



**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, October 30 @ 1:30 p.m.
TDHF Admin Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – September 25, 2025
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to September 30, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – YTD to September 30, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – YTD to September 30, 2025
 - c) Bank Reconciliation – Security Deposit – September 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) Asset Transfer – Harmony Home Manor
 - ii) Update - Class B Costing and CMHC Application
 - b) CVL – Design Process Ideas & Schedule
 - i) Funding/Financing Options
 - c) Potential Dates - Board Retreat and/or Strategic Planning Session(s)
 - d) MOBY Contract
 - e) Proposed TDHF Board Planning Calendar
 - f) Policy P-19: Staff Hiring
 - g) In-Camera Session: CAO Performance Evaluation
7. **Information**
 - a) Report – Social Housing – September 19, 2025
8. **Adjournment**

Next Meeting: Board of Directors Mtg. Thursday, November 27, 2025 1:30 pm TDHF Admin Office



**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, September 25, 2025
TDHF Admin Office – Boardroom

ATTENDANCE

Board:	Rosanne Horrocks Joe Strojwas	Tom Machacek Russell Norris	Dan Remfert Tamara Miyana
Absent:	Jake Hiebert		
Administration:	Tim Janzen (CAO), Mary Funk Klassen (Placement Officer)		

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

1. Approval of Agenda

Motion 2025 - 119

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

CARRIED

2. Approval of Minutes

Motion 2025 - 120

MOVED by D. Remfert to accept the minutes from the Board of Directors meeting of Thursday, August 14, 2025, as amended.

CARRIED

3. Business Arising

- a) **Drug & Alcohol Policy - DRAFT** – CAO reported the document is still being worked on.
- b) **Meals on Wheels** – Statistics YTD to August 31, 2025

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 121

MOVED by J. Strojwas to approve financial statements and bank reconciliations for Clearview Lodge to July 31, 2025.

CARRIED

Motion 2025 - 122

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

CARRIED

Motion 2025 - 123

MOVED by T. Miyanaga to approve financial statements and bank reconciliations for Social Housing to July 31, 2025.

CARRIED

Motion 2025 - 124

MOVED by D. Remfert to approve financial statements and bank reconciliations for Social Housing to July 31, 2025.

CARRIED

Motion 2025 - 125

MOVED by T. Machacek to approve bank reconciliations for Security Deposits for the months of July 2025 and August 2025.

CARRIED

5. Reports

a) CVL Lodge Manager/Resident Manager Report

Motion 2025 - 126

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

CARRIED

b) Operations Manager Report

Motion 2025 - 127

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

CARRIED

c) Placement Officer Report

Motion 2025 - 128

MOVED by D. Remfert to accept the Placement Officer report, as presented.

CARRIED

d) Chief Administrative Officer Report

Motion 2025 - 129

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

CARRIED

6. New Business

a) AHPP Debrief (August 15, 2025):

- i) CAO reported that during the debrief meeting the Ministry representatives suggested that the competition was very high and they were looking for projects that “stood out”. Their comments on standing out seemed to focus on municipal contribution of land and equity, submission of CMHC financing applications and build-readiness. Cherry & Main did not have a formal design and therefore was not able to complete the CMHC financing requirement or build-readiness. The goal is to have those items addressed for the next intake period for AHPP – likely late this fall.

b) Class B Costing & CMHC Application

- i) CAO reported that the Class B costing exercise is complete, and discussions are underway to clarify a few outstanding points. The information will be used to submit the CMHC application in the very near future.

c) Asset Transfer

CAO reported that the executed contract documents had been received from Edmonton. CAO and FA were just working on the Maintenance Reserve funds and how to exactly account for them.

d) Clearview Lodge Design Update

CAO presented the latest Lodge design (main floor layout) and renderings of the building exterior.

e) Update – Strategic Planning Session(s)

CAO reported that Karen Blewett, Community Development Officer, was booked to facilitate a strategic planning session in early 2026. The group discussion determined that Thursday, January 15, 2026 would be a suitable day for the Strategic Planning session.

f) Letter – Assisted Living Alberta – Ministerial Order H:016/2025

Motion 2025 - 130

MOVED by T. Machacek to accept the new Ministerial Order H:016/2025, as presented.

CARRIED

g) ASCHA Regional Meeting – Vote Authorization Form

Motion 2025 - 131

MOVED by D. Remfert that Tim Janzen be delegated as the authorized vote holder for the ASCHA South Regional Meeting on October 7, 2025 in Calgary, AB.

CARRIED

7. Other Information

- a) Report – Social Housing – September 19, 2025

8. Adjournment

Motion 2025 - 132

MOVED by D. J. Strojwas to adjourn this meeting at 3:15 pm

CARRIED

Next Meeting:

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

Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson

2025 MOW Summary

Month	# Clients	# of Meals	YTD	Days/Mon Discount
January	29	395	395	36 1,056.00
February	32	382	777	28 1,027.50
March	27	381	1158	28 1,089.00
April	22	358	1516	31 1,054.50
May	35	351	1867	32 1,021.50
June	37	370	2237	29 1,122.00
July	26	364	2601	33 1,090.50
August	20	290	2891	29 853.50
September	22	312	3203	29 904.50
October			3203	
November			3203	
December			3203	
YTD MEALS		3203		275 9,219.00
\$/MEAL		\$10.00		Days/Mon Discount
Discounted to	#1 - less \$1.50	\$8.50	Oct 1, 2025 - \$11.00 -	
Discounted to	#2 - less \$6.00	\$4.00		

<u>Year</u>	<u># of clients</u>	<u># of meals</u>
2020	29	2731
2021	34	4616
2022	36	4387
2023	35	4109
2024	29	4246

3.a) i

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

	Actual Jan 01, 2025 to Sep 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,266,162.00	1,656,021.00	-23.54
Lodge Fees	550.00	800.00	-31.25
Rent Rebates	-13,667.00	-12,000.00	13.89
Total Rental Revenue	1,253,045.00	1,644,821.00	-23.82
Resident Services			
Parking	3,039.00	1,800.00	68.83
Laundry	17,704.00	13,500.00	31.14
Medication Fees	14,441.00	18,000.00	-19.77
Resident Fundraising	93.00	500.00	-81.40
Therapeutic Bath	4,600.00	1,000.00	360.00
Personal Emergency Call System	5,345.00	4,500.00	18.78
Total Sundry Resident Revenue	24,479.00	24,000.00	2.00
Tenant Maintenance Recovery	80.00	500.00	-84.00
Total Resident Services	45,302.00	39,800.00	13.82
Non Resident Services			
Facility Rental	1,350.00	1,800.00	-25.00
Meals on Wheels	32,030.00	54,000.00	-40.69
Meals on Wheels Discounts	-9,219.00	-14,400.00	-35.98
Guest Meals	1,860.00	3,000.00	-38.00
Staff Meals	5,370.00	6,000.00	-10.50
Canteen Revenue	258.45	1,000.00	-74.16
Total Other Meal Services	7,488.45	10,000.00	-25.12
Tuck Shop	660.50	1,000.00	-33.95
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	32,309.95	52,450.00	-38.40
Grants			
ASHC LAP Grant	257,964.00	334,000.00	-22.77
Total ASHC Grants	257,964.00	334,000.00	-22.77
Provincial Grants	2,300.00	4,000.00	-42.50
Federal Other Grants	5,666.25	0.00	0.00
Total Federal Grants	5,666.25	0.00	0.00
Total Grants	265,930.25	338,000.00	-21.32
Operation Funding			
Health Funding	668,065.74	836,303.00	-20.12
COVID Health Funding	8,784.00	0.00	0.00
Requisition Revenue	387,974.97	517,300.00	-25.00
Total Operation Funding	1,064,824.71	1,353,603.00	-21.33
Management & Administration			
Other Recovery	11,757.98	13,600.00	-13.54
NSF/Late Fees	25.00	25.00	0.00
Sundry Revenue	2,550.59	1,200.00	112.55
Total Management and Admini...	14,333.57	14,825.00	-3.31
Investment Income			
Interest	16,329.65	20,000.00	-18.35
Total Investment Income	16,329.65	20,000.00	-18.35
Charitable Revenue			
Donations	110.00	0.00	0.00
Resticted Donations	2,430.00	0.00	0.00
Total Charitable Revenue	2,540.00	0.00	0.00

4/a) i

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

	Actual Jan 01, 2025 to Sep 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
TOTAL REVENUE	2,694,615.13	3,463,499.00	-22.20
EXPENSE			
Utilities			
Heating	40,465.77	68,000.00	-40.49
Electricity	44,734.59	66,000.00	-32.22
Water & Sewer	13,907.43	20,000.00	-30.46
Waste Removal	1,829.16	2,700.00	-32.25
Telephone	7,198.61	8,030.00	-10.35
Bulk Contract Expenses	24,469.83	32,894.00	-25.61
Total Utilities	132,605.39	197,624.00	-32.90
Operating			
Bakery	21,410.73	30,000.00	-28.63
Dairy	43,507.90	56,500.00	-22.99
Groceries	113,695.01	140,000.00	-18.79
Meat	86,352.66	105,000.00	-17.76
Total Food	264,966.30	331,500.00	-20.07
Food Supplies	18,212.20	25,000.00	-27.15
Janitorial & Housekeeping	38,128.19	51,960.00	-26.62
Laundry	5,870.24	9,000.00	-34.78
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	43,998.43	64,960.00	-32.27
Equipment & Furn Purchase	13,190.94	24,335.00	-45.79
Equipment & Furn Repairs	87.82	5,000.00	-98.24
Insurance	9,210.44	17,000.00	-45.82
Craft Supplies	364.52	250.00	45.81
Entertainment Supplies	1,397.80	3,000.00	-53.41
Recreation Supplies (Vol Apprec)	6,928.13	6,000.00	15.47
Total Resident/Volunteer Progra...	8,690.45	9,250.00	-6.05
Publicity & Promotion	1,049.95	675.00	55.55
Pest Control	0.00	2,500.00	-100.00
Sundry	395.31	670.00	-41.00
Total Operating	359,801.84	480,890.00	-25.18
Operating Maintenance			
Appliances	25,368.86	31,060.00	-18.32
Bldg Safety & Security Systems	14,237.60	25,801.00	-44.82
Sundry	125.40	325.00	-61.42
Vehicles	390.50	1,400.00	-72.11
Building Int Painting Common Area	2,670.00	800.00	233.75
Building Interior Painting Units	1,150.00	4,800.00	-76.04
Building Interior Flooring	0.00	4,900.00	-100.00
Building Interior Suite Reno	49.80	3,800.00	-98.69
Building Exterior	305.30	500.00	-38.94
Heating, Ventilation & A/C	17,163.34	13,025.00	31.77
Plumbing	8,107.59	9,850.00	-17.69
Electrical	886.02	4,050.00	-78.12
Grounds & Maintenance	3,899.01	17,300.00	-77.46
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	302.60	500.00	-39.48
Maintenance - Tools & Supplies	275.10	1,000.00	-72.49
Total Operating Maintenance	74,931.12	120,111.00	-37.62
Human Resources			
Administration Salaries	281,269.05	395,030.00	-28.80
Housekeeping Salaries	218,383.82	300,997.00	-27.45
Food Service Salaries	370,820.84	548,986.00	-32.45
Maintenance Salaries	62,036.09	82,580.00	-24.88

4.a) ii

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

	Actual Jan 01, 2025 to Sep 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Resident Care Salaries	87,637.21	122,951.00	-28.72
Total Salaries & Wages	1,020,147.01	1,450,544.00	-29.67
CPP	52,120.49	82,000.00	-36.44
EI	21,883.92	32,000.00	-31.61
EE Benefits	54,813.50	90,000.00	-39.10
Other Pension Contributions	22,729.67	40,000.00	-43.18
WCB	39,497.41	27,000.00	46.29
Total Benefits	191,044.99	271,000.00	-29.50
Personal Recruitment	2,482.89	3,900.00	-36.34
Staff Functions & Recognition	6,325.67	13,000.00	-51.34
Training & Development	8,630.85	32,922.00	-73.78
Health & Safety	7,955.16	16,876.00	-52.86
Legal Fees	14,801.90	5,000.00	196.04
Total Human Resources	1,251,388.47	1,793,242.00	-30.22
Administration			
Bank Charges	2,359.50	3,650.00	-35.36
Courier & Postage	715.49	1,000.00	-28.45
Stationery & Other Supplies	5,696.13	7,500.00	-24.05
Office Rent	5,655.61	8,610.00	-34.31
Office Equipment & Furn Purchase	1,501.97	440.00	241.36
Office Equipment & Furn Repairs	1,004.19	1,500.00	-33.05
Vehicle & Travel	2,417.00	3,840.00	-37.06
Board Expenses	1,945.95	8,200.00	-76.27
Association Fees	2,613.43	4,805.00	-45.61
Legal Fees	0.00	150.00	-100.00
Audit Fees	17,645.00	18,000.00	-1.97
Consulting Fees	0.00	1,200.00	-100.00
IT Services	11,916.13	17,170.00	-30.60
Sundry	251.89	725.00	-65.26
Accreditation	889.56	10,000.00	-91.10
Total Administration	54,611.85	86,790.00	-37.08
Health Expenditures			
Salaries - Resident Care	503,647.23	677,089.00	-25.62
Total Salaries - Resident Care	503,647.23	677,089.00	-25.62
Benefits - Resident Care	87,473.68	139,107.00	-37.12
Total Benefits - Resident Care	87,473.68	139,107.00	-37.12
Materials & Supplies Resident C...	18,802.01	15,000.00	25.35
Total Health Expenditures	609,922.92	831,196.00	-26.62
TOTAL EXPENSE	2,483,261.59	3,509,853.00	-29.25
NET INCOME	211,353.54	-46,354.00	-555.96

4. a) iii

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING SEPTEMBER 30, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		774,423.00
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		6,784.60
PADS		156,756.50
Misc DD		2,300.00
Intercompany		125,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		2,112.40
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	-117,391.56
	RBC Express / PAD's	-95,911.04
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	-152,004.51
	RRSP	-9,306.01
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-346.95
AB Seniors LAP		18,646.00
AHS Funding - Direct Deposit		79,137.26
PAD Return		0.00
DRSP - PDS		-16,585.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$773,614.69</u>
<u>BALANCE PER BANK STATEMENT</u>		773,935.69
LESS OUTSTANDING CHEQUES		-321.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$773,614.69</u>

4. a) iv



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

Business Account Statement

RBBD30000_8251144 E D 09179 00244

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

August 29, 2025 to September 29, 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 August 29, 2025	\$774,423.00
Total deposits & credits (13)	+ 390,736.76
Total cheques & debits (26)	- 391,224.07
Closing balance on September 29, 2025	= \$773,935.69

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			774,423.00
02 Sep	Direct Payment (PAD's) service total GRADS1097890000		156,756.50	931,179.50
	Deposit 0128		4,200.00	
	Misc Payment AHS AP EFT CAD		73,616.06	
	Misc Payment COINAMATIC CANA	185.64		
	Misc Payment TOWN OF TABER Pre-Author	1,844.27		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Business PAD Bnfts by Dsgn	14,509.76		989,507.29
	Deposit interest		2,112.40	991,619.69
04 Sep	Misc Payment Government of A		18,646.00	
	Bill Payment DE BUSINESS	981.43		1,009,284.26
05 Sep	Activity fee	346.95		1,008,937.31
08 Sep	Deposit 0129		133.00	



Business Account Statement

August 29, 2025 to September 29, 2025
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
08 Sep	Account Payable Pmt CAREERS INCENT		2,300.00	
	COMMERCIAL TAXES EMPTX 5424861	51,718.31		959,652.00
10 Sep	Account transfer Intercompany		43,000.00	1,002,652.00
	Bill payment - 8521 TABER HM HARDWR	69.08		
	Bill payment - 8510 MEDLINE CANADA	198.45		
	Bill payment - 8495 GOVT AB NON GRP	354.00		
	Bill payment - 8500 CENTENNIAL FOOD	3,446.05		
	Bill payment - 8517 SYSCO-CALGARY	4,843.60		
	Bill payment - 8502 GFS CANADA LTD	7,243.13		
	Direct Deposits (PDS) service total GRADS7204090000	82,809.18		
	ACCOUNT TRANSFER 9525325193	399.05		903,289.46
11 Sep	Bill Payment Telus Comm	131.92		903,157.54
15 Sep	Deposit 0130		2,011.50	
	Misc Payment AHS AP EFT CAD		5,521.20	910,690.24
16 Sep	Direct Deposits (PDS) service total GRADS7204090000	12,759.26		897,930.98
17 Sep	Cable TV Bill Pmt SHAW CABLE TV	157.20		897,773.78
22 Sep	Deposit 0131		164.00	897,937.78
24 Sep	Direct Deposits (PDS) service total GRADS7204090000	136,464.61		
	Misc Payment RBC PAYROLL	3,247.96		
	Misc Payment RBC PAYROLL	6,058.05		752,167.16
25 Sep	Account transfer Intercompany		82,000.00	834,167.16
	Direct Deposits (PDS) service total GRADS7204090000	37,042.02		
	ACCOUNT TRANSFER 9526842094	22.75		
	ACCOUNT TRANSFER 9526842095	778.62		796,323.77
26 Sep	Deposit		276.10	796,599.87
29 Sep	Direct Deposits (PDS) service total GRADS7204090000	16,585.00		
	Misc Payment TransAlta Enrgy TEM-25-1417390	6,079.18		773,935.69
	Closing balance			773,935.69

Deposit Interest Earned: \$2,112.40

Account Fees: \$346.95

4. a) vi

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

	Actual Jan 01, 2025 to Sep 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent (Note 1)	766,387.16	1,005,942.00	-23.81
Rent Rebates	-4,421.00	-1,300.00	240.08
Rent Loss COVID	0.00	0.00	0.00
Sundry Rent Revenue	0.00	0.00	0.00
Total Rent Revenue	761,966.16	1,004,642.00	-24.16
Resident Services			
Parking	11,603.94	14,904.00	-22.14
Utility Recovery	38,080.24	47,844.00	-20.41
Sundry Resident Revenue	9,838.50	11,440.00	-14.00
Tenant Maintenance Recovery	3,515.00	6,050.00	-41.90
Total Resident Services	63,037.68	80,238.00	-21.44
Non Resident Services			
Sundry Revenue	5,938.79	7,250.00	-18.09
Total Non Resident Services	5,938.79	7,250.00	-18.09
Grants			
ASHC - Rent Supplement Grant	13,520.00	9,600.00	40.83
Total Grants	13,520.00	9,600.00	40.83
Management & Administration			
PCMgtFee	2,277.56	0.00	0.00
Maintenance Recovery	5,645.00	0.00	0.00
Total Management & Administr...	7,922.56	0.00	0.00
Charitable Revenue			
Restricted Donations	20,000.00	0.00	0.00
Total Charitable Revenue	20,000.00	0.00	0.00
TOTAL REVENUE	872,385.19	1,101,730.00	-20.82
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	59,879.57	93,249.00	-35.79
Electricity	51,941.45	70,978.00	-26.82
Water & Sewer	80,378.13	105,000.00	-23.45
Waste Removal	12,404.92	20,000.00	-37.98
Telephone	9,061.98	17,065.00	-46.90
Total Utilities	213,666.05	306,292.00	-30.24
Operating			
Cleaning	1,736.41	17,950.00	-90.33
Equipment & Furniture Purchase	1,656.96	8,040.00	-79.39
Equipment & Furniture Repairs	68.99	100.00	-31.01
Insurance	11,084.56	23,000.00	-51.81
Resident/Volunteer Programs	3,783.97	4,090.00	-7.48
Bad Debt Expense	0.00	10,000.00	-100.00
Publicity & Promotion	502.00	1,400.00	-64.14
Pest Control	1,651.38	3,000.00	-44.95
Sundry	0.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Toal Operating	20,484.27	67,580.00	-69.69
Operating Maintenance			
Appliances	7,513.89	12,175.00	-38.28

4 b) i

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

	Actual Jan 01, 2025 to Sep 30, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bldg Safety & Security Systems	31,473.34	37,176.00	-15.34
Sundry	287.14	650.00	-55.82
Vehicles	6,389.67	11,000.00	-41.91
Building Int Painting Common Area	0.00	0.00	0.00
Building Interior Painting Units	10,627.66	17,600.00	-39.62
Building Interior Flooring	28,439.46	25,419.00	11.88
Building Interior Suite Reno	39,234.45	25,450.00	54.16
Building Exterior	20,084.65	27,875.00	-27.95
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	26,043.23	27,500.00	-5.30
Plumbing	60,651.77	67,000.00	-9.47
Electrical	1,791.52	5,750.00	-68.84
Grounds & Maintenance	62,141.12	68,450.00	-9.22
Elevators	5,325.37	6,085.00	-12.48
Maintenance Equipment - Repair	1,266.00	2,200.00	-42.45
Maintenance Equipment - Purch...	302.59	1,000.00	-69.74
Maintenance - Tools & Supplies	243.87	900.00	-72.90
Facility Condition Inspection	1,163.75	0.00	0.00
Total Maintenance	302,979.48	336,230.00	-9.89
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	141,291.29	243,286.00	-41.92
Maintenance Salaries	134,470.92	188,091.00	-28.51
Total Salaries & Wages	275,762.21	431,377.00	-36.07
Benefits	0.00	0.00	0.00
CPP	13,877.33	19,358.00	-28.31
EI	5,938.58	7,828.00	-24.14
EE Benefits	17,246.19	30,264.00	-43.01
Other Pension Contributions	7,405.36	14,374.00	-48.48
WCB	288.91	4,690.00	-93.84
Total Benefits	44,756.37	76,514.00	-41.51
Contract Employment	50.00	2,000.00	-97.50
Personal Recruitment	560.97	3,850.00	-85.43
Staff Functions & Recognition	855.91	4,425.00	-80.66
Training & Development	2,205.92	15,150.00	-85.44
Health & Safety	612.19	750.00	-18.37
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	324,803.57	534,566.00	-39.24
Administration			
Bank Charges	1,551.03	4,550.00	-65.91
Courier/Postage	530.51	750.00	-29.27
Stationery & Other Supplies	1,942.23	3,500.00	-44.51
Office Rent	15,193.88	20,022.00	-24.11
Office Equipment & Furn	1,871.40	7,140.00	-73.79
Office Equipment & Furn Repairs	740.09	1,700.00	-56.47
Vehicle & Travel	3,483.00	4,758.00	-26.80
Board Expenses	1,945.95	11,550.00	-83.15
Association Fees	3,808.17	4,415.00	-13.74
Professional Fees	0.00	0.00	0.00
Legal Fees	6,908.25	6,000.00	15.14
Audit Fees	15,480.00	16,000.00	-3.25
Consulting Fees	0.00	0.00	0.00
IT Services	4,015.34	7,250.00	-44.62
Sundry	527.94	550.00	-4.01
Total Administration	57,997.79	88,185.00	-34.23
Amortization			
Amortization	0.00	0.00	0.00

4/1/2025

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

	Actual Jan 01, 2025 to Sep 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>925,576.16</u>	<u>1,332,853.00</u>	-30.56
NET INCOME	<u><u>-53,190.97</u></u>	<u><u>-231,123.00</u></u>	-76.99

4. b) iii

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

SOCIAL HOUSING
Month ending September 30, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH**THIS** \$172,783.35

RECEIPTED DEPOSITS FOR THE MONTH		\$	3,905.57
Deposit	\$	2,349.25	
Auto Deposit	\$	165.32	
Interac	\$	1,391.00	
PAD's(pre-authorized Debit)			\$94,150.00
Sec Dep Transfer			\$0.00
Govt of AB - LAP			\$0.00
Govt of AB			\$20,256.07
Govt of AB - RAB			\$19,742.00
DEPOSIT INTEREST			\$508.76
RBC Express cheque'			(\$4,314.09)
Vendor PAD			(\$20,253.17)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$1,274.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	pos	Aug	(\$72.93)
RBC Activity Fee			(\$108.75)
Bank dep correction	#		\$0.00
CVL Transfer			(\$125,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE**\$160,322.81**

ENDING BALANCE PER BANK STATEMENT\$162,222.81

PLUS OUTSTANDING DEPOSIT -\$0.00
LESS OUTSTANDING CHEQUES(\$1,900.00)

RECONCILED BANK BALANCE**\$160,322.81**

4. b) N



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

Business Account Statement

RBBDA30000_8251144 E D 09179 00236
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

August 29, 2025 to September 29, 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 August 29, 2025	\$172,783.35
Total deposits & credits (11)	+ 138,562.40
Total cheques & debits (73)	- 149,122.94
Closing balance on September 29, 2025	= \$162,222.81

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			172,783.35
02 Sep	INT FEE01071695	0.48		
	MON FEE01071695	72.45		
	Misc Payment COINAMATIC CANA	78.75		
	Cable TV Bill Pmt SHAW CABLE TV	85.05		
	Cable TV Bill Pmt SHAW CABLE TV	85.05		
	Misc Payment COINAMATIC CANA	92.64		
	Misc Payment TOWN OF TABER Pre-Author	114.87		
	Cable TV Bill Pmt SHAW CABLE TV	115.50		
	Misc Payment TOWN OF TABER Pre-Author	118.53		
	Misc Payment TOWN OF TABER Pre-Author	125.95		
	Misc Payment TOWN OF TABER Pre-Author	126.47		
	Bill Payment Telus Comm	128.10		

4. b) ✓



Business Account Statement

August 29, 2025 to September 29, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
02 Sep	Misc Payment TOWN OF TABER Pre-Author	128.52		
	Misc Payment TOWN OF TABER Pre-Author	129.25		
	Misc Payment TOWN OF TABER Pre-Author	130.03		
	Misc Payment TOWN OF TABER Pre-Author	133.36		
	Misc Payment TOWN OF TABER Pre-Author	136.43		
	Misc Payment TOWN OF TABER Pre-Author	138.46		
	Misc Payment TOWN OF TABER Pre-Author	140.41		
	Misc Payment TOWN OF TABER Pre-Author	140.73		
	Misc Payment TOWN OF TABER Pre-Author	143.64		
	Misc Payment TOWN OF TABER Pre-Author	144.49		
	Misc Payment TOWN OF TABER Pre-Author	149.56		
	Misc Payment TOWN OF TABER Pre-Author	154.25		
	Misc Payment TOWN OF TABER Pre-Author	154.65		
	Misc Payment TOWN OF TABER Pre-Author	159.22		
	Misc Payment TOWN OF TABER Pre-Author	160.31		
	Misc Payment TOWN OF TABER Pre-Author	160.59		
	Misc Payment TOWN OF TABER Pre-Author	163.27		
	Misc Payment TOWN OF TABER Pre-Author	165.51		
	Misc Payment TOWN OF TABER Pre-Author	176.87		
	Misc Payment TOWN OF TABER Pre-Author	180.33		
	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	199.35		
	Bill Payment Telus Comm	202.29		
	Misc Payment TOWN OF TABER Pre-Author	206.75		
	Misc Payment TOWN OF TABER Pre-Author	218.34		
	Misc Payment TOWN OF TABER Pre-Author	219.96		
	Misc Payment TOWN OF TABER Pre-Author	226.23		
	Misc Payment TOWN OF TABER Pre-Author	236.53		
	Misc Payment TOWN OF TABER Pre-Author	337.41		
	Misc Payment TOWN OF TABER Pre-Author	1,044.07		
	Misc Payment TOWN OF TABER Pre-Author	1,124.15		
	Misc Payment TOWN OF TABER Pre-Author	1,607.08		162,464.36
	Deposit interest		508.76	162,973.12
03 Sep	Direct Payment (PAD's) service total GRADS8751490000		94,150.00	257,123.12

4. b) vi



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

Business Account Statement

August 29, 2025 to September 29, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
04 Sep	Misc Payment Government of A		39,002.00	
	Bill Payment Telus Mobility	50.24		
	Bill Payment DE BUSINESS	2,115.95		293,958.93
05 Sep	Pre-authorized payment returns GRADS8751490000	1,274.00		
	Activity fee	108.75		292,576.18
08 Sep	Deposit 0082		25.00	
	Misc Payment Government of A		996.07	293,597.25
10 Sep	Account transfer ACTR7525300488	43,000.00		
	Bill payment - 8461 TABER HM HARDWR	74.59		
	Bill payment - 8478 VAUXHALL-UTIL	107.60		
	Bill payment - 8473 VAUXHALL-UTIL	111.45		
	Bill payment - 8490 BARNWELL-VIL-UT	151.96		
	Bill payment - 8464 TABER, ALTA-UTL	213.11		
	Bill payment - 8456 BLUEWAVE ENERGY	361.70		
	Bill payment - 8469 VAUXHALL-UTIL	467.58		
	Bill payment - 8486 BARNWELL-VIL-UT	739.76		248,369.50
11 Sep	Bill Payment Telus Comm	42.67		
	Utility Bill Pmt EPCOR	61.44		
	Bill Payment Telus Comm	72.74		248,192.65
15 Sep	e-Transfer - Autodeposit candace fa7a1e625f2a9936		165.32	
	EF0915 01071695		21.00	248,378.97
16 Sep	Cable TV Bill Pmt SHAW CABLE TV	37.86		248,341.11
17 Sep	Cable TV Bill Pmt SHAW CABLE TV	33.14		248,307.97
18 Sep	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	84.19		248,158.78
19 Sep	Cable TV Bill Pmt SHAW CABLE TV	208.93		247,949.85
22 Sep	Deposit 0083		800.00	248,749.85
23 Sep	EF0923 01071695		503.00	249,252.85
25 Sep	Account transfer ACTR7526800631	82,000.00		
	ACCOUNT TRANSFER 9526842096	186.34		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		166,901.66
26 Sep	Deposit 0084		1,524.25	
	EF0926 01071695		867.00	169,292.91
29 Sep	Bill Payment Telus Comm	207.28		



Business Account Statement

August 29, 2025 to September 29, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
29 Sep	Misc Payment TransAlta Enrgy TEM-25-1417389	6,862.82		162,222.81
	Closing balance			162,222.81
Deposit Interest Earned: \$508.76		Account Fees: \$108.75		

4. b) via

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending September 30, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$55,410.79
RECEIPTED DEPOSITS FOR THE MONTH	\$400.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$130.57
TOTAL DEPOSITS	\$530.57
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	\$0.00
NET BALANCE END OF THE MONTH	<u>\$55,941.36</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$55,941.36
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$55,941.36</u>

4.c) i



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

Business Account Statement

RBBDA30000_8251144 E D 09179 00250
TABER AND DISTRICT HOUSING FOUNDATION
DAMAGE DEPOSIT ACCOUNT(TRUST)
5318 48 AVE
TABER AB T1G 1S2

August 29, 2025 to September 29, 2025

Account number: 09179 100-158-5

How to reach us:

Please contact your RBC Banking representative or call
1-800-Royal® 2-0
(1-800-769-2520)
www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada
4818 53RD ST, TABER, AB T1G 1W4

Opening balance on August 29, 2025	\$55,410.79
Total deposits & credits (2)	+ 530.57
Total cheques & debits (0)	- 0.00
Closing balance on September 29, 2025	= \$55,941.36

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			55,410.79
02 Sep	Deposit interest		130.57	55,541.36
26 Sep	Deposit 0601		400.00	55,941.36
	Closing balance			55,941.36

Deposit Interest Earned: \$130.57

4.c) ii

Lodge & Resident Manager's Board Report

October 2025

1) Resident Information:

- a. Move In's – 2**
- b. Move Outs – 1**
- c. SL3 – 19**
- d. SL2 Home Care Residents – 39**
- e. Resident Room Changes – 0**
- f. Change in status – 2**
- 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 – 13**
- j. Residents in total – 76**
- k. Residents on MAP – 38**
- l. Residents receiving laundry services – 43**
- m. Residents with in-house pendants – 24**
- n. Family case conferences held – 2**
- o. Residents paying for extra baths – 4**
- p. Held a food tasting event in the atrium with the residents.**
- q. Residents cast their vote in the municipal election.**

2) Monthly Meetings:

- a. HCA, kitchen, recreation, and housekeeping meetings held with minutes completed and distributed.**
- b. Homecare Huddle meeting.**
- c. CVL Management meeting.**
- d. Emergency preparedness meeting held with minutes, and updating of policies & procedures completed.**

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) Budget items are being compiled being worked on for 2026.

8) Health & Safety:

- a. Completed the Health and Safety Audit for 2025.**
- b. Completed Hazard assessment review for October.**
- c. SWP review and competency checks completed for all departments.**

5. a) i

- d. 1 Incident Report in process.
- 9) **Employees:**
 - a. Hired 3 new employees and 1 YEP student.
 - b. 4 Orientations for New Hires completed.
 - c. Scheduling/Payroll for Sep/Oct completed. Scheduling/payroll for Oct/Nov on-going.
 - d. Union has filed 2 grievances
 - e. Staff appreciation luncheon planning for December 5, 2025.

Recreation Report September 2025:

By Taralyn Heezen

Sep. 1st: No Recreation Staff

Sept. 2nd: Regular Activities, Calvary Baptist Church Service, had two casuals fill in as Leisl was gone and Taralyn was doing Safe work Practices.

Sept. 3rd: Regular Activities, Had Entertainment cancel So we did Bowling instead.

Sept. 4th: Regular Activities, Recreation Staff Meeting,

Sept. 5th: Regular Activities, Walmart Shopping

Sept. 6th: No Recreation staff, Rosary, Movie

Sept. 7th: No Recreation Staff, Evangelical Church Service, Church of Jesus Christ of Latter-Day Saints Church Service

Sept. 8th: Regular Activities, Blood Pressure Clinic, Resident Relay.

Sept. 9th: Regular Activities, Bible Study, Chair Yoga, CNIB Meeting (will be moved to every 4th Tuesday of the Month) Reinland Church Service

Sept. 10th: Regular Activities, Catholic mass, Dusty Litchfield Entertainment, Kiwanis Bingo

Sept. 11th: Rosary was Cancelled (craft room booked for Training)

Regular Activities, Hear Right (Did not come in)

Sept. 12th: Rosary was Cancelled (Craft room booked for training), Ice Cream Social

Sept. 13th: No Recreation Staff, Movie

Sept. 14th: No Recreation Staff, Rosary, Hymn Sing-along, Church of Jesus Christ Latter-Day Saints Church Service, Movie

Sept. 15th: Regular Activities, Card Making with Bernice, Senior Games with the Ladies

Sept. 16th: Regular Activities, Bible Study, Resident Council Executive Meeting, Resident Council General Meeting (Taralyn worked alone.)

Sept. 17th: Regular Activities, Catholic Mass, United Church, Gary Kerkhoff Entertainment, The Oilers Entertainment. (Taralyn worked alone)

Sept. 18th: Regular Activities

Sept. 19th: Regular Activities, Movie

Sept. 20th: Regular Activities, Movie

5. a) iM

Sept. 21st: No Recreation Staff, Rosary, Church of Jesus Christ of latter-Day Saints

Sept. 22nd: Regular Activities, Senior Games with the Ladies, Horse & Wagon Rides with other Manors.

Sept. 23rd: Regular Activities, Bible Study, CNIB Meeting

Sept. 24th: Regular Activities, Catholic Mass, Karen Karaoke Entertainment. (Taralyn worked alone in Afternoon)

Sept. 25th: Regular Activities, Food Tasting event

Sept. 26th: Regular Activities (Liesl worked alone in afternoon)

Sept. 27th: No Recreation Staff, Rosary, Movie

Sept. 28th: No Recreation Staff, Rosary, Hymn Sing-along, Church of Jesus Christ of Latter-Day Saints Church Service

Sept. 29th: Regular Activities, Senior Games with the Ladies

Sept. 30th: No Recreation Staff

I am sorry to say a goodbye to Garry Kerkhoff as he is officially not going to perform anymore. Garry will be dearly missed by Residents and Staff.

We have changed our Monthly visit with Lindenview as we needed to change our Resident council meeting from Thursday to Tuesdays for those days. I have found another Chair Yoga leader who would like to start coming in and I have a Meeting booked with her to work out details. I have added her to the October Calendar. The Horse Wagon Rides was a Success as the Resident from Clearview and the Manors feedback was all positive. The Residents enjoyed the Food Tasting even Steven and myself put on was a success to the Residents. They enjoyed the idea of having a say on the choice of food. They had filled out cards, had finger wash bowls and water to cleanse their pallets. The resident gave positive reviews on the event and even staff joined in the tasting as we had plenty left over from event. It was positive feedback from the staff also.

Volunteer Hours:

Valarie Beukama: 3.5 Hrs.

Bernice Janssen: 2 Hrs.

John Neufeld: 1.5 Hrs.

Margret Ratcliff: 1hrs.

Ann Veenstra: 1 Hrs.

Operations Manager Report

October 2025

Clearview Lodge

- Annual inspection for Sprinkler system is done by Fire Safety.
- Atrium light was replaced by Phasemax
- Grease pit had been pumped out and cleaned by Roto rooter.
- Generator load test is done by Southern Rewind
- Generator Annual service is done by Western Tractor.
- Blue Wolf cleaned windows at the Lodge.
- Boiler System had a quarterly check by Liberty Boilers.
- Sprinkler system is off for the season
- Sprinkler Blow out by Superior LTD.

Homestead Manor

- Boiler System had a quarterly check by Liberty Boilers.
- Sprinkler system is off for the season
- Blue Wolf t cleaned windows at the Manor.
- New Shower installed at unit 204.
- Set Schedule for hallway carpet clean

Pioneer Place

- New Shower was installed at Unit 105 and Unit 108.
- Boiler System had a quarterly check by Liberty Boilers.
- Blue Wolf cleaned windows at the Manor
- Sprinkler system is off for the season
- 3months Inspection at Unit #119
- Stump grind by Reidco

S. b) i

Harmony Home

- Sprinkler system is off for the season
- Ordered a camera for front entrance.
- Replaced all locks for mailboxes.
- Blue Wolf cleaned windows at the Manor.
- 3 months inspection for unit #307, unit #109 and unit #110

Prairie Rose Manor

- Bid package for suite renewal reno had been finished.
- Sprinkler system is off for the season
- Move out for unit 4 has been scheduled by the end of the month.
- Resident scheduled for move out.

Sunshine Manor

- Sprinkler system is off for the season
- Outside windows have been cleaned for the season.

Barnwell

- On-going maintenance.
- Inspection at R&N House.

Phase One

- Bid package to update a unit had been finished by Bevco Contractors
- Unit 5913 is done renovation.
- Unit # 5102 is ready for move in
- Inspection at unit 5012

Phase Two

- Bid Package for cabinet replacement is finished.
- Inspection at Unit 5603

Phase Three

- Sprinkler system is off for the season
- Move in at Unit 3808

Special Needs

- On-going maintenance.
- Sprinkler system is off for the season

General Maintenance.

- New pad behind the shop has been made.
- Sprinkler blows out for all places.

PLACEMENT OFFICER REPORT

MONTH: October 2025

SENIOR HOUSING

Applications Received – 1
Move ins – 0
Move outs – 1 to be out by October 31
Waitlist – 17
Units Available – 0
Vacant Units – 0

FAMILY HOUSING

Applications Received – 2
Move ins – 1
Move outs - 0
Waitlist – 7
Available Units – 2

RENT ASSISTANCE

Applications Received – 5
New Clients – 5
Client Removed – 1
Total Clients - 46
Processing – 4

NOTES:

1. **Senior Housing** – Our manors are full and by the sounds of it everyone is settling in nicely. Move out to be completed by October 31, 2025, for Prairie Rose. Currently looking at the list and seeing who is willing to move into the Vauxhall unit.

2. **Family Housing** – Renovations continue at 5913 and applicants for 5201 60 which is a 3-bedroom fallen to the wayside. Working on the 4th applicant in hopes of placing her.

3. **RAB Program** – Lots of progress as there were 4 applications approved. Thanksgiving was extra special for the families as they were able to pay the bills a bit easier.

5.c)i

CAO Report

October 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 Tanya & Carrie
- Policy review

Week of Sept 29 – Oct 3

- Sept 29 – Completed MOBY contract negotiations – provide cable, internet and phone services to Taber Manor buildings
- Sept 30 – Stat Holiday – Truth & Reconciliation Day
- Oct 1- Stakeholder Videoconference – David Williams, ADM - Assisted Living and Social Services
- Oct 2 – Meeting with Tanya & Carrie
- Oct 2 – Admin Office Staff Luncheon
- Oct 3 – Meeting with Bergen & Associates – Cherry & Main and CVL Design
- Oct 4 – Indeed Ads for Relief – General Workers and HCAs

Week of Oct 6 - 10

- Oct 6 – AWAY - Medical Appointment
- Oct 7 – ASCHA South Region Meeting – Calgary, AB
- Oct 8 – CVL Management Meeting
- Oct 9 – Contacted local municipal CAOs to see if there was interest to have TDHF present at their council meetings or have a single evening meeting for all of the councils and members of administration. This meeting would be to discuss CVL plans, funding, financing and fundraising.
- Oct 10 – Reviewing options for season staffing – YEP (Youth Employment Program), CAREERS and Canada Summer Jobs

5.25.1

Week of Oct 13 - 17

- Oct 13 – Stat Holiday - Thanksgiving
- Oct 15 – Meeting with CUPE 2038 representatives re: HCA shift changes
- Oct 16 – Meeting with Carrie & Tanya
- Oct 16 – HCA Staff Meeting – re: changes in HCA shifts – removing two FT positions and adding three PT (0.75 FTE) positions
- Oct 17 – Phone call with Jayco Home Builders representative – Modular Design

Week of Oct 20 - 24

- Oct 20 – Health & Safety Internal Audit – Kick-off meeting
- Oct 21 – 24 – APHAA Conference – Kananaskis, AB

Week of Oct 27 - 31

- Oct 27 – Health & Safety Internal Audit – Post-audit debrief
- Oct 27 – Participated in focus group meeting for Taber Police Service
- Oct 28 – Meeting with CUPE representatives re: scheduling challenges, HCA schedule, staff hiring policy and grievances
- Oct 29 – Meeting with Joules & Watts – Real-time Monitoring of Energy Usage in Commercial Buildings
- Oct 30 – TDHF Board Meeting
- Oct 31 – Meeting with CUPE 2038 Representatives re: Grievance

Upcoming Events**November ->**

- Building Committee (meet monthly):
 - 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)
 - Considering plan to use 100 wing (albeit relocated) to house 12 residents during construction
 - Set up further meeting(s) with Assisted Living & Social Services (**On-going**)
 - Develop communications plan (**November->**)
- Electronic payroll system (**Nov ->**)
 - Begin repairs to iPad facial recognition timekeeping device (**Nov**)
 - Update employee listing to current staff (archive any noncurrent staff) (**On-going**)
 - Update reporting lines for each department (**On-going**)

- Work with Bev on payroll calculation rules (**Nov**)
- Strategic Planning – put Goals into Action Plan
 - Transfer of ownership of ASHC assets to TDHF (**Completed**)
 - Upon successful asset transfer, develop project planning details (**Q4 – 2025 & Q1 - 2026**) 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 (**Dec/Jan**)
 - Find partners for Cherry & Main (given new design and costing) (**On-going**)
 - Develop proposals for Special Needs housing (**On hold**)
 - Update business case for Clearview Lodge (based on Bergen costing) (**Nov ->**)
 - 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 (**Canada-AB Job Grant eliminated funding for courses re: soft skills**)
 - Work with team members to find individual development opportunities (**On-going**)
- Human Resources & Staffing:
 - 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 (**Started but not yet completed**)
- 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 (**Jan ->**)
- Policy Review & Updates
 - 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 (**Nov**)
 - CVL Resident Application form (**Nov**)

Professional Development & Committee Responsibilities:

- Nov 10, 2025 – Tentative Meeting with Barnwell Council
- Dec 15, 2025 – Tentative Meeting with Vauxhall Council

Days booked out of office:

- Nov 7 & 10, 2025 – Medical appointment & Vacation Day
- Dec 25, 2025 – Jan 2, 2026 - Vacation
- April 6 – 24, 2026 - Vacation

Asset Transfer
Harmony Home Manor
October 30, 2025

TDHF Admin Office has received signed and executed documents for Harmony Home Manor from Ministry of Assisted Living & Social Services.

The transaction was completed on September 30, 2025.

TDHF is to receive 80% of the Maintenance Reserve funds (totaling \$1,095,680) will be transferred to TDHF's Social Housing bank account, but it has not yet arrived. The remaining 20% will be transferred when the auditor has completed their year-end audit and confirmed that the funds have been placed in a separate bank account. So likely in April 2026.

CAO and Operations Manager have started the process of prioritizing capital maintenance projects and enlisting potential consultants (engineering firms) to assist in spec'ing the mechanical system changes. As well, CAO and Operations Manager will sequence any changes in individual units (tub conversions, bathroom updates, kitchen updates and overall suite renewals – flooring, painting, etc.)

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Moby Contract

September 30, 2025

Moby is a telecom company that presented at the ASCHA 2025 Tradeshow in Edmonton, AB. Tanya & Carrie had a discussion with their representatives, and they made contact with me in July 2025.

Moby has decided to offer telecom services to congregate settings, such as hotels, and specifically to seniors living facilities. Their business model is to provide relatively cheap rates to low-income housing providers and their residents.

Moby was predominantly interested in taking over the Shaw contract that we currently have at Clearview Lodge but the timing of the expiry of the Shaw contract coincides nicely with our planned construction at Clearview Lodge.

Moby was also interested in combining the CVL services with providing telecom to the three Taber manors – Harmony Home, Pioneer Place and Homestead Manor.

TDHF completed some surveying and there was genuine interest for cheaper internet, cable and telephone services at the three manors but some of those people that were most interested were those that already had fixed contract terms with Shaw/Rogers or Telus.

It did not appear to TDHF Administration that there was sufficient interest to proceed so it was not presented at the September TDHF Board meeting. Subsequent to that meeting, the CAO met with Moby representatives, and they were thrilled at the results. They indicated that most places had lower interest than our buildings. They were confident that they could convert those individuals with existing contracts by buying them out and their experience was that once the service was available, residents would be interested.

As a result, CAO was offered a Service Agreement (copy attached), with some favorable terms but the terms were based on a commitment prior to September 30, 2025. The primary concern of the CAO was the minimum commitment terms and the ramp-up period until minimum commitment terms were enforced. As a result of CAO's reluctance to sign, Moby waived the ramp-up period. TDHF will only be charged the minimum commitment level IF more residents sign up than the minimum commitment levels.

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As the TDHF survey had advertised pricing that was higher than Moby's cost, the service should cover its cost and then a little bit.

Service	Resident Cost	TDHF Cost	Difference
Phone	\$15	\$10	\$5
Internet	\$30	\$25	\$5
Cable TV	\$45	\$45	\$10
Package	\$85	\$70	\$15

This is not intended to be a money-making proposition but rather to allow low-income seniors in our manor buildings to have access to telecom services without paying a lot of money. Most of our tenants surveyed indicated that they were paying between \$170 and \$225 per month for a comparable service. And they were locked into multi-year contracts that were not easily broken.

However, if we were to achieve 80% saturation of the building subscribed, TDHF could earn a decent amount of capital that can be re-invested in the buildings. Eighty percent subscription would provide about \$1,000 per month of income.

CAO was able to speak with several other housing management bodies in Southern Alberta; including Silvera for Seniors in Calgary. They have had very positive experiences with Moby and indicated that it was far better than any customer service they had ever received from Shaw.

The hope is that Moby can begin the process of planning and completing the implementation and installation in the coming months and shortly in 2026, they will be able to provide their service in our manor buildings.

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SERVICE AGREEMENT

This Service Agreement constitutes an agreement between the company listed below ("Customer") and Moby, a Division of Western Fibre Communications Corp and is effective as of the date this Agreement is signed by the Customer.

Company and Billing Information

Legal Company Name:		Date: 9/26/2025	
Account Payable Contact Name:		Accounts Payable Contact Email:	
Accounts Payable Contact Phone:		Invoice Email (if different from AP Contact email):	
Address for Billing:		Address for Legal Notices (if different than billing address):	
Phone:	Fax:	Phone:	Fax:
Email :		Email:	

Site Installation Information

Full Site address including Suite/Unit#:	
IT Contact Name:	IT Contact Phone:
IT Contact Email:	

Agreement Type: ☒ New ☐ Renewal ☐ Amendment

Service Type: ☒ Business Phone ☒ Business Internet ☒ Business TV ☐ Business Solutions

Term: 63 Months

Service	Descriptions	QTY	Rate	Monthly Charge	Install Charge
Bulk Internet	Internet Service – Up to 1,000 Mbps (Symmetrical)	85	\$25	\$2125	\$0.00
Bulk TV	Essential TV Package (Bulk Residential Service)	85	\$35	\$2975	\$0.00
Bulk Phone	Moby Phone Service	85	\$10	\$850	
Total per Month				\$5950	\$0.00

*The above charges do not include applicable taxes.

*Charges are in Canadian Dollars unless otherwise specified.

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UNIQUE TERMS:

Billing Terms – Taber:

Taber & District Housing Foundation will only be invoiced for active subscriptions once the location is live with Moby services. There will be no minimum commitment requirements during the initial ramp-up period.

Billing and Minimum Commitment Terms:

• Ramp-Up Period:

Taber & District Housing Foundation will not be subject to minimum commitment requirements during the initial ramp-up period. However, billing will reflect either the actual number of active subscriptions, or the applicable penetration rate, whichever is higher, in a given month.

Commencement of Minimum Commitments:

Minimum commitment levels will only take effect once the following adoption thresholds are met:

- TV Services: 75% of residents subscribed
- Internet Services: 30% of residents subscribed
- Phone Services: No minimum commitment

Ongoing Billing:

Once the following adoption thresholds are met, minimum commitment levels shall take effect for the remainder of the agreement:

- Television Services: 75% of total units (64 of 85 units)
- Internet Services: 30% of total units (26 of 85 units)

Taber & District Housing Foundation will be invoiced monthly based on the higher of:

1. The actual number of active subscriptions, or
2. The minimum commitment levels listed above.

Monthly Minimum Charges (Once Thresholds Are Met):

- Television Services: 64 units × \$35 = \$2,240
- Internet Services: 26 units × \$25 = \$650
- Total Minimum Monthly Charge: \$2,890 CAD

Resident Transition Credit:

- Moby will be extending a special credit to residents of the new buildings who are currently under contract. This credit is designed to fully offset any cancellation fees they may incur when switching to Moby. This will be extended to the following services: TV and Internet.

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- Our extensive channel lineup for Taber & District Housing Foundation Essential Package included on page 6.

EXCLUSIONS

- Prices are exclusive of provincial or federal sales tax.
- Any new hard wiring related to connectivity devices and phone systems.

BILLING

- Monthly recurring charges will be billed monthly in advance of the Services and due on Net30. Invoices are sent monthly based off initial activation date and the invoice is due 30 days after the invoice date.
- Past due charges will be subject to an interest charge of 2% compounded monthly (annual rate of 26.8%).
- Payments shall be due and payable to Moby within 30 days after the date of invoice.

TERM AND RENEWAL

- The Term for the Services provided hereunder shall commence upon completion of installation of the Services as notified to Customer by Moby and Customer acknowledges and agree that if Moby is unable to obtain or secure the necessary permits in connection with the installation of the Services or if Moby determines in its sole and absolute discretion, that the costs to proceed with the installation are prohibitive, Moby may terminate this Service Order Form upon notice to Customer.
- Services will automatically renew at the end of the initial Term or any renewal Term, for a month-to-month basis at the then current rates.
- If Customer terminates the Services provided under this Service Agreement prior to the end of the Term (whether prior to or after installation of the Services), Customer will pay Moby upon demand, in one lump sum, as a genuine pre-estimate of liquidated damages, an amount equal to 50% of the MRC (Monthly Recurring Charge) set out in the Service Charges and Term Table, for the number of months remaining in the Term.
- During the term of the contract from the installation date a request to terminate this contract can be delivered in writing to Moby stating the reason for cancellation is that the average speeds across the building are consistently below 80% of the signed contracted speeds in the agreement causing poor service performance for the customer – (test to be carried out from demark device). Moby has the right to request evidence or a date that supports the request before the agreement can be terminated. Moby will be provided 90 days to rectify the speed or performance back to the agreed threshold of 80% average across the building and above, if Moby is unable to rectify within the 90 days the contract can be terminated without being assessed the standard cancellation clause in the agreement.

NOTICES

Moby address for Legal Notices: 650, 840 Avenue SW, Calgary AB T2P 3G2
Attention: Business Sales email: sales@getmoby.com
Main Office: 403-986-6629

The customer authorizes Western Fibre Communications Corp. to contact their existing service provider as their representative to cancel, switch and port over necessary information.

For Terms of Service www.getmoby.com

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SIGNATURE OF ACCEPTANCE

Taber & District Housing

Moby, a Division of Western Fibre
Communications Corp.

Tim Janzen

Sean Marshall

Signature

Signature

Tim Janzen

Sean Marshall

Name (Please Print)

Name (Please Print)

Chief Administrative Officer

Account Executive - Commercial

Title

Title

9/30/2025

9/26/2025

Date

Date

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Moby TV

Taber & District Housing Essential Plan			
1	Channel 1	36	CTV Winnipeg
2	ABC Seattle HD	37	CW Seattle
3	AMC	38	Fox Rochester
4	AMI TV West	39	Fox Seattle
5	AMI-A	40	Game TV
6	AMI-TELE	41	Global Calgary
7	APTN (HD)	42	Global Edmonton
8	APTN West	43	Global Toronto
9	CBC Calgary	44	HLN
10	CBC Edmonton	45	ICI Grand Montreal
11	CBC Manitoba	46	ICI Radio-Canada Tele
12	CBC Saskatchewan	47	MovieTime
13	CBC Toronto	48	MSNBC
14	CBC Vancouver	49	Much
15	CBS Seattle	50	NBC Seattle
16	CHCH	51	Noovo (V Montreal)
17	CityNews Calgary	52	Omni Calgary
18	CityNews Edmonton	53	Omni Edmonton
19	CityNews Winnipeg	54	PBS Buffalo
20	Citytv Saskatchewan	55	PBS Seattle HD (KCTSD)
21	Citytv Toronto	56	PBS Spokane HD (KSPSD)
22	Citytv Vancouver	57	RDI
23	CKWS Kingston	58	Telequebec
24	CNBC	59	The CW
25	CPAC English	60	TLC (The Learning Channel)
26	CPAC French	61	Tree House



27	CTV 2 Ottawa	62	TV5 West
28	CTV Alberta Prime Time	63	TVA Montreal
29	CTV Barrie	64	Unis West
30	CTV Calgary	65	Vision
31	CTV Edmonton	66	Weather Network
32	CTV Regina	67	WSBK
33	CTV Toronto	68	Yes TV Calgary
34	CTV Vancouver Island	69	YTV
35	CTV Vancouver		

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TDHF - Board Planning Calendar

2026	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec
Board Meetings • Regular • AGM • Organizational	Regular Jan 22 or 29	Regular Feb 26	Regular Mar 26 Mar 26	Regular Apr 30	Regular May 28	Regular June 25	Regular Jul 23	Regular Thurs Aug 20 (changed for CVL BBQ??)	Regular Sept 24	Regular Oct 22	Regular Nov 26 Nov 26	Regular Dec 11 (if necessary)
Budget & Audit Committee • Budget & Audit • Financial Policy Review			Audit Review Mar 26		Review Finance Policies end of May	2027 SH Budget					2027 CVL Budget	
Personnel Committee • CAO Evaluation • Out of Scope Grid Review									2027 Salary Grid		Annual CAO Evaluation	
Governance Committee	Update Policies				Review Governance end of May							
Building Committee Monthly ?	Jan 8											
Fundraising Committee Quarterly?		???			???		???			???		
Public Relations • CVL Volunteer Appreciation • CVL Resident & Family BBQ • Staff & Board Apprec.				CVL Volunteer Apprec.				CVL Family BBQ Aug 20 Staff & Board Apprec. Aug 19				
ASCHA - Southern Zone				Edmonton April 12 - 15								
Conventions					APHAA May 13 - 15					???? APHAA - Kananaskis		
Other Strategic Planning Session	Jan 22 or 29		Follow-up TBD		Action Plan TBD							
Updated: October 27, 2025												

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**Taber & District
HOUSING FOUNDATION**

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

Section: Personnel Administration	Date Board Approved: Date Unknown
Subject: Staff Hiring	Revision Dates: Jan 26/11, Jan 17/19, October 30, 2025
Department: Lodge & Social Housing	Policy Number: P - 19

POLICY – STAFF HIRING

1. It is the Policy of Taber and District Housing Foundation that only the person possessing the best qualifications for a vacant position will be hired.
2. Staff will be recruited by various means, including unsolicited inquiries, advertised competitions, or other means deemed advisable.
3. All prospective staff are required to complete the Application for Employment form, as designated by Taber and District Housing Foundation.
4. To be eligible for employment, prospective staff members must provide their Canadian Social Insurance Number and be eligible to work in Canada.
5. Staff may be employed permanent full-time, permanent part-time, casual/ relief or on a temporary basis, or via contract.
6. When recruiting for vacant positions, preference will be given to applications from present employees of Taber and District Housing Foundation, subject to the applicant's qualifications.
7. All vacant permanent positions will be posted on the staff bulletin board where applicable.
8. As part of the applicant screening process, and only with the consent of the applicant, the Manager/Supervisor will complete 3 satisfactory reference checks. Such checks will always be made in confidence, and will include verification of educational qualifications, prior work history, personal suitability, and dependability, reasons for leaving work, habits, salary, and employment dates.
9. Upon acceptance for any position within Taber and District Housing Foundation the applicant must provide a current criminal records check; this check must include a "Vulnerable Sector" check and must be not more than 3 months old. Based on the information provided within the criminal records check Taber and District Housing Foundation will assess hire ability.
10. In instances where there is concern about the applicant's medical suitability for a position, the Manager may require the applicant to undergo a medical examination.

Section: Personnel Administration	Date Board Approved: Date Unknown
Subject: Staff Hiring	Revision Dates: Jan 26/11, Jan 17/19, October 30, 2025
Department: Lodge & Social Housing	Policy Number: P - 19

11. The practice of hiring immediate relatives of existing employees is not preferred ~~and can only be approved by the Board~~ but can be approved by the CAO. If approval is to be granted, the following conditions must be met:
 - ~~11.1 The new employee must not be located in the same work place as the existing employee, and~~
 - ~~11.2 The new employee must not report directly through the same reporting line as the existing employee.~~
 - 11.1 The new employee should not report directly to an immediate relative (as supervisor).
Performance evaluations, progressive discipline and scheduling should be handled by another supervisor.

It would be preferred for the following conditions to be met:

 - 11.2 The new employee does not work in the same department as an immediate relative.
 - 11.3 The new employee would work a different shift than an immediate relative.

It should be noted that these are preferred conditions but would not cause a potential new employee to be excluded from hiring consideration.

If a potential new employee were an immediate relative of the CAO, the Board of Directors must give approval for the hiring to be completed.
12. Former employees, whose employment with Taber and District Housing Foundation was terminated voluntarily or through no fault of their own, can be considered for re-employment.
13. Former employees, who were previously discharged with cause, are not eligible for re-employment.
14. Applicants with physical handicaps are eligible for employment when it is determined that the handicap will not interfere with job performance and does not pose a potential hazard to the applicant, staff, residents, or the employer.
15. In accordance with Alberta law, discrimination of applicants on the basis of race, religious beliefs, color, gender, mental or physical disability, ancestry or place of origin, and marital status is prohibited.
16. All new employees are expected to familiarize themselves with current policies and procedures.

Section: Personnel Administration	Date Board Approved: Date Unknown
Subject: Staff Hiring	Revision Dates: Jan 26/11, Jan 17/19, October 30, 2025
Department: Lodge & Social Housing	Policy Number: P - 19

17. Each new employee will serve a minimum three (3) month probationary period, following which an evaluation of performance will be conducted by the supervisor.
18. Employment of any new employee will be terminated in the event performance is rated unsatisfactory during the probationary period.
19. The Manager may approve the extension of the probationary period, where circumstances are deemed appropriate.
20. If performance of the new employee is rated satisfactory during the probationary period, the employee is expected to complete all forms required by Taber and District Housing Foundation.

Salaries: Refer to P-29 Policy: Salary Grid System (Out of Scope) and CUPE Contract for Union employees/positions

Weekly Report (Social Housing)

10/24/2025

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	18
Vacant Units	0

New Tenants (Move In's)

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

	Community Housing
New Applicants	0
Move In's	0
Move Outs	0
Wait List	7
Vacant Units	2

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

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

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Sr Self Contained Apt Vacancies:

Unit #	Status
Harmony Home Phase 11 (52040)	Full
Homestead Manor Phase 12 (52050)	Full
Pioneer Place Phase 13 (52060)	Full
Prairie Rose Manor Phase 31 (52100)	Full
Bountiful House Phase 21 (52070)	Full
Sunshine Manor Phase 41 (52130)	Full

Community Housing Vacancies:

Unit #	Status
Taber Phase 1 (52000)	15 Vacant 2 Vacant Renos
Taber Phase 2 (52010)	Full
Taber Phase 3 (52020)	Full
Taber Phase 4 (52030)	Full
Barnwell Phase 23 (52090)	Full
Vauxhall Phase 33 (52120)	Full

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