



**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, March 26 @ 3:00 p.m.
Clearview Lodge – Activity Room

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – February 26, 2026
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to February 28, 2026
4. **Financial Statements**
 - a. Income Statement & Bank Reconciliation – CVL – February 28, 2026
 - b. Income Statement & Bank Reconciliation – Social Housing – February 28, 2026
 - c. Bank Reconciliation – Security Deposit – February 28, 2026
5. **Reports**
 - a) Lodge Manager/Resident Manager Report
 - b) Operations Manager Report
 - c) Placement Officer Report
 - d) CAO Report
6. **New Business:**
 - a) CVL – Design Process Ideas & Schedule
 - i) Update:
 - CVL Design Costs – Pre-Construction
 - RFP – Construction Manager
 - Build Canada Homes Information
 - Presentations to Municipal Councils – Anticipated Receipt of Letters of Support
 - ii) Resolution – Authorization to Approve Commercial Financing - CVL
 - Expression of Interest from 1st Choice Savings and Credit Union
 - iii) Resolution – Seek Ministerial Approval for Debt Financing
 - b) Letter – 2026 Operating Budget Details – ALSS
 - c) Memo – Assisted Living Alberta – Increase for Type A & B Continuing Care Home, effective April 1, 2026
 - d) Letter – MD of Taber – Council Appointment
 - e) 8760 – Future Electricity & Natural Gas Strategy Recommendation
 - e) Strategic Planning – Action Plan
7. **Information**
 - a) Report – Social Housing – March 20, 2026
8. **Adjournment**

Next Meeting: Board of Directors Mtg. Thursday, April 30, 2026 1:30 pm TDHF Admin Office - Boardroom



**Taber & District
HOUSING FOUNDATION**

Provides individuals, families and seniors with affordable and caring accommodation

MINUTES
Regular Monthly Board Meeting
Taber and District Housing Foundation
Thursday, February 26, 2026
TDHF Admin Office – Boardroom

ATTENDANCE

Board:	Rosanne Horrocks Joe Strojwas (via Zoom)	Tom Machacek Tamara Miyanaga	Dan Remfert Paul Ballard
Absent:	Jane Jensen		
Administration:	Tim Janzen (CAO), Carrie Wilson (CVL Resident Manager) & Corey Beck (Operations Manager)		

Tom Machacek, Vice-Chairperson, called the meeting to order at 1:28 pm.

Introductions were made for members of the delegation:

Representing Douglas J. Bergen & Associates were Douglas Bergen (via Zoom), Jayden Vandekraats, and Alymer. Representing Alvin Fritz Architect were Alvin Fritz and Carlos Roman.

Mr. Fritz led a presentation about various options regarding construction management vs general contractor. Also, different forms of contract were discussed and questions answered.

Motion 2026 - 015

MOVED by D. Remfert that CAO proceed with Request for Proposal for a CCDC 5B contract.

CARRIED

1. Approval of Agenda

Motion 2026 - 016

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

CARRIED

2. Approval of Minutes

Motion 2026 - 017

MOVED by J. Strojwas to accept the minutes from the Board of Directors meeting of Thursday, January 29, 2026.

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 January 31, 2026
- c) **2025/6 TDHF Committee and Executive members**

Motion 2026-018

MOVED by R. Horrocks that committees be comprised, as follows (**Chair in Bold**):

Personnel -	R. Horrocks	D. Remfert	T. Miyanaga	
Budget & Audit	P. Ballard	R. Horrocks	T. Machacek	Joe Strojwas
Governance -	J. Jensen	D. Remfert	J. Strojwas	
Fundraising -	All Board Members;	T. Machacek		
Building -	All Board Members;	T. Machacek		

CARRIED

Motion 2026-019

MOVED by P. Ballard that the Chairperson, Vice-Chairperson, Executive Committee members and Signing Authorities be as follows:

Chairperson	Rosanne Horrocks
Vice-Chairperson	Tom Machacek
Executive Committee:	R. Horrocks (Chair), T. Machacek (Vice-Chair), T. Miyanaga
Signing Authorities:	R. Horrocks, T. Machacek, Joe Strojwas & Tim Janzen, CAO

CARRIED

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2026 - 020

MOVED by T. Miyanaga to approve financial statements and bank reconciliations for Clearview Lodge to January 31, 2026.

CARRIED

Motion 2026 - 021

MOVED by P. Ballard to approve financial statements and bank reconciliations for Social Housing to January 31, 2026.

CARRIED

Motion 2026 - 022

MOVED by D. Remfert to approve bank reconciliations for Security Deposits for the months of January 2026.

CARRIED

5. Reports

- a) CVL Lodge Manager/Resident Manager Report

Motion 2026 - 023

MOVED by R. Horrocks to accept the Lodge Manager/Resident Manager report, as presented.

CARRIED

- b) Operations Manager Report

Motion 2026 - 024

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

CARRIED

- c) Placement Officer Report

Motion 2026 - 025

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

CARRIED

- d) Chief Administrative Officer Report

Motion 2026 - 026

MOVED by P. Ballard to accept the Chief Administrative Officer report, as presented.

CARRIED

6. New Business

- a) Clearview Lodge – Design Process, Ideas & Schedule

Motion 2026 - 027

MOVED by D. Remfert that the CAO be authorized to investigate commercial financing options for the Clearview Lodge Expansion and Modernization project, for up to \$10 million.

CARRIED

Motion 2026 - 028

MOVED by T. Miyanaga to instruct Administration to develop a communications plan for the Clearview Lodge Expansion and Modernization project to be launched at the appropriate time.

CARRIED

- b) Resolution: Market Rents 2026

Motion 2026 - 029

MOVED by J. Strojwas that the Resolution: Market Rents 2026 be accepted as presented.

CARRIED

- c) Resolution: Recovery of Electrical Costs - 2026

Motion 2026 - 030

MOVED by R. Horrocks that the Resolution: Recovery of Electrical Costs 2026 be accepted as presented.

CARRIED

d) Notes from Strategic Planning Session – January 22, 2026

CAO presented notes from the TDHF Strategic Planning Session, held on January 22, 2026. CAO will take the approved notes and prepare an Action Plan for the next TDHF Board of Directors meeting.

7. Other Information

- a) Report – Social Housing – February 20, 2026
- b) Engagement Letter – Avail LLP – February 18, 2026
- c) ASCHA FAQs – Official and Unofficial Acronyms used in Housing

8. Adjournment

Motion 2026 - 031

MOVED by T. Miyanaga to adjourn the meeting at 3:03 pm

CARRIED

Next Meeting:

Budget & Audit Committee	Thursday, March 26, 2026	1:00 pm	CVL Activity Room
Annual General Meeting	Thursday, March 26, 2026	2:00 pm	CVL Atrium
TDHF Board of Directors	Thursday, March 26, 2026	3:00 pm	CVL Activity Room

Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson

2026 MOW Summary

Month	# Clients	# of Meals	YTD	Days/Mon Discount	
January	29	411	411	36	733.50
February	33	396	807	28	963.00
March			807		
April			807		
May			807		
June			807		
July			807		
August			807		
September			807		
October			807		
November			807		
December			807		
YTD MEALS		807		64	1,696.50
\$/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 (to Feb)</u>	<u># of Clients</u>	<u># of Meals</u>
~~2020~~		
2021	1159	40 ~~28~~
2022	895	35
2023	970	39
2024	1,074	43
2025	777	32

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

	Actual Jan 01, 2026 to Feb 28, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	294,478.00	1,866,777.00	-84.23
Lodge Fees	350.00	800.00	-56.25
Rent Rebates	-3,814.00	-12,000.00	-68.22
Total Rental Revenue	291,014.00	1,855,577.00	-84.32
Resident Services			
Parking	841.00	5,100.00	-83.51
Laundry	6,311.00	13,000.00	-51.45
Medication Fees	2,925.00	18,720.00	-84.38
Resident Fundraising	130.00	500.00	-74.00
Therapeutic Bath	800.00	6,000.00	-86.67
Personal Emergency Call System	1,650.00	8,400.00	-80.36
Total Sundry Resident Revenue	5,505.00	33,620.00	-83.63
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	12,657.00	52,220.00	-75.76
Non Resident Services			
Facility Rental	300.00	1,800.00	-83.33
Meals on Wheels	8,877.00	44,400.00	-80.01
Meals on Wheels Discounts	-1,696.50	-7,200.00	-76.44
Guest Meals	465.00	2,400.00	-80.63
Staff Meals	1,165.00	7,000.00	-83.36
Canteen Revenue	87.40	500.00	-82.52
Total Other Meal Services	1,717.40	9,900.00	-82.65
Sundry Revenue	63.81	50.00	27.62
Total Non Resident Services	9,261.71	48,950.00	-81.08
Grants			
ASHC LAP Grant	58,856.00	266,815.00	-77.94
Total ASHC Grants	58,856.00	266,815.00	-77.94
Total Grants	58,856.00	266,815.00	-77.94
Operation Funding			
Health Funding	149,072.50	907,917.00	-83.58
Requisition Revenue	92,251.82	553,511.00	-83.33
Total Operation Funding	241,324.32	1,461,428.00	-83.49
Management & Administration			
Other Recovery	2,073.49	14,800.00	-85.99
NSF/Late Fees	0.00	25.00	-100.00
Sundry Revenue	0.00	1,200.00	-100.00
Total Management and Admini...	2,073.49	16,025.00	-87.06
Investment Income			
Interest	4,165.91	17,280.00	-75.89
Total Investment Income	4,165.91	17,280.00	-75.89
Charitable Revenue			
Donations	25.00	0.00	0.00
Total Charitable Revenue	25.00	0.00	0.00
TOTAL REVENUE	619,377.43	3,718,295.00	-83.34
EXPENSE			
Utilities			

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

	Actual Jan 01, 2026 to Feb 28, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Heating	8,611.16	41,000.00	-79.00
Electricity	8,998.77	62,000.00	-85.49
Water & Sewer	3,143.82	20,000.00	-84.28
Waste Removal	406.48	2,700.00	-84.95
Telephone	1,081.69	9,140.00	-88.17
Bulk Contract Expenses	5,616.38	34,540.00	-83.74
Total Utilities	27,858.30	169,380.00	-83.55
Operating			
Bakery	5,087.54	31,000.00	-83.59
Dairy	8,489.90	57,750.00	-85.30
Groceries	24,839.02	143,500.00	-82.69
Meat	16,237.86	114,000.00	-85.76
Total Food	54,654.32	346,250.00	-84.22
Food Supplies	4,846.85	26,000.00	-81.36
Janitorial & Housekeeping	5,990.30	56,435.00	-89.39
Laundry	876.11	9,250.00	-90.53
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	6,866.41	69,685.00	-90.15
Equipment & Furn Purchase	6,273.97	27,484.00	-77.17
Equipment & Furn Repairs	34.51	5,000.00	-99.31
Insurance	2,055.14	17,000.00	-87.91
Craft Supplies	0.00	500.00	-100.00
Entertainment Supplies	136.52	3,000.00	-95.45
Recreation Supplies (Vol Apprec)	671.00	8,000.00	-91.61
Total Resident/Volunteer Progra...	807.52	11,500.00	-92.98
Publicity & Promotion	0.00	4,675.00	-100.00
Pest Control	0.00	2,500.00	-100.00
Sundry	0.00	670.00	-100.00
Total Operating	75,538.72	510,764.00	-85.21
Operating Maintenance			
Appliances	809.08	14,695.00	-94.49
Bldg Safety & Security Systems	6,793.02	27,706.00	-75.48
Sundry	31.35	350.00	-91.04
Vehicles	40.11	1,400.00	-97.14
Building Interior Painting Units	575.00	4,800.00	-88.02
Building Interior Flooring	798.00	5,000.00	-84.04
Building Interior Suite Reno	8.54	3,800.00	-99.78
Building Exterior	0.00	750.00	-100.00
Heating, Ventilation & A/C	0.00	15,400.00	-100.00
Plumbing	1,061.98	11,650.00	-90.88
Electrical	158.40	6,550.00	-97.58
Grounds & Maintenance	580.00	22,300.00	-97.40
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	0.00	500.00	-100.00
Maintenance - Tools & Supplies	25.74	1,000.00	-97.43
Total Operating Maintenance	10,881.22	116,901.00	-90.69
OPERATING EXPENSES			
SAFETY & SECURITY	482.99	0.00	0.00
SUBTOTAL OPERATING EXPE...	482.99	0.00	0.00
TOTAL OPERATING EXPENSES	482.99	0.00	0.00
Human Resources			
Administration Salaries	71,935.54	398,808.00	-81.96
Housekeeping Salaries	43,619.66	310,056.00	-85.93
Food Service Salaries	85,611.35	541,788.00	-84.20
Maintenance Salaries	16,944.74	85,293.00	-80.13
Resident Care Salaries	15,861.52	126,459.00	-87.46

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

	Actual Jan 01, 2026 to Feb 28, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Total Salaries & Wages	233,972.81	1,462,404.00	-84.00
CPP	9,780.73	79,476.00	-87.69
EI	4,058.91	30,023.00	-86.48
EE Benefits	11,241.46	95,200.00	-88.19
Other Pension Contributions	5,314.30	45,000.00	-88.19
WCB	-54.75	43,000.00	-100.13
Total Benefits	30,340.65	292,699.00	-89.63
Contract Employment	1,172.62	25,623.00	-95.42
Personal Recruitment	1,814.50	4,400.00	-58.76
Staff Functions & Recognition	140.41	13,000.00	-98.92
Training & Development	4,910.03	42,000.00	-88.31
Health & Safety	1,479.24	22,076.00	-93.30
Legal Fees	661.05	10,000.00	-93.39
Labour Relations	2,327.10	40,500.00	-94.25
Total Human Resources	276,818.41	1,912,702.00	-85.53
Administration			
Bank Charges	524.50	3,650.00	-85.63
Courier & Postage	189.25	1,000.00	-81.08
Stationery & Other Supplies	1,065.42	7,500.00	-85.79
Office Rent	1,204.75	10,074.00	-88.04
Office Equipment & Furn Purchase	483.29	1,900.00	-74.56
Office Equipment & Furn Repairs	419.03	1,900.00	-77.95
Vehicle & Travel	506.00	3,840.00	-86.82
Board Expenses	175.97	12,895.00	-98.64
Association Fees	1,983.33	4,340.00	-54.30
Legal Fees	0.00	150.00	-100.00
Audit Fees	0.00	20,000.00	-100.00
Consulting Fees	0.00	5,200.00	-100.00
IT Services	1,669.19	19,390.00	-91.39
Sundry	251.00	1,075.00	-76.65
Accreditation	0.00	10,000.00	-100.00
Total Administration	8,471.73	102,914.00	-91.77
Health Expenditures			
Salaries - Resident Care	119,778.59	755,248.00	-84.14
Total Salaries - Resident Care	119,778.59	755,248.00	-84.14
Benefits - Resident Care	17,960.79	135,112.00	-86.71
Total Benefits - Resident Care	17,960.79	135,112.00	-86.71
Materials & Supplies Resident C...	1,536.41	21,200.00	-92.75
Total Health Expenditures	139,275.79	911,560.00	-84.72
TOTAL EXPENSE	539,327.16	3,724,221.00	-85.52
NET INCOME	80,050.27	-5,926.00	-1,450....

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INTEREST FROM HARMONY HOME ASSET TRANSFER

Received \$1,095,680 on January 13, 2026

	Bank acct	Period	Date paid	Amount	GL - CVL #475010
Summary	SH	Jan 13 - 22 / 2026	01-Feb-26	675.42	675.42
	CVL	Jan 23 - 31 / 2026	01-Feb-26	607.88	607.88

\$ 1,283.30

4. a) IV

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

CLEARVIEW LODGE

MONTH ENDING FEBRUARY 28, 2026

<u>GENERAL LEDGER BALANCE END OF PREVIOUS MONTH</u>		1,631,473.14
		0.00
RECEIPTED DEPOSITS FOR THE MONTH		3,635.42
PADS		153,572.50
Misc DD		1,073.49
Intercompany		39,400.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
Direct Deposit Requisitions		0.00
DEPOSIT INTEREST		1,430.48
HH Interest		607.88
LESS DISBURSMENTS FOR THE MONTH	Eft's	-66,351.15
	RBC Express / PAD's	-117,476.98
LESS DISBURSMENTS FOR THE MONTH	Payroll	-150,635.82
	RRSP	-9,106.93
	Bank Error	0.00
	Deposit Forms ordered	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-247.65
AB Seniors LAP		29,428.00
AHS Funding - Direct Deposit		74,536.25
PAD Return		0.00
Misc		0.00
<u>GENERAL LEDGER ENDING BALANCE</u>		<u>\$1,591,338.63</u>

<u>BALANCE PER BANK STATEMENT</u>	1,591,338.63
LESS OUTSTANDING CHEQUES	0.00
OUTSTANDING DEPOSITS	
<u>NET BALANCE END OF MONTH</u>	<u>\$1,591,338.63</u>

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

Business Account Statement

RBBDA30000_3377955 E D 09179 00361
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

January 30, 2026 to February 27, 2026

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 January 30, 2026	\$1,631,473.14
Total deposits & credits (11)	+ 303,684.02
Total cheques & debits (28)	- 343,818.53
Closing balance on February 27, 2026	= \$1,591,338.63

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			1,631,473.14
02 Feb	Direct Payment (PAD's) service total GRADS1097890000		153,572.50	1,785,045.64
	Misc Payment AHS AP EFT CAD		74,536.25	
	Misc Payment COINAMATIC CANA	189.72		
	Misc Payment TOWN OF TABER Pre-Author	1,157.39		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Business PAD Bnfts by Dsgn	14,545.73		1,840,740.45
	Deposit interest		2,038.36	1,842,778.81
04 Feb	Misc Payment TransAlta Enrgy TEM-26-1434223	5,214.27		1,837,564.54
05 Feb	Misc Payment Government of A		29,428.00	
	Activity fee	247.65		1,866,744.89
09 Feb	Deposit 0152		795.00	

4.a) vi



Business Account Statement

January 30, 2026 to February 27, 2026
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
09 Feb	Direct Deposits (PDS) service total GRADS7204090000	38,774.83		
	Bill Payment DE BUSINESS	4,845.56		1,823,919.50
10 Feb	Account transfer Interoffice		3,400.00	1,827,319.50
	Bill payment - 6986 TABER HM HARDWR	36.06		
	Bill payment - 6975 CENTENNIAL FOOD	2,410.07		
	Bill payment - 6983 SYSCO-CALGARY	4,525.96		
	Bill payment - 6979 GFS CANADA LTD	6,008.70		
	Direct Deposits (PDS) service total GRADS7204090000	16,790.30		
	ACCOUNT TRANSFER 9604195657	3,153.81		
	COMMERCIAL TAXES EMPTX 5466908	66,240.18		1,728,154.42
11 Feb	Bill Payment Telus Comm	131.92		1,728,022.50
13 Feb	Direct Deposits (PDS) service total GRADS7204090000	66.12		1,727,956.38
17 Feb	Deposit 0153		245.00	
	Direct Deposits (PDS) service total GRADS7204090000	16,076.75		
	Cable TV Bill Pmt SHAW CABLE TV	154.93		1,711,969.70
23 Feb	Account transfer Intercompany		36,000.00	1,747,969.70
	Deposit 0154		2,309.85	
	Bill payment - 2120 SECURTEK MS	49.30		
	Bill payment - 2128 TABER HM HARDWR	146.05		
	Bill payment - 2125 SYSCO-CALGARY	1,816.21		
	Bill payment - 2116 CENTENNIAL FOOD	3,584.63		
	Direct Deposits (PDS) service total GRADS7204090000	8,668.53		
	ACCOUNT TRANSFER 9605409295	317.89		1,735,696.94
25 Feb	Direct Deposits (PDS) service total GRADS7204090000	136,610.44		
	Misc Payment RBC PAYROLL	2,403.34		
	Misc Payment RBC PAYROLL	6,703.59		1,589,979.57
27 Feb	Deposit 0155		285.57	
	Misc Payment EXTENDICARE 02164673		1,073.49	1,591,338.63
	Closing balance			1,591,338.63

Deposit Interest Earned: \$2,038.36

Account Fees: \$247.65

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2026 to Feb 28, 2026**

REVENUE

Rental Revenue	
Resident Rent (Note 1)	179,616.00
Rent Rebates	-175.00
Rent Loss COVID	0.00
Sundry Rent Revenue	0.00
Total Rent Revenue	<u>179,441.00</u>
Resident Services	
Parking	3,196.00
Utility Recovery	8,150.00
Sundry Resident Revenue	1,812.00
Tenant Maintenance Recovery	601.34
Total Resident Services	<u>13,759.34</u>
Non Resident Services	
Sundry Revenue	1,263.88
Total Non Resident Services	<u>1,263.88</u>
Grants	
ASHC - Rent Supplement Grant	3,480.00
Total Grants	<u>3,480.00</u>
Management & Administration	
Gain or Loss on Sale of Capital	2,500.00
Total Management & Administr...	<u>2,500.00</u>
Charitable Revenue	
Restricted Donations	0.00
Total Charitable Revenue	<u>0.00</u>
TOTAL REVENUE	<u>200,444.22</u>

EXPENSE

Utilities	
Heating (Gas/Heat/Fuel)	14,024.85
Electricity	11,859.76
Water & Sewer	17,017.61
Waste Removal	2,663.66
Telephone	2,156.61
Total Utilities	<u>47,722.49</u>
Operating	
Cleaning	54.19
Equipment & Furniture Purchase	0.00
Equipment & Furniture Repairs	0.00
Insurance	3,181.84
Resident/Volunteer Programs	8,190.00
Bad Debt Expense	0.00
Publicity & Promotion	0.00
Pest Control	0.00
Sundry	0.00
SUBTOTAL GRANTS IN LIEU	0.00
Toal Operating	<u>11,426.03</u>
Operating Maintenance	
Appliances	1,333.04
Bldg Safety & Security Systems	812.34
Sundry	31.35
Vehicles	1,288.35

4. b) i

Taber and District Housing Foundation - sochsg **Income Statement Jan 01, 2026 to Feb 28, 2026**

Building Int Painting Common Area	0.00	
Building Interior Painting Units	28.47	
Building Interior Flooring	0.00	
Building Interior Suite Reno	38.25	
Building Exterior	300.00	
Building Remediation	0.00	
Heating, Ventilation & A/C	1,890.31	
Plumbing	19,235.83	
Electrical	485.11	
Grounds & Maintenance	14,589.79	
Elevators	0.00	
Maintenance Equipment - Repair	0.00	
Maintenance Equipment - Purch...	0.00	
Maintenance - Tools & Supplies	25.74	
Facility Condition Inspection	0.00	
Total Maintenance	40,058.58	
Human Resources		
Salaries & Wages	0.00	
Administration Salaries	31,919.50	
Maintenance Salaries	28,575.49	
Total Salaries & Wages		60,494.99
Benefits	0.00	
CPP	3,016.95	
EI	1,438.75	
EE Benefits	4,676.46	
Other Pension Contributions	1,979.26	
WCB	54.75	
Total Benefits		11,166.17
Contract Employment	0.00	
Personal Recruitment	0.00	
Staff Functions & Recognition	28.49	
Training & Development	475.87	
Health & Safety	0.00	
Legal Fees	0.00	
Labour Relations	0.00	
Total Human Resources		72,165.52
Administration		
Bank Charges	376.34	
Courier/Postage	189.25	
Stationery & Other Supplies	668.00	
Office Rent	3,415.30	
Office Equipment & Furn	0.00	
Office Equipment & Furn Repairs	453.66	
Vehicle & Travel	774.00	
Board Expenses	175.94	
Association Fees	3,657.67	
Professional Fees	0.00	
Legal Fees	0.00	
Audit Fees	0.00	
Consulting Fees	0.00	
IT Services	225.05	
Sundry	240.43	
Total Administration	10,175.64	
Amortization		
Amortization	0.00	
Total Amortization	0.00	
TOTAL EXPENSE	181,548.26	
NET INCOME	18,895.96	

9. b) ii

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

SOCIAL HOUSING

Month ending February 28, 2026

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH **THIS** \$160,824.89

RECEIPTED DEPOSITS FOR THE MONTH		\$	5,355.00
Deposit	\$	4,534.00	
Auto Deposit	\$	-	
Interac	\$	821.00	
PAD's(pre-authorized Debit)			\$95,476.00
Sec Dep Transfer			\$0.00
Govt of AB - HH Asset			\$0.00
Govt of AB			\$19,834.00
Govt of AB - RAB			\$19,741.00
DEPOSIT INTEREST	reg		\$464.56
DEPOSIT INTEREST	Asset		\$675.42
RBC Express	cheque'		(\$10,197.38)
EFT			(\$26,490.47)
Vendor PAD			(\$24,016.32)
LESS DISBURSMENTS FOR THE MONTH			\$0.00
PAD return / NSF			(\$2,010.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	POS	Jan	(\$78.69)
RBC Activity Fee			(\$191.95)
Bank dep correction	#		\$0.00
CVL Transfer			(\$39,400.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE

\$199,986.06

ENDING BALANCE PER BANK STATEMENT

\$199,986.06

PLUS OUTSTANDING DEPOSIT -

\$0.00

LESS OUTSTANDING CHEQUES

\$0.00

RECONCILED BANK BALANCE

\$199,986.06

4. b) iii



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

Business Account Statement

RBBDA30000_3377955 E D 09179 00349

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

January 30, 2026 to February 27, 2026

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 January 30, 2026	\$160,824.89
Total deposits & credits (6)	+ 141,545.98
Total cheques & debits (79)	- 102,384.81
Closing balance on February 27, 2026	= \$199,986.06

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			160,824.89
02 Feb	INT FEE01071695	0.99		
	MON FEE01071695	77.70		
	Misc Payment COINAMATIC CANA	49.82		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Misc Payment COINAMATIC CANA	94.41		
	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	109.02		
	Misc Payment TOWN OF TABER Pre-Author	113.86		
	Misc Payment TOWN OF TABER Pre-Author	113.86		
	Misc Payment TOWN OF TABER Pre-Author	116.28		

4.6) JV



Business Account Statement

January 30, 2026 to February 27, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
02 Feb	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	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	123.54		
	Misc Payment TOWN OF TABER Pre-Author	123.54		
	Misc Payment TOWN OF TABER Pre-Author	125.96		
	Misc Payment TOWN OF TABER Pre-Author	125.96		
	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	125.96		
	Bill Payment Telus Comm	128.10		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	130.80		
	Misc Payment TOWN OF TABER Pre-Author	130.80		
	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	135.64		
	Misc Payment TOWN OF TABER Pre-Author	138.06		
	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	152.58		
	Misc Payment TOWN OF TABER Pre-Author	157.42		
	Misc Payment TOWN OF TABER Pre-Author	184.04		
	Misc Payment COINAMATIC CANA	188.81		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment COINAMATIC CANA	192.87		
	Misc Payment TOWN OF TABER Pre-Author	196.14		
	Misc Payment TOWN OF TABER Pre-Author	888.55		
	Misc Payment TOWN OF TABER Pre-Author	1,124.15		
	Misc Payment TOWN OF TABER Pre-Author	1,518.52		152,040.06
	Deposit interest		1,139.98	153,180.04
03 Feb	Direct Payment (PAD's) service total GRADS8751490000		95,476.00	248,656.04
04 Feb	Bill Payment Telus Mobility	50.24		

4. b) v



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

Business Account Statement

January 30, 2026 to February 27, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
04 Feb	Misc Payment TransAlta Enrgy TEM-26-1434220	6,743.83		241,861.97
05 Feb	Misc Payment Government of A		39,575.00	
	Pre-authorized payment returns GRADS8751490000	796.00		
	Activity fee	191.95		280,449.02
06 Feb	Pre-authorized payment returns GRADS8751490000	1,214.00		279,235.02
09 Feb	Bill Payment DE BUSINESS	7,377.39		271,857.63
10 Feb	Account transfer ACTR7604100358	3,400.00		
	Bill payment - 6942 TABER HM HARDWR	94.33		
	Bill payment - 6962 VAUXHALL-UTIL	103.75		
	Bill payment - 6957 VAUXHALL-UTIL	108.70		
	Bill payment - 6937 BLUEWAVE ENERGY	123.76		
	Bill payment - 6969 BARNWELL-VIL-UT	126.04		
	Bill payment - 6947 TABER, ALTA-UTL	213.11		
	Bill payment - 6951 VAUXHALL-UTIL	341.57		
	Bill payment - 6967 BARNWELL-VIL-UT	600.08		
	ACCOUNT TRANSFER 9604195656	186.15		266,560.14
11 Feb	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		
	Utility Bill Pmt EPCOR	241.43		266,203.30
12 Feb	Deposit 0098		3,110.00	269,313.30
13 Feb	EF0213 01071695		821.00	270,134.30
16 Feb	Cable TV Bill Pmt SHAW CABLE TV	37.95		270,096.35
17 Feb	Cable TV Bill Pmt SHAW CABLE TV	33.70		270,062.65
18 Feb	Direct Deposits (PDS) service total GRADS0672790000	28.00		
	Cable TV Bill Pmt SHAW CABLE TV	65.00		
	Cable TV Bill Pmt SHAW CABLE TV	84.44		269,885.21
19 Feb	Cable TV Bill Pmt SHAW CABLE TV	206.63		269,678.58
20 Feb	Direct Deposits (PDS) service total GRADS0672790000	26,462.47		243,216.11
23 Feb	Account transfer ACTR7605400739	36,000.00		
	Bill payment - 2106 ROGERS 11 DIGIT	52.50		
	Bill payment - 2111 TABER HM HARDWR	157.04		
	Bill payment - 2102 GFS CANADA LTD	7,977.66		
	ACCOUNT TRANSFER 9605409294	112.69		198,916.22

4. b) vi



Business Account Statement

January 30, 2026 to February 27, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
25 Feb	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		198,751.37
26 Feb	Bill Payment Telus Comm	189.31		198,562.06
27 Feb	Deposit 0099		1,424.00	199,986.06
	Closing balance			199,986.06

Deposit Interest Earned: \$1,139.98

Account Fees: \$191.95

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending February 28, 2026

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$53,965.58
RECEIPTED DEPOSITS FOR THE MONTH	\$200.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$102.88
TOTAL DEPOSITS	\$302.88
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	\$0.00
NET BALANCE END OF THE MONTH	<u>\$54,268.46</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$54,268.46
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$54,268.46</u>



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

Business Account Statement

RBBDA30000_3377955 E D 09179 00368

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

January 30, 2026 to February 27, 2026

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 January 30, 2026	\$53,965.58
Total deposits & credits (2)	+ 302.88
Total cheques & debits (0)	- 0.00
Closing balance on February 27, 2026	= \$54,268.46

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			53,965.58
02 Feb	Deposit interest		102.88	54,068.46
09 Feb	Deposit 0606		200.00	54,268.46
	Closing balance			54,268.46

Deposit Interest Earned: \$102.88

Lodge & Resident Manager's Board Report

March 2026

1) Resident Information:

- a. Move In's – 3**
- b. Move Outs – 0**
- c. SL3 – 19**
- d. SL2 Home Care Residents – 43**
- e. Resident Room Changes – 0**
- f. Change in status – 0**
- g. Potential resident interviews – 3**
- h. Preadmission resident interviews for new H/C residents, this includes SL2/Type B HCA (SL3)/Type B LPN secure (SL4-D) – 1**
- i. Waitlist – 15**
- j. Residents in total – 74**
- k. Residents on MAP – 43**
- l. Residents receiving laundry services – 41**
- m. Residents with in-house pendants – 24**
- n. Family case conferences held – 9**
- o. Residents paying for extra baths – 4**
- p. Annual accommodation review completed.**
- q. Resident survey sent out.**

2) Monthly Meetings:

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

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) CCHSS Audit conducted by Continuing Care. All non-compliant issues have been remedied and approved. We are fully compliant.

5. a) i

- 8) Accommodation Standards Audit conducted with 5 outstanding items that are in the process of being remedied.**
- 9) Tour with Devon Dean the SEO of Assisted Living Alberta**

10) Health & Safety:

- a. JHSC Meeting was held with only no incidents reported. Minutes completed and distributed.**
- b. Completed Hazard assessment review for March.**
- c. SWP review and competency checks completed for all departments.**
- d. Safety Board completed for the month.**
- e. Attended CCSA Psychological Trauma in the workplace Training.**
- f. Attended Complaints and Complainant training.**

11) Employees:

- a. Working on performance reviews. There have been 3 completed this month.**
- b. Scheduling/Payroll for Jan/Feb completed. Scheduling/payroll for Feb/Mar on-going.**
- c. Completed 4 interviews for new staff members.**

Operations Report

March 2026

Clearview Lodge

- Contracting trees to be taken out.
- Received a deep fryer for kitchen.
- Joint Health and Safety meeting.
- Fire extinguisher certification booked.
- Ordered part for combi oven.
- We had a surprise Continuing Care audit.
- Booked semi-annual inspection of suppression system.

Homestead Manor

- Smoke shelter has been repaired.
- Outdoor lights are being installed on the eaves.
- Sewer pipe repaired in manor.
- Replaced ignition wire in MUA unit.
- Ordered burners for MUA unit in Manor.
- Securcom to start on adding FOB system to 3 more doors.

Pioneer Place

- Priced having a ramp poured onto the patio.
- Smoke shelter has been repaired.
- Outdoor lights being installed on the eaves.
- Simpsons Plumbing installed a flow switch on boiler pumps.
- Move out in unit #128, renos in progress.

Harmony Home

New sign for the Manor has been placed.

- Smoke shelter has been repaired.
- Ordered Aedarsa inspection for yearly inspection of elevator.
- Adding one more door to FOB system.
- Pricing replacing siding and windows.

Prairie Rose Manor

- New sign for the Manor has been installed.
- Fortis to replace all meters in the Manor.
- Unit #10 has been painted and flooring installed, ready for move-in.

Sunshine Manor

- A new sign has been placed at the Manor.

Barnwell

- On-going maintenance.
- Ordered new sign for Bountiful House

Phase One

- Chain link fencing has been replaced after takedown of trees.
- Met with Pinnacle Landscaping to supply and plant trees in Phase one.

Phase Two

- Replaced shingles after windstorm.
- Made plans with Landscaping company to plant trees.

Phase Three

- Facia was replaced on four plex.
- Made plans with Landscaping company to plant trees.

Special Needs

- On-going maintenance.
- Fence has been damaged.
- Made plans with Landscaping company to plant trees.

General Maintenance.

- Met with Securcom to get the software back on our computer.
- I put together Annual report.
- We received 4 more shower units.

PLACEMENT OFFICER REPORT

MONTH: March 2026

SENIOR HOUSING

Applications Received – 1
Move ins – 1
Move outs – 1
Waitlist – 16
Units Available – 0
Vacant Units – 2

FAMILY HOUSING

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

RENT ASSISTANCE

Applications Received - 1
New Clients – 4 new for March
Client Removed – 0
Total Clients - 45
Processing – 1

1. Senior Housing

Leases for Taber units are set to expire **July 31**, while leases for manors outside of town expire **August 31**.

Income verification documents continue to come in steadily as tenants receive their Notices of Assessment. We appreciate the ongoing cooperation and patience as this process moves forward.

A highlight this period was the partnership with **FCSS**, where **Cindy Lauwen** and **Renee White** visited Homestead, Pioneer, and Harmony Home over three days to provide on-site tax filing services.

- **Over 30 tax returns** were completed.
- This service was extremely well received, particularly by tenants with limited mobility or transportation challenges.
- For many residents, avoiding travel in winter conditions (ice and wind) significantly reduces the risk of falls and serious injury—making this initiative both practical and impactful.

Annual Manor Meetings are currently underway. Following these meetings, Tenant Associations are eligible to request their annual grant funding from TDHF.

- To date, **one request has been received**, with more expected as meetings conclude.
-

2. Family Housing

Family Housing leases are set to expire **June 30**.

Required documentation for annual reviews continues to come in gradually. However, several tenants have not yet submitted their information.

- A **second reminder letter** will be issued shortly to ensure timelines are met.

The review process has begun for files already received. As expected, this work requires focused, uninterrupted time—which remains a challenge given competing demands—but steady progress is being made.

3. Rent Assistance Benefit (RAB) Program

Activity in the RAB program remains consistent and active:

Outcomes for the month:

- **5 applications approved** for March benefits
 - **2 renewals completed**
 - **1 application declined** due to ineligibility
 - **1 application** in processing
-

CAO Report

February 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 March 2 - 6

- Mar 3 – Meeting with Carrie & Tanya re: Essential Services Agreement
- Mar 4 – CVL Managers Meeting
- Mar 4 – Webinar with MOBY – Training - Onboarding clients to MOBY portal
- Mar 5 – Stakeholder Meeting with David Williams, ADM ALSS
- Mar 6 – Meeting with Mary Klassen, Placement Officer
- Mar 6 – Meeting with Kenzie – Sunwise Engineering re: Harmony Home Manor

Week of March 9 - 13

- Mar 10 – Present MD of Taber Council re: Clearview Lodge project; seeking Letter of Support
- Mar 10 – Completed review of Entity Controls for Avail LLP auditors
- Mar 11 – Phone call with Scott Hanrahan, Benefits by Design, to price out Short Term Disability and Health Spending Accounts in preparation for CUPE collective bargaining
- Mar 12 – Meeting with Nicole Kiefiuk, 8760 - Spring Contract for 2028 to 2030 utilities
- Mar 12 – Meeting with Mary Klassen, Placement Officer
- Mar 12 – CVL Funding Announcement by Minister Jason Nixon
- Mar 13(AM) – AWAY - Medical Appointment
- Mar 13 – Completed Annual Requisition Letters to supporting municipalities
- Mar 13 – Posted RFP – Construction Manager services for Clearview Lodge project on APC (Alberta Purchasing Connection) – required by funding contract
- Mar 13 – Posted RFP on Alberta Construction posting site

Week of March 16 - 20

- Mar 16 – Interview with Trevor Busch – Taber Times re: Clearview Lodge visit.
- Mar 16 – CVL Tour with Joe Strojwas, and Town of Taber Councillors – Josh Antoniuk and Naomi Wiebe
- Mar 16 – Presented at Town of Vauxhall Council – Joe Strojwas & Tom Machacek in attendance
- Mar 17 – Resident Council Executive Meeting & Resident Council Meeting
- Mar 17 – Videoconference with ALSS representatives – David Williams, ADM, Erika Washington – Executive Director – Capital & Dean Lussier, Executive Director – Operations re: Clearview Lodge project and funding agreement
- Mar 18 – Videoconference with Build Canada Homes representatives
- Mar 19 – Proponent meeting with service providers interested in bidding on RFP – Construction Manager; with representatives from Bergen & Associates and Alvin Fritz Architecture
- Mar 19 – Proponent Site Visit to Clearview Lodge
- Mar 20 – Meet with Mary Klassen, Placement Officer
- Mar 20 – Received DRAFT 2025 Financial Statements
- Mar 21 – Attendant Care Expenses receipts – calculated and completed worksheets & letters for 30+ residents
- Mar 22 – Completed written receipts for Attendant Care Expenses

Week of March 23 - 27

- Mar 23 – Finalized the account statement, letters and written receipts for distribution of Attendant Care Expenses
- Mar 23 – Essential Services Agreement notes forwarded to Steve Connors, Brownlee Law
- Mar 23 – Presented to Town of Taber Council re: Clearview Lodge project and request Letter of Support, Rosanne Horrocks attended
- Mar 23 – Presented to Village of Barnwell Council re: Clearview Lodge project and request Letter of Support – Rosanne Horrocks attended
- Mar 24 – Presented to MD of Taber Council re: Clearview Lodge project and request Letter of Support
- Mar 24 – Complete TDHF Board of Directors Meeting agenda
- Mar 25 – Meeting with Steve Connors, Brownlee Law, re: collective bargaining opening position
- Mar 26 – Meeting with Budget & Audit Committee
- Mar 26 – Annual General Meeting
- Mar 26 – TDHF Monthly Board of Directors Meeting – Clearview Lodge
- Mar 27 – Prepare submissions to ALSS for annual financial statements and worksheets for Clearview Lodge

Upcoming Events

May ->

- Building Committee (meet monthly, or more often):
 - Develop plan and costing:
 - Commercial bank mortgage financing (**On-going**)
 - Discussions with municipal partners about timing of debenture financing
 - 100 wing relocation plan options
 - Forward package to Minister Jason Nixon for approval of debt financing (**April**)
 - Develop income projections for construction period (impact on operating budgets throughout the next 3 to 4 years) (**Completed**)
 - Set up further meeting(s) with Assisted Living Alberta & Social Services re: Continuing Care Capital grants and operating funding (**On-going**)
 - Develop communications plan (**On-going**)
- Electronic payroll system (**June ->**)
 - 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 – September 1, 2026??**
- Strategic Planning – put Goals into Action Plan (**Completed**)
 - Develop project planning details – Harmony Home Manor (**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 (**May->**)
 - Develop proposals for Special Needs housing (**May->**)
 - Update business case for Clearview Lodge (based on Bergen costing) (**Completed**)
- Professional Development for Out-of-Scope Managers
 - Research possibilities for 2026 team-building opportunities/activities
 - 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) (June/July->)
- Policy Review & Updates
 - Disability Management Program & Return to Work (in progress)
 - Drug & Alcohol Policy (Q3 - 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 (May)
 - CVL Resident Application form (May)

Professional Development & Committee Responsibilities:

- April 13 - 15, 2026 – ASCHA (TDHF will send three representatives) – Edmonton, AB
- May 12 – 14, 2026 – APHAA Conference – Edmonton, AB

Days booked out of office:

- April 6 – 24, 2026 - Vacation

CVL Design Costs - Pre Construction

	Capital	Project Costs	Expensed	CMHC Funded	
2020			54,387.12		Expenses working on starting CVL Design #560083
2021	341,765.44				Started Capitalizing Design Costs
2022	253,161.83				Capitalizing Design Costs
2023	52,978.18				Capitalizing Design Costs
2024	181,580.76				Capitalizing Design Costs
			-	130,000.00	CMHC Funding received - \$130,001
2025	27,824.25	206,450.00			Capitalizing Design Costs / Project Approved
2026		492,279.50			Project Approved
	857,310.46	698,729.50	54,387.12 -	130,000.00	
Total Cost Incurred				1,480,427.08	

6.2) i



Minister Jason Nixon
Assisted Living & Social Services
Members of Executive Council
Executive Branch
227 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister Nixon:

Re: Letter of Support for the Clearview Lodge Expansion & Modernization Project

Please accept this letter as confirmation that the Council of Town of Vauxhall supports the Clearview Lodge Expansion & Modernization project.

Also, accept this letter as confirmation that Town of Vauxhall understands that Taber and District Housing Foundation will be securing debt financing for this project and the municipality is willing to pay the operational requisition that will be required to pay annual debt financing costs for the duration of the financing.

RES: 26:76 MOVED by Councillor Ballard that a confirmation letter of support from the Town of Vauxhall be approved for the Clearview Lodge Expansion & Modernization Project.

Regards,

A handwritten signature in red ink, appearing to read 'Kimberley Cawley', is written over a faint, larger version of the same signature.

Kimberley Cawley, Mayor

AMENDED

DATE: March 17, 2026
TO: Tim Janzen Chief Administration Office
FROM: Martin Baumfeld BA, Commercial Account Manager
RE: Discussion Paper for Construction Financing

This is an Amended summary of preliminary discussions of terms and conditions regarding the new build and renovation project for Clearview Lodge in Taber AB. It is **not an approval** but is provided to support discussions with the Board and other parties that are part of Sources of Funding.

Sources	Total	Uses	Total
Town of Taber	\$4,500,000	Construction Costs	
MD of Taber	\$4,000,000	Expansion	\$19,716,000
Province of Alberta	\$9,070,000	Renovation	\$5,353,000
1st Choice Savings	\$9,500,000	Contingency	\$1,253,000
		Fee	\$71,250
		Interest Reserve & Other	\$676,750
Total	\$27,070,000		\$27,070,000

Construction Financing

Amount \$9,500,000
Interest Rate: Prime +.5% currently 4.95%
Repayment: Accrued Interest paid monthly. Paid from an Interest Reserve Account
Term: 30-36 months
Fee: \$71,250 with \$5,000 being non-refundable due at signing of Commitment Letter and the balance paid from first draw.

Security:

- 1st Charge General Security Agreement
- 1st Charge Collateral Mortgage in the amount of \$9,500,000 over real property legally described as Plan 831 0263 Block A Lot 1 with a municipal address of 4730 50th Avenue in the Town of Taber
- 2nd Charge Caveat supporting Assignment of Rents over real property legally described as Plan 831 0263 Block A Lot 1 with a municipal address of 4730 50th Avenue in the Town of Taber
- Assignment of all Risk Property Insurance

Other:

- Interest Reserve account to be established and funded by 1st Choice (see attached schedule)
- Following completion, the balance of the construction loan may be termed out up to **30 years**

- Cost of borrowing given current interest rates
 - \$9,500,000 @ 4.95% 5 years 25-year amortization = \$52,352/month
 - Total Interest paid over amortization \$6,705,375
 - \$9,500,000 @ 4.95% 5 years 30-year amortization = \$48,040/month
 - Total Interest paid over amortization \$8,294,150
- Government of Alberta security positions to be subordinated to 1st Choice Savings and Credit Union

Trusting this information is helpful with your discussions going forward. If you have any questions, feel free to reach out.

Regards,


 Martin Baumfeld.
 Commercial Account Manager
 1st Choice Savings and Credit Union Ltd.
 403 329 5248

Interest Costs and Reserve Account disbursements based on construction and funding schedules								
Date	Advance	To Reserve	Fee	To Account	Aggregate	4.95%	# days	Accrued Interest Monthly
					\$ -			
09/01/2027	\$ 3,725,000	\$ 150,000	\$ 71,250	\$3,503,750	\$ 3,725,000	4.95%	30	\$ 15,155.14
						4.95%	31	\$ 15,660.31
						4.95%	30	\$ 15,155.14
						4.95%	31	\$ 15,660.31
01/01/2028	\$ 1,000,000	\$ -		\$1,000,000	\$ 4,725,000	4.95%	31	\$ 19,864.42
						4.95%	28	\$ 17,942.05
01/03/2028	\$ 2,200,000	\$ 200,000		\$2,000,000	\$ 6,925,000	4.95%	31	\$ 29,113.46
						4.95%	30	\$ 28,174.32
01/05/2028	\$ 1,000,000	\$ -		\$1,000,000	\$ 7,925,000	4.95%	31	\$ 33,317.57
						4.95%	30	\$ 32,242.81
						4.95%	31	\$ 33,317.57
01/08/2028	\$ 900,000	\$ 100,000		\$ 800,000	\$ 8,825,000	4.95%	31	\$ 37,101.27
						4.95%	30	\$ 35,904.45
01/10/2028	\$ 675,000	\$ -		\$ 675,000	\$ 9,500,000	4.95%	31	\$ 39,939.04
						4.95%	30	\$ 38,650.68
						4.95%	31	\$ 39,939.04
Total	\$ 9,500,000	\$ 450,000	\$ 71,250	\$8,978,750			487	\$ 447,137.57

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March 6, 2026

Mr. Tim Janzen
Chief Administrative Officer
Taber and District Housing Foundation
5318 48 Ave
Taber, AB T1G 1S2

Dear Mr. Janzen:

The provincial Budget 2026 was formally announced on February 26, 2026 and is subject to Royal Assent through the Legislature of Alberta. We are pleased to provide your 2026 Alberta Social Housing Corporation (ASHC) funding allocations for the applicable programs, including Social Housing, Lodge Assistance, Rent Supplement, and Capital Maintenance & Renewal.

These targets replace the interim 2026 ASHC budget information shared with you in mid-December, as well as the related funding provided to support operations during the first quarter of 2026. Adjustments to your monthly funding will take effect beginning in April 2026, aligning with the start of our 2026–27 ASHC fiscal cycle.

The ASHC recognizes the important contribution of the Government of Canada to social housing programs in Alberta. Funding provided through the Social Housing Agreement, the Canada Community Housing Initiative, and the Canada Housing Benefit, as part of the National Housing Strategy, supports efforts to improve housing affordability across the province.

For more information on the Canada Community Housing Initiative and the National Housing Strategy, please visit: <https://www.cmhc-schl.gc.ca/en/nhs>.

Social Housing Operating Budget

Your 2026 approved operating program deficit budget is **\$238,008** resulting in a monthly payment of **\$19,834**.

Your 2026 budget is intended to support the continued operation of housing units and help address rising operating costs, including utilities, staffing, supplies, and other expenses. In addition, the nominal increase in funding may provide flexibility to support other housing-related initiatives, such as tenant support worker(s), operating maintenance, and staffing enhancements.

Mr. Tim Janzen, Chief Administrative Officer
Taber and District Housing Foundation

As in previous years, Housing Management Bodies (HMBs) may adjust revenue and expense allocations between properties within their Social Housing budgets, provided the overall budget remains balanced to the approved operating budget target. Site-level budget templates will be provided to you in the coming weeks. Please complete and return your 2026 site-level budget reallocations to your Housing Advisor no later than **June 30, 2026**.

Lodge Assistance Program (LAP)

In 2025, the income threshold for eligible lodge residents increased from \$31,230 to \$34,770 to align with the Alberta Seniors Benefit (ASB) total income threshold for single seniors.

- For 2026, the LAP income threshold remains at \$34,770.

As noted in the February 18, 2026, email sent to all lodge operators, all lodge residents aged 65 and over must retain the minimum disposable income amount after payment of the lodge rate by March 1, 2026. For 2026, the minimum disposable income is \$373 per month. Waivers or exceptions are not permitted, and minimum lodge rates may not be imposed.

To support HMBs through this transition, LAP rates are being increased by \$2.00 per eligible lodge resident per day to help offset potential revenue impacts while continuing to promote affordability for lodge residents. The new rates provided by ASHC are increasing for 2026 as follows:

- LAP and Unique Homes are increased from \$21.50 to **\$23.50**,
- Small Lodge Grant rate is increased from \$9.50 to **\$11.50**,
- Cottage rates are increased from \$3.50 to **\$5.50**.

As in previous years, your LAP grant will be adjusted to reflect the new rates and the 2026 eligible resident count, effective July 1, 2026. Monthly LAP funding for January through June 2026 will remain unchanged and will continue to be based on the final eligible resident counts from 2025.

We appreciate your cooperation in ensuring that only your lodge residents are submitted through the Housing Partner Portal. Please remember that Continuing Care Type B residents (formerly Designated Supportive Living) are not eligible for LAP; however, they may be eligible to receive the Supplementary Accommodation Benefit (SAB) to help offset Continuing Care – Residential accommodation charges. Additional information on SAB is available [here](#).

Mr. Tim Janzen, Chief Administrative Officer
Taber and District Housing Foundation

Rent Supplement

Your 2026 Rent Supplement Program (RSP) budget is **\$237,000**.

The RSP makes effective use of Canada Housing Benefit funding to support Alberta communities in need of affordable housing. We remain committed to achieving 12,000 additional Rent Supplement units under the Stronger Foundations affordable housing strategy.

Your 2026 rent supplement funding is broken out as follows:

	Monthly Payment		2026 Budget
	Jan - Mar 2026	Apr - Dec 2026	
RAB	\$19,741	\$19,753	\$237,000

Capital Maintenance & Renewal (CMR)

Department staff are currently reviewing the 2026 Provincial Budget, along with the Capital Maintenance and Renewal (CMR) projects identified in your most recent business plan submission. Decisions regarding funding availability for both ASHC-owned and non-ASHC-owned assets will be communicated in due course.

Project approvals are based on factors such as asset age and condition, the potential impact of failure, and facility component priorities (e.g., life safety, building envelope, mechanical, electrical, and environmental sustainability). In accordance with established processes, proposed CMR projects are reviewed by Infrastructure and Treasury Board and Finance (TBF). CMR projects submitted through other ministries follow a similar review process.

2026 Surplus Carryovers

Surplus funds resulting from favorable operational performance may be transferred into your Deferred Operating Reserve Fund (DORF) for use in future years to support operational requirements within your Community Housing and Seniors Self-Contained portfolios. The transfer and subsequent use of DORF funds will be reported in your annual financial statements (Statement of Changes in Deferred Operating Reserve Fund). Any questions regarding these transfers can be discussed with your Housing Advisor.

The approved operating “budgeted” surplus required to be transferred to the Minister will be confirmed in your annual audit review letter, along with the expected balance in your DORF as recorded by ASHC.

Additional clarification can be found in Section 4.4 of the Management Body Handbook.

Mr. Tim Janzen, Chief Administrative Officer
Taber and District Housing Foundation

Stronger Foundations – Affordable Housing Strategy

Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing. launched in November 2021. The strategy outlines changes needed to provide safe, stable, affordable housing for an additional 25,000 households.

For an update on the status of the key goals and actions taken go to [Stronger Foundations](#).

Budget 2026 continues to provide additional funding to build, deliver and support affordable housing options as part of Alberta's Stronger Foundations strategy.

Overall

We appreciate your ongoing efforts to operate within your approved budgets while minimizing impacts on tenant services and ensuring that units remain fully operational.

Section 21 of the Management Body Operation and Administration Regulation requires that expenditures be made within approved budgets. ASHC has limited contingency funding, and HMBs are accountable for managing operations within their budgets. Budget amendments will only be considered in the event of unforeseen emergencies.

If you have any questions or concerns regarding your budget, please contact your Housing Advisor directly.

Yours truly,



Philip Henke, CPA, CGA
Director
HMB Operations and Compliance
Housing Division

cc: Rosanne Horrocks, Board Chair, Taber and District Housing Foundation
Shahid Karamat, Housing Advisor



Date: March 18, 2026

To: Type A & B Continuing Care Home Owners/ Operators

From: Toby Schneider, President & CEO, Assisted Living Alberta

**Re: Maximum Accommodation Charge one time 2% increase for Type A and B
Continuing Care Homes and Alternate Level of Care**

Alberta's Budget 2026 introduced a one-time two per cent increase to the maximum accommodation charges.

The new daily maximum accommodation charges to residents for single occupancy are set as follows:

Shared room:	\$70.60
Private room:	\$81.60
One-bedroom suite:	\$97.70
Multi-bedroom suite:	\$112.45

Accommodation charges per person in rooms shared by a couple, companions and friends are set as follows:

One-bedroom suite:	\$67.60
Multi-bedroom suite:	\$74.90

The maximum daily rate for a shared room also applies to Alternate Level of Care patients who are staying in a hospital bed and awaiting space in a type A or B continuing care home.

This information is at www.alberta.ca/continuing-care-accommodation-charges effective April 1, 2026.

Resident Questions and Concerns

If residents or family members have any questions or concerns regarding this accommodation increase, they should consult the unit or site manager at their facility.

If continuing care home owners/ operators have questions, please contact ALA Continuing Care at continuingcare@assistedlivingalberta.ca.



Municipal District of Taber

October 29, 2025

Taber & District Housing Foundation
5318 – 48th Avenue
Taber, Alberta
T1G 1S2

Attention: Mr. Tim Janzen

Dear Tim,

RE: Council Appointment

The Council of the Municipal District of Taber at their Regular Meeting of Council on February 24, 2026 has appointed Reeve Tamara Miyanaga to the Taber & District Housing Foundation.

Reeve Tamara Miyanaga's contact information is as follows: tmiyanaga@mdtaber.ab.ca

The term of this appointment will extend to the Organizational meeting in 2026 when either a re-appointment or new appointment will be made, and about which you will be advised accordingly.

Sincerely,

A handwritten signature in black ink, appearing to be "Arlos Crofts", with a long horizontal stroke extending to the right.

Arlos Crofts, CLGM
CAO
Municipal District of Taber

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EXPENSE MANAGEMENT



**Taber & District
HOUSING FOUNDATION**

Future Electricity & Natural Gas Strategy Recommendation

For:

Tim Janzen, Chief Administrative Officer
Board of Directors

From:

Nicole Kiefuik
Senior Director, Business Development
403-863-0788 // nkiefuik@8760.ca

March 19, 2026

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INTRODUCTION:

As a follow-up to a discussion with Tim, I have prepared a proposal for consideration with respect to Taber & District Housing Foundation's future electricity and natural gas strategy. As you will see below, there is a valuable opportunity to secure/guarantee future cost certainty for both commodities.

We are currently working to organize an aggregated public tender through the ASCHA Energy Program for electricity and natural gas that we will post to Alberta Purchasing Connection early May, 2026.

However, Taber & District Housing Foundation can opt to renew their utilities ahead of the Tender while still maintaining procurement compliance. The advantage of renewing earlier than participating in the Public Tender is that the energy market conditions could change by the time the Tender pricing is awarded in June, 2026, potentially resulting in higher rates than what I expect to obtain in the near future. Renewing outside of the Tender process also means no change in retail provider, resulting in no change in invoice delivery.

ELECTRICITY

Taber & District Housing Foundation's Electricity Current Contract Recap:

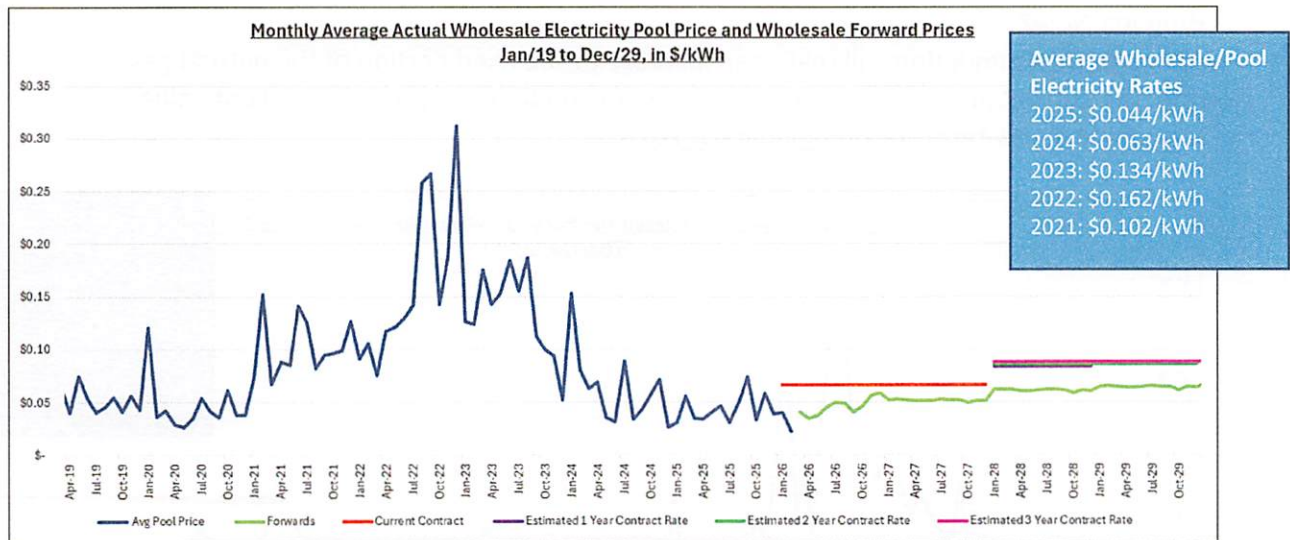
- Product: Load Follow 100% (fixed price)
- Rate: \$0.06656/kWh
- Term: January 1, 2026 - December 31, 2027
- Retailer: TransAlta

The Opportunity:

The chart on the next page shows Taber & District Housing Foundation's current electricity contract rate (red line) compared with the historical and forward wholesale electricity market pricing.

Why Act Now?

The current and forward electricity market conditions show fair/reasonable value to procure a new term starting January 1, 2028. The Foundation can expect an increase to the electricity rate, based on changes in the market relative to when your current agreement was signed/procured.



Consideration:

- Renew the electricity in the next two-three weeks or participate in the 8760/ASCHA Spring Public Tender for a recommended one or two-year term.
- We anticipate obtaining a fixed electricity rate for a one-year term between \$0.08 - \$0.083/kWh – increase estimated at ~\$14,000.
- We anticipate obtaining fixed electricity rates for a two-year term between \$0.083 - \$0.085/kWh – annual increase estimated at ~\$17,500.

NATURAL GAS

Taber & District Housing Foundation's Natural Gas Current Contract Recap:

- Product: 75% Block (Fixed)
- Rate: \$2.56/GJ
- Term: January 1, 2023 - December 31, 2027
- Retailer: Direct Energy Business



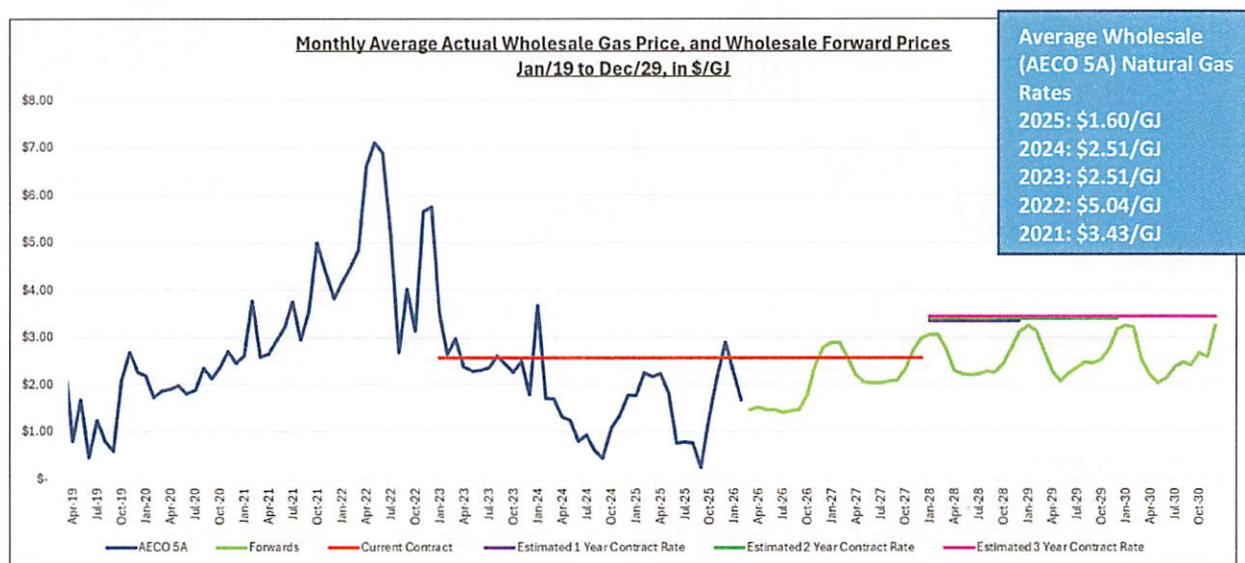
EXPENSE MANAGEMENT

The Opportunity:

The chart below shows Taber & District Housing Foundation's current natural gas contract rate (red line) compared with the historical and forward wholesale natural gas market pricing.

Why Act Now?

Although the Foundation will realize an increase to the fixed portion of the natural gas rate, the current and forward natural gas market conditions represent excellent value to procure a new term starting January 1, 2028.



Recommendation:

- Renew the natural gas in the next two-three weeks or participate in the 8760/ASCHA Spring Public Tender for a recommended three-year term.
- We anticipate obtaining fixed natural gas rates between \$3.25 - \$3.35/GJ, regardless of term length – annual increase estimated at ~\$8,200 on the 75% fixed portion of the volume.

NEXT STEPS:

If the recommendation outlined above makes sense and you wish to proceed, please advise me directly of your preferred procurement path, and I will send over the necessary documents for your review and signature via DocuSign.

Thank you in advance for your interest and consideration!

Weekly Report (Social Housing)

3/20/2026

	Senior Self Contained
New Applicants	1
Move In's	0
Move Outs	0
Wait List	17
Vacant Units	2

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
Lena Janzen	February 25 2026	10	52100
Florance Miller	March 2 2026	128	52060

Sr Self Contained Apt Vacancies:

Unit #	Status
Harmony Home Phase 11 (52040)	Full
Homestead Manor Phase 12 (52050)	Full
Pioneer Place Phase 13 (52060)	#128 Empty/ updating needed
Prairie Rose Manor Phase 31 (52100)	#10 Move in next week
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	7
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	1
New to program this month	1
Left program this month	0
Waitlist/Processing	1
People on Program	47

RAB

Tenant Name	Designation number	Effective Date
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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

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