



**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, January 29 @ 1:30 p.m.
TDHF Admin Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – November 27, 2025
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to December 31, 2025
4. **Financial Statements**
 - a) Income Statement & Bank Reconciliation – CVL – December 31, 2025
 - b) Income Statement & Bank Reconciliation – Social Housing – December 31, 2025
 - c) Bank Reconciliation – Security Deposit – Nov 30 & Dec 31, 2025
5. **Reports**
 - a) Lodge Manager/Resident Manager Report
 - b) Operations Manager Report
 - c) Placement Officer Report
 - d) CAO Report
6. **New Business:**
 - a) Affordable Housing
 - i) Cherry & Main Affordable Apartments – Town of Taber Correspondence
 - ii) Special Needs Housing
 - b) CVL – Design Process Ideas & Schedule
 - i) Proposal for Services – Douglas J. Bergen & Associates Ltd.
 - ii) Proforma Project Costing
 - iii) 100 Wing Options
 - iv) Continuing Care Grant Opportunity
 - v) Nurse call System Update
 - c) Consulting Services Proposal – Harmony Home Boiler & Controls Replacement – Sunwise Engineering
 - d) 2025/6 TDHF Committees & Executive Members
 - e) Update re: MOBY system in Taber Manors
 - f) Proposal - Truck Purchase
7. **Information**
 - a) Report – Social Housing – January 23, 2026
 - b) CVL Monthly Report – December 2025
 - c) Letter – 2026 Interim HMB Budget Letter – December 15, 2025
8. **Adjournment**

Next Meeting: Board of Directors Mtg. Thursday, February 26, 2026 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, November 27, 2025
TDHF Admin Office – Boardroom

ATTENDANCE

Board:	Rosanne Horrocks Joe Strojwas (via phone)	Tom Machacek David Torrie	Dan Remfert
Absent:	Paul Ballard	Jane Jensen	
Administration:	Tim Janzen (CAO), Mary Funk Klassen (Placement Officer), Carrie Wilson (CVL Resident Manager), Tanya Fallon (CVL Lodge Manager), Corey Beck (Operations Manager), & Beverly Mikalson (Financial Administrator)		

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

1. Approval of Agenda

Motion 2025 - 147

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

CARRIED

2. Approval of Minutes

Motion 2025 - 148

MOVED by D. Torrie to accept the minutes from the Board of Directors meeting of Thursday, October 30, 2025.

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 October 31, 2025

It was suggested that CAO contact Taber Times to see about doing article on MOW and volunteers.

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2025 - 149

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

CARRIED

Motion 2025 - 150

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

CARRIED

Motion 2025 - 151

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

CARRIED

5. Reports

a) CVL Lodge Manager/Resident Manager Report

Motion 2025 - 152

MOVED by D. Torrie to accept the Lodge Manager/Resident Manager report, as presented.

CARRIED

b) Operations Manager Report

Motion 2025 - 153

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

CARRIED

c) Placement Officer Report

Motion 2025 - 154

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

CARRIED

d) Chief Administrative Officer Report

Motion 2025 - 155

MOVED by T. Machacek to accept the Chief Administrative Officer report, as presented.

CARRIED

6. New Business

a) 2025/26 TDHF Committees & Executive Members - TABLED

b) Municipal Appointment Letters

Motion 2025-156

MOVED by J. Strojwas to accept the Municipal Appointment Letters for the period of November 2025 to October 2026, as listed below:

P. Ballard	Town of Vauxhall
J. Jensen	Village of Barnwell
D. Remfert	Town of Taber
D. Torrie	Municipal District of Taber

CARRIED

c) 2026 TDHF Board Calendar

Motion 2025 - 157

MOVED by T. Machacek to accept the 2026 TDHF Board Calendar as presented.

CARRIED

d) 2025 TDHF Admin Office – Christmas Hours

Motion 2025 - 158

MOVED by D. Torrie to accept the 2025 Christmas Hours schedule as presented.

CARRIED

e) Policy T-9: Smoking

Motion 2025 - 159

MOVED by J. Strojwas to accept Policy T-9: Smoking as presented.

CARRIED

f) 2026 Clearview Lodge Operating Budget

Motion 2025 - 160

MOVED by D. Remfert to accept the 2026 Clearview Lodge Operating Budget as presented.

CARRIED

g) Affordable Housing

CAO updated the Board re: CMHC applications and the new Build Canada Homes application process.

h) CVL Design Process & Ideas

Motion 2025 - 161

MOVED by D. Remfert to accept Class B costing report for Clearview Lodge project as information.

CARRIED

CAO presented a proforma Clearview Lodge income statement for the new facility and an analysis of anticipated increases in revenue but likely corresponding increases in expenses. The analysis did not include any effects from debt servicing of a possible mortgage.

CAO presented a report on potential funding and financing options, including:

- CMHC funding
- Build Canada Homes funding
- Capital Requisition

The analysis considered the amount of debt servicing costs (depending on overall project cost). These costs would likely be added to any operational requisition for the period of the loan amortization (likely 30 years). The effects of the capital requisition were also considered for ratepayers in the Town of Taber.

Finally, several fundraising ideas were presented.

At 3:29 pm, C. Beck, T. Fallon, J. Hart, C. Wilson, B. Mikalson and M. Klassen were excused from the meeting.

Motion 2025 - 162

MOVED by D. Remfert to move in to In-Camera Session at 3:30 pm

CARRIED

Motion 2025 - 163

MOVED by T. Machacek to move out of In-Camera Session at 3:45 pm

CARRIED

Motion 2025 - 164

MOVED by J. Strojwas to accept the Out-of-Scope Pay Proposal – Effective January 1, 2026, as presented.

CARRIED

7. Other Information

- a) Report – Social Housing – November 14, 2025

8. Adjournment

Motion 2025 - 165

MOVED by T. Machacek to adjourn this meeting at 3:48 pm

CARRIED

Next Meeting:

Board of Directors Thurs, January 29, 2026 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	26	348	3551	34	589.50
November	28	329	3880	28	773.00
December	30	356	4236	27	606.00
YTD MEALS		4236		364	11,187.50
\$/MEAL		\$11.00		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	37	3,952
2021	37	6,094
2022	40	5,881
2023	39	5,577
2024	25	5,299

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Monthly	Discount	MOW	Meal Plan	MOW	MOW	MOW	MOW	Meal Plan	# Clients	# Clients	# Meals	# Meals
Discount	YTD	Clients	Clients	Cancelled	New	On Hold	Meals	Meals	Disc #1	Disc #2	Disc #1	Disc #2
1,056.00	1,056.00	29	0	2	3	12	395	0	21	8	292	103
1,027.50	2,083.50	32	0	0	2	10	382	0	23	9	281	101
1,089.00	3,172.50	27	0	2	0	15	381	0	20	7	266	115
1,054.50	4,227.00	22	0	7	0	12	358	0	15	7	243	115
1,021.50	5,248.50	35	0	1	32	13	351	0	17	6	241	110
1,122.00	6,370.50	37	0	0	3	12	370	0	17	8	244	126
1,090.50	7,461.00	26	0	5	1	11	364	0	19	7	243	121
853.50	8,314.50	20	0	0	0	15	290	0	15	5	197	93
904.50	9,219.00	22	0	0	1	14	312	0	17	5	215	97
589.50	9,808.50	26	0	0	2	11	348	0	26	0	333	15
773.00	10,581.50	28	0	0	3	13	329	0	26	2	299	30
606.00	11,187.50	30	0	2	0	10	356	0	28	2	340	16
	11,187.50								244	66	3194	1042

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent	1,712,043.00	1,656,021.00	3.38
Lodge Fees	1,175.00	800.00	46.88
Rent Rebates	-16,773.00	-12,000.00	39.78
Total Rental Revenue	<u>1,696,445.00</u>	<u>1,644,821.00</u>	3.14
Resident Services			
Parking	4,314.00	1,800.00	139.67
Laundry	27,229.00	13,500.00	101.70
Medication Fees	19,241.00	18,000.00	6.89
Resident Fundraising	93.00	500.00	-81.40
Therapeutic Bath	5,900.00	1,000.00	490.00
Personal Emergency Call System	7,895.00	4,500.00	75.44
Total Sundry Resident Revenue	33,129.00	24,000.00	38.04
Tenant Maintenance Recovery	80.00	500.00	-84.00
Total Resident Services	<u>64,752.00</u>	<u>39,800.00</u>	62.69
Non Resident Services			
Facility Rental	1,800.00	1,800.00	0.00
Meals on Wheels	43,333.00	54,000.00	-19.75
Meals on Wheels Discounts	-11,175.50	-14,400.00	-22.39
Guest Meals	2,896.00	3,000.00	-3.47
Staff Meals	6,630.00	6,000.00	10.50
Canteen Revenue	407.25	1,000.00	-59.28
Total Other Meal Services	9,933.25	10,000.00	-0.67
Tuck Shop	660.50	1,000.00	-33.95
Sundry Revenue	0.00	50.00	-100.00
Total Non Resident Services	<u>44,551.25</u>	<u>52,450.00</u>	-15.06
Grants			
ASHC LAP Grant	382,378.00	334,000.00	14.48
Total ASHC Grants	382,378.00	334,000.00	14.48
Provincial Grants	2,300.00	4,000.00	-42.50
Federal Other Grants	6,363.75	0.00	0.00
Total Federal Grants	6,363.75	0.00	0.00
Total Grants	<u>391,041.75</u>	<u>338,000.00</u>	15.69
Operation Funding			
Health Funding	891,674.49	836,303.00	6.62
COVID Health Funding	8,784.00	0.00	0.00
Requisition Revenue	517,300.00	517,300.00	0.00
Total Operation Funding	<u>1,417,758.49</u>	<u>1,353,603.00</u>	4.74
Management & Administration			
Other Recovery	13,856.67	13,600.00	1.89
NSF/Late Fees	25.00	25.00	0.00
Sundry Revenue	2,550.59	1,200.00	112.55
Total Management and Admini...	<u>16,432.26</u>	<u>14,825.00</u>	10.84
Investment Income			
Interest	21,632.46	20,000.00	8.16
Total Investment Income	<u>21,632.46</u>	<u>20,000.00</u>	8.16
Charitable Revenue			
Donations	110.00	0.00	0.00
Resticted Donations	7,611.95	0.00	0.00
Total Charitable Revenue	<u>7,721.95</u>	<u>0.00</u>	0.00

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
TOTAL REVENUE	3,660,335.16	3,463,499.00	5.68
EXPENSE			
Utilities			
Heating	49,762.54	68,000.00	-26.82
Electricity	59,294.50	66,000.00	-10.16
Water & Sewer	17,586.36	20,000.00	-12.07
Waste Removal	2,438.88	2,700.00	-9.67
Telephone	8,809.25	8,030.00	9.70
Bulk Contract Expenses	32,894.40	32,894.00	0.00
Total Utilities	170,785.93	197,624.00	-13.58
Operating			
Bakery	28,255.97	30,000.00	-5.81
Dairy	56,308.12	56,500.00	-0.34
Groceries	156,921.56	140,000.00	12.09
Meat	114,898.87	105,000.00	9.43
Total Food	356,384.52	331,500.00	7.51
Food Supplies	25,077.77	25,000.00	0.31
Janitorial & Housekeeping	51,796.20	51,960.00	-0.32
Laundry	7,179.76	9,000.00	-20.22
Linen Supplies	3,461.94	4,000.00	-13.45
Total Cleaning	62,437.90	64,960.00	-3.88
Equipment & Furn Purchase	18,902.12	24,335.00	-22.33
Equipment & Furn Repairs	87.82	5,000.00	-98.24
Insurance	12,286.68	17,000.00	-27.73
Craft Supplies	364.52	250.00	45.81
Entertainment Supplies	2,199.76	3,000.00	-26.67
Recreation Supplies (Vol Apprec)	7,731.83	6,000.00	28.86
Total Resident/Volunteer Progra...	10,296.11	9,250.00	11.31
Publicity & Promotion	1,049.95	675.00	55.55
Pest Control	0.00	2,500.00	-100.00
Sundry	786.44	670.00	17.38
Total Operating	487,309.31	480,890.00	1.33
Operating Maintenance			
Appliances	33,233.82	31,060.00	7.00
Bldg Safety & Security Systems	19,126.99	25,801.00	-25.87
Sundry	148.20	325.00	-54.40
Vehicles	1,167.50	1,400.00	-16.61
Building Int Painting Common Area	2,670.00	800.00	233.75
Building Interior Painting Units	1,175.35	4,800.00	-75.51
Building Interior Flooring	610.20	4,900.00	-87.55
Building Interior Suite Reno	102.55	3,800.00	-97.30
Building Exterior	305.30	500.00	-38.94
Heating, Ventilation & A/C	18,920.29	13,025.00	45.26
Plumbing	9,527.77	9,850.00	-3.27
Electrical	6,379.30	4,050.00	57.51
Grounds & Maintenance	5,462.15	17,300.00	-68.43
Maintenance Equipment - Repair	6.06	1,000.00	-99.39
Maintenance Equipment - Purch...	302.60	500.00	-39.48
Maintenance - Tools & Supplies	638.28	1,000.00	-36.17
Total Operating Maintenance	99,776.36	120,111.00	-16.93
Human Resources			
Administration Salaries	345,793.67	395,030.00	-12.46
Housekeeping Salaries	299,429.99	300,997.00	-0.52
Food Service Salaries	507,212.03	548,986.00	-7.61
Maintenance Salaries	65,049.91	82,580.00	-21.23

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Resident Care Salaries	116,564.25	122,951.00	-5.19
Total Salaries & Wages	1,334,049.85	1,450,544.00	-8.03
CPP	72,135.44	82,000.00	-12.03
EI	30,033.52	32,000.00	-6.15
EE Benefits	72,233.88	90,000.00	-19.74
Other Pension Contributions	30,169.76	40,000.00	-24.58
WCB	49,971.07	27,000.00	85.08
Total Benefits	254,543.67	271,000.00	-6.07
Contract Employment	100.00	0.00	0.00
Personal Recruitment	4,243.24	3,900.00	8.80
Staff Functions & Recognition	11,897.77	13,000.00	-8.48
Training & Development	11,117.77	32,922.00	-66.23
Health & Safety	13,986.41	16,876.00	-17.12
Legal Fees	22,067.70	5,000.00	341.35
Total Human Resources	1,652,006.41	1,793,242.00	-7.88
Administration			
Bank Charges	3,132.95	3,650.00	-14.17
Courier & Postage	780.74	1,000.00	-21.93
Stationery & Other Supplies	10,034.42	7,500.00	33.79
Office Rent	7,399.53	8,610.00	-14.06
Office Equipment & Furn Purchase	7,604.78	440.00	1,628.36
Office Equipment & Furn Repairs	1,325.61	1,500.00	-11.63
Vehicle & Travel	3,176.00	3,840.00	-17.29
Board Expenses	4,471.36	8,200.00	-45.47
Association Fees	3,470.12	4,805.00	-27.78
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	17,156.68	17,170.00	-0.08
Sundry	253.84	725.00	-64.99
Accreditation	889.56	10,000.00	-91.10
Total Administration	77,340.59	86,790.00	-10.89
Health Expenditures			
Salaries - Resident Care	692,412.49	677,089.00	2.26
Total Salaries - Resident Care	692,412.49	677,089.00	2.26
Benefits - Resident Care	116,808.61	139,107.00	-16.03
Total Benefits - Resident Care	116,808.61	139,107.00	-16.03
Materials & Supplies Resident C...	25,715.45	15,000.00	71.44
Total Health Expenditures	834,936.55	831,196.00	0.45
TOTAL EXPENSE	3,322,155.15	3,509,853.00	-5.35
NET INCOME	338,180.01	-46,354.00	-829.56

4/ a) iii

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING NOVEMBER 30, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		664,800.39
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		2,240.50
PADS		155,477.50
Misc DD		15,748.69
Intercompany		104,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		1,889.48
LESS DISBURSMENTS FOR THE MONTH		
	Eft's	-134,770.32
	RBC Express / PAD's	-124,546.35
LESS DISBURSMENTS FOR THE MONTH		
	Payroll	-148,813.07
	RRSP	-9,342.52
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-259.80
AB Seniors LAP		60,965.00
AHS Funding - Direct Deposit		74,536.25
PAD Return		0.00
DRSP - PDS		-17,898.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$644,027.75</u>
 <u>BALANCE PER BANK STATEMENT</u>		 664,800.39
LESS OUTSTANDING CHEQUES		0.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$664,800.39</u>

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

Business Account Statement

RBBD30000_1620655 E D 09179 00301
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

October 31, 2025 to November 28, 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 October 31, 2025	\$664,800.39
Total deposits & credits (13)	+ 414,857.42
Total cheques & debits (27)	- 435,630.06
Closing balance on November 28, 2025	= \$644,027.75

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			664,800.39
03 Nov	Direct Payment (PAD's) service total GRADS1097890000		155,477.50	820,277.89
	Misc Payment TOWN OF TABER TOWN OF TA		15,000.00	
	Misc Payment AHS AP EFT CAD		74,536.25	
	Misc Payment COINAMATIC CANA	185.64		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Business PAD Bnfts by Dsgn	13,950.60		892,729.30
	Deposit interest		1,889.48	894,618.78
06 Nov	Misc Payment Government of A		31,725.00	
	Activity fee	259.80		
	COMMERCIAL TAXES EMPTX 9842872	62,549.52		
	Bill Payment DE BUSINESS	1,985.43		861,549.03



Business Account Statement

October 31, 2025 to November 28, 2025
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
07 Nov	Direct Deposits (PDS) service total GRADS7204090000	68.37		861,480.66
10 Nov	Account transfer Intercompany		28,000.00	889,480.66
	Deposit 0139		590.00	
	Bill payment - 1510 TABER HM HARDWR	20.55		
	Bill payment - 1523 CENTENNIAL FOOD	1,766.22		
	Bill payment - 1520 SYSCO-CALGARY	2,015.39		
	Bill payment - 1513 GFS CANADA LTD	5,347.08		
	Direct Deposits (PDS) service total GRADS7204090000	48,895.52		
	ACCOUNT TRANSFER 9531492887	66.76		831,959.14
12 Nov	Bill Payment Telus Comm	131.92		831,827.22
14 Nov	Deposit 0140		255.00	832,082.22
17 Nov	Direct Deposits (PDS) service total GRADS7204090000	14,759.26		
	Cable TV Bill Pmt SHAW CABLE TV	160.15		817,162.81
24 Nov	Deposit 0141		952.00	818,114.81
25 Nov	Misc Payment Government of A		29,240.00	847,354.81
26 Nov	Account transfer Interoffice		76,000.00	923,354.81
	Bill payment - 2163 SECURTEK MS	49.30		
	Bill payment - 2146 TABER HM HARDWR	55.58		
	Bill payment - 2158 MEDLINE CANADA	790.65		
	Bill payment - 2151 CENTENNIAL FOOD	1,435.34		
	Bill payment - 2141 SYSCO-CALGARY	5,610.45		
	Bill payment - 2166 GFS CANADA LTD	11,398.05		
	Bill payment - 2136 WCB-ALBERTA	14,079.12		
	Direct Deposits (PDS) service total GRADS7204090000	219,860.24		
	Misc Payment RBC PAYROLL	3,178.80		
	Misc Payment RBC PAYROLL	6,163.72		660,733.56
27 Nov	Direct Deposits (PDS) service total GRADS7204090000	17,898.00		642,835.56
28 Nov	Deposit 0142		443.50	
	Misc Payment EXTENDICARE 01919007		748.69	644,027.75
	Closing balance			644,027.75

Deposit Interest Earned: \$1,889.48

Account Fees: \$259.80

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE
MONTH ENDING DECEMBER 31, 2025

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		644,027.75 0.00
RECEIPTED DEPOSITS FOR THE MONTH		6,599.20
PADS		154,363.50
Misc DD		50.00
Intercompany		134,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		1,473.57
LESS DISBURSMENTS FOR THE MONTH	Eft's	-139,994.55
	RBC Express / PAD's	-172,453.17
LESS DISBURSMENTS FOR THE MONTH	Payroll	-146,845.68
	RRSP	-9,519.46
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-246.05
AB Seniors LAP		31,724.00
AHS Funding - Direct Deposit		74,536.25
PAD Return		0.00
DRSP - PDS		-16,880.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$560,835.36</u>
 <u>BALANCE PER BANK STATEMENT</u>		 560,835.36
LESS OUTSTANDING CHEQUES		0.00
OUTSTANDING DEPOSITS		
<u>NET BALANCE END OF MONTH</u>		<u>\$560,835.36</u>

4. a) viii



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

Business Account Statement

RBBDA30000_2176563 E D 09179 00022
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

November 28, 2025 to December 31, 2025

Account number: 09179 100-146-0

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on November 28, 2025	\$644,027.75
Total deposits & credits (13)	+ 402,746.52
Total cheques & debits (36)	- 485,938.91
Closing balance on December 31, 2025	= \$560,835.36

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			644,027.75
01 Dec	Direct Payment (PAD's) service total GRADS1097890000		154,230.50	798,258.25
	Misc Payment AHS AP EFT CAD		74,536.25	
	Misc Payment COINAMATIC CANA	185.64		
	Misc Payment TOWN OF TABER Pre-Author	1,602.35		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Misc Payment TransAlta Enrgy TEM-25-1425328	5,160.18		
	Business PAD Bnfts by Dsgn	14,118.65		848,779.08
	Deposit interest		1,473.57	850,252.65
04 Dec	Misc Payment Government of A		31,724.00	
	ACCOUNT TRANSFER 9533823269	1,082.60		
	Activity fee	246.05		880,648.00
05 Dec	Bill Payment DE BUSINESS	1,446.83		879,201.17



Business Account Statement

November 28, 2025 to December 31, 2025

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
08 Dec	Deposit 0143		325.00	
	COMMERCIAL TAXES EMPTX 7048330	49,563.90		829,962.27
10 Dec	Account transfer Intercompany		9,000.00	838,962.27
	Bill payment - 5225 TABER HM HARDWR	132.17		
	Bill payment - 5206 GOVT AB NON GRP	354.00		
	Bill payment - 5220 SYSCO-CALGARY	1,987.23		
	Bill payment - 5211 CENTENNIAL FOOD	5,122.06		
	Bill payment - 5215 GFS CANADA LTD	7,324.66		
	Direct Deposits (PDS) service total GRADS7204090000	46,050.71		777,991.44
11 Dec	Bill Payment Telus Comm	131.92		777,859.52
12 Dec	Donations CANADA HELPS		50.00	777,909.52
15 Dec	Deposit 0144		4,559.00	782,468.52
16 Dec	Direct Deposits (PDS) service total GRADS7204090000	14,759.26		767,709.26
17 Dec	Cable TV Bill Pmt SHAW CABLE TV	156.19		767,553.07
19 Dec	Direct Payment (PAD's) service total GRADS1097890000		133.00	767,686.07
	Direct Deposits (PDS) service total GRADS7204090000	1,400.64		766,285.43
22 Dec	Deposit 0145		155.00	766,440.43
24 Dec	Account transfer Intercompany		124,000.00	890,440.43
	Bill payment - 4724 SECURTEK MS	49.30		
	Bill payment - 4729 TABER HM HARDWR	68.90		
	Bill payment - 4720 CENTENNIAL FOOD	5,046.77		
	Bill payment - 4714 GFS CANADA LTD	5,158.34		
	Bill payment - 4732 SYSCO-CALGARY	8,923.02		
	Direct Deposits (PDS) service total GRADS7204090000	220,309.52		
	ACCOUNT TRANSFER 9535847945	347.88		
	Misc Payment RBC PAYROLL	3,287.18		
	Misc Payment RBC PAYROLL	6,232.28		641,017.24
29 Dec	Misc Payment TransAlta Enrgy TEM-25-1429432	4,913.48		636,103.76
30 Dec	Direct Deposits (PDS) service total GRADS7204090000	16,880.00		619,223.76
31 Dec	Account transfer Interoffice		1,000.00	620,223.76
	Deposit 0146		1,560.20	
	Bill payment - 0486 TABER HM HARDWR	43.25		
	Bill payment - 0496 CENTENNIAL FOOD	789.63		



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

Business Account Statement

November 28, 2025 to December 31, 2025

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Dec	Bill payment - 0491 GFS CANADA LTD	7,690.87		
	Direct Deposits (PDS) service total GRADS7204090000	4,320.10		
	COMMERCIAL TAXES EMPTX 3830924	46,575.84		
	Misc Payment TOWN OF TABER Pre-Author	1,528.91		560,835.36
	Closing balance			560,835.36
Deposit Interest Earned: \$1,473.57		Account Fees: \$246.05		

4. c) xi

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
REVENUE			
Rental Revenue			
Resident Rent (Note 1)	1,036,954.16	1,005,942.00	3.08
Rent Rebates	-6,197.00	-1,300.00	376.69
Rent Loss COVID	0.00	0.00	0.00
Sundry Rent Revenue	0.00	0.00	0.00
Total Rent Revenue	<u>1,030,757.16</u>	<u>1,004,642.00</u>	2.60
Resident Services			
Parking	16,443.94	14,904.00	10.33
Utility Recovery	50,410.24	47,844.00	5.36
Sundry Resident Revenue	12,671.25	11,440.00	10.76
Tenant Maintenance Recovery	4,207.37	6,050.00	-30.46
Total Resident Services	<u>83,732.80</u>	<u>80,238.00</u>	4.36
Non Resident Services			
Sundry Revenue	7,839.28	7,250.00	8.13
Total Non Resident Services	<u>7,839.28</u>	<u>7,250.00</u>	8.13
Grants			
ASHC - Rent Supplement Grant	18,880.00	9,600.00	96.67
Total Grants	<u>18,880.00</u>	<u>9,600.00</u>	96.67
Management & Administration			
PCMgtlFee	6,245.69	0.00	0.00
Maintenance Recovery	5,645.00	0.00	0.00
Total Management & Administr...	<u>11,890.69</u>	<u>0.00</u>	0.00
Charitable Revenue			
Restricted Donations	20,000.00	0.00	0.00
Total Charitable Revenue	<u>20,000.00</u>	<u>0.00</u>	0.00
TOTAL REVENUE	<u>1,173,099.93</u>	<u>1,101,730.00</u>	6.48
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	74,174.76	93,249.00	-20.46
Electricity	69,561.68	70,978.00	-2.00
Water & Sewer	105,147.70	105,000.00	0.14
Waste Removal	16,400.41	20,000.00	-18.00
Telephone	12,255.51	17,065.00	-28.18
Total Utilities	<u>277,540.06</u>	<u>306,292.00</u>	-9.39
Operating			
Cleaning	7,684.32	17,950.00	-57.19
Equipment & Furniture Purchase	9,846.96	8,040.00	22.47
Equipment & Furniture Repairs	68.99	100.00	-31.01
Insurance	15,242.67	23,000.00	-33.73
Resident/Volunteer Programs	7,558.84	4,090.00	84.81
Bad Debt Expense	2,447.40	10,000.00	-75.53
Publicity & Promotion	502.00	1,400.00	-64.14
Pest Control	2,148.06	3,000.00	-28.40
Sundry	250.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Toal Operating	<u>45,749.24</u>	<u>67,580.00</u>	-32.30
Operating Maintenance			
Appliances	16,856.10	12,175.00	38.45

4. b) i

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Bldg Safety & Security Systems	35,288.41	37,176.00	-5.08
Sundry	331.89	650.00	-48.94
Vehicles	10,993.47	11,000.00	-0.06
Building Int Painting Common Area	0.00	0.00	0.00
Building Interior Painting Units	12,727.66	17,600.00	-27.68
Building Interior Flooring	39,112.84	25,419.00	53.87
Building Interior Suite Reno	51,391.14	25,450.00	101.93
Building Exterior	45,036.34	27,875.00	61.57
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	31,310.18	27,500.00	13.86
Plumbing	81,500.34	67,000.00	21.64
Electrical	12,066.91	5,750.00	109.86
Grounds & Maintenance	120,540.19	68,450.00	76.10
Elevators	5,325.37	6,085.00	-12.48
Maintenance Equipment - Repair	1,273.28	2,200.00	-42.12
Maintenance Equipment - Purch...	1,280.59	1,000.00	28.06
Maintenance - Tools & Supplies	607.03	900.00	-32.55
Facility Condition Inspection	1,163.75	0.00	0.00
Total Maintenance	466,805.49	336,230.00	38.84
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	224,498.65	243,286.00	-7.72
Maintenance Salaries	196,636.99	188,091.00	4.54
Total Salaries & Wages	421,135.64	431,377.00	-2.37
Benefits	0.00	0.00	0.00
CPP	17,095.46	19,358.00	-11.69
EI	6,994.09	7,828.00	-10.65
EE Benefits	24,276.12	30,264.00	-19.79
Other Pension Contributions	9,901.15	14,374.00	-31.12
WCB	374.59	4,690.00	-92.01
Total Benefits	58,641.41	76,514.00	-23.36
Contract Employment	150.00	2,000.00	-92.50
Personal Recruitment	560.97	3,850.00	-85.43
Staff Functions & Recognition	2,109.21	4,425.00	-52.33
Training & Development	3,205.24	15,150.00	-78.84
Health & Safety	944.17	750.00	25.89
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	486,746.64	534,566.00	-8.95
Administration			
Bank Charges	2,184.60	4,550.00	-51.99
Courier/Postage	615.36	750.00	-17.95
Stationery & Other Supplies	3,329.27	3,500.00	-4.88
Office Rent	19,869.19	20,022.00	-0.76
Office Equipment & Furn	2,795.32	7,140.00	-60.85
Office Equipment & Furn Repairs	1,012.55	1,700.00	-40.44
Vehicle & Travel	4,644.00	4,758.00	-2.40
Board Expenses	3,946.35	11,550.00	-65.83
Association Fees	4,288.71	4,415.00	-2.86
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	7,500.00	0.00	0.00
IT Services	6,606.57	7,250.00	-8.87
Sundry	925.74	550.00	68.32
Total Administration	80,105.91	88,185.00	-9.16
Amortization			
Amortization	0.00	0.00	0.00

4, b) ii

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

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent
Total Amortization	<u>0.00</u>	<u>0.00</u>	0.00
Capital Maintenance			
Building Interior (Cap)	<u>5,645.00</u>	<u>0.00</u>	0.00
Total Capital Maintenance	<u>5,645.00</u>	<u>0.00</u>	0.00
TOTAL EXPENSE	<u>1,362,592.34</u>	<u>1,332,853.00</u>	2.23
NET INCOME	<u>-189,492.41</u>	<u>-231,123.00</u>	-18.01

4. b, iii

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

SOCIAL HOUSING

Month ending November 30, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH^{THIS} **\$179,903.09**

RECEIPTED DEPOSITS FOR THE MONTH		\$	4,112.75
Deposit	\$	3,857.75	
Auto Deposit	\$	-	
Interac	\$	255.00	
PAD's(pre-authorized Debit)			\$94,098.00
Sec Dep Transfer			\$204.05
Govt of AB - CMR			\$2,982.45
Govt of AB			\$20,726.68
Govt of AB - RAB			\$19,261.00
DEPOSIT INTEREST			\$568.64
RBC Express cheque'			(\$3,498.60)
Vendor PAD			(\$5,867.92)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$1,425.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	pos	Nov	\$0.00
RBC Activity Fee			(\$106.70)
Bank dep correction	#		\$0.00
CVL Transfer			(\$104,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE

\$206,958.44

ENDING BALANCE PER BANK STATEMENT

\$206,958.44

PLUS OUTSTANDING DEPOSIT -

\$0.00

LESS OUTSTANDING CHEQUES

\$0.00

RECONCILED BANK BALANCE

\$206,958.44

4. b) N



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

Business Account Statement

RBBDA30000_1620655 E D 09179 00293

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

October 31, 2025 to November 28, 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 October 31, 2025	\$179,903.09
Total deposits & credits (11)	+ 141,953.57
Total cheques & debits (40)	- 114,898.22
Closing balance on November 28, 2025	= \$206,958.44

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			179,903.09
03 Nov	Misc Payment COINAMATIC CANA	78.75		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Misc Payment COINAMATIC CANA	92.64		
	Cable TV Bill Pmt SHAW CABLE TV	105.00		
	Bill Payment Telus Comm	128.10		
	Misc Payment COINAMATIC CANA	185.29		
	Misc Payment COINAMATIC CANA	188.73		
	Misc Payment COINAMATIC CANA	189.09		178,777.99
	Deposit interest		568.64	179,346.63
04 Nov	Direct Payment (PAD's) service total GRADS8751490000		94,098.00	273,444.63
	Bill Payment Telus Mobility	50.24		273,394.39



Business Account Statement

October 31, 2025 to November 28, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
06 Nov	Misc Payment Government of A		20,726.68	
	Pre-authorized payment returns GRADS8751490000	796.00		
	Activity fee	106.70		
	Bill Payment DE BUSINESS	3,762.32		289,456.05
07 Nov	Pre-authorized payment returns GRADS8751490000	629.00		288,827.05
10 Nov	Account transfer Oeving		204.05	289,031.10
	Deposit 0089		362.00	
	Misc Payment Government of A		1,987.50	
	Account transfer ACTR7531400826	28,000.00		
	Bill payment - 1485 VAUXHALL-UTIL	99.90		
	Bill payment - 1494 VAUXHALL-UTIL	105.95		
	Bill payment - 1507 BLUEWAVE ENERGY	118.06		
	Bill payment - 1501 TABER, ALTA-UTL	210.95		
	Bill payment - 1502 BARNWELL-VIL-UT	211.00		
	Bill payment - 1492 TABER HM HARDWR	223.09		
	Bill payment - 1488 VAUXHALL-UTIL	515.79		
	Bill payment - 1498 BARNWELL-VIL-UT	670.64		
	ACCOUNT TRANSFER 9531492886	290.18		260,935.04
12 Nov	Misc Payment Government of A		19,261.00	
	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		
	Utility Bill Pmt EPCOR	220.97		279,859.66
13 Nov	EF1113 01071695		255.00	280,114.66
17 Nov	Cable TV Bill Pmt SHAW CABLE TV	33.50		
	Cable TV Bill Pmt SHAW CABLE TV	37.91		280,043.25
18 Nov	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	84.06		279,894.19
19 Nov	Cable TV Bill Pmt SHAW CABLE TV	208.56		279,685.63
24 Nov	Deposit 0090		1,475.00	281,160.63
25 Nov	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		280,995.78
26 Nov	Misc Payment Government of A		994.95	
	Account transfer ACTR7533000527	76,000.00		
	Bill payment - 2114 ROGERS 11 DIGIT	52.50		
	Bill payment - 2109 MUN OF TABER-TX	123.05		



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

Business Account Statement

October 31, 2025 to November 28, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
26 Nov	Bill payment - 2119 TABER HM HARDWR	128.33		
	Bill payment - 2126 BARNWELL-VIL-UT	137.56		
	Bill payment - 2131 BARNWELL-VIL-UT	611.60		204,937.69
28 Nov	Deposit 0091		2,020.75	206,958.44
	Closing balance			206,958.44
Deposit Interest Earned: \$568.64		Account Fees: \$106.70		

4. b, vii

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

SOCIAL HOUSING
Month ending December 31, 2025

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ^{THIS} **\$206,958.44**

RECEIPTED DEPOSITS FOR THE MONTH		\$	3,024.00
Deposit	\$	1,494.00	
Auto Deposit	\$	-	
Interac	\$	1,530.00	
PAD's(pre-authorized Debit)			\$94,778.00
Sec Dep Transfer			\$3,290.76
Govt of AB - CMR			\$0.00
Govt of AB			\$19,259.00
Govt of AB - RAB			\$19,738.00
DEPOSIT INTEREST			\$475.60
RBC Express cheque'			(\$5,531.77)
Vendor PAD			(\$33,839.22)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$629.00)
GIC Investment INT			\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee pos Nov/Dec			(\$155.90)
RBC Activity Fee			(\$117.75)
Bank dep correction #			\$0.00
CVL Transfer			(\$134,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE **\$173,250.16**

ENDING BALANCE PER BANK STATEMENT **\$173,250.16**

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

RECONCILED BANK BALANCE **\$173,250.16**

4.b) viii



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

Business Account Statement

RBBDA30000_2176563 E D 09179 00015
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

November 28, 2025 to December 31, 2025

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on November 28, 2025	\$206,958.44
Total deposits & credits (8)	+ 140,565.36
Total cheques & debits (112)	- 174,273.64
Closing balance on December 31, 2025	= \$173,250.16

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			206,958.44
01 Dec	INT FEE01071695	0.25		
	MON FEE01071695	77.70		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Misc Payment COINAMATIC CANA	92.64		
	Misc Payment COINAMATIC CANA	101.25		
	Misc Payment TOWN OF TABER Pre-Author	104.18		
	Misc Payment TOWN OF TABER Pre-Author	104.18		
	Cable TV Bill Pmt SHAW CABLE TV	105.00		
	Misc Payment TOWN OF TABER Pre-Author	116.28		
	Misc Payment TOWN OF TABER Pre-Author	116.28		
	Misc Payment TOWN OF TABER Pre-Author	121.12		

4. b) ix



Business Account Statement

November 28, 2025 to December 31, 2025
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
01 Dec	Misc Payment TOWN OF TABER Pre-Author	125.96		
	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	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	145.32		
	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	152.58		
	Misc Payment TOWN OF TABER Pre-Author	159.84		
	Misc Payment TOWN OF TABER Pre-Author	164.68		
	Misc Payment TOWN OF TABER Pre-Author	167.10		
	Misc Payment TOWN OF TABER Pre-Author	167.10		
	Misc Payment TOWN OF TABER Pre-Author	179.20		
	Misc Payment COINAMATIC CANA	188.73		
	Misc Payment TOWN OF TABER Pre-Author	188.88		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment TOWN OF TABER Pre-Author	193.72		
	Misc Payment TOWN OF TABER Pre-Author	196.14		
	Bill Payment Telus Comm	197.78		
	Misc Payment TOWN OF TABER Pre-Author	438.14		
	Misc Payment TOWN OF TABER Pre-Author	1,000.87		
	Misc Payment TOWN OF TABER Pre-Author	1,126.31		
	Misc Payment TOWN OF TABER Pre-Author	1,620.04		
	Misc Payment TransAlta Enrgy TEM-25-1425326	5,903.41		191,443.69
	Deposit interest		475.60	191,919.29
02 Dec	Direct Payment (PAD's) service total GRADS8751490000		94,778.00	286,697.29
	Bill Payment Telus Comm	128.10		286,569.19

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

Business Account Statement

November 28, 2025 to December 31, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
04 Dec	Misc Payment Government of A		38,997.00	
	ACCOUNT TRANSFER 9533823270	2,583.60		
	Activity fee	117.75		
	Bill Payment Telus Mobility	50.24		322,814.60
05 Dec	Pre-authorized payment returns GRADS8751490000	629.00		
	Bill Payment DE BUSINESS	2,108.17		320,077.43
08 Dec	EF1208 01071695		876.00	320,953.43
10 Dec	Account transfer ACTR7534400630	9,000.00		
	Bill payment - 5194 VAUXHALL-UTIL	100.45		
	Bill payment - 5203 VAUXHALL-UTIL	105.40		
	Bill payment - 5179 MUN OF TABER-TX	115.25		
	Bill payment - 5175 BLUEWAVE ENERGY	130.70		
	Bill payment - 5184 TABER HM HARDWR	198.19		
	Bill payment - 5189 TABER, ALTA-UTL	210.95		
	Bill payment - 5199 VAUXHALL-UTIL	343.97		310,748.52
11 Dec	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		310,633.11
12 Dec	Utility Bill Pmt EPCOR	286.67		310,346.44
15 Dec	Deposit 0092		654.00	311,000.44
16 Dec	Cable TV Bill Pmt SHAW CABLE TV	37.82		310,962.62
17 Dec	Cable TV Bill Pmt SHAW CABLE TV	33.47		310,929.15
18 Dec	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	84.07		310,780.08
19 Dec	Cable TV Bill Pmt SHAW CABLE TV	209.52		310,570.56
23 Dec	Deposit 0093		637.00	311,207.56
24 Dec	Account transfer ACTR7535800683	124,000.00		
	Bill payment - 4711 ROGERS 11 DIGIT	52.50		
	Bill payment - 4708 TABER HM HARDWR	616.47		
	ACCOUNT TRANSFER 9535847946	1,743.26		184,795.33
29 Dec	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		
	Bill Payment Telus Comm	199.52		
	Misc Payment TransAlta Enrgy TEM-25-1429429	6,124.81		178,306.15
30 Dec	ACCOUNT TRANSFER 09179-1001585, Sec Dep Interest 310a9029cb8c4525a1ce26d7bbee868f		3,290.76	

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Business Account Statement

November 28, 2025 to December 31, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Dec	Deposit 0094		857.00	182,453.91
31 Dec	Account transfer ACTR7536500869	1,000.00		
	INT FEE01071695	0.25		
	MON FEE01071695	77.70		
	Misc Payment TOWN OF TABER Pre-Author	104.18		
	Misc Payment TOWN OF TABER Pre-Author	109.02		
	Misc Payment TOWN OF TABER Pre-Author	116.28		
	Misc Payment TOWN OF TABER Pre-Author	118.70		
	Misc Payment TOWN OF TABER Pre-Author	118.70		
	Misc Payment TOWN OF TABER Pre-Author	121.12		
	Misc Payment TOWN OF TABER Pre-Author	121.12		
	Misc Payment TOWN OF TABER Pre-Author	125.96		
	Misc Payment TOWN OF TABER Pre-Author	125.96		
	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	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	140.48		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	145.32		
	Misc Payment TOWN OF TABER Pre-Author	145.32		
	Misc Payment TOWN OF TABER Pre-Author	147.74		
	Misc Payment TOWN OF TABER Pre-Author	157.42		
	Misc Payment TOWN OF TABER Pre-Author	159.84		
	Misc Payment TOWN OF TABER Pre-Author	169.52		
	Misc Payment TOWN OF TABER Pre-Author	169.52		
	Misc Payment TOWN OF TABER Pre-Author	181.62		
	Misc Payment TOWN OF TABER Pre-Author	217.92		
	Misc Payment TOWN OF TABER Pre-Author	249.38		
	Misc Payment TOWN OF TABER Pre-Author	955.51		
	Misc Payment TOWN OF TABER Pre-Author	1,128.47		

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

Business Account Statement

November 28, 2025 to December 31, 2025

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
31 Dec	Misc Payment TOWN OF TABER Pre-Author	1,607.08		173,250.16
	Closing balance			173,250.16

Deposit Interest Earned: \$475.60

Account Fees: \$117.75

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending November 30, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$56,261.37
RECEIPTED DEPOSITS FOR THE MONTH	\$872.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$118.52
TOTAL DEPOSITS	\$990.52
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$204.05)
NET BALANCE END OF THE MONTH	<u>\$57,047.84</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$57,047.84
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$57,047.84</u>

4.c) i



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

Business Account Statement

RBBDA30000_1620655 E D 09179 00307

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

October 31, 2025 to November 28, 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 October 31, 2025	\$56,261.37
Total deposits & credits (3)	+ 990.52
Total cheques & debits (1)	- 204.05
Closing balance on November 28, 2025	= \$57,047.84

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			56,261.37
03 Nov	Deposit interest		118.52	56,379.89
10 Nov	Deposit 0603		446.00	
	Account transfer ACTR7531400825	204.05		56,621.84
14 Nov	Deposit 0604		426.00	57,047.84
	Closing balance			57,047.84

Deposit Interest Earned: \$118.52

4.c)11

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending December 31, 2025

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$57,047.84
RECEIPTED DEPOSITS FOR THE MONTH	\$0.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$105.01
TOTAL DEPOSITS	\$105.01
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$3,290.76)
NET BALANCE END OF THE MONTH	<u>\$53,862.09</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$53,862.09
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$53,862.09</u>



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

Business Account Statement

RBBDA30000_2176563 E D 09179 00028

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

November 28, 2025 to December 31, 2025

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on November 28, 2025	\$57,047.84
Total deposits & credits (1)	+ 105.01
Total cheques & debits (1)	- 3,290.76
Closing balance on December 31, 2025	= \$53,862.09

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			57,047.84
01 Dec	Deposit interest		105.01	57,152.85
30 Dec	ACCOUNT TRANSFER 09179-1001064, Sec Dep Interest 310a9029cb8c4525a1ce26d7bbee868f	3,290.76		53,862.09
	Closing balance			53,862.09

Deposit Interest Earned: \$105.01

4.C) IV

Lodge & Resident Manager's Board Report

January 2026

1) Resident Information:

- a. Move In's – 3**
- b. Move Outs – 2**
- c. SL3 – 19**
- d. SL2 Home Care Residents – 42**
- e. Resident Room Changes –0**
- f. Change in status – 0**
- g. Potential resident interviews – 5**
- 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 – 73**
- k. Residents on MAP – 42**
- l. Residents receiving laundry services -42**
- m. Residents with in-house pendants – 24**
- n. Family case conferences held –11**
- o. Residents paying for extra baths –4**

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 meeting attended with items needed budgeted for.

8) Health & Safety:

- a. JHSC Meeting was held with only 1 incident reported and completed. Minutes completed and distributed.**
- b. CCHSS audit**
- c. Completed Hazard assessment review for January.**
- d. SWP review and competency checks completed for all departments.**
- e. Supportive pathways training.**
- f. Safety Board completed for the month.**

9) Employees:

- a. Working on performance reviews.**
- b. Scheduling/Payroll for Dec/Jan completed. Scheduling/payroll for Jan/Feb on-going.**

Recreation Monthly Board Report December, 2025

By: Liesl Steinborn

December 1- Personal Touch Fashions came in, Christmas Craft with Twilla! Lots of residents came to both personal touch fashions and craft with Twilla, we will be book them both again! Calvary Baptist Church came in to perform.

December 2- Hearing aid clinic, Pen Pals writing, Barnwell Young women's Group came in to sing and give out cards, there were approximately 30 residents in attendance!

December 3- Tom Price Entertainment, residents continue to enjoy his performance we will continue to book him for the next year. School visit doing Bingo. Students from Taber Christian School came in to do Christmas bingo with the residents. The residents really enjoyed their visit!

December 4- The Taber Handbell Choir showed up to CVL instead of the Taber Hospital and asked if they could do a performance anyways. We won't be booking them in the future - majority of residents that attended stated that they weren't good, and it was very informal (seemed like a practice rather than a performance.) There was a staff lunch in the afternoon, so no activities were done. Then we had Twilla and Lily's Temu Christmas Gift Bingo - Twilla and Lily ordered all the prizes from Temu and wrapped them for the residents! The residents that attended thoroughly enjoyed themselves!

December 5- Regular Activities - atrium carpet was getting cleaned today so we adjusted the activities accordingly.

December 6- Recreation Gone - no activities

December 7- Recreation Gone - no activities

December 8- Regular Activities, Blood Pressure Clinic, Card Making with Bernise (Residents continue to love this activity so we will be making it a monthly activity!)

December 9- Regular Activities, Name that Tune Christmas Edition was a hit, we used the buzzers and got them to press the buzzers when they knew the answer. The winning team won a prize! Gingerbread house making - was a hit! We ordered a kit with a "Christmas Village" that each came with 5 different difficulty houses. More time may be needed in the future and more helpers to make the most of the timing.

December 10- Catholic Mass, Regular Activities, Dusty Litchfield Entertainment was a huge hit as always, will continue to book him in the future! Kiwanis Bingo was a hit again - will continue with the monthly bookings.

December 11- Regular Activities, Knights of Columbus social - was only for residents who received an invitation (we found this out today, we didn't know it was by invite only prior.) There was supposed to be a piano recital but was cancelled due to poor weather- Carolyn Shaw still came in and played the piano for the residents!

December 12- Regular Activities - Walmart trip cancelled due to frostbite warning (-30 with the windchill).

December 13- Recreation Staff gone, Knights of Columbus Christmas Carols at 1PM Residents didn't have any complaints so went well.

December 14- Recreation Staff gone, Westview fellowship choir. No activities.

December 15- Regular morning activities, Horse / wagon rides in the afternoon - the attendance was poor, even went door to door, it is in my opinion that we book the wagon rides for the summer/fall months not in the winter as residents didn't want to get too cold.

December 16- Regular Activities, Walker Clinic, Westlake School Christmas Concert - we got a lot of residents out (over 20 residents) out to enjoy the concert! Neufeld Kids Choir in the evening.

December 17- Catholic Mass, United Church Service, United Church Social - they brought cake and were served hot and cold drinks from the kitchen. All residents who attended loved it. Angela Renner Mummer presentation - Residents were curious but loved it! We got so many out and they requested to have her back to make a mini homemade "Ugly Stick" which I will surely take her up on in the future. The Oilers came for the last time for a year. Leron Torrie the leader of the music group the Oilers, said that he will be gone on a mission for a year so this will be their last performance. We will miss them, but they sounded hopeful that they would return in a year.

December 18- Resident Christmas Party. Started with a fancy meal, then a musical performance, followed by gifts from Santa. Residents and staff alike said that this year went smoother than prior years with the order of events, and service. The kitchen served as per usual, (no extra bodies in the way) while the rest of the staff finalized the tables in the atrium. When it came time for the staff to eat, there was a Suzy - Q for the staff to dish up their own meals.

December 19- Regular Activities, Hot Cocoa & Movie/Colouring - this was the first time doing this activity with the residents and we got a fair number out to watch the movie, but we may have to have separate colouring station simultaneously as a few residents couldn't colour and watch the movie at the same time.

December 20- No Recreation Staff, no activities

December 21- No Recreation Staff - Duncan & Lindsay Entertainment was a big hit - they brought some of their family members to sing along with them - only heard positive reviews from residents.

December 22- Regular activities, Christmas Baking - got 4 residents to participate, they thoroughly enjoyed baking, and we will add it to future calendars! Makes it easier to only have one recipe to follow and that way you can set up and clean up with time to spare.

December 23- Regular Activities, Chair Yoga with Amber - only one resident attended but will continue to book in the future as participation varies. The Filipino Society called and asked to carol for the residents, they came and sang for 10 minutes. Residents enjoyed their performance. Calvary Baptist Church Choir Caroling in the evening.

December 24- Liesl worked alone, regular activities in the morning, snowball toss (like washus with a cardboard snowman instead.) Residents enjoyed this and asked to do it again. JR & Diamond Entertainment in the afternoon - will continue to book them for future entertainment in the future - they were a success! We got many residents out for their performance and the residents that participated stayed for the entire performance (they started at 2:30 and went until 4:15 but still were happy with the hour payment!)

December 25- Stat Holiday - no recreation staff

December 26- Stat Holiday - no recreation staff

December 27- No Recreation staff - no activities

December 28- No Recreation Staff - Church Services, Hymn Sing-Along.

December 29- Regular Activities

December 30- Regular Activities, bracelet making was a success - got out more residents who don't usually come out. No CNIB meeting (only on the 4th Tuesday of the month.) We had a movie in the atrium so that we could clean downstairs storage room - about 6 residents showed up, and enjoyed it, next time we will make popcorn or have hot chocolate as well as that showed more of a turnout than just a movie.

December 31- Catholic Mass, no activities in morning - cancelled due to setting up for party, New Years Party in Afternoon, got an amazing turnout (over 37 residents!), not all things on the menu that we asked for (for the party) were made, but it all worked out in the end. Karen Karaoke at 3PM, 23 residents stayed/came out for it, and they loved her music as usual!

Volunteer Hours:

Valerie Beukema: 8.15 hours

Kynlee Fallon: 2 hours

Bernice Janssen: 2 hours

John Neufeld: 1.5 hours

Isabel Nordquist: 30 minutes

Twillia Stewart: 2 hours

Ann Veenstra: 30 minutes

Total Volunteer Hours: 16.45 Hours or 16 Hours 45 minutes.

Operations Report

January 2026

Clearview Lodge

- Liberty Chemical checking on boilers.
- Repairs on unit #416 and #204 after moving out
- Called ARJO for a leak.
- Staff appreciation held in the atrium.
- Fire Safety to replace the compressor on dry system.
- Had Whites Plumbing to auger sewer line.
- Ordered a new ice machine for CVL.
- Contracting trees to be taken out.

Homestead Manor

- Resident Christmas dinner attended by most residents.
- Ordered a new sign for the Manor.
- Fire dept. responded to fire in unit #310.
- Liberty Chemical to check boilers.
- Move out at unit #200.

Pioneer Place

- Resident Christmas dinner was well attended.
- Ordered a new sign for the Manor.
- Showers replaced in unit #110 and #114
- Had Whites Plumbing auger sewer line in unit 112.
- Liberty Chemical to check boilers.
- Priced having a ramp poured onto the patio.
- I attended a tenant meeting.
- Pricing out gemstone lights for Manor

Harmony Home

- Camera installed in front entrance and common room.
- Resident Christmas dinner was well attended.
- Ordered a new sign for the Manor.
- Replace compressor motor
- Replaced stairway lights in Manor.
- Replace outside lights.
- Liberty Chemical to check boilers.
- The vacant unit is being cleaned.
- Met with Done Right on updating panels.

Prairie Rose Manor

- Resident Christmas dinner was well attended.
- Ordered a new sign for the Manor.
- Move in scheduled for unit #4.
- Unit #5 had kitchen faucet repaired.
- Leak repaired in unit #9.
- Facia was blown off in a windstorm.
- Met with people doing assessments on Manor.

Sunshine Manor

- A new sign has been installed at Manor.

Barnwell

- On-going maintenance.
- Chimney blown off and replaced.
- Ordered new sign for Bountiful House

Phase One

- Two trees were removed in the backyard of a unit in Phase One.
- Replaced kitchen faucet in one unit.

Phase Two

- Completed inspection at unit #4413.
- Replaced shingles after windstorm.

Phase Three

- Had reported mouse in units; poison and traps dropped off.
- Facia was blown off in a windstorm.

Special Needs

- On-going maintenance.
- Had G&B Plumbing repair furnace.

General Maintenance.

- We had truck serviced and new tires installed.
- Met with Securcom to get the software back on our computer.
- Bought a skid of vinyl plank for social housing,
- Ordered four more shower units for Social Housing

PLACEMENT OFFICER REPORT

MONTH: December 2025 & January 2026

SENIOR HOUSING

Applications Received – 4
Move ins – 1
Move outs – 2
Waitlist – 17
Units Available – 1
Vacant Units – 1

FAMILY HOUSING

Applications Received – 3
Move ins – 0
Move outs – 0
Waitlist –
Available Units – 0

RENT ASSISTANCE

Applications Received - 4
New Clients – 1
Client Removed – 3
Total Clients - 44
Processing – 4

NOTES:

1. Senior Housing

There was a lot of activity within the senior communities over the past two months. December brought the annual Christmas dinners which were very well received. This year Greta's Kitchen catered the lunches and tenants shared overwhelmingly positive feedback about the meals. Portions were generous, allowing many tenants to take a plate home for later.

The gatherings provided an opportunity for tenants and TDHF staff to mingle and interact in a relaxed setting, with no agenda—just good conversation and a shared meal. All manors had strong attendance, and tenants who were not feeling well were ensured meals were delivered to them.

In January, work has been focused on preparing for the annual lease renewals. The first step is issuing renewal letters to all 107 units, requesting the required documentation. These letters are scheduled to be sent out by the end of January.

2. Family Housing

Family units have maintained full occupancy since November 2026. Tenant satisfaction remains positive, with open communication and minimal reported concerns.

3. RAB Program

Each month brings a list of not only intakes applications to be processed but also renewals. The number of clients on the program varies however we seem to be sitting at around 44 for the most part. Budget will allow around 10 more clients.

CAO Report

January 2026

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 Dec 1 - 5

- Dec 1 – Meeting with Bergen & Associates re: design drawings
- Dec 1 – Meeting with SCSS about CVL project contract
- Dec 2 – Christmas Meal @ Homestead Manor
- Dec 4 – TDHF Staff Appreciation Luncheon @ Clearview Lodge
- Dec 5- Weekly meeting with Mary Klassen, Placement Officer

Week of Dec 8 - 12

- Dec 9 – CVL Design Follow-up with Corey, Tanya & Carrie
- Dec 9 – Presentation to Municipal Councils & Administration - MD of Taber Maintenance Building
- Dec 10 – Performance Evaluation – Carrie Wilson
- Dec 10 – Nursecall discussion with ProCOMM – Guy Schotenus – Poltys System
- Dec 10 – Videoconference with Sunwise Engineering – Electrical Engineers
- Dec 11 – Stakeholder update by ADM David Williams
- Dec 11 – Performance Evaluation – Tanya Fallon
- Dec 12 – AWAY
- Dec 12 – Stakeholder Engagement for Continuing Care Operators

Week of Dec 15 - 19

- Dec 15 – Weekly meeting with Mary Klassen, Placement Officer
- Dec 15 – Out-of-Scope Staff Christmas luncheon
- Dec 15 – Videoconference re: CARF Accreditation
- Dec 16 – Harmony Home Christmas Luncheon
- Dec 16 – Stakeholder update by ADM David Williams
- Dec 17 – Three interviews with prospective Administrative Assistants for Clearview Lodge CARF Accreditation
- Dec 18 – Continuing Care Capital Grant program
- Dec 18 – CVL Resident Christmas Luncheon
- Dec 19 - AWAY

Week of Dec 22 - 26

- Dec 22 - Weekly meeting with Mary Klassen, Placement Officer
- Dec 22 – CVL Management Meeting re: CARF Accreditation
- Dec 22 – Videoconference with PCS Sales Rep re: SARA system
- Dec 23 – Videoconference with Guy Schotanus, Poltys System
- Dec 24 – Performance Evaluation – Beverly Mikalson
- December 25 & 26, 2025 – STAT HOLIDAYS

Week of Dec 29 – January 2, 2026

- VACATION – December 29 to January 2

Week of January 5 – 9

- Jan 5 - Weekly meeting with Mary Klassen, Placement Officer
- Jan 6 – Videoconference with Guy Schotanus, Poltys System
- Jan 8 – Videoconference with Mike Mussetter, Nutec nursecall System
- AWAY – Medical Appointment – January 9, 2026

Week of January 12 – 16

- Jan 13 – ALA/Continuing Care Partners Webinar
- Jan 13 – Emergency Preparedness meeting with Tanya
- Jan 14 – Videoconference with Continuing Care auditors re: Exemption for Director of Care position
- Jan 15 – Lunch meeting with Grant Hunter MLA
- Jan 15 – TDHF Building Committee Meeting
- Jan 16 - Weekly meeting with Mary Klassen, Placement Officer
- Jan 16 – Stakeholder meeting with David Williams, SCSS ADM
- Jan 16 – Discuss Lodge options with Corey, Carrie & Tanya

Week of January 19 – 23

- Jan 19 – Performance Evaluation – Corey Beck
- Jan 20 – Meeting with Corey & Bev re: 2025 Social Housing Carryover and 2026 Maintenance budget items
- Jan 21 – Meeting with Carrie & Tanya
- Jan 21 – CVL Management Meeting
- Jan 21 – Meeting with Mike Mussetter, Nutec re: Auto Answer phones and Nursecall system
- Jan 22 – TDHF Strategic Planning session
- Jan 23 - Weekly meeting with Mary Klassen, Placement Officer

Week of January 26 – 30

- Jan 26 – Webinar – Training Session - ASHC Digital Procurement Platform
- Jan 26 – Call with 1st Technical re: MiAlert Nursecall system
- Jan 27 – Phone call with David Williams, SCSS ADM, re: CVL announcement & Continuing Care Capital Grants
- Jan 27 – On-site meeting with Douglas Bergen @ CVL; re: 100 wing relocation
- Jan 28 – Call with Frank Blais, MiAlert representative
- Jan 29 – TDHF Board of Directors Meeting
- Jan 30 - AWAY – Medical Appointment

Upcoming Events

February ->

- Building Committee (meet monthly, or more often):
 - Develop plan and costing:
 - Requisition (operating or capital) vs. Build Canada Homes financing
 - Discussions with municipal partners about debenture financing and timing
 - 100 wing relocation plan options
 - Develop income projections for construction period (impact on operating budgets throughout the next 3 to 4 years)
 - Set up further meeting(s) with Assisted Living Alberta & Social Services re: Continuing Care Capital grants and operating funding (**On-going**)
 - Develop communications plan (**February->**)
- Electronic payroll system (**February ->**)
 - Begin repairs to iPad facial recognition timekeeping device (**Initiated**)
 - Update employee listing to current staff (archive any noncurrent staff) (**Ongoing**)
 - Update reporting lines for each department (**Up to date**)
 - Work with Bev on payroll calculation rules (**On-going**)
 - **Proposed go-live – July 1, 2026**

- **Strategic Planning – put Goals into Action Plan (February & March)**
 - Develop project planning details – Harmony Home Manor(Q1 & Q2 - 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 (Feb->)
 - Find partners for Cherry & Main (given new design and costing) (On-going)
 - Investigate/develop relationships with local investors/developers/employers.
 - Research/develop opportunity for third party management of local housing (On-going)
 - Develop proposals for Special Needs housing (Feb->)
 - Update business case for Clearview Lodge (based on Bergen costing) (Completed)
- **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)
- **Fundraising Program:**
 - Develop an intentional fundraising plan for the next 1 to 5 years
 - Create a “wish” list of CVL projects (with varying cost levels) (March ->)
- **Policy Review & Updates**
 - Disability Management Program & Return to Work (in progress)
 - Drug & Alcohol Policy (Q1 - 2026) – 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 (Feb)
 - CVL Resident Application form (March)

Professional Development & Committee Responsibilities:

- February 16, 2026 – TD Health Foundation Casino Night (8:00 pm to 4:00 am)
- April 13 - 15, 2026 – ASCHA (CAO to be away on vacation but will send TDHF representatives) – Edmonton, AB
- May 12 – 14, 2026 – APHAA Conference – Edmonton, AB

Days booked out of office:

- February 17, 2026 - Vacation
- April 6 – 24, 2026 - Vacation

Tim Janzen

From: Thibault, Derrin <CAO@taber.ca>
Sent: Tuesday, January 13, 2026 1:45 PM
To: Tim Janzen
Subject: Projects

Hi Tim,

I am following up from a couple of Council conversations that were had yesterday evening.

1. Council has received information from administration related o borrowing for the Clearview project; more options have been asked to be explored. We will be working with the MD to that end.
2. The Cherry & Main Project currently has no land donated to it as of December 31st 2025. If you would like to put in a request for land again you are welcome to do so but the flavor of the room was that the Town will not be able to offer the same level of financial support for the project that it has in the past. Council would rather focus on the Clearview Lodge project at this time.

Thx



Derrin Thibault

Chief Administrative Officer

P: 403-223-5504

F: 403-223-5530

E: cao@taber.ca

Address: A - 4900 50th Street, Taber, AB, T1G 1T1

Web: www.taber.ca

Social Media: @TownofTaber

Yours in Service

Tim Janzen

From: Thibault, Derrin <CAO@taber.ca>
Sent: Wednesday, January 14, 2026 3:30 PM
To: Tim Janzen
Subject: Fw: Cherry & Main

Tim,
For your information below is what the Town had made by way of motion\resolution in the past.

Thx.



Derrin Thibault

Chief Administrative Officer

P: 403-223-5504

F: 403-223-5530

E: cao@taber.ca

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Web: www.taber.ca

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Yours in Service

From: Gilbertson, Brittany <Brittany.Gilbertson@taber.ca>
Sent: Tuesday, January 6, 2026 1:55 PM
To: Thibault, Derrin <CAO@taber.ca>
Subject: Cherry & Main

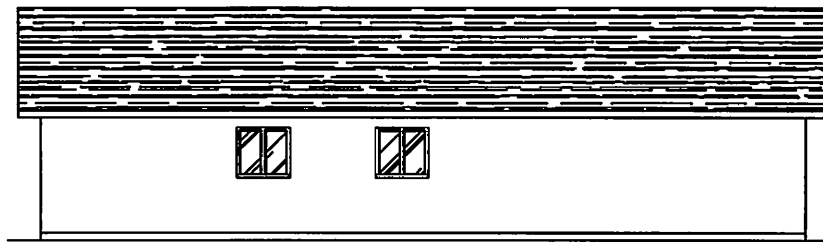
On April 11, 2022 Council made the following motion:

- RES. 133/2022 MOVED by Councillor Bekkering that the Town of Taber supports the Taber and District Housing Foundation Cherry and Main Affordable Apartment Project by initiating a debenture on Taber and District Housing Foundations behalf up to a maximum of \$1.025 million contingent on the following general conditions:
 1. That the Municipal District of Taber debenture accepts and passes a similar motion of \$1.025 million on behalf of Taber and District Housing Foundation to support this Cherry and Main project; and,
 2. That Taber and District Housing Foundation obtains the requested funding from CMHC, the Government of Alberta, the Municipal District of Taber, and FCM.

On September 9, 2024 Tim Janzen presented to Council and the following motion was made:

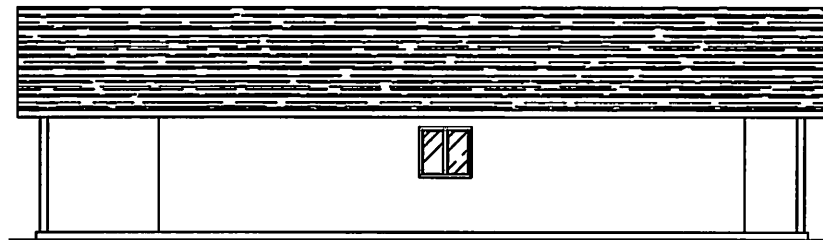
- RES. 298/2024 MOVED by Councillor McLean that Council approves the allocation of Lots 18-28, Block 5, Plan 5638L, to be reserved until the results of the 2025 Canada Mortgage Housing Corporation Grant Funding Application for the Cherry and Main Affordable Housing Project, contingent on one third (1/3) of the project costs being covered from the Canada Mortgage Housing Corporation Grant Approval."

Let me know if you needed any more information



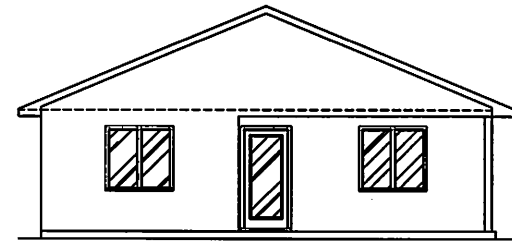
RIGHT ELEVATION

SCALE: 1/8" = 1'-0"



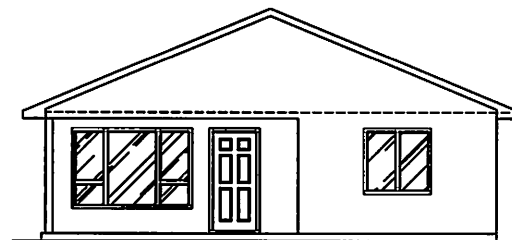
LEFT ELEVATION

SCALE: 1/8" = 1'-0"



BACK ELEVATION

SCALE: 1/8" = 1'-0"



FRONT ELEVATION

SCALE: 1/8" = 1'-0"

b.a)iii

EVERY EFFORT HAS BEEN TAKEN TO ASSURE THE ACCURACY OF THESE DRAWINGS. LAZY U DESIGN WILL NOT ASSUME LIABILITY FOR CONSTRUCTION PROBLEMS AND/OR MISTAKES THAT ARE A RESULT OF ERRORS OR OMISSIONS ON THIS PLAN. FURTHERMORE, THE GENERAL CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND CONSTRUCTION DETAILS AND REPORT ANY DISCREPANCIES PRIOR TO CONSTRUCTION.



CLIENT:
T & J BEVANS

PROJECT:
1328 SF
BUNGALO

ADDRESS:
TABER

DATE:
SEP 22, 2025

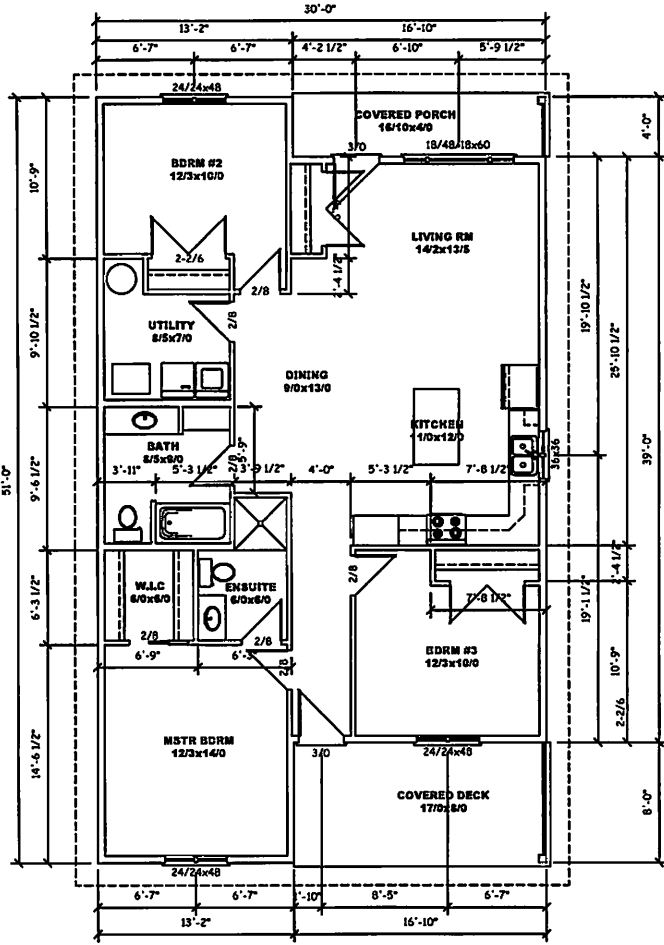


GERALD BEVANS
CELL: (403) 331-1507
bevansgq@gmail.com

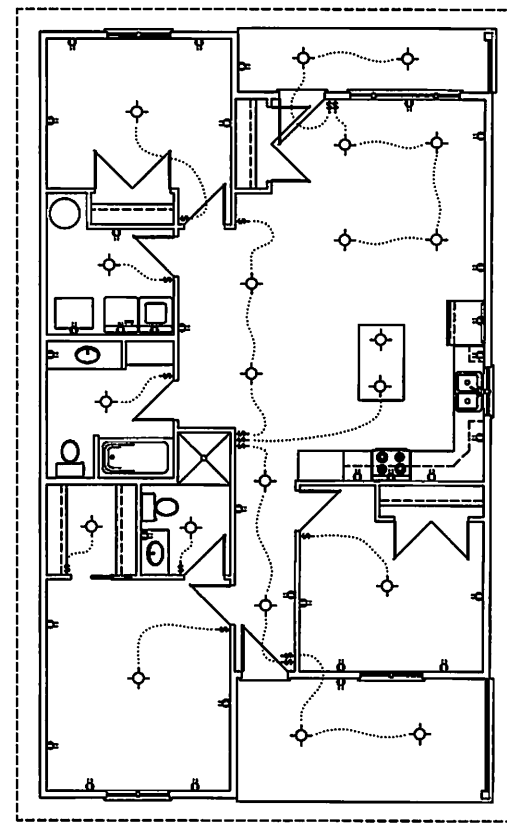
DRAWING:
MAIN FLOOR
PLAN

DWG. A1

ELECTRICAL LEGEND	
SYMBOL	DESCRIPTION
	WALL RECEPTACLE
	WALL SWITCH
	CEILING FAN
	CEILING LIGHT FIXTURE
	CEILING POT LIGHT
	WALL SCONCE
	ELECTRICAL PANEL
	SMOKE DETECTOR
	FAN VENTED TO EXTERIOR



MAIN FLOOR - 1328 SF.
SCALE: 3/16" = 1'-0"



MAIN FLOOR ELECTRICAL
SCALE: 3/16" = 1'-0"

6.2)14

PROPOSAL FOR SERVICES FOR CLEARVIEW LODGE ADDITION AND RENOVATION

Douglas J Bergen & Associates Ltd.

December 19, 2025

We proposed to undertake the architectural, structural, mechanical, electrical, and civil engineering services for the following fixed fee, not including GST. The breakdown of fees is as follows:



	ARCHITECTURAL	STRUCTURAL	MECHANICAL/ ELECTRICAL	CIVIL
Phase 1 - Addition				
Pre-Design Services:			\$ 5,000	
Schematic Design Services:	\$ 37,898	\$ 6,891	\$ 25,556	\$ 2,870
Design Development Services:	\$ 37,898	\$ 6,891	\$ 25,556	\$ 2,870
Construction Document Services:	\$ 151,594	\$ 27,563	\$ 51,113	\$ 11,482
Construction Tendering Services:	\$ 7,580	\$ 1,378	\$ 6,815	\$ 574
Construction / Post Construction Services:	\$ 68,217	\$ 12,403	\$ 42,594	\$ 5,167
Energy Modelling			\$ 18,741	
	<u>\$ 303,188</u>	<u>\$ 55,125</u>	<u>\$ 170,375</u>	<u>\$ 22,964</u>
Phase 2 - Renovation				
Schematic Design Services:	\$ 22,258	\$ 4,047	\$ 14,569	\$ 1,686
Design Development Services:	\$ 22,258	\$ 4,047	\$ 14,569	\$ 1,686
Construction Document Services:	\$ 89,031	\$ 16,188	\$ 29,138	\$ 6,743
Construction Tendering Services:	\$ 4,452	\$ 809	\$ 3,885	\$ 337
Construction / Post Construction Services:	\$ 40,064	\$ 7,284	\$ 24,281	\$ 3,034
Energy Modelling			\$ 10,684	
	<u>\$ 178,063</u>	<u>\$ 32,375</u>	<u>\$ 97,125</u>	<u>\$ 13,487</u>
TOTAL:	\$ 481,250	\$ 87,500	\$ 267,500	\$ 36,450
TOTAL FEE: plus GST	<u>\$ 872,700.00</u>			

Additional work will be invoiced based on the following hourly rates and fees:

Architect	\$225.00
Engineer	\$165.00
Project Delivery Manager	\$150.00
Senior Technologist	\$130.00
Intermediate Technologist	\$120.00
Jr. Technologist	\$110.00

6.5)

Continuing Care Capital Grant New Capacity Stream At January 29, 2026

Background:

ALA would like to have more continuing care spaces throughout Alberta. The New Capacity Stream is available for specific areas of the province where they see the greatest need. Currently, Lethbridge and area is designated for 150 to 200 spaces (Type B continuing care, which includes SL3 and SL4).

The granting program is for “net new” beds. But is open to existing providers or existing locations that add more beds.

The Phase 1 intake application closes on February 6th (next Friday).

I spoke with SCSS ADM, David Williams, ALA ADM, Maggie Carroll, and SCSS Executive Director of Capital Programs, Erika Washington on Tuesday afternoon. They indicated that they will be looking favorably at programs that they have already reviewed/approved and know that the projects will be funded.

I expressed some concern that their announced decision dates would be a little late for our planned commencement of construction. Their comments were that when they knew that, they would be trying to make approvals known as quickly as possible.

They encouraged TDHF to apply.

Recommendation:

My intention would be to use our existing design but convert at least one one-bedroom unit in the expansion wing to a bariatric unit. The additional space of the one-bedroom will allow us to have bigger turning areas, bigger furniture and a bigger washroom space, without taking any space away from other units.

There seems to be a requirement about connecting doors, which the design team has already accommodated.

From my initial review, we had thought of most of the stuff that they require in a facility and we can show why we made those decisions.

In the end, TDHF would commit to taking on an additional **10 SL3 beds**, which should make our staffing model more efficient. We would have to commit to a 30-year contract to provide the continuing care service. Maggie Carroll, ALA ADM, indicated that we could use our current funding model to extrapolate the increase in SL3 beds. I believe that is good news because it means that continuing care funding is not expected to decrease.

The total available funding for continuing care capital grants is \$450,000 per unit but our per room unit cost is closer to \$285 to \$300k per room. So if we were successful, we probably would be looking at **\$2.85 to \$3 million in grant funding**. It definitely would help our borrowing situation.

One question may be when we can accept the additional 10 SL3 residents? ALA will want it as soon as possible and the timing may further influence them to approve our application. It further proves that we want to find a way to keep the units associated with the 100 wing in play because we can't change our composition if we've already lost 12 beds due to the 100 wing unavailable.

New Capacity Stream Intake One

Question Response Update

The New Capacity Stream – Intake One invites eligible proponents to apply for a one-time grant through the Continuing Care Capital Program (CCCP) to develop net-new Continuing Care Homes (CCHs) in partnership with the Province. The intent is to increase the supply of Facility-Based Care spaces located in communities with the highest need for continuing care. The Application form and the Program Guidelines are posted on the CCCP [web page](#). The deadline to apply is February 6, 2026.

The following is a list of questions CCCP has received, and the responses provided. We encourage you to review all available documents, and the following list of questions. If your question is not addressed in this document or the Program Guidelines, you are welcome to submit questions to the CCCP inbox at: cccp@gov.ab.ca.

Refer to the Program Guidelines for a list of definitions found throughout this document.

Can we view the full Application Form?

A PDF copy of the Application Form has been distributed and is also available on the CCCP webpage. This is intended to assist Applicants in seeing all information required to fill out the Application form. Please note, the PDF version is limited and may not show all possible questions or the available drop-down responses.

Can we apply to renovate existing CCH spaces?

The focus of the New Capacity Stream is to add net-new CCH spaces. Applicants may submit proposals that include replacement of existing CCH spaces as an Eligible Cost, only if the proposal also provides net-new capacity and meets the other mandatory requirements and eligibility criteria.

Note, the maximum capital funding that can be requested is based on the number of Eligible Spaces (net-new). For example, a Project that proposes 50 Eligible Spaces and 10 replacement spaces could request funding of up to \$450,000 x 50 Eligible Spaces.

Does the renovation of a civic space into a new build qualify as considered net-new capacity?

Renovating infrastructure not currently designated as CCH spaces can qualify as net-new as long as the Project meets the minimum design requirements set out in the Continuing Care Design Standards (CCDS) 2025, available at: open.alberta.ca/publications/continuing-care-design-standards

Can you provide more clarity on the funding per space and the contingencies?

Applicants may request up to a maximum of \$450,000 in grant funding per Eligible Space. The grant requested must include a minimum 15% contingency along with an annual escalation rate for each year until the Project is fully tendered. Note that the contingency and escalation rate are automatically calculated in the total funding request in the Application. Any capital costs that exceed this amount will be the responsibility of the Applicant.

The 15% contingency and annual escalation rate helps to ensure the total project cost and funding requested are accounting for potential cost overruns and escalations. More information on how the annual escalation rate is calculated is available on page 14 of the Program Guidelines.

Is there a different maximum funding per space for rural/remote?

The maximum funding of \$450,000 per Eligible Space applies to all Projects regardless of location. Applicants may elaborate on the factors that contribute to a Project having a higher capital cost, which may be considered during the evaluation.

Can new service providers apply?

To meet mandatory requirements, the Applicant must demonstrate relevant experience and proven industry knowledge in delivering accommodation and care services to the target population. If the Applicant does not have this experience, they may partner with a Care Provider that does.

Are there specialty populations that are being considered?

The New Capacity Stream is intended to provide capacity for individuals requiring Facility-Based Care in a Type A, Type B and/or Type C CCH (24/7 professional nursing care). Residents that require this level of care that have other overlapping care needs (e.g., cognitive impairment, mental health and addiction, persons with developmental disabilities, etc.) may be included in the proposal. If the applicant is proposing specialty population(s), they must demonstrate how their unique needs will be supported in the design and operation of the CCH.

Is there a minimum or maximum number of spaces requirement?

There is no requirement for a minimum or maximum number of spaces or households that a Project must include. Applicants should consider the range of spaces outlined in the Target Community List in the Program Guidelines as a reference when determining the appropriate scale of their Project. In addition, all Projects must comply with the minimum standards set out in the CCDS 2025.

Please note, as a condition of approval, government may require Recipients to adjust the number, type, and/or ratio of spaces they propose to better align with provincial needs.

What is considered "and area" in the Target Community list?

Projects must be located within a designated Target Community to be eligible. In cases where a Target Community is listed as "[Community] and area" (e.g., "Edmonton and area"), projects may be located in nearby communities if Applicants can clearly demonstrate:

- Geographic proximity to the named community,
- Alignment with the identified capacity need for the target population,
- Adequate staffing resources to ensure operational viability, and

- Direct benefit to the target population identified for that community.

Final determination of eligibility for “and area” projects will be made during the evaluation process. Projects that demonstrate stronger alignment with provincial capacity needs will receive stronger evaluations in the Capacity Need and Operational Viability evaluation principle.

Will there be considerations for Projects outside of the Target Community List?

The Government of Alberta recognizes there is a broad need for continuing care spaces across the province and expects to launch the New Capacity Stream – Intake Two in Fall 2026. Intake Two will include a broader list of communities to support capacity needs across the province.

How were the Target Communities determined?

Target Communities have the highest demand for CCH services in the province. Demand is forecasted for CCH services (Type A, Type B, Type C), using population forecasts, population aging, disease prevalence, and community level waitlists. Demand forecasts are aligned with alternate level of care needs and are validated by regional health corridor operational teams.

Is the Project required to align with the Target Community List Type A to Type B Ratio?

The ratio provided is intended as a guideline. Applicants may propose an alternative ratio or submit a Project consisting of a single type of space. However, Target Communities identified as requiring only Type B spaces should offer Type B spaces exclusively.

Please note, as a condition of approval, government may require Recipients to adjust the number, type, and/or ratio of spaces they propose to better align with provincial capacity needs.

Can the proposed Project have a higher or lower number than the Range of Spaces identified in the Target Community List?

Yes. The Range of Spaces reflects the estimated demand for CCH spaces in each Target Community, but it does not prescribe the exact size of a proposed Project. Demand may be met through a variety of Project sizes depending on the Applications received.

Applicants interested in significantly exceeding the range in Target Communities that are identified as having a lower Range of Spaces, should be mindful that alignment with provincial capacity needs is a key evaluation criterion.

Do any of the Target Communities require Type C spaces?

The primary objective of the New Capacity Stream is to develop Type A and Type B CCH spaces. Applicants may also propose Type C (hospice) spaces, provided they are included alongside Type A and/or Type B spaces. As a condition of approval, government may require Recipients to adjust the number, type, and/or ratio of spaces they propose to better align with provincial needs.

Can we build to the Small Care Home Design Requirements?

No, the Small Care Home Design Requirements Checklist was associated with a previous grant stream and no longer applies.

Applicants applying to the New Capacity Stream must ensure their project meets the mandatory requirements outlined in the Program Guidelines, which includes developing Projects that meet the minimum requirements of the CCDS 2025.

Should we focus on better design or lower cost/Are there advantages to building above the minimum CCDS requirements?

Both cost and design are critical components that are assessed in the evaluation. Design elements that demonstrate person-centred design and innovation are scored favourably in the evaluation, as are proposals that achieve a lower cost per space.

As this is a competitive process, all parts of the proposal are assessed to ensure Projects deliver the greatest overall value to government and Albertans.

Design and cost are not the only criteria considered. Applicants are encouraged to review the Program Guidelines for more information on the evaluation framework.

Is there a review process for getting design approval?

Successful Applicants are required to go through the Design Review Committee process outlined in the Grant Funding Agreement (GFA) to ensure the final Project is compliant with all design requirements.

There is no process for reviewing designs during the intake period for Projects intended to be submitted to the New Capacity Stream.

How many couple suites would be allowed to qualify for the capital grant?

The CCDS 2025 specifies that a minimum of 8% of individual resident rooms shall be connected by a lockable door for those wishing to share space (e.g., couples, companions, etc.). It is up to the Applicant to determine the extent to which they exceed this minimum requirement in their proposed design.

Does the 2 m² per resident of outdoor space need to be at grade?

The 2 m² per resident requirement for outdoor space can be met by developing spaces that are at grade or above grade (e.g., balconies, terraces, etc.) as long as there is outdoor space that is directly accessible from each household.

Can you clarify if the indoor smoking room requirements in the CCDS are mandatory?

The inclusion of an indoor smoking room in the design of the CCH is optional. However, if an Applicant does include an indoor smoking room, then it must meet the mandatory requirements outlined in that section.

What is the difference between a private room and a one-bedroom suite?

Under the *Continuing Care (Ministerial) Regulation*, which governs the accommodation charges associated with CCH room types, a one-bedroom suite is defined as a suite containing one bedroom, a separate living area and a private attached washroom. A private room is defined as a single-occupancy bedroom with a private attached washroom.

For clarity, a private room is comparable to a bachelor suite, while a one-bedroom suite includes a distinct bedroom separate from the living area.

What is considered shovel ready/construction ready?

Shovel ready or construction ready projects refer to projects that are further along in the development process, with construction expected to begin within 12 months. Indicators of shovel/construction readiness may include secured land, appropriate zoning, advanced design and cost estimates, a Prime Consultant secured, and approved development/building permit.

Is it required that a general contractor is selected in the application stage?

A general contractor is not required at the time of application. However, having a prime contractor already engaged can strengthen a Proposal, as it demonstrates a more advanced level of construction readiness.

What level is required for the cost estimate?

A particular level of cost estimate is not a mandatory requirement. However, providing one helps demonstrate your level of construction readiness, which is an important factor in the evaluation. Applicants who have a cost estimate, at any class level, are encouraged to upload it as part of their Application.

What is a Class B Cost Estimate?

Prepared just before a project is tender-ready, a Class B Cost Estimate provides a structured assessment of likely construction costs. It is based on schematic design and updated cost projections, offering greater cost certainty. The level of accuracy of a Class B cost estimate is $\pm 10\%$ design allowance.

Is a Letter of Interest to purchase the land after subdivision acceptable?

Only a signed offer to purchase land, land ownership, or a long-term lease agreement of thirty-three (33) years for the project will be accepted at the time of submitting the application.

Having land secured is an important component of construction readiness. Applicants that are unable to meet the requirements for land at this time may consider applying for a future intake.

Are financial statements provided as part of the application process subject to FOIP requests?

The *Freedom of Information and Protection of Privacy Act (FOIP)* in Alberta was replaced by two new laws: the *Access to Information Act (ATIA)*, which governs access to records, and the *Protection of Privacy Act (POPA)*, which governs privacy obligations. Information provided in the application is subject to *ATIA*.

Financing is listed as an Ineligible Cost, does this include financing costs during construction?

All financing costs are ineligible. Only costs identified as Eligible Costs in the Program Guidelines can be included in the funding request.

Can our 10% equity contribution include a low interest loan?

No - mortgages, financing, or other government grants or loans do not qualify as equity. Equity consists of land, cash, or other assets owned by the Applicant.

Can the value of the land in our equity contribution include development costs?

Yes, as long as the capital development costs are directly related to bringing the Eligible Capacity to an occupancy state,

Can our equity contribution include costs already incurred in the development of the Project (e.g., design work)?

Yes, as long as the capital costs are directly related to bringing the Eligible Capacity to an occupancy state. If the development includes Ineligible Capacity, only the proportionate share of the Project costs attributable to the Eligible Capacity will be considered towards the equity contribution.

What does "conditional approval" look like?

Once Ministerial approvals are made, successful Applicants will receive a letter outlining the conditions they need to meet to receive a GFA.

Should an applicant be approved for the capital grant what level of assurance must the financial statements be prepared in the future?

Successful applicants are required to submit an Audited Financial Statement of Final Capital Costs as a condition to receive the remaining 10% of the conditionally approved grant funding. For more information on other GFA milestone requirements please review the sample GFAs published on the CCCP webpage.

What is P&D funding?

Planning and Development (P&D) funding provides successful Applicants that are not-for-profit operators with up to 5% of the total conditionally approved funding, to a maximum of \$500,000, to support early project planning and design activities. This funding is an optional advance on the total approved funding, and not an additional grant. For more information on P&D funding refer to page 18-19 in the Program Guidelines and the sample GFA on the CCCP webpage.

Can you elaborate on the operational funding?

There are two primary sources of operational funding for CCH operators:

- **Health care funding:** Through a Services Agreement with Assisted Living Alberta (ALA), operators receive funding to cover the costs of delivering publicly funded health care services in CCHs. All successful Applicants must contract with ALA for care funding related to the CCH spaces within their Project. Please refer to Section 6.1 of the Application for the 2025/2026 average per diem rates, which may be used to estimate projected annual care revenues. Note that these per diem rates are provided as guidance only; final contracted rates may vary.
- **Accommodation charge:** Residents pay an accommodation charge to cover costs associated with housing and related services such as housekeeping, meals, building maintenance, and utilities. The maximum charge is regulated by the Government of Alberta and adjusted annually based on the Alberta Consumer Price Index. Current rates and additional information are available at: alberta.ca/continuing-care-accommodation-charges.

Will there be future capital funding streams for small care homes, Indigenous, or modernization?

The 10-Year Capital Strategy for Seniors Housing and Continuing Care Infrastructure will explore the potential for targeted capital funding streams. This strategy is currently in development. More information will be shared when available.

Capital Maintenance Projects

Harmony Home Manor

At January 29, 2026

Description	Timing	Funding	Item Cost	Balance
Receipt of Maintenance Reserve - 80%	Jan-26	1,095,680		1,095,680
Engineering Consultant	Feb-26		26,800	1,068,880
Boilers & Controls	Summer 2026		225,000	843,880
Siding & Windows	Summer 2026		150,000	693,880
Receipt of Maintenance Reserve - 20%	May-26	273,920		967,800
Projects According to BCA:				
Electrical Panels	N/A		~~252,500~~	
Exit Signs	Summer 2026		1,800	966,000
Range Hoods	N/A		~~60,000~~	
Common Space - Door & Windows	Summer 2027		143,000	823,000
Firestopping	???		50,000	773,000
Elevator	????		130,000	643,000
Millwork - In Unit	2026 - 2027		360,000	283,000
Parking Lot Repair (after CVL renos are completed)	2029		140,000	143,000

The remainder will be used up in suite renewals - painting, flooring, etc. (IF NECESSARY)

As well, if the funds are available, we may consider replacing the aluminum windows in the common room, but we would find a more economical solution than replacing with aluminum windows (if necessary).

6.0) *1



January 13, 2026

Mr. Tim Janzen, B. Mgmt., CIHCM
Chief Administrative Officer
Taber and District Housing Foundation
5318 48 Ave
Taber, AB T1G 1S2
Phone: 403-382-7098
Email: timj@taberhsg.ca

Dear Mr. Janzen,

**Harmony Home Boiler and Controls Replacement
Consulting Services**

I am pleased to provide the following proposal for consulting services for the subject line project as outlined below. The general scope of the project is to provide engineered documents and contract administration on behalf of Taber & District Housing Foundation (TDHF) to allow a contractor to replace the boiler plant in this apartment building with boilers and replace pneumatic controls with electronic controls.

Scope of Consulting Services Provided

Construction Document Phase:

1. Convert scanned drawings into electronic drawings to detail work of this contract.
2. As-built site conditions to confirm accurate connection points and layout.
3. Drawing and specification packages issued for Tender/Permit and Construction.
4. Heat transfer analysis of the building to determine actual heat loss, review of analysis with TDHF to determine impact of any envelope of fenestration upgrades.
5. Drawings and specifications will detail the following:
 - a) Demolition drawings showing boiler and venting removal and requirements for new installation.
 - b) Evaluation of combustion air and modifications as required.
 - c) Plan view of proposed boiler installation and modifications required to HWS, HWR, and gas piping, new venting, power, and controls.
 - d) Design basis equipment schedules for new boilers, pumps, air separator, expansion and fill tank.
 - e) Hydronic heating schematic.
 - f) Basic architectural, some access may be required to install new venting and housekeeping pads may need to be modified to avoid trip hazards and provide proper condensate drainage.
 - g) Electrical connection of new boilers and modification of existing connections as required.
 - h) Demolition of pneumatic control components.
 - i) New electronic zone valves, thermostats and surface raceway for wiring.
 - j) New electronic boiler controls
6. Review of bid documents with TDHF at roughly the 90% stage and incorporation of review comments.
7. Issue Schedule A and B's.

6011



Tender Phase:

1. Pre-bid walkthrough with contractors.
2. Answering contractor questions during tender and issuing clarifications and addendums as required.
3. Tender evaluations and recommendation to award.

Construction Phase Services:

1. Issuing IFC drawings and specifications.
2. Hosting and chairing virtual construction meetings at contract start-up and every two weeks during construction.
3. Four (4) onsite construction reviews anticipating an onsite presence and review may be required after demolition and equipment placement, piping prior to insulation, substantial completion, and final completion.
4. Review of contractor submittals: shop drawings, product data, operation and maintenance manuals, commissioning reports, and record drawings.
5. Support during construction to answer contractor RFI's issuing necessary site instructions or changes.
6. Issue NBC-AE 2023 schedule C for mechanical and electrical.
7. Issue record drawings.

Proposed Fees

We agree to undertake this project for a fixed fee of \$26,800.00 for design, tender and construction phase services, not including GST.

The following is a breakdown of our fixed fee and includes mileage and time for six trips to site:

Construction Documents-----	\$17,000.00
Tender Phase Services -----	\$1,875.00
Construction Phase Service -----	\$7,925.00
Total -----	\$26,800.00

Form of Contract

ACEC Document No. 31-2009, Engineering Agreement Between Client and Engineer or alternate suitable to both parties.

6.0311



Additional Services

Additional work will be invoiced based on the following hourly rates:

Engineering \$165/hour
CAD Design Support..... \$ 90/hour
Admin Support..... \$ 60/hour

Closure

We appreciate the opportunity to provide this proposal and look forward to working with you on another project.

Sincerely,

Kenzie Liefso, P. Eng.
President

ACCEPTANCE - AUTHORIZATION TO PROCEED

The scope of project, terms and conditions set out herein are acceptable proceed with consulting services.

SIGNATURE

TITLE

Taber & District Housing Foundation
COMPANY

DATE

**TDHF Board of Directors
January 29, 2026**

2025/2026 Board Appointees:

Town of Taber	Dan Remfert
MD of Taber	David Torrie
Town of Vauxhall	Paul Ballard
Village of Barnwell	Jane Jensen

2024/2025 Appointments

Executive Committee:	Rosanne Horrocks Chair	Tom Machacek Vice-Chair	Tamara Miyanaga
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Signing Authorities:	Rosanne Horrocks Tim Janzen	Tom Machacek	Joe Strojwas
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Board Committees: (bold signifies Committee Chair)

Personnel Committee Current Members:	Rosanne Horrocks	Dan Remfert	Tamara Miyanaga
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Budget & Audit Committee Current Members:	Russ Norris Joe Strojwas	Rosanne Horrocks	Tom Machacek
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Governance Committee Current Members:	J. Hiebert	Joe Strojwas	Dan Remfert
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Fundraising Committee Current Members:	Tom Machacek	All Board Members
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Building Committee Current Members:	Tom Machacek	All Board Members
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6.1.1

Proposed Truck Purchase At January 29, 2026

Rationale:

TDHF has two service trucks – 2003 GM ½ ton and 2019 Dodge Ram Quad Cab 4 X 4. Both are in reasonable shape and do not have significant mileage. But both require normal preventative maintenance.

There is a fairly significant carryover (\$40,000+) for Social Housing from 2025. In addition, there are a number of projects that were completed in 2025 but were budgeted in 2026. Finally, we expect to generate more revenue than was previously budgeted for 2026. These revenues are due somewhat to increase in income (including rent calculations), higher occupancy rates, but mainly due to additional management fees from projects and RAB Administration.

As a result, this may be a time to consider using up some of the budget with paying for a newer vehicle.

However, this is not an urgent request or requirement. TDHF can continue with the existing vehicles. That said, purchasing something now means that a decision is made (and doesn't have to be made later). Given the Administrative (and Board) workload that is coming with a number of projects, it maybe efficient to deal with it now.

The proposed vehicle is a relatively basic 2023 Dodge Ram Quad Cab 4 X 4, with around 50,000 km. The last vehicle we bought, it was a new demo but the dealership was getting rid of them for the incoming stock. They have such vehicles now but they are in the low to mid- \$50,000s range.

The proposed vehicle would be outfitted with a spray-in liner (provided free of charge by dealership) and added step boards (about \$930). **Total cost \$36,929 plus GST.** By way of comparison, our last vehicle cost \$39,000ish.

I suspect that we may look at adding a headache rack (as we have with the 2019 model) and add TDHF logo and decals to the truck.

Should we proceed with the vehicle purchase, we would have two vehicles that should last us for the next 10 to 12 years (maybe longer).

6.67



Davis Dodge Lethbridge

3216 1 Ave S
Lethbridge
AB, T1J 4H2
www.bridgecitychrysler.com
(403) 328 - 3325
contact@bridgecitychrysler.com

Darcy Shearer

Sales: (403) 328 - 3325
Direct: (403) 330 - 1175
darcys@davisdodge.ca

Deal#: 15957



2023 Ram 1500 Classic

Silver | 53,571 km | SLT
VIN: 3C6RR7LT1PG678569 | Stock#: 40596
fca | SLT | Four Wheel Drive | Naturally Aspirated | 5.7L | 8 |
GAS | Crew Cab Pickup - Short Bed | Truck/Van | 5

Finance

Customer Cash

72 Mo

84 Mo

84 Mo

	72 Mo	84 Mo	84 Mo
\$0.00	\$313.26/bi	\$278.48/bi	\$307.95/bi
\$2,500.00	\$293.06/bi	\$260.52/bi	\$290.56/bi
\$5,000.00	\$272.87/bi	\$242.57/bi	\$273.17/bi

Payment Details

Cash

Book Value	\$44,495.00
Discount	\$9,006.00
Your Price	\$35,489.00
box liner	\$1.00
Side steps 82213266AC	\$930.41
Accessories	\$931.41
Documentation Fee	\$499.00
AMVIC	\$10.00
Fees	\$509.00
Total Sales Price	\$36,929.41
GST	\$1,846.47
Amount Financed	\$38,775.88

X

Darcy Shearer | Manager Signature & Date

Payments offered here are all subject to final credit approval from the lending institution. Vehicle Price does not include accessories and is before Taxes and/or applicable fees. Leases in some cases require additional cash for Security Deposit, and at Lease's End, Lessee is responsible for \$0.25 per Kilometer over 24000 Kilometers per year. Wear and tear guidelines apply. All prices, specifications, and availability subject to change without notice.

6.711

Weekly Report (Social Housing)

1/23/2026

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

New Tenants (Move In's)

Sr. Apt			
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

Sr Self Contained Apt Vacancies:

	Unit #	Status
Harmony Home Phase 11 (52040)	110	Repairs
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
New Applicants	0
Move In's	0
Move Outs	0
Wait List	6
Vacant Units	0

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

Community Housing Vacancies:

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

	Rent Assistance Benefit
New Applicants	0
New to program	0
Left program	0
Waitlist/Processing	1
People on Program	42

RAB		
Tenant Name	Designation number	Effective Date

If they paid rent to the end of the month then it is not vacant even though they are not there: for example, the 29 th or 30th

7.9)

DEC 30 2025

Monthly Report (Clearview Lodge)			
Dec-25			JAN 05 2026
	CVL		
New Applicants	2		
Move In's	2		
Move Outs	1		
Wait List	13		
# SL3 Residents	19	Unit #	Room Status
Vacant Units	0	416	
(As as the end of Month)			
New Residents (Move In's)			
CVL			
Resident Name	Move In	Unit Number	Resident
Verla Liptak	05-Dec-25	218	SL3
Marybelle Tollestrup	09-Dec-25	306	SL3
CVL			
Resident Name	Move Out Date	Unit Number	Resident SL Status
Martin Nowakowski	29-Dec-25	416	SL2
Change in Resident Supportive Lvg Status			
CVL			
Resident Name	Change Date	Previous Status	New SL Status

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December 15, 2025

Subject: 2026 Interim HMB Budget Letter

Dear Housing Management Body Operator,

The following is informing regarding your interim 2026 Alberta Social Housing Corporation (ASHC) Social Housing, Lodge Assistance Program and Rent Supplement Program budgets. You are required to continue operating at your 2025 budget target levels until we receive our official program targets sometime in late February 2026. You will be provided with an approved budget shortly thereafter for the programs that you operate.

Social Housing

Our current ASHC targets has a nominal increase in funding which is good news for your operating budgets. If you currently operate with a deficit budget, you will see an increase in monthly funding for your social housing portfolio compared to what you received in December 2025. This will be reviewed when provincial Budget 2026 is formally approved.

Lodge Assistance Program (LAP)

If applicable, your 2026 LAP monthly funding will be based upon 1/12th of your baseline 2025 LAP grant. This process of funding is unchanged and consistent from prior years until we finalize your current year eligible resident counts submitted as at the end of February.

Rent Supplement Program

As applicable, your monthly 2026 rent supplement funding you will receive for the January to March time period remains unchanged from your monthly rent supplement funding provided to you since April 2025.

Overall

Should you have any questions, comments, or concerns regarding your interim 2026 budget, please contact your Housing Advisor.

Yours truly,



Philip Henke, CPA, CGA
Director, HMB Operations
Housing Division
Government of Alberta