
- *Door controller moved from Pioneer for backdoor fob.*
- *The bid package has been awarded for suite renewal.*
- *Sprayed lawns for weeds.*
- *Fire alarm verification has taken place.*

Sunshine Manor

- *On going maintenance.*
- *Trees have been planted at the Manor.*
- *Ordered new sign for the Manor, old one has been removed*
- *Sprayed for weeds at the Manor.*
- *Dried up bushes to be removed*
- *Fire alarm verification has taken place.*

Barnwell

- *On-going maintenance.*
- *Barnwell House floor has been replaced.*

Phase One

- *Planted a tree at one duplex.*
- *Fortis trimmed trees in the back of duplexes along 60 Ave.*
- *Annual inspections completed.*
- *One unit tested for mold by Sherlock Environmental Services.*

Phase Two

- Some shingles need to be replaced.
- Had a move out in one unit, renos in progress.
- Planted a tree at one unit.

Phase Three

- *Trees trimmed by Reidco at the fourplex.*

Special Needs

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

General Maintenance.

- *Four more shower stalls are on order.*
- *Pricing out a gravel pad behind shop (possible position for storage container).*

PLACEMENT OFFICER REPORT

MONTH: July 2025

SENIOR HOUSING

Applications Received – 2
Move ins – 0
Move outs – 0
Waitlist – 7
Units Available – 1
Vacant Units – 2 (206HH and 105PP)

FAMILY HOUSING

Applications Received – 3
Move ins - 0
Move outs - 1
Waitlist – 8
Available Units – 2

RENT ASSISTANCE

Applications Received - 2
New Clients – 2
Client Removed – 1
Total Clients - 40
Processing – 4

NOTES:

1. Senior Housing

BBQ Event:

The recent BBQ was a great success, with positive feedback from all attendees. Special thanks to the Knights of Columbus, who made the event possible by providing equipment, manpower, and a caring, uplifting presence.

For residents who were physically unable to attend the BBQ or had reservations about attending, meals were delivered directly to their rooms. As the primary objective of the event is to foster social engagement among residents, this accommodation will be extended next year to those who are unable to attend due to physical limitations or health-related concerns.

Unit 206 Update:

Renovations are now complete. The couple that had been selected to move in checked in with the office weekly, however, upon attempting to book a showing, the family informed us they no longer required the unit. It will now be made available to other applicants.

2. Family Housing**Vacancy Update:**

A three-bedroom unit became vacant at the end of June. I have received an application from a household who faces eviction as owners are moving back in. After review, I am hopeful that they will be a suitable candidate for placement in the available unit.

3. RAB Program

The RAB (Rent Assistance Benefit) Program has required substantial time and attention this month. I reviewed all submitted applications and approved two in July.

However, several applications were incomplete due to missing documentation. To streamline the intake process, both Jessica and I now confirm with applicants that they have all required documents prior to booking intake appointments. Despite this, there have still been about three applicants who arrived without the necessary paperwork, delaying the process.

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 June 30 – Jul 4

- June 30 – Telephone conversation with Steve Connors, Brownlee Law LLP, re: part-time positions
- July 1 – Canada Day - Stat
- July 2 – Meeting with EcoTrust – Free Energy audits and consulting for capital maintenance upgrades for Manor buildings
- July 3 – Meeting with Kimberly Lyall – Professional development opportunities for out-of-scope staff (late 2025 or 2026)
- July 3 – Videoconference with ADM Williams – SHAR Amendments and Social Housing rental calculations (effective October 2025)
- July 3 – Meeting with AHS representatives re: SL4 beds at Clearview Lodge
- July 4 – Interview two HCA Coordinator candidates (deemed inappropriate for the position)

Week of July 7 - 11

- July 7 – 9 - Vacation
- July 10 – Manor BBQ at Homestead Manor
- July 10 – Kickoff meeting for Lodge Modernization Program with ALSS representatives
- July 11 – Telephone call with CUPE 2038 representative re: benefits questions
- July 11 – Toured Clearview Lodge with Minister Grant Hunter

Week of July 14 - 18

- July 14 – Videoconference with ADM David Williams re: reporting of Lodge Panel Review recommendations
- July 14 – Phone call with Douglas Bergen of Bergen & Associates re: Clearview Lodge design quote and Cherry & Main Affordable apartments plans
- July 15 – Agenda Package for Building Committee Meeting
- July 16 – Meeting with CVL Management leaders
- July 16 – TDHF Building Committee meeting
- July 17 – Met with Mary, Corey, Tanya & Bev to discuss schedule of fees for Social Housing and Clearview Lodge; effective October 1, 2025
- July 18 – Videoconference with representatives from Moby – a telecom that offers tv, internet and Wi-Fi services to seniors buildings. Fiberoptic speeds through existing coax cable in the walls.

Week of July 21 - 25

- July 21 – Videoconference with ALSS re: Building Condition Assessments
- July 21 – Work on TDHF Board of Director's meeting agenda package
- July 22 – Complete continuing care license
- July 23 – Complete review of RMA Insurance policies and submit
- July 23 – Review anticipated Asset Transfer update
- July 24 – Meeting with Carrie & Tanya
- July 24 – Videoconference with CMHC representative re: Clearview Lodge and Cherry & Main
- July 24 – TDHF Board meeting
- July 25 – Distribute letters:
 - Schedule of Fees Update – Effective October 1, 2025
 - Maximum Rent – CVL – Effective October 1, 2025
 - SHAR Amendments re: Annual Income review – Effective October 1, 2025, for new applicants (next annual review for existing clients)

Upcoming Events

August ->

- Building Committee:
 - Develop plan and costing:
 - CMHC financing
 - Discussions with municipal partners about debenture financing and timing
 - Develop income projections for construction period (impact on operating budgets throughout the next 3 to 4 years)

- Develop communications plan:
- Set up further meeting(s) with Assisted Living & Social Services (**On-going**)
-
- Electronic payroll system (**Aug →**)
 - Begin repairs to iPad facial recognition timekeeping device (**Aug**)
 - Update employee listing to current staff (archive any noncurrent staff) (**Aug**)
 - Update reporting lines for each department (**Aug**)
 - Work with Bev on payroll calculation rules (**Oct/Nov**)
- 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) (**Aug →**)
 - Develop proposals for Special Needs housing (**On hold**)
 - Update business case for Clearview Lodge (based on Bergen costing) (**Aug →**)
 - 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 (**ready pending announcement of reinstatement of Canada-AB Job Grant funding**)
- 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 (**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 (**Aug →**)
- Policy Review & Updates
 - Review Schedule of Fees (CVL & Manors) – (**Completed**)
 - Letter to CVL Residents re: Changing in Rental Maximums (**Completed**)

- 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 (Aug)
- CVL Resident Application form (Aug)
- Develop plan and timeline for adoption of Alberta Health Care rates for SL3 clients (Apr - DONE)
 - Implementation date – August 1

Professional Development & Committee Responsibilities:

- October 7, 2025 – ASCHA South Zone Regional Meeting – Calgary, AB
- October 21 – 24, 2025 – APHAA Conference – Kananaskis, AB

Days booked out of office:

- July 31 – August 4, 2025 - Vacation
- September 2 – 12, 2025 – Vacation
- Dec 25, 2025 – Jan 2, 2026 - Vacation
- April 6 – 24, 2026 - Vacation

July 15, 2025

Rosanne Horrocks
Chairperson
Taber and District Housing Foundation
5318- 48th Avenue
Taber, Alberta T1G 1S2

Dear Rosanne Horrocks:

Thank you for your interest in the Affordable Housing Partnership Program (AHPP). I regret to inform you that your application for funding under the third intake for the AHPP for the Cherry and Main Affordable Apartments projects in Taber were not selected for funding.

The third intake attracted 113 applications from across the province, across 96 organizations. This high interest illustrates the demand for unique, innovative partnerships for vulnerable Albertans. Given the strong uptake in the program, evaluations were highly competitive, and not all projects were able to receive funding.

Thank you for your submission and your commitment to supporting vulnerable Albertans by expanding affordable housing supply in Alberta. Depending on the timing and alternative funding sources for your project, I encourage your organization to resubmit for a future funding intake. Should you be applying for additional sources of grant funding, such as from the federal government through the Canada Mortgage and Housing Corporation (CMHC), we would be happy to provide a letter of support for your application.

Should you wish to meet with our team to discuss feedback on your proposal, please contact Erika Washington, Executive Director, Housing Capital Programs. Erika can be reached by email at erika.washington@gov.ab.ca.

Sincerely,



David Williams
Assistant Deputy Minister
Housing Division

Cherry & Main Affordable Apartments At July 15, 2025

In the past several weeks, it had become apparent that once again, Cherry & Main was not selected under the Affordable Housing Partnership Program. At the last TDHF Board meeting, it was suggested that we continue to press forward and pursue all options.

Update: TDHF received the AHPP rejection letter on Tuesday, July 15, 2025. I have already contacted ALSS Executive Director to get some feedback and a letter of support that could be used for CMHC financing applications. I plan to contact a few of the successful AHPP project HMBs and see if I can gain any insight into why they believe they were successful.

While talking to Douglas Bergen about the potential Clearview Lodge work (*he does not know that we've been approved for CVL funding*), he admitted that he had jumped the gun on some work for Cherry & Main. He and I had discussed in March/April about what level of building plans would be required to get Class B costing completed for a CMHC application. Unbeknownst to me, Douglas had some extra design time, and he had the plans drawn ready for my approval. But I never gave the approval. I had a sick feeling that we would be passed over once more by AHPP and decided that I wasn't going to spend any more money on Cherry & Main. So now Douglas has a set of plans done for which I did not commit.

His email (July 14, 2025) is the result of this issue. He is offering drawings for Cherry & Main to move forward and seek out CMHC financing, other partners or a combination thereof. If we were successful, the expectation would be that TDHF would contract Douglas and pay him for the design work (and more).

I do know that Douglas is very involved in MyCityCare and if TDHF steps away from the land at Cherry & Main, MyCityCare might very well make a pitch to take up the project (and use these drawings). I know that Douglas has hinted that the Town of Taber wants the project to succeed but they are not necessarily tied to which organization should bring it to success.

Having these plans (\$50,000 value) would allow TDHF to spend about \$12,000 to get an accurate Class B costing, which is required by CMHC. This would allow us to make immediate application to CMHC and be ready for the fall intake for AHPP.

It would seem prudent to confirm with the Town and the MD of Taber if their offer of \$2 million debenture financing is still on the table. Honestly, I think we can get cheaper money from CMHC. Equity investment would go further but we're at the point of significant requests already from both parties. It would also seem prudent to shake every tree for partners and potential investors.

6. a) ii

Tim Janzen

From: Douglas Bergen <douglas@bergenassociates.com>
Sent: Monday, July 14, 2025 4:30 PM
To: Tim Janzen
Subject: Fwd: Cherry & Main
Attachments: 1124_wd1_DRAFT_2025July14.pdf

Good Afternoon Tim,

Thank you for taking time out of your busy schedule to work through some of the details for Clearview Lodge and the Cherry & Main project.

We remain hopeful that you will be able to gain favor with your board regarding a fresh start on Clearview Lodge. I believe it is the right decision in the long run.

I have attached a substantial set of architectural drawings for the Cherry and Main apartments since we were relatively confident that this project would move forward. There is no pressure on your part to feel obligated to move forward; however, it would be a shame to lose the land and therefore it would be prudent to capitalize on the opportunity in some capacity whether that be with your board or a third-party.

Please let me know if you need anything further.

Sincerely,



Douglas Bergen
CET

Douglas J. Bergen & Associates Ltd
403-345-2116
www.bergenassociates.com

TDHF Board Meeting July 24, 2025

Clearview Lodge Project

Recommendation from Building Committee Meeting (July 16, 2025):

That TDHF proceed with Bergen & Associates to complete the value engineering and have a design that will meet Class B costing standards by end of September 2025.

This will allow TDHF to make CMHC applications and also give our municipal partners (and the Govt of Alberta) accurate information for the Clearview Lodge project to proceed.

Cherry & Main Affordable Apartments

Recommendation from Building Committee Meeting (July 16, 2025):

That the Class B costing process be initiated (based on the plans provided by Bergen & Associates) and an application for financing submitted to CMHC, before the end of September 2025.

This should allow Cherry & Main to be ready for the next Affordable Housing Partnership Program intake for applications (which is scheduled yet for this fall).

6. WIN

Clearview Lodge Expansion & Modernization Project

Options - July 15, 2025

Option #1 – Vaughan Hoy Design	Option #2 – Bergen & Associates – Value Engineering
<i>Interior Design Features:</i>	<i>Interior Design Features:</i>
• Two story entry area that connects the existing atrium and newly constructed three-story residential area • “Living Wall” in entry area and SE entry to dining room • Two elevators and four stairwells in addition • Each room incorporates universal design with handicap washroom and roll-in shower • Creation of an additional interior courtyard with viewing areas on each floor of multistory addition • Public washroom on each floor of addition • LED lighting • Hallway framing has numerous angles to maximize space and breaks up long hallways • Renovation of existing rooms to add handicap washrooms with roll-in showers • Front entry has large sweeping staircase and glulam columns and cross-laminated timber ceiling panels • Consolidated office space (Lodge Managers, HCA Coordinators, and Activity staff) at front entry • HCA staff to reside at the Reception Desk • Hairdressing salon and inside smoking area are located on second level of entry	• Two story entry area that connects the existing atrium and newly constructed three-story residential area • Living walls are removed from plan • Two elevators but only three stairwells • Each room incorporates universal design with handicap washroom and roll-in shower • Creation of an additional interior courtyard with viewing areas on each floor of multistory addition • Public washroom on each floor of addition • LED lighting • Hallways are framed at right angles to reduce materials and labor • Renovation of existing rooms to add handicap washrooms with roll-in showers • Front entry may or may not have staircase and the effect of the glulam columns can be created by using structural steel wrapped in wood. CLT panels replaced with more economical option. • Consolidated office space (Lodge Managers, HCA Coordinators, and Activity staff) at front entry • HCA staff to reside at the Reception Desk • Hairdressing salon and inside smoking area are located on second level of entry

6.6.9

<i>Room Count:</i> • 80 total units – 16 one-bedrooms and 64 studio units • One guest bedroom and one interdenominational space	<i>Room Count:</i> • 80 units – 16 one-bedrooms and 64 studio units • An additional two studio rooms could be created from the guest bedroom and interdenominational room • The room configuration could be changed to add more one-bedrooms IF the southeast stairwell is converted to room space. 19 one-bedrooms, 63 studio units and 3 bariatric rooms (larger space for larger people)
<i>Exterior Design Features:</i> • Porte-cochere covering front door & drop off area • Green roofs • Covered entries at each exit • Two exit ramps on east side of addition • Rigid insulation (4”) attached to exterior of wood framing • Elaborate wooden siding patterns for exterior siding • Real wood soffit material • Standing seam roof • Replace siding of the existing CVL building to match the new construction • New parking lot (27 parking spots including 4 handicap spaces) and drive-through (designated spots for EMS and homecare, pick-up by family and Special Needs bus) • Scooter garage (optional) • Walking path around entire CVL facility; including outdoor gardening area (raised beds and standing beds), resting area, rose garden, and gazebo)	<i>Exterior Design Features:</i> • Porte-cochere covering front door & drop off area (but simpler – no upper deck, no skylights, no CLT panels) • Green roofs are removed from the plan • Covered entries are removed • One exit ramp removed due to removal of stairwell • More conventional levels of insulation (avoiding custom flashings and fasteners) • More conventional Hardie Board siding • Use of composite “LongBoard” soffit • Shingled roof • Replace siding of the existing CVL building to match the new construction • New parking lot(27 parking spots including 4 handicap spaces) and drive-through (designated spots for EMS and homecare, pick-up by family and Special Needs bus) • Scooter garage (optional) • Walking path around entire CVL facility; including outdoor gardening area (raised beds and standing beds), resting area, rose garden, and gazebo)

6.6) iii

<i>Mechanical:</i>	<i>Mechanical:</i>
• Geothermal field under north parking lot • Each room has a VRV (Variant Refrigerant Volume) – allows one master outside unit to control temperatures of many indoor units (heating & cooling) • Each room has its own thermostat • No gas line installed in multi-story addition • Four electric hot water heaters per floor • Floor by floor domestic water system • TempEEF energy recovery units • Solar panels covering the south roofscape	• No geothermal field • Condensing boilers vs VRV technology • Each room has its own thermostat • Hot water heater(s) in mechanical room and distribution/recirculating system throughout the addition • Distribution on lower floors combined with risers coupled to the return system on the highest floor • Make up air units • No solar panels (but provision could be made wiring for potential future installation)
<i>Cost Estimate:</i>	<i>Cost Estimate:</i>
• Class A costing report prepared by BTY in 2022; updated in 2023	• Costs provided by Bergen & Associates (Nov 2024) • Formal cost estimate should be completed • Class B is acceptable for CMHC financing review
• Cost amount: • Expansion Unit \$20,867,800 • Update Siding 918,700 • Modernize Existing 5,426,000 TOTAL \$27,212,500	• Cost amount: • Expansion Unit \$15,317,913 • Update Siding 918,700 • Modernize Existing 5,426,000 TOTAL \$21,662,613
<i>Financing:</i>	<i>Financing:</i>
• Province of Alberta \$9,070,000 • MD & Town of Taber \$8,500,000 • Financing Requirement \$9,642,500	OR • Province of Alberta \$7,220,871 • MD & Town of Taber \$8,500,000 • Financing Requirement \$5,941,742 • Province of Alberta \$9,000,000 • MD & Town of Taber \$8,500,000 • TDHF Equity \$5,337,387 • Financing Requirement \$4,162,613

ISSUES TO BE DECIDED:

1. Who should complete the design work?

The Bergen & Associates design really exists at a schematic level. They analyzed Vaughan's design and believed they saw opportunities for economizing it while retaining the functionality that we sought throughout the design process.

However, they can not just copy Vaughan's design. While we paid for the output, the design really is the architect's intellectual property. And in fact, Arcadis would never hand over the CAD drawings to Bergen & Associates.

So we have several options on how to proceed:

- 1) Continue with Arcadis on Vaughan's design
- 2) Continue with Arcadis on Vaughan's design but value engineer it.
- 3) Work with Bergen & Associates to complete a similar (yet unique) design. Sufficiently unique that Vaughan cannot say that his work was copied and that we need his permission to go forward.

Bergen & Associates have provided a quote (attached – email July 4, 2025) for completing the work to get us to a Class B costing level. This would allow us to finalize the value engineering process and be ready for a CMHC application and/or confirming the scope of the project for the province and our municipal partners.

While it has been enjoyable working with Vaughan and Arcadis, it is unlikely that they will complete any more work for free either. And their rates have consistently increased since Vaughan stepped away to other projects. The amount of value engineering that we are proposing would be likely seen as starting from the beginning by Arcadis and their consultants. And their costs would be similar or higher than what is being proposed by Bergen & Associates.

At least any cost borne now will be covered by the project funding so long as we ensure that we get the financing completed and meet any conditions from the province.

RECOMMENDATION:

Move forward with Bergen & Associates to get the "value engineered" design completed as soon as practically possible. This will allow TDHF to be ready for financing applications, discussions about municipal borrowing and requisitions and ready to enter contract with the province yet this fall.

2. How (and when) to initiate discussions with municipal partners?

Assisted Living and Social Services – Capital Department does not know when our project approval announcement will occur. It could be some time this Fall. However, they did say that we could discuss it with our design team, contractors (if we had a contract with one) and our municipal partners.

Regarding the municipal partners, it was suggested that we simply tell them that we had received an approval letter without naming which program the funding was coming from. It was suggested that we might want to do this in camera so that it remains out of the public realm. I do think as the approval of the project impacts their future lending and potentially their business operations, it probably meets the criteria for in-camera.

The timing for us present to Councils is somewhat defined by their schedule and ours. I believe both the Town and the MD of Taber meet only once per month in July and August. The July meeting is likely to have already occurred or will shortly. The August agenda will be filling soon. We could wait until September but I am scheduled to be away September 2 to 12th. If our goal is to make progress on the confirmation of the previous commitment, then the second half of September is likely getting to be tricky timing just before the municipal elections.

RECOMMENDATION:

There would be significant benefits to get the information presented to local municipal councils in August 2025. Can TDHF Board members assist with getting CAO on their respective August agendas?



CLEARVIEW LODGE EXPANSION TABER, ALBERTA

PROPOSED COST SAVINGS

Completed by Douglas J. Bergen & Associates Ltd.

This cost savings report is based on the Architectural drawings that were provided at the time of this review. There are several items throughout the plan that could be addressed which would result in substantial construction cost savings. We have prepared a brief description of each element and alternatives to be considered to achieve the cost-saving goals.

FLOOR PLANS

Glulam and Cross-Laminated Timber (CLT) panels are referenced throughout the drawings. These products are very expensive and therefore are recommended to be replaced with a more economical solution. The main lobby and vestibule have structure called out to be Glulam, which represents a significant cost. We recommend replacing the laminated wood with a steel structure and then cladding it with a wood aesthetic product. The floor systems in this area are proposed to be CLT panels. Similar to Glulam, this is an expensive product and there is no reason why a typical floor system could be implemented at these locations. Refer to sheet A5.10.

The wall configuration geometry along the corridor could be improved to create efficiency. Currently the plan calls for the walls at the suites to be inset 12" with an angled wall. If the wall framing were to be replaced with right angle walls, it would provide efficiencies during construction.

All entries are specified with a green roof, which we recommend be replaced with a typical roof system. We also recommend removing the entrance canopies at locations not considered primary entrances. The Porte Cache also has a few items that could be addressed such as the Glulam and Paralam structure, green roof, and skylights. These could all be replaced with a more simplified structure and membrane system. Refer to sheet A2.94-2.95.

STAIR CONSTRUCTION

The drawings call for the stairs to be constructed of Concrete Masonary Unit (CMU) above grade with drywall. To meet the fire safety requirements for an exit stair, this construction could be replaced with framed construction and additional layers of Type 'X' drywall. Several of the walls also have small 24"x24" windows at stair landing locations. These windows provide little benefit to the stair and would come at a significant cost due to required fire ratings. See drawing A/A7.20, as well as building elevations on A4.01-4.02 for references.

The floor plans show four stair cores in the addition. Based on the maximum travel distance required by code, we feel the exit stair 123 & elevator #2 could be removed. All code requirements are met with three stair exits. Based on previous projects, we have found that one elevator is enough to service the number of units proposed. There would be significant cost savings to the removal of an elevator shaft and stair core based on the wall types being implemented and equipment required. This would also allow for the removal of one of the exterior ramps on the Southeast end of the site. This would represent a significant reduction in concrete (stairs would still be recommended at this location). This would also allow for more communal seating areas if desired.

Stair tread construction in the entry lobby could also be addressed. These are called out to be solid oak treads and we recommend replacing with a look-alike product. Refer to sheet A7.11.

EXTERIOR ELEMENTS

The exterior wall system calls for a 4" thick Styrofoam insulation outside of the wall cavity. Four inches of rigid insulation on the exterior of the wall affects material volume all around the envelope and requires custom flashing and mounting to the wall system.

Exterior detailing throughout the plans calls for custom flashing at all window locations. If a typical wall system was used, a typical flashing style could be used. This would save on material costs. Refer to example detail 2/A11.10.

The designer calls for a significant number of solar panels mounted to the roof. Typically these systems do not experience returns in the first 10 years after installation. Solar system are also associated with large distribution fees. All solar power is therefore recommended to be removed. Provision for future installation could be accommodated with a conduit rough in.

There are several exterior finishes that we recommend switching out for more economical products. The elevations call for treated wood slats in both horizontal and vertical orientations. Real wood is not maintenance free and therefore would need to be replaced sooner than a similar look alike product. A Hardie product could replace this and still give the appearance of wood. The roof finish is called to be standing seam metal. This is also a costly product, its life span is large, but installation can be complicated. Given the building height, the benefit of the standing seam look will not be experienced. Black shingles would be a more cost-effective product. Refer to building elevations on Sheet A4.01-4.03.

All the soffit on the building is called out to be real wood fir soffit. As stated above, real wood requires maintenance. Given the height of the building, maintenance of the wood could be difficult and costly. We recommend using a product similar to Longboard. Longboard has a long life span and gives the appearance of wood material.

MECHANICAL – SUNWISE ENGINEERING

The project has a geo-field for energy exchange, this item will have a significant capital cost associated with it compared to conventional heating and cooling. It also has significant benefit, especially if carbon pricing continues to ratchet up, as it is an efficient way to move energy to and from the building with electricity, the addition appears to be designed to use solely electricity, a natural gas fed is not required. This is a good design to limit greenhouse gas emissions, but operating costs may be neutral as it relies on more expensive electrical vs. gas, at least in short term pricing.

6. b) vii

The geo exchange system is coupled to a Variable Refrigerant Volume (VRV) system to provide heating and cooling of the suites and common rooms. These systems are relatively maintenance free and offer energy savings, but they are not common in southern Alberta as our winter extreme temperatures are not compatible with this system without a geo-field or some other tempered system, it couples nicely with the geo-field in this design. The VRV system was likely priced higher as the skilled refrigeration trades required for installation are in short supply in southern Alberta. We have historically had issues with VRV systems being over budget.

16 electric water heaters (four each floor) are provided to heat the new addition. It would seem the designers were striving to remove natural gas as an energy source for the new addition, this may have been due to grants or other project constraints. Generally, we use gas fired water heating as it saves equipment capital and footprint, also in Southern Albert gas is still roughly 1/3 the cost of electrical. I'm unsure why the water heating wasn't coupled to the retrofit plant unless phasing was an issue, or the use of natural gas was an issue.

A floor-by-floor domestic water plumbing distribution system was utilized, this may have been due to requirements for floor-by-floor isolation. We generally find in stacked buildings distribution on the lower floor to risers coupled to the return system on the highest floor is the most economical.

TempEEF energy recovery units were utilized, these are very high-performance units and come with the equivalent price tag.

Clearview Lodge Budget Summary (Incl. Professional Fees) - 2024 Pricing

Nov 18, 2024

Item	Amount
PERMITS AND PROFESSIONAL FEES	963,614
INSURANCE / WARRANTY	277,300
TOOLS/ RENTALS	256,150
UTILITIES	68,150
SITE SERVICING & PAVING	601,642
CLEAN UP	97,190
EXCAVATING & BACKFILLING	117,500
CONCRETE MATERIAL/LABOUR	529,053
FRAMING	813,100
TRUSSES	439,450
INTERIOR FINISHING	1,499,244
DECKS & RAILINGS	82,250
ROOFING	86,950
WINDOWS & EXTERIOR DOORS	331,317
EXTERIOR INSULATION	59,825
EXTERIOR WALL FINISHES	433,508
DRYWALL & INTERIOR INSULATION	980,038
BLINDS & APPLIANCE HOOKUP	157,450
PLUMBING / FIXTURES / FIRE PROTECTION	1,353,600
HEATING & VENTILATION	885,950
ELECTRICAL / LIGHTING / ELEVATOR	1,670,834
LANDSCAPING	164,500
CONTINGENCY / DEFICIENCY / LEGAL	1,320,700
OVERHEAD / CONTRACTOR'S FEE / LABOUR	2,128,599
TOTAL	15,317,913

- Includes professional fees

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Justification

Cost Savings	Amount
- GluLam	\$ 250,000
- Green Roof	\$ 163,000
- Geo-Thermal & HVAC	\$ 573,450
- Solar Panels & Labour	\$ 183,840
- Standing Seam Roof	\$ 248,000
- Interior Signage	\$ 110,000
- Exterior Finishes	\$ 254,917
- Elevator	\$ 168,000
- Lighting Fixtures	\$ 96,566
- Parallam & Framing	\$ 231,709
- Skylight	\$ 53,600
Total	\$ 2,333,082

Notes / Costs Adjustments	Amount
- Paving	\$ 47,450
- Allowances	\$ 450,000
- Doors	\$ 144,583
- Handrails	\$ 22,650
Total	\$ 664,683

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TDHF Board Meeting July 24, 2025

Policy G-3: Board Honoraria/Remuneration & Expense Coverage

The current iteration of this policy is in effect for 2025 but expires December 31, 2025. The changes reflect the proposed rates for the next 3 fiscal years.

Board Honoraria:		Year One	Year Two	Year Three
Less than 4 hours –	Expiring	\$97.50 (2023)	\$100.00 (2024)	\$105.00 (2025)
	<i>Proposed</i>	<i>\$110.00 (2026)</i>	<i>\$115.00 (2027)</i>	<i>\$120.00 (2028)</i>
More than 4 hours But less than 6	Expiring	\$135.00 (2023)	\$140.00 (2024)	\$145.00 (2025)
	<i>Proposed</i>	<i>\$150.00 (2026)</i>	<i>\$155.00 (2027)</i>	<i>\$160.00 (2028)</i>
Full day More than 6 hours	Expiring	\$267.00 (2023)	\$275.00 (2024)	\$282.00 (2025)
	<i>Proposed</i>	<i>\$290.00 (2026)</i>	<i>\$300.00 (2027)</i>	<i>\$315.00 (2028)</i>

The same fees are charged for cheque signings and CUPE Negotiation dates.

No changes were proposed for the cost of meals, but perhaps one should consider the sum as a per diem rate, which may add some element of flexibility that would make eating out (within budget) easier.

6. c) i



Section: Governance	Date Board Approved: Unknown
Subject: Board Honoraria/Remuneration and Expense Coverage	Revision Dates: Apr 22/04; Nov 25/04; Dec 1/05; Dec 7/06; Apr 26/06; Dec 6/07; May 29/08; Dec 1/10; Nov 28/12; Nov 27/13, Feb 27/15, Sept 30/16, Jun 26/19, Jun 23/22, July 24, 2025
Department: Lodge & Social Housing	Policy Number: G - 3

Board Member Honoraria

Municipal Council Board Members are compensated through their individual Municipality.

Members at Large are compensated as stated below per Board Meeting and per day for agreed upon conferences / workshop (Paid at the end of June and end of December annually). Members that come in to sign bi-monthly cheque runs to be compensated the same as the attendance of a meeting.

Note: All hours include travel time.

Members At Large Board Honoraria for Meetings	Current	Jan 1, 2026	Jan 1, 2027	Jan 1, 2028
Less than 4 hours	\$105.00	\$110.00	\$115.00	\$120.00
Greater than 4 but less than 6 hours	\$145.00	\$150.00	\$155.00	\$160.00
Full day – Greater than 6 hours	\$282.00	\$290.00	\$300.00	\$315.00

Refer annually to T4 Regulations (CCR web Site - RC4120 When you should complete a T4) for any changes.

Board Travel Member Expenses

- Board Members who incur personal or travel costs to attend TDHF business, are required to provide receipts for all purchases made.
- A Board Member who is approved by the Board to use his/her own vehicle on TDHF business is entitled to claim mileage expenses based on the mileage automobile allowance rate used by Canada Revenue Agency (CRA) plus GST (effective annually in November as per the CRA website), based on the number of kilometers traveled in the vehicle on TDHF Business. It is mandatory that all members at large claim mileage costs when attending Board meetings, conferences and workshops.
- A Board Member who is approved by the Board of Directors to travel on TDHF business and is required to stay overnight, may claim the following expenses:

Section: Governance	Date Board Approved: Unknown
Subject: Board Honoraria/Remuneration and Expense Coverage	Revision Dates: Apr 22/04; Nov 25/04; Dec 1/05; Dec 7/06; Apr 26/06; Dec 6/07; May 29/08; Dec 1/10; Nov 28/12; Nov 27/13, Feb 27/15, Sept 30/16, Jun 26/19, Jun 23/22, July 24, 2025
Department: Lodge & Social Housing	Policy Number: G - 3

- a) Cost of the Accommodation incurred in a hotel, motel, inn, guesthouse, or similar establishment.
- b) Cost of meals, excluding alcoholic beverages, subject to the following limits:
 - Breakfast **\$20.00**
 - Lunch **\$20.00**
 - Supper **\$40.00**

Board Members sitting on the CUPE Local 2038 Negotiating Committee

Board Members who sit in the Taber and District Housing Foundations CUPE Local 2038 Negotiating Committee are paid the following rates:

Board Honoraria for CUPE Bargaining Sessions	Current	Jan 1, 2026	Jan 1, 2027	Jan 1, 2028
Less than 4 hours	\$105.00	\$110.00	\$115.00	\$120.00
Greater than 4 but less than 6 hours	\$145.00	\$150.00	\$155.00	\$160.00
Full day – Greater than 6 hours	\$282.00	\$290.00	\$300.00	\$315.00

- Meals are reimbursed as per current policy
- Mileage as per current policy

Note: Referring to the Corporate Board Bylaws, 12.4 Non Profit Clause – means as long as the Board member is not being paid a salary, compensation is okay.

6. c) iii

Section: Governance	Date Board Approved: Unknown
Subject: Board Honoraria/Remuneration and Expense Coverage	Revision Dates: Apr 22/04; Nov 25/04; Dec 1/05; Dec 7/06; Apr 26/06; Dec 6/07; May 29/08; Dec 1/10; Nov 28/12; Nov 27/13, Feb 27/15, Sept 30/16, Jun 26/19, June 23, 2022
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Note: All hours include travel time.

Members At Large Board Honoraria for Meetings	Current	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
Less than 4 hours	\$65.00	\$97.50	\$100.00	\$105.00
Greater than 4 but less than 6 hours	\$90.00	\$135.00	\$140.00	\$145.00
Full day – Greater than 6 hours	\$178.00	\$267.00	\$275.00	\$282.00

Refer annually to T4 Regulations (CCR web Site - RC4120 When you should complete a T4) for any changes.

Board Travel Member Expenses

- Board Members who incur personal or travel costs to attend TDHF business, are required to provide receipts for all purchases made.
- A Board Member who is approved by the Board to use his/her own vehicle on TDHF business is entitled to claim mileage expenses based on the mileage automobile allowance rate used by Canada Revenue Agency (CRA) plus GST (effective annually in November as per the CRA website), based on the number of kilometers traveled in the vehicle on TDHF Business. It is mandatory that all members at large claim mileage costs when attending Board meetings, conferences and workshops.
- A Board Member who is approved by the Board of Directors to travel on TDHF business and is required to stay overnight, may claim the following expenses:

Section: Governance	Date Board Approved: Unknown
Subject: Board Honoraria/Remuneration and Expense Coverage	Revision Dates: Apr 22/04; Nov 25/04; Dec 1/05; Dec 7/06; Apr 26/06; Dec 6/07; May 29/08; Dec 1/10; Nov 28/12; Nov 27/13, Feb 27/15, Sept 30/16, Jun 26/19, June 23, 2022
Department: Lodge & Social Housing	Policy Number: G - 3

- a) Cost of the Accommodation incurred in a hotel, motel, inn, guesthouse, or similar establishment.
- b) Cost of meals, excluding alcoholic beverages, subject to the following limits:
 - Breakfast **\$20.00**
 - Lunch **\$20.00**
 - Supper **\$40.00**

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Greater than 4 but less than 6 hours	\$90.00	\$135.00	\$140.00	\$145.00
Full day – Greater than 6 hours	\$178.00	\$267.00	\$275.00	\$282.00

- Meals are reimbursed as per current policy
- Mileage as per current policy

Note: Referring to the Corporate Board Bylaws, 12.4 Non Profit Clause – means as long as the Board member is not being paid a salary, compensation is okay.

TDHF Board Meeting July 24, 2025

Schedule of Fees Changes – Clearview Lodge

	Oct 2025	Jan 2025	Change
Medication Assistance	\$65	\$50 (????)	\$15
Personal Care Supplies	0	\$20 (Jul 2011)	-\$20
Personal Laundry	\$75	\$50 (Oct 2019)	\$25
Safety Pendant	\$35 /mo	\$30 (Jan 2023)	\$5
Suite Transfer Fee	\$350	\$100 (????)	\$250
Scooter Parking	\$15 /mo	\$10 (????)	\$5
Vehicle Parking	\$25 /mo	\$20 (Oct 2019)	\$5
Fridge or A/C	\$10 / mo	N/A	\$10
Installation of A/C	\$125	\$100 (????)	\$25
Guest Meals:			
Breakfast	\$10	\$8 (Jan 2023)	\$2
Lunch	\$15	\$12 (Jan 2023)	\$3
Supper	\$10	\$10 (Jan 2023)	0
Coffee	\$2	\$2 (????)	
Monthly Meal Packages:			
One meal per day	N/A	\$280 (Jan 2023)	
Two meals per day	N/A	\$500 (Jan 2023)	
Three meals per day	N/A	\$680 (Jan 2023)	
Meals on Wheels meal	\$11	\$10 (Jan 2023)	\$1

The items in the blue shaded cells are charges that are applied to a resident:

Medication Assistance – there was no record of when this charge was initiated but there are significant changes around this charge. SL3 residents have the MAP fee included in their continuing care charge. Also, we have eliminated the personal supplies fee. Rather it is included in the MAP charge as any resident that is receiving MAP requires our staff to use gloves and various supplies.

Medical Supplies – while most families supply these items, our staff don't use them. The staff prefer to use the higher quality (and more consistent quality) gloves that TDHF provides. TDHF also purchases supplies to ensure that staff are not allergic to any supplies. It really is a health and safety item. By eliminating the charge, we see it as a

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statement that TDHF will look after the supplies to ensure our staff safety and eliminate the bookkeeping of charging for supplies.

Personal Laundry – more than half of our residents have CVL staff do their personal laundry. We are in no way recovering our cost (even at the increased rate). But we hope to at least recover more of our costs.

Safety Pendant – the cost of pendants has increased somewhat, and it takes about 8 months to recover the purchase price.

Suite Transfer Fee – when we were struggling to keep the Lodge full, there were often “deals” offered to residents moving in that they could take a smaller room and then transfer “free of charge” to a different room when it became available. This has led to a significant number of transfers in the past couple of years. However, as we build up our waitlist and when the new building project is completed, there will not be “good” rooms and “bad” rooms. This is an effort to recover our cost of cleaning (at least 2 staff for 8 hours) when there is a transfer.

If a resident was asked to move by TDHF, the suite transfer fee would be waived.

Scooter Parking – this fee has been at \$10 for a very long time. A plugged-in scooter needs access to a plug and there is electrical usage.

Vehicle Parking – last changed October 2019 and our snow removal costs have increased considerably since then.

Fridge or A/C – This is a new charge. In a survey of Southern AB HMBs, all of them had some sort of charges for additional electrical appliances that some residents have. The goal was not to create a large charge but show residents that there is a user-fee for having extra appliances. The monthly charge is the same if you have a fridge, an A/C unit or both.

A/C Installation – This charge has not been adjusted in the last decade. Maintenance wages have gone up some.

Charges to Guests:

Guest meals have been increased to reflect the cost of ingredients and labor.

Meal Packages have been discontinued. We have not had guest meals in the Lodge since the pandemic. And with additional Lodge residents (post construction), we are probably close to our maximum number of people we can sit in the dining room.

MOW meals should also increase to reflect the cost of ingredients and labor.

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TABER & DISTRICT HOUSING

Clearview Lodge Accommodation & Services

"SCHEDULE A"

Schedule of Fees

New Residents effective October 1, 2025

Current Residents at October 1, 2025

Lodge Suite Type	Suite Numbers	"Room" Rent	"Board" or Service Package**	
		Single Suite (Includes couples occupying two suites) - Max \$1,100	Single Suite (Includes couples having separate Suites)	Couple Sharing One Suite
A	507 & 515	30% Adjusted Gross Income	\$1,015	n/a
B	511 to 514		\$1,040	n/a
C	201 to 218 & 301 to 318		\$1,065	\$1,590
D	101 to 112 & 406 to 421 & 501 to 505		\$1,090	\$1,615
E	401,403,405 & 506		\$1,115	\$1,640
F	510		\$1,695	\$1,930

Total Accommodation Charge ("Room" Rent plus "Board" Service)

Description	Maximum Charge
Per Suite Charge	\$2,215
Couple sharing one suite (other than 510)	\$2,740 (/2=\$1,370 each)
Couple sharing one suite (510)	\$3,860 (/2=\$1930 each)

Each Senior will be left with \$365 per month of disposable income

Lodge Services:

"Board" Service Package** Includes:
Private Furnished Bed / Sitting Room with 2 or 3 Piece Bath
Window Coverings
3 Meals Served Daily in the Dining Room
24 Hour Snack Bar
Weekly Housekeeping
Annual Suite Cleaning
Weekly Linen & Towel Change
Enhanced Lodge Care and / or Service Plans
Therapeutic Tub (as Per Service Plan)
Activities & Recreation Program
Deluxe Cable TV Package
24 Hr Security & Emergency response

Optional Services	Monthly Fee	Eff d/d
Medication Assistance	\$65	Oct-25
Extra Personal Services	\$25 per or \$100 Max	Feb-23
Personal Care Supplies	N/A	Oct-25
Personal Laundry	\$75	Oct-25
Safety Pendant	\$35	Oct-25
Suite Transfer Fee	\$350	Oct-25
Scooter Parking	\$15	Oct-25
Vehicle Parking	\$25	Oct-25
Delux Cable TV	no charge	
Fridge or A/C	\$10/mo	Oct-25
Installation of A/C	\$125	Oct-25
Guest Meals: Breakfast	\$10	Oct-25
Lunch	\$15	Oct-25
Supper	\$10	1-Jan-23
Guest Coffee	\$2	
Monthly Meal Packages:		
One Meal per day	N/A	Oct-25
Two Meals per day	N/A	Oct-25
Three Meals per day	N/A	Oct-25
Meals on Wheels:		
Meal - Volunteer delivered	\$11	Oct-25

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Clearview Lodge Accommodation & Services

"SCHEDULE A"

Schedule of Fees

New Residents effective January 1, 2025

Current Residents (as at January 1) at April 1, 2025

Lodge Suite Type	Suite Numbers	"Room" Rent	"Board" or Service Package**	
		Single Suite (Includes couples occupying two suites) - Max \$1,000	Single Suite (Includes couples having separate Suites)	Couple Sharing One Suite
A	507 & 515	30% Adjusted Gross Income	\$1,015	n/a
B	511 to 514		\$1,040	n/a
C	201 to 218 & 301 to 318		\$1,065	\$1,590
D	101 to 112 & 406 to 421 & 501 to 505		\$1,090	\$1,615
E	401,403,405 & 506		\$1,115	\$1,640
F	510		\$1,695	\$1,930

Total Accommodation Charge ("Room" Rent plus "Board" Service)

Description	Maximum Charge
Per Suite Charge	\$2,115
Couple sharing one suite (other than 510)	\$2,640 (/2=\$1,320 each)
Couple sharing one suite (510)	\$3,860 (/2=\$1,930 each)

Each Senior will be left with \$365 per month of disposable income

Lodge Services:

"Board" Service Package** Includes:
Private Furnished Bed / Sitting Room with 2 or 3 Piece Bath
Window Coverings
3 Meals Served Daily in the Dining Room
24 Hour Snack Bar
Weekly Housekeeping
Annual Suite Cleaning
Weekly Linen & Towel Change
Enhanced Lodge Care and / or Service Plans
Therapeutic Tub (as Per Service Plan)
Activities & Recreation Program
Deluxe Cable TV Package
24 Hr Security & Emergency response

Optional Services	Monthly Fee	Eff d/d
Medication Assistance	\$50	
Extra Personal Services	\$25 per or \$100 Max	Feb-23
Personal Care Supplies	\$20	1-Jul-11
Personal Laundry	\$50	1-Oct-19
Safety Pendant	\$30	1-Jan-23
Suite Transfer Fee	\$100	
Scooter Parking	\$10	
Vehicle Parking	\$20	1-Oct-19
Delux Cable TV	no charge	
Fridge or A/C	no charge	
Installation of A/C	\$100	
Guest Meals: Breakfast	\$8	1-Jan-23
Lunch	\$12	1-Jan-23
Supper	\$10	1-Jan-23
Guest Coffee	\$2	
Monthly Meal Packages:		
One Meal per day	\$280	1-Jan-23
Two Meals per day	\$500	1-Jan-23
Three Meals per day	\$680	1-Jan-23
Meals on Wheels:		
Meal - Volunteer delivered	\$10	1-Jan-23

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

July 25, 2025

Dear <insert client name>:

**Re: Changes to Meals on Wheels Program
Effective October 1, 2025**

Please accept this letter as notification of change to the Meals on Wheels program, offered by Taber and District Housing Foundation (TDHF).

Effective October 1, 2025, the cost of Meals on Wheels meals will be increased by \$1.00 per meal. This reflects the dramatic increase in ingredient and packaging costs experienced since 2023. Meal prices will continue with the two-tier pricing system, based on income (Line 150 of tax return):

- Income under \$20,000 **\$5.00** per meal
- Income over \$20,000 **\$9.50** per meal

These rates will be in effect until December 31, 2026 and will be reviewed at that time.

If you are a housing client of TDHF, we will use your current tax information on file. However, all other Meals on Wheels clients please forward a copy of your 2024 Notice of Assessment from Canada Revenue Agency as soon as possible so we can accurately charge out your meals. If you do not provide your income information, it is assumed that your income is greater than \$20,000 and you will be charged accordingly.

If you have any questions, please feel free to contact us at (403) 223-2767 ext. 6.

Regards,

Tim Janzen
Chief Administrative Officer

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TDHF Board Meeting July 24, 2025

Schedule of Fees Changes – Senior Self-Contained

	Oct 2025	May 2025	Change
Change Locks	\$40	\$25	\$15
After Hours call out - Locks	\$40	\$40	\$0
Replace Lost - Key	\$10	\$5	\$5
Replace Lost - PO Box Key	\$10	\$5	\$5
Key Not Returned a Move out	\$30	\$20	\$10
Charge for A/C or Add. Fridge	\$5 /mo	N/A	\$5
Suite Transfer Fee	\$250	\$100	\$150
A/C Install – all except Harmony	\$85	\$125	-\$40
Harmony Home	\$150	\$150	\$0

The goal of the new fees (effective October 1, 2025) is to reflect cost recovery.

The key replacement fee is likely a bit light BUT Maintenance would very much prefer for tenants to have their keys cut by TDHF rather than having multiple unknown copies created by local hardware stores.

The only new fee is for A/C units or additional fridges (or freezers). The monthly charge at Senior Self-contained is less than at Clearview Lodge as all apartments already have a fridge. However, some tenants may have an extra freezer. Also, tenants already pay a fee (\$46 per month in 2025) for electricity.

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TABER & DISTRICT HOUSING

Manors

Senior Self Contained Apartments Schedule of Fees

New Tenants
October 1, 2025
Current Tenants
October 1, 2025

Rental rates for all self contained apartments are RGI at 30%

Facility	Location	# Bed Rooms	30% RGI or Max Rent	Electricity Rates	Parking Fee
Pioneer Place	Taber	one	\$986	\$46	\$25
Homestead Manor	Taber	one	\$986	\$46	\$25
Homestead Manor	Taber	two	\$1,276	\$46	\$25
Harmony Home	Taber	one	\$986	\$46	\$25
Harmony Home	Taber	two	\$1,276	\$46	\$25
Sunshine Manor	Grassy	one	\$754	\$50	\$15
Bountiful House	Barnwell	one	\$855	\$0	\$20
Prairie Rose Manor	Vauxhall	one	\$855	\$0	\$20

Security Deposit:
Laundry Facilities:
Cable TV:

One months rent to a Maximum of \$200 upon move in
Located in each of the buildings for residents use
Cable TV is a tenant responsibility. Preference is Shaw Cable.

Change Locks:	\$ 40.00
After hour call out - Locks:	\$ 40.00
Replace Lost Key:	\$ 10.00
Replace PO Box Key:	\$ 10.00 **
Key Not Returned at Move out:	\$ 30.00
Charge for A/C unit or Additional Fridge	\$ 60 per year
Suite Transfer Fee	\$ 250.00
A/C - Window Installation	
All Manors except Harmony Home	\$ 85.00
Harmony Home	\$ 150.00

Manor **	Effective
Homestead Manor	August 1st
Pioneer Place	August 1st
Harmony Home	August 1st
Bountiful House	September 1st
Sunshine Manor	September 1st
Prairie Rose Manor	September 1st

Community Housing:
Senior Self Contained:

Attend the Post Office to replace lost keys
**Call Maintenance Department

Annual Reviews

Project	Send Ltr requesting Information	Due Date	Notice of New Rent	Renewal Date
Phase 1 - 3, 23, & 33	January 3rd	March 15th	March 31st	July 1st
HM, PP, HH	February 28th	April 10th	April 30th	August 1st
BH, SSM, PRM, Ph 4,	March 31st	May 10th	May 31st	September 1st

2025 Income Thresholds

Bachelor	1 BDRM	2BDRM	3BDRM	4 BDRM
38,500	41,000	49,500	58,000	63,000

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TABER & DISTRICT HOUSING

Manors

Senior Self Contained Apartments Schedule of Fees

New Tenants
May 1, 2025
Current Tenants
at annual review**

Rental rates for all self contained apartments are RGI at 30%

Facility	Location	# Bed Rooms	30% RGI or Max Rent	Electricity Rates	Parking Fee
Pioneer Place	Taber	one	\$986	\$46	\$20
Homestead Manor	Taber	one	\$986	\$46	\$20
Homestead Manor	Taber	two	\$1,276	\$46	\$20
Harmony Home	Taber	one	\$986	\$46	\$20
Harmony Home	Taber	two	\$1,276	\$46	\$20
Sunshine Manor	Grassy	one	\$754	\$50	\$15
Bountiful House	Barnwell	one	\$855	\$0	\$17
Prarie Rose Manor	Vauxhall	one	\$855	\$0	\$17

Security Deposit:

One months rent to a Maximum of \$200 upon move in

Laundry Facilities:

Located in each of the buildings for residents use

Cable TV:

Cable TV is the tenants responsibility. Preference is with Shaw Cable.

Change Locks:

\$ 25.00

After hour call out - Locks:

\$ 40.00

Replace Lost Key:

\$ 5.00

Replace PO Box Key:

\$ 5.00 **

Key Not Returned at Move out:

\$ 20.00

A/C Installation - Standalone

\$ 50.00

A/C - Window Installation

All Manors except Harmony Home

\$ 125.00

Harmony Home

\$ 150.00

Manor **	Effective
Homestead Manor	August 1st
Pioneer Place	August 1st
Harmony Home	August 1st
Bountiful House	September 1st
Sunshine Manor	September 1st
Prairie Rose Manor	September 1st

Community Housing:

Attend the Post Office to replace lost keys

Senior Self Contained:

**Call Maintenance Department

Annual Reviews

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2025 Income Thresholds

Bachelor	1 BDRM	2BDRM	3BDRM	4 BDRM
38,500	41,000	49,500	58,000	63,000

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TDHF Board Meeting July 24, 2025

Strategic Planning Sessions 2026

Should the Board consider completing a strategic planning exercise in the upcoming months?

While it appears that we have been successful with Clearview Lodge (and there will be a significant amount of work to complete the project in the next 3 to 4 years), should the Board now focus on other projects and issues that will become more relevant in the future.

Certainly, there is considerable change in the continuing care provisions and regulations. It does not seem like the affordable housing situation is likely to improve all that much; definitely not for our clients.

Perhaps now is the ideal time to set aside some time to deliberate on these issues.

The last formal strategic planning sessions were in 2022. And most of the attention would have been paid to having survived the pandemic.

I have spoken with a facilitator that has suggested this type of format:

- Post-election, the facilitator would like to meet with the Board as part of a regular Board meeting. 30 minutes to introduce herself and meet the Board
- Pre-year end, she would review our previous strategic planning and business plans and work with CAO to come up with a survey that would be distributed to the Board
- Results of the survey would be distributed back to the Board a week or two prior to the planning session.
- In mid-to-late Jan 2026, TDHF would book a room at the Civic Centre for a full day of planning.
- CAO and facilitator would discuss the results and CAO to draft the strategic plan.
- The written plan to be distributed to the Board by end of February 2026.
- A two-to-three-hour session be booked in March 2026 to discuss the written document to ensure that it reflects the Board's discussion. Hopefully, CAO can also work on some practical implementation of the strategic plan by that point.

I think that there could be a lot of direction setting for the organization so that we are ready to take on the construction (short-term planning) and to be ready to launch on a post-construction timeline as well.

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Weekly Report (Social Housing)

7/18/2025

	Senior Self Contained
New Applicants	2
Move In's	0
Move Outs	0
Wait List	8
Vacant Units	2

New Tenants (Move In's)

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

	Community Housing
New Applicants	2
Move In's	0
Move Outs	1
Wait List	8
Vacant Units	0

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
Karrie Vanmeetelen	June 30 2025	23	52010

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	23	1 Vacant
Taber - Phase 3 52020		Full
Taber - Phase 4 52030		Full
Barnwell Phase 23 52090		Full
Vauxhall Phase 33 52120		Full

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