



**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, May 28 @ 1:30 p.m.
TDHF Admin Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – April 30, 2026
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to April 30, 2026
4. **Financial Statements**
 - a. Income Statement & Bank Reconciliation – CVL – April 30, 2026
 - b. Income Statement & Bank Reconciliation – Social Housing – April 30, 2026
 - c. Bank Reconciliation – Security Deposit – April 30, 2026
5. **Reports**
 - a) Financial Administrator Report
 - b) Lodge Manager/Resident Manager Report
 - c) Operations Manager Report
 - d) Placement Officer Report
 - e) CAO Report
6. **New Business:**
 - a) CVL Project Update:
 - Construction Manager Process
 - Legal Review – Construction Management contract
 - Build Canada Homes Information
 - 100 Wing Plan
 - b) Proposal – Harmony Home Manor – Boiler Replacement & HVAC controls
 - c) Proposal – Nurse-call System – Retrofit to SARA System
 - d) Fundraising Ideas – Clearview Lodge project
 - e) Collective Bargaining Ratification Vote – CUPE 2038 – 2026 to 2029
7. **Information**
 - a) Report – Social Housing – May 22, 2026
8. **Adjournment**

Next Meeting: Board of Directors Mtg. Thursday, June 25, 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, April 30, 2026
TDHF Administrative Office - Boardroom

ATTENDANCE

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

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

1. Approval of Agenda

Motion 2026 - 054

MOVED by J. Strojwas to approve the agenda as presented.

CARRIED

2. Approval of Minutes

Motion 2026 - 055

MOVED by D. Remfert to accept the minutes from the Annual General meeting of Thursday, March 26, 2026.

CARRIED

Motion 2026 - 056

MOVED by P. Ballard to accept the minutes from the Board of Directors meeting of Thursday, March 26, 2026.

CARRIED

Motion 2026 - 057

MOVED by T. Machacek to accept the minutes from the Board of Directors Special Meeting of Thursday, April 16, 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 March 31, 2026

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2026 - 058

MOVED by D. Remfert to approve financial statements and bank reconciliations for Clearview Lodge to March 31, 2026.

CARRIED

Motion 2026 - 059

MOVED by J. Strojwas to approve financial statements and bank reconciliations for Social Housing to March 31, 2026.

CARRIED

Motion 2026 - 060

MOVED by T. Machcek to approve bank reconciliations for Security Deposits for the months of March 2026.

CARRIED

5. Reports

- a) CVL Lodge Manager/Resident Manager Report

Motion 2026 - 061

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

CARRIED

- b) Operations Manager Report

Motion 2026 - 062

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

CARRIED

- c) Placement Officer Report

Motion 2026 - 063

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

CARRIED

- d) Financial Administrator Report

Motion 2026 - 064

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

CARRIED

e) Chief Administrative Officer Report

Motion 2026 - 065

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

CARRIED

6. New Business

a) Clearview Lodge – Design Process, Ideas & Schedule

CAO presented information about:

- Construction Manager Process
- Development Permit – Received
- Municipal Council – Receipt of Letters of Support
 - All received except Town of Taber
- Information about Build Canada Homes
- Expression of Interest from 1st Choice Savings & Credit Union

Motion 2026 - 066

MOVED by T. Machacek/D. Remfert that CAO approach Brownlee Law LLP to complete review of project contracts; including Seniors Lodge Modernization Program Capital Grant Agreement and Social Housing Grant Agreement, construction financing and Construction Management.

CARRIED

b) Letter – Compliance Audits

CAO presented letters regarding several compliance audits:

1. March 12, 2026 – Accommodation Standards – Type B Continuing Care
2. March 12, 2026 – Accommodation Standards – Supportive Living
3. April 2, 2026 – Compliance Issues Resolved – CCHSS Audit – December 2025

c) Memo – Assisted Living Alberta – 2025/6 Inflation Adjustment & Funding Advice

CAO presented a memorandum, dated March 26, 2026, re: 7.25% increase in 2025/6 base funding, retroactive to April 1, 2025. The payment and funding advice is anticipated by late May. By June 30, 2026, TDHF should receive information about the 2026/7 funding levels.

d) Collective Bargaining Proposal

CAO presented the ingoing proposal for the Board's information for the upcoming CUPE 2038 collective bargaining session.

7. Other Information

a) Report – Social Housing – April 24, 2026

8. Adjournment

Motion 2026 - 067

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

CARRIED

Next Meeting:

TDHF Board of Directors

Thursday, May 28, 2026

1:30 pm

TDHF Admin Office Boardroom

Rosanne Horrocks, Chairperson

Tom Machacek, Vice-Chairperson

2026 MOW Summary

Month	# Clients (inv)	# of Meals	YTD	Days/Mon	Discount
January	29	411	411	36	733.50
February	33	396	807	28	963.00
March	34	438	1245	30	819.00
April	31	402	1647	34	778.50
May			1647		
June			1647		
July			1647		
August			1647		
September			1647		
October			1647		
November			1647		
December			1647		
YTD MEALS		1647		128	3,294.00
\$/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>
2021	40	2164
2022	35	1952
2023	37	1814
2024	39	2105
2025	22	1516

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	592,225.00	1,866,777.00	-68.28
Lodge Fees	400.00	800.00	-50.00
Rent Rebates	-3,814.00	-12,000.00	-68.22
Total Rental Revenue	<u>588,811.00</u>	<u>1,855,577.00</u>	-68.27
Resident Services			
Parking	1,666.00	5,100.00	-67.33
Laundry	12,461.00	13,000.00	-4.15
Medication Fees	5,980.00	18,720.00	-68.06
Resident Fundraising	130.00	500.00	-74.00
Therapeutic Bath	1,500.00	6,000.00	-75.00
Activity Fee	4,070.00	0.00	0.00
Personal Emergency Call System	3,330.00	8,400.00	-60.36
Total Sundry Resident Revenue	15,010.00	33,620.00	-55.35
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	<u>29,137.00</u>	<u>52,220.00</u>	-44.20
Non Resident Services			
Facility Rental	600.00	1,800.00	-66.67
Meals on Wheels	18,117.00	44,400.00	-59.20
Meals on Wheels Discounts	-3,294.00	-7,200.00	-54.25
Guest Meals	1,095.00	2,400.00	-54.38
Staff Meals	2,015.00	7,000.00	-71.21
Canteen Revenue	233.35	500.00	-53.33
Total Other Meal Services	3,343.35	9,900.00	-66.23
Tuck Shop	2.50	0.00	0.00
Sundry Revenue	63.81	50.00	27.62
Total Non Resident Services	<u>18,832.66</u>	<u>48,950.00</u>	-61.53
Grants			
ASHC LAP Grant	117,712.00	266,815.00	-55.88
Total ASHC Grants	117,712.00	266,815.00	-55.88
Total Grants	<u>117,712.00</u>	<u>266,815.00</u>	-55.88
Operation Funding			
Health Funding	298,145.00	907,917.00	-67.16
Requisition Revenue	184,503.64	553,511.00	-66.67
Total Operation Funding	<u>482,648.64</u>	<u>1,461,428.00</u>	-66.97
Management & Administration			
Other Recovery	4,592.53	14,800.00	-68.97
NSF/Late Fees	0.00	25.00	-100.00
Sundry Revenue	0.00	1,200.00	-100.00
Total Management and Admini...	<u>4,592.53</u>	<u>16,025.00</u>	-71.34
Investment Income			
Interest	10,393.53	17,280.00	-39.85
Total Investment Income	<u>10,393.53</u>	<u>17,280.00</u>	-39.85
Charitable Revenue			
Donations	25.00	0.00	0.00
Restricted Donations	30.00	0.00	0.00
Total Charitable Revenue	<u>55.00</u>	<u>0.00</u>	0.00
TOTAL REVENUE	<u>1,252,182.36</u>	<u>3,718,295.00</u>	-66.32

4.a) i

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EXPENSE			
Utilities			
Heating	16,127.86	41,000.00	-60.66
Electricity	17,424.38	62,000.00	-71.90
Water & Sewer	6,032.76	20,000.00	-69.84
Waste Removal	812.96	2,700.00	-69.89
Telephone	2,171.97	9,140.00	-76.24
Bulk Contract Expenses	11,232.76	34,540.00	-67.48
Total Utilities	53,802.69	169,380.00	-68.24
Operating			
Bakery	10,039.02	31,000.00	-67.62
Dairy	17,636.03	57,750.00	-69.46
Groceries	53,392.21	143,500.00	-62.79
Meat	35,855.31	114,000.00	-68.55
Total Food	116,922.57	346,250.00	-66.23
Food Supplies	9,257.90	26,000.00	-64.39
Janitorial & Housekeeping	15,361.52	56,435.00	-72.78
Laundry	1,928.79	9,250.00	-79.15
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	17,290.31	69,685.00	-75.19
Equipment & Furn Purchase	16,068.12	27,484.00	-41.54
Equipment & Furn Repairs	0.00	5,000.00	-100.00
Insurance	4,110.28	17,000.00	-75.82
Craft Supplies	0.00	500.00	-100.00
Entertainment Supplies	1,143.53	3,000.00	-61.88
Recreation Supplies (Vol Apprec)	3,729.01	8,000.00	-53.39
Total Resident/Volunteer Progra...	4,872.54	11,500.00	-57.63
Publicity & Promotion	12.50	4,675.00	-99.73
Pest Control	0.00	2,500.00	-100.00
Sundry	0.00	670.00	-100.00
Total Operating	168,534.22	510,764.00	-67.00
Operating Maintenance			
Appliances	11,022.11	14,695.00	-24.99
Bldg Safety & Security Systems	10,387.77	27,706.00	-62.51
Sundry	51.30	350.00	-85.34
Vehicles	143.99	1,400.00	-89.72
Building Interior Painting Units	1,125.00	4,800.00	-76.56
Building Interior Flooring	2,514.00	5,000.00	-49.72
Building Interior Suite Reno	1,596.51	3,800.00	-57.99
Building Exterior	0.00	750.00	-100.00
Heating, Ventilation & A/C	443.53	15,400.00	-97.12
Plumbing	3,358.39	11,650.00	-71.17
Electrical	2,009.73	6,550.00	-69.32
Grounds & Maintenance	10,868.35	22,300.00	-51.26
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	0.00	500.00	-100.00
Maintenance - Tools & Supplies	64.42	1,000.00	-93.56
Total Operating Maintenance	43,585.10	116,901.00	-62.72
Human Resources			
Administration Salaries	135,543.75	398,808.00	-66.01
Housekeeping Salaries	89,700.99	310,056.00	-71.07
Food Service Salaries	174,020.56	541,788.00	-67.88
Maintenance Salaries	29,309.89	85,293.00	-65.64
Resident Care Salaries	34,627.40	126,459.00	-72.62
Total Salaries & Wages	463,202.59	1,462,404.00	-68.33
CPP	23,317.61	79,476.00	-70.66
EI	9,804.52	30,023.00	-67.34

4. a) ii

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EE Benefits	22,296.06	95,200.00	-76.58
Other Pension Contributions	10,686.01	45,000.00	-76.25
WCB	7,800.41	43,000.00	-81.86
Total Benefits	73,904.61	292,699.00	-74.75
Contract Employment	9,040.10	25,623.00	-64.72
Personal Recruitment	2,603.04	4,400.00	-40.84
Staff Functions & Recognition	1,015.34	13,000.00	-92.19
Training & Development	6,123.79	42,000.00	-85.42
Health & Safety	6,092.62	22,076.00	-72.40
Legal Fees	661.05	10,000.00	-93.39
Labour Relations	7,390.48	40,500.00	-81.75
Total Human Resources	570,033.62	1,912,702.00	-70.20
Administration			
Bank Charges	1,001.45	3,650.00	-72.56
Courier & Postage	189.25	1,000.00	-81.08
Stationery & Other Supplies	2,663.29	7,500.00	-64.49
Office Rent	2,409.50	10,074.00	-76.08
Office Equipment & Furn Purchase	1,168.63	1,900.00	-38.49
Office Equipment & Furn Repairs	419.03	1,900.00	-77.95
Vehicle & Travel	1,012.00	3,840.00	-73.65
Board Expenses	502.40	12,895.00	-96.10
Association Fees	1,983.33	4,340.00	-54.30
Legal Fees	0.00	150.00	-100.00
Audit Fees	16,165.00	20,000.00	-19.18
Consulting Fees	0.00	5,200.00	-100.00
IT Services	7,159.88	19,390.00	-63.07
Sundry	377.36	1,075.00	-64.90
Accreditation	0.00	10,000.00	-100.00
Total Administration	35,051.12	102,914.00	-65.94
Health Expenditures			
Salaries - Resident Care	245,164.35	755,248.00	-67.54
Total Salaries - Resident Care	245,164.35	755,248.00	-67.54
Benefits - Resident Care	38,607.13	135,112.00	-71.43
Total Benefits - Resident Care	38,607.13	135,112.00	-71.43
Materials & Supplies Resident C...	3,436.38	21,200.00	-83.79
Total Health Expenditures	287,207.86	911,560.00	-68.49
Capital Maintenance			
Heating, Ventilation, A/C (Cap)	17,000.00	0.00	0.00
Total Capital Maintenance	17,000.00	0.00	0.00
TOTAL EXPENSE	1,175,214.61	3,724,221.00	-68.44
NET INCOME	76,967.75	-5,926.00	-1,398.81

4. a) iii

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
	CVL	Feb 1 - 28 / 2026	02-Mar-26	1,892.19	1,892.19
	CVL	March 1 - 31/26	01-Apr-26	2,097.30	2,097.30

\$ 5,272.79

Rate - prime 4.45 % (Feb 4/26) less 2.5%

interest on Average Monthly Balance (AMB) = average closing balance for the month

4. a) ✓

?? In SH account

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

**CLEARVIEW LODGE
MONTH ENDING APRIL 30, 2026**

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH

1,416,998.13

CVL	318,142.64
HH Asset Transfer	1,098,855.49
	1,416,998.13

CVL		318,142.64
RECEIPTED DEPOSITS FOR THE MONTH		60,016.73
PADS		158,187.50
PAD Return		0.00
DIRECT DEPOSIT - Gov't	LAP	29,428.00
DIRECT DEPOSIT - ALA (AHS) Funding		74,536.25
DIRECT DEPOSIT - misc	T of Taber	183,753.53
	AB Gov't - Lodge Reserve	20,000.00
Intercompany		36,000.00
GIC PURCHASE		0.00
GIC INTEREST EARNED		0.00
DEPOSIT INTEREST		1,124.07
LESS DISBURSMENTS FOR THE MONTH	Eft's	-240,758.42
	RBC Express / PAD's	-125,758.93
LESS DISBURSMENTS FOR THE MONTH	Payroll	-172,558.13
	RRSP	-10,198.24
	Bank Error	0.00
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT		-240.20
Misc		-
TOTAL Change		13,532.16
CVL Balance Forward		331,674.80

13,532.16

Asset Transfer - Harmony Home		1,098,855.49
RECEIPTED DEPOSITS FOR THE MONTH		0.00
Misc		0.00
Interest - paid	Apr-26	2,097.30
		0.00
LESS DISBURSMENTS FOR THE MONTH	Eft's	-10,710.00
	Cheques	0.00
		0.00
TOTAL Change		-8,612.70
HH Asset Balance Forward		1,090,242.79

-8,612.70

GENERAL LEDGER ENDING BALANCE

\$1,421,917.59

BALANCE PER BANK STATEMENT

1,421,917.59

LESS OUTSTANDING CHEQUES
OUTSTANDING DEPOSITS

0.00

NET BALANCE END OF MONTH

\$1,421,917.59

0.00

4. a) ✓



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

Business Account Statement

RBBDA30000_4577668 E D 09179 00583
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

March 31, 2026 to April 30, 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 March 31, 2026	\$1,416,998.13
Total deposits & credits (14)	+ 565,143.38
Total cheques & debits (27)	- 560,223.92
Closing balance on April 30, 2026	= \$1,421,917.59

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			1,416,998.13
01 Apr	Direct Payment (PAD's) service total GRADS1097890000		158,187.50	1,575,185.63
	Deposit 0162		42,711.11	
	Misc Payment AHS AP EFT CAD		74,536.25	
	Misc Payment COINAMATIC CANA	189.72		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Business PAD Bnfts by Dsgn	14,336.47		1,674,958.20
	Deposit interest		3,221.37	1,678,179.57
06 Apr	Bill Payment DE BUSINESS	3,864.72		
	Misc Payment TransAlta Enrgy TEM-26-1442790	4,466.39		1,669,848.46
07 Apr	Misc Payment Government of A		29,428.00	1,699,276.46
08 Apr	Activity fee	240.20		1,699,036.26
09 Apr	Deposit 0160		318.65	

4.a) vi



Business Account Statement

March 31, 2026 to April 30, 2026
Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
09 Apr	COMMERCIAL TAXES EMPTX 4374264	55,564.44		1,643,790.47
10 Apr	Bill payment - 4084 TABER HM HARDWR	18.21		
	Bill payment - 4071 CENTENNIAL FOOD	3,450.75		
	Bill payment - 4080 SYSCO-CALGARY	4,657.63		
	Bill payment - 4076 GFS CANADA LTD	6,970.21		
	Direct Deposits (PDS) service total GRADS7204090000	202,287.93		
	ACCOUNT TRANSFER 9610065566	404.80		
	Cheque 10,000.00 Serial # 19866			1,416,000.94
13 Apr	Deposit 0163		380.00	
	Bill Payment Telus Comm	142.42		1,416,238.52
15 Apr	Misc Payment TOWN OF TABER		183,753.53	1,599,992.05
16 Apr	Direct Deposits (PDS) service total GRADS7204090000	13,959.26		1,586,032.79
17 Apr	Cable TV Bill Pmt SHAW CABLE TV	162.31		1,585,870.48
20 Apr	Deposit 0164		110.00	
	Deposit 0165		16,046.30	1,602,026.78
24 Apr	Deposit 0166		65.10	1,602,091.88
28 Apr	Cheque 230.00 Serial # 19867			1,601,861.88
29 Apr	Account transfer Intercompany		36,000.00	1,637,861.88
	Bill payment - 7108 SECURTEK MS	49.30		
	Bill payment - 7100 CENTENNIAL FOOD	5,421.75		
	Bill payment - 7113 SYSCO-CALGARY	6,589.48		
	Bill payment - 7105 GFS CANADA LTD	12,352.68		
	Direct Deposits (PDS) service total GRADS7204090000	197,549.36		
	ACCOUNT TRANSFER 9611987014	2,590.46		
	Misc Payment RBC PAYROLL	2,733.62		
	Misc Payment RBC PAYROLL	7,464.62		1,403,110.61
30 Apr	Deposit 0167		385.57	
	Misc Payment Government of A		20,000.00	
	Misc Payment TOWN OF TABER Pre-Author	1,578.59		1,421,917.59
	Closing balance			1,421,917.59

Deposit Interest Earned: \$3,221.37

Account Fees: \$240.20

4. a) v ji



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

Business Account Statement

March 31, 2026 to April 30, 2026
Account number: 09179 100-146-0

Serial #: 19866

Amount: \$10,000.00

19866

TABER & DISTRICT HOUSING FOUNDATION
CLARENCE LODGE
6318 - 48th AVENUE
TABER, ALBERTA T1S 1S2
PHONE (403) 223-2767

RECEIVED BANK
TABER BRANCH
4/10/2026
CIBC

CHEQUE NO 19866
DATE 07042026
DDMMYYYY

PAY Ten Thousand 00/100 \$10,000.00

TO THE ORDER OF Town of Taber
A, 4800 - 50 Street
Taber, AB T1G 1T1

TABER & DISTRICT HOUSING FOUNDATION

00198667 009179-0030 100-146-00

15NW 0107111539
Date: 4/10/2026

Printer ID # / N° d'impression 1014

39260418 RTN 33483-818
CIBC 06031051089 D12P

FOR DEPOSIT ONLY
TO THE CREDIT OF THE
TOWN OF TABER
ACCT# 00139-010-00-1300
418935

BACK/ENDOS

CIBC
Calgary, PC
04/10/2026
0331051039

Serial #: 19867

Amount: \$230.00

19867

TABER & DISTRICT HOUSING FOUNDATION
CLARENCE LODGE
6318 - 48th AVENUE
TABER, ALBERTA T1S 1S2
PHONE (403) 223-2767

RECEIVED BANK
TABER BRANCH
4/10/2026
CIBC

CHEQUE NO 19867
DATE 23042026
DDMMYYYY

PAY Two Hundred Thirty 00/100 \$230.00

TO THE ORDER OF Parkside Manor
4830 - 50th Avenue
Taber, AB T1G 1H1

TABER & DISTRICT HOUSING FOUNDATION

00198677 009179-0030 100-146-00

Printer ID # / N° d'impression 1014

212305-859-53034
PARKSIDE MANOR
TO THE CREDIT OF THE
TOWN OF TABER
ACCT# 00139-010-00-1300

BACK/ENDOS

CAPTURING BRANCH
4/23/26, 3:56 PM Pacific TZ
1st Choice Savings and Credit Union
212305-859
Taber Branch

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	358,671.00	1,067,112.00	-66.39
Rent Rebates	-848.00	-1,300.00	-34.77
Rent Loss COVID	0.00	0.00	0.00
Sundry Rent Revenue	0.00	0.00	0.00
Total Rent Revenue	<u>357,823.00</u>	<u>1,065,812.00</u>	-66.43
Resident Services			
Parking	6,404.00	14,904.00	-57.03
Utility Recovery	16,281.00	46,956.00	-65.33
Sundry Resident Revenue	3,822.25	11,540.00	-66.88
Tenant Maintenance Recovery	683.30	5,050.00	-86.47
Total Resident Services	<u>27,190.55</u>	<u>78,450.00</u>	-65.34
Non Resident Services			
Sundry Revenue	3,035.36	5,730.00	-47.03
Total Non Resident Services	<u>3,035.36</u>	<u>5,730.00</u>	-47.03
Grants			
ASHC - Rent Supplement Grant	7,040.00	16,800.00	-58.10
Total Grants	<u>7,040.00</u>	<u>16,800.00</u>	-58.10
Management & Administration			
Gain or Loss on Sale of Capital	2,500.00	0.00	0.00
Total Management & Administr...	<u>2,500.00</u>	<u>0.00</u>	0.00
Charitable Revenue			
Restricted Donations	0.00	0.00	0.00
Total Charitable Revenue	<u>0.00</u>	<u>0.00</u>	0.00
TOTAL REVENUE	<u>397,588.91</u>	<u>1,166,792.00</u>	-65.92
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	25,480.56	60,000.00	-57.53
Electricity	22,820.19	70,565.00	-67.66
Water & Sewer	33,225.60	105,000.00	-68.36
Waste Removal	5,316.32	20,000.00	-73.42
Telephone	4,430.50	16,930.00	-73.83
Bulk Contract Expenses	171.99	0.00	0.00
Total Utilities	<u>91,445.16</u>	<u>272,495.00</u>	-66.44
Operating			
Cleaning	192.62	21,950.00	-99.12
Equipment & Furniture Purchase	0.00	2,000.00	-100.00
Equipment & Furniture Repairs	0.00	200.00	-100.00
Insurance	6,363.68	27,000.00	-76.43
Resident/Volunteer Programs	10,220.00	12,300.00	-16.91
Bad Debt Expense	0.00	10,000.00	-100.00
Publicity & Promotion	12.50	6,500.00	-99.81
Pest Control	0.00	5,200.00	-100.00
Sundry	0.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Toal Operating	<u>16,788.80</u>	<u>85,150.00</u>	-80.28
Operating Maintenance			
Appliances	2,955.98	21,664.00	-86.36

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Bldg Safety & Security Systems	4,263.98	32,020.00	-86.68
Sundry	97.28	750.00	-87.03
Vehicles	3,798.62	16,600.00	-77.12
Building Int Painting Common Area	0.00	0.00	0.00
Building Interior Painting Units	4,026.72	17,600.00	-77.12
Building Interior Flooring	5,416.25	17,000.00	-68.14
Building Interior Suite Reno	12,776.87	16,950.00	-24.62
Building Exterior	300.00	65,845.00	-99.54
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	1,557.80	43,700.00	-96.44
Plumbing	43,056.50	78,632.00	-45.24
Electrical	10,814.53	15,750.00	-31.34
Grounds & Maintenance	26,253.13	67,550.00	-61.14
Elevators	306.48	6,435.00	-95.24
Maintenance Equipment - Repair	0.00	3,000.00	-100.00
Maintenance Equipment - Purch...	0.00	2,500.00	-100.00
Maintenance - Tools & Supplies	64.40	1,000.00	-93.56
Facility Condition Inspection	0.00	0.00	0.00
Total Maintenance	115,688.54	406,996.00	-71.58
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	63,903.61	218,155.00	-70.71
Maintenance Salaries	57,543.72	200,000.00	-71.23
Total Salaries & Wages	121,447.33	418,155.00	-70.96
Benefits	0.00	0.00	0.00
CPP	6,000.17	20,250.00	-70.37
EI	2,888.56	8,105.00	-64.36
EE Benefits	9,352.92	41,000.00	-77.19
Other Pension Contributions	3,958.52	16,500.00	-76.01
WCB	115.40	5,500.00	-97.90
Total Benefits	22,315.57	91,355.00	-75.57
Contract Employment	50.00	0.00	0.00
Personal Recruitment	0.00	2,000.00	-100.00
Staff Functions & Recognition	28.49	4,700.00	-99.39
Training & Development	572.50	20,615.00	-97.22
Health & Safety	37.73	850.00	-95.56
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	144,451.62	538,175.00	-73.16
Administration			
Bank Charges	1,004.61	4,980.00	-79.83
Courier/Postage	189.25	950.00	-80.08
Stationery & Other Supplies	1,368.03	3,800.00	-64.00
Office Rent	6,732.10	21,814.00	-69.14
Office Equipment & Furn	125.00	11,352.00	-98.90
Office Equipment & Furn Repairs	453.66	1,950.00	-76.74
Vehicle & Travel	1,548.00	5,048.00	-69.33
Board Expenses	496.26	15,000.00	-96.69
Association Fees	3,657.67	4,515.00	-18.99
Professional Fees	0.00	0.00	0.00
Legal Fees	0.00	6,000.00	-100.00
Audit Fees	16,165.00	18,000.00	-10.19
Consulting Fees	0.00	0.00	0.00
IT Services	3,665.90	7,750.00	-52.70
Sundry	250.43	825.00	-69.64
Total Administration	35,655.91	101,984.00	-65.04
Amortization			
Amortization	0.00	0.00	0.00

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

	Actual Jan 01, 2026 to Apr 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Total Amortization	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENSE	<u>404,030.03</u>	<u>1,404,800.00</u>	-71.24
NET INCOME	<u><u>-6,441.12</u></u>	<u><u>-238,008.00</u></u>	-97.29

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

SOCIAL HOUSING
Month ending April 30, 2026

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH **\$198,315.12**

RECEIPTED DEPOSITS FOR THE MONTH		\$	5,027.25
Deposit	\$	2,266.25	
Auto Deposit	\$	-	
Interac	\$	2,761.00	
PAD's(pre-authorized Debit)			\$93,509.00
Sec Dep Transfer			\$408.16
Govt of AB - DORF			\$49,000.00
Govt of AB			\$19,846.00
Govt of AB - RAB			\$19,741.00
DEPOSIT INTEREST	reg		\$497.55
DEPOSIT INTEREST	Asset - now in CVL		\$0.00
LESS DISBURSMENTS FOR THE MONTH			\$0.00
RBC Express	cheque'		(\$4,143.27)
EFT			(\$69,957.42)
Vendor PAD			(\$23,079.06)
RAB - EFT			-18976
PAD return / NSF			(\$3,722.00)
GIC Investment	INT		\$650.56
Deposit forms/safety box			\$0.00
Interac Administration Fee	POS	Apr	(\$78.97)
RBC Activity Fee			(\$234.00)
Bank dep correction	#		\$0.00
CVL Transfer			(\$36,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE **\$230,803.92**

ENDING BALANCE PER BANK STATEMENT **\$230,803.92**

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

RECONCILED BANK BALANCE **\$230,803.92**

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

Business Account Statement

RBBDA30000_4577668 E D 09179 00576
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

March 31, 2026 to April 30, 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 March 31, 2026	\$198,315.12
Total deposits & credits (14)	+ 188,679.52
Total cheques & debits (80)	- 156,190.72
Closing balance on April 30, 2026	= \$230,803.92

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			198,315.12
01 Apr	Misc Payment COINAMATIC CANA	81.77		
	Misc Payment ADT Security	88.04		
	Misc Payment COINAMATIC CANA	94.41		
	Cable TV Bill Pmt SHAW CABLE TV	105.00		
	Cable TV Bill Pmt SHAW CABLE TV	115.50		
	Cable TV Bill Pmt SHAW CABLE TV	115.50		
	Misc Payment COINAMATIC CANA	188.81		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment COINAMATIC CANA	192.87		197,144.13
	Deposit interest		497.55	197,641.68
02 Apr	Direct Payment (PAD's) service total GRADS8751490000		93,509.00	291,150.68
	Bill Payment Telus Comm	128.10		291,022.58



Business Account Statement

March 31, 2026 to April 30, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
06 Apr	GIC interest		650.56	
	Pre-authorised payment returns GRADS8751490000	796.00		
	Bill Payment Telus Mobility	50.24		
	Misc Payment TransAlta Enrgy TEM-26-1442789	6,285.44		
	Bill Payment DE BUSINESS	6,563.50		277,977.96
07 Apr	Misc Payment Government of A		39,587.00	
	Pre-authorised payment returns GRADS8751490000	2,297.00		315,267.96
08 Apr	EF0408 01071695		381.00	
	Pre-authorised payment returns GRADS8751490000	629.00		
	Activity fee	234.00		314,785.96
09 Apr	Direct Deposits (PDS) service total GRADS0672790000	23,591.71		291,194.25
10 Apr	Account transfer Church Ryan		203.94	291,398.19
	EF0410 01071695		869.00	
	Bill payment - 4046 VAUXHALL-UTIL	101.81		
	Bill payment - 4050 VAUXHALL-UTIL	109.01		
	Bill payment - 4038 TABER HM HARDWR	121.65		
	Bill payment - 4065 BARNWELL-VIL-UT	124.60		
	Bill payment - 4041 TABER, ALTA-UTL	213.11		
	Bill payment - 4033 BLUEWAVE ENERGY	271.83		
	Bill payment - 4055 VAUXHALL-UTIL	378.33		
	Bill payment - 4060 BARNWELL-VIL-UT	585.68		
	Utility Bill Pmt EPCOR	25.44		290,335.73
13 Apr	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		290,220.32
14 Apr	EF0414 01071695		821.00	291,041.32
16 Apr	EF0416 01071695		345.00	
	Cable TV Bill Pmt SHAW CABLE TV	37.74		291,348.58
17 Apr	EF0417 01071695		345.00	
	Cable TV Bill Pmt SHAW CABLE TV	33.54		291,660.04
20 Apr	Deposit 0103		1,301.00	
	Cable TV Bill Pmt SHAW CABLE TV	69.83		
	Cable TV Bill Pmt SHAW CABLE TV	88.63		
	Cable TV Bill Pmt SHAW CABLE TV	207.26		292,595.32
23 Apr	Misc Payment Government of A		49,000.00	341,595.32

4. b) vi



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

Business Account Statement

March 31, 2026 to April 30, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
27 Apr	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		341,430.47
28 Apr	Direct Deposits (PDS) service total GRADS0672790000	65,341.71		
	Bill Payment Telus Comm	187.13		275,901.63
29 Apr	Account transfer Mayes		204.22	276,105.85
	Account transfer ACTR7611900533	36,000.00		
	Bill payment - 7085 ROGERS 11 DIGIT	52.50		
	Bill payment - 7081 MUN OF TABER-TX	71.07		
	Bill payment - 7090 SECURTEK MS	147.89		
	Bill payment - 7095 SECURTEK MS	147.89		
	ACCOUNT TRANSFER 9611987012	1,817.90		237,868.60
30 Apr	Deposit 0104		965.25	
	INT FEE01071695	1.27		
	MON FEE01071695	77.70		
	Misc Payment TOWN OF TABER Pre-Author	106.60		
	Misc Payment TOWN OF TABER Pre-Author	111.44		
	Misc Payment TOWN OF TABER Pre-Author	113.86		
	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	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	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	138.06		

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Business Account Statement

March 31, 2026 to April 30, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Apr	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	150.16		
	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	184.04		
	Misc Payment TOWN OF TABER Pre-Author	232.44		
	Misc Payment TOWN OF TABER Pre-Author	946.87		
	Misc Payment TOWN OF TABER Pre-Author	1,130.63		
	Misc Payment TOWN OF TABER Pre-Author	1,598.44		230,803.92
	Closing balance			230,803.92

Deposit Interest Earned: \$497.55

Account Fees: \$234.00

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SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending April 30, 2026

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$53,953.58
RECEIPTED DEPOSITS FOR THE MONTH	\$200.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$103.32
TOTAL DEPOSITS	\$303.32
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$408.16)
NET BALANCE END OF THE MONTH	<u>\$53,848.74</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$53,848.74
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$53,848.74</u>

4.c)



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

Business Account Statement

RBBDA30000_4577668 E D 09179 00589

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

March 31, 2026 to April 30, 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 March 31, 2026	\$53,953.58
Total deposits & credits (2)	+ 303.32
Total cheques & debits (2)	- 408.16
Closing balance on April 30, 2026	= \$53,848.74

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			53,953.58
01 Apr	Deposit interest		103.32	54,056.90
09 Apr	Deposit 0607		200.00	54,256.90
10 Apr	Account transfer ACTR7610000458	203.94		54,052.96
29 Apr	Account transfer ACTR7611900532	204.22		53,848.74
	Closing balance			53,848.74

Deposit Interest Earned: \$103.32

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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
	CVL	Feb 1 - 28 / 2026	02-Mar-26	1892.19	1,892.19
	CVL	March 1 - 31/26	01-Apr-26	2094.92	2,094.92

\$ 5,270.41

Rate - prime 4.45 % (Feb 4/26) less 2.5%

interest on Average Monthly Balance (AMB) = average closing balance for the month

4. c) iii

?? In SH account	02-2 14-11-2008 14:11:11	02-2 14-11-2008 14:11:11	02-2 14-11-2008 14:11:11	02-2 14-11-2008 14:11:11	02-2 14-11-2008 14:11:11

2026 Jan	Cash Received		recv'd Jan 11/26
	2026 Jan Interest	SH	pd Feb 1/26
	Jan 23/26	CVL	
2026 Feb	2026 Feb	CVL	pd Mar 1/26
2026 Mar	2026 Mar	CVL	pd Apr 1/26
2026 Apr	2026 Apr	CVL	pd May 1/26

CASH
1,095,680.00
675.42
607.88
1,892.19
2,097.30

May-26	expect the 20% balance	273,920.00	no word yet
--------	------------------------	------------	-------------

Project	Description	Vendor	PO #/Inv	Amount							
1	Boiler Controls	Engineering Consultant	Sunwise Engineering	Construction Documents	25305	17,000.00	#2026-6928	10,200.00	510.00	-	10,710.00
							#2026-6965	6,800.00	340.00	-	7,140.00
				Tendering Services	25305	1,875.00					
				Construction Phase	25305	7,925.00					
						26,800.00	-	17,000.00	850.00		
				Actual Product & Install		225,000.00					
2	Siding & Windows					150,000.00					
3	Electrical Panels	- not needed				-					
4	Exit Signs					1,800.00					
5	Range Hoods	- apparently not needed				-					

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6	Common Space Doors & Windows	143,000.00
7	Firestopping ???	50,000
8	Elevator	130,000
9	Millwork in each unit	360,000
10	Parking Lot Repair	140,000

1,226,600.00

1,369,600.00

1,083,102.79

- 143,000.00

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Financial Administrator Report for May 25, 2025

Clearview Lodge

REVENUE:

In April we had full house all 76 units occupied.

LAP increase receipt is expected with our July payment.

Previously announced Funding (AHS) announced increase of 7.25% effective April 1, 2026. Has not been received as of May 25, 2026. We should see the actual increase in funding by May 29, 2026.

Interest account includes Harmony Home Asset interest of \$5,272.79 as of funds received by April 30, 2026.

The Government Lodge Reserve Contribution in the amount of \$20,000 for Lodge was received on April 30, 2026.

In May we received our WCB PIR (Partners in Injury reduction) refund of 5% for the 2025 year - \$3103.

In May we received a donation on behalf of Beatrice Antoniuk (\$1,000) towards Residents and Staff.

EXPENSES

Utilities: No major changes or increases in this category.

Operating: No major changes.

Operating Maintenance: No major changes

Human Resources: CUPE Wage increases will start to show up June 1, 2026. Current Contract expires May 31, 2026. We will also see the costs for our Labour Lawyer for negotiations in the next few months – no large increase in April.

Administration: No major changes

Capital Maintenance: The first project has cost us \$17,000 thus far for Harmony Home Asset work.

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Renovation Costs: Attached is the list of Renovation Cost expenses Year over Year. No change in March 2026.

Social Housing

REVENUE

We have not started the MOBY program to date, this will increase our revenue somewhat with a corresponding increase to the expenses – not budgeted as budget was submitted in June of 2026.

We received annual GIC interest from our RORF (Restricted Operating Reserve Fund) and reinvested the base amount \$28,800.

EXPENSES

Utilities: No major changes. We will see this increase when we start the MOBY service.

Operating: No major changes

Operating Maintenance: This category will have the added expense of the new to us truck lease being paid to Clearview Lodge. Aside from the lease payment no major changes.

Human Resources: No major changes

Administration: No major changes

GENERAL NOTES:

With the start of the MOBY program, we will probably have to start charging GST for certain products/services in both Clearview Lodge and Social Housing. Analysis is in progress. Possibility that we may not need to charge GST/collect if we don't make a profit. If we start charging GST we will have to register as a GST collector and remit quarterly.

2027 Social Housing Budget is in progress.

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Lodge & Resident Manager's Board Report

May 2026

1) Resident Information:

- a. Move In's – 0**
- b. Move Outs – 3**
- c. SL3 – 19**
- d. SL2 Home Care Residents –41**
- e. Resident Room Changes –2**
- f. Change in status – 0**
- g. Potential resident interviews – 1**
- h. Preadmission resident interviews for new H/C residents, this includes SL2/Type B HCA (SL3)/Type B LPN secure (SL4-D) – 0**
- i. Waitlist –19**
- j. Residents in total – 71**
- k. Residents on MAP – 42**
- l. Residents receiving laundry services -39**
- m. Residents with in-house pendants – 23**
- n. Family case conferences held –5**
- o. Residents paying for extra baths –3**
- p. Been working diligently on proceeding with the plan to empty the 100 wing so that construction can begin.**
- q. Held 2 information sessions for residents and families on the New Build & Renovation.**

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. 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) Quarterly AHS report completed.

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8) Health & Safety:

- a. JHSC Meeting was held with 2 incidents reported with both completed with action plans in place. 1 near miss reported with action plan completed. Minutes completed and distributed.
- b. Completed Hazard assessment review for April.
- c. SWP review and competency checks completed for all departments.
- d. Safety Board completed for the month.
- e. Quarterly inspection to be completed May 28, 2026.

9) Employees:

- a. Scheduling/Payroll for Apr/May completed. Scheduling/payroll for May/Jun on-going.
- b. Completed 1 interview for new staff member.
- c. Held a session on dealing with dementia for residents.
- d. Planning for staff appreciation event has begun.
- e. Planning for Cornfest parade has begun.
- f. Attended bargaining sessions and agreed upon a contract with the Union which has been sent to the Local and Board for ratification.
- g. MMH/SRH Training set up for all staff.
- h. First aid and N95 mask fitting has been set up for all staff.

Monthly Report (Clearview Lodge)					
May-26					
	CVL				
New Applicants	1				
Move In's	0				
Move Outs	3				
Wait List	19	Unit #	Room status		
# SL3 Residents	19	105			
Vacant Units	5	109			
(As as the end of Month)		513	Moving 101 in soon		
		111			
		104			
New Residents (Move In's)					
CVL					
Resident Name	Move In	Unit Number	Resident		
CVL					
Resident Name	Move Out Date	Unit Number	Resident SL Status		
Edna Holman	1-May-26	504	SL2		
Jake Stolk	20-May-26	513	SL2		
Helen Marie Zadnik	20-May-26	105	SL3		
Change in Resident Supportive Lvg Status					
CVL					
Resident Name	Change Date	Previous Status	New SL Status		

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APRIL BOARD REPORT

Written By: Kynlee Fallon

Monday Regular Activities: Rosary, Hand Exercises, Exercises, Senior Games w/ The Ladies

Tuesday regular Activities: Rosary, Glasses Cleaning, Nail Care, Bible Study, Bingo

Wednesday Regular Activities: Rosary, Hand Exercises, Exercises

Thursday Regular Activities: Rosary, Nail Care, Brain Games, Veggie Peeling, Bingo

Friday Regular Activities: Rosary, Word Games, Exercises, Movie

Saturday Regular Activities: Rosary, Movie (No Recreation)

Sunday Regular Activities: Rosary, Church of Jesus Christ of Latter-Day Saints, Movie (No Recreation)

April 1: We had regular activities this day as well as playing darts which the residents enjoy, and it attracts some of our male residents who don't usually join in games. We also had Tom Price entertainment which the residents continue to enjoy, and we will continue to schedule!

April 2: We had regular activities this day except for bingo due to Personal Touch Fashions coming in. We continue to get many residents out to shop, and we will continue to schedule PTF's visits! We also had an Easter craft with the residents which was painting eggs and ceramic décor, which they enjoyed and got to take home!

April 3: No Recreation as it was Good Friday! The residents had a movie this day.

April 4: No Recreation, the residents had regular activities.

5, 14, 14

April 5: No Recreation, the had regular activities this day excluding a movie, as well as they had a Hymn sing-along, and the Westview Fellowship choir came in at 6:30PM to preform.

April 6: Easter Monday! We had our Easter party this day, so the morning consisted of decorating for the event. We had no activities in the morning (besides Rosary). In the afternoon we had our party, Clearview Karaoke, and a Calvary Baptist church service. The staff and residents continue to enjoy Clearview Karaoke, and we will keep scheduling for this event as an entertainment substitute.

April 7: We had regular activities this day as well as Bracelet Making, Hearing Life w/ Leah, and Horse Racing. Bracelet Making and Horse Racing continue to be popular activities, and we will keep scheduling these events for the residents!

April 8: We had regular activities this day as well as our Lunch Bunch activity, Reflexology & Massages w/ Anna, and Pipe ball. Originally, we had planned entertainment for the afternoon, but it was cancelled due to the performers having medical issues. Instead of entertainment, we put on a movie and brought out colouring pages and snacks for the residents, which they still enjoyed!

April 9: We had regular activities this day as well as a special bingo which included McCain volunteers and some residents from the Manors! We also had a resident council meeting to discuss the Mothers Day Cake and Pie Auction.

April 10: We had regular activities this day as well as our Walmart shopping trip which the residents continue to enjoy so we will keep scheduling, and a game of 100 dice which is still a popular game!

April 11: No recreation, the residents had regular activities.

April 12: No recreation, the residents had regular activities as well as a Hymn sing-along and the Westview Fellowship Church Choir came in instead of a movie.

April 13: We had regular activities this day as well as Wii Bowling which the residents enjoy as it is a less strenuous version of actual bowling. We also had the Blood Pressure clinic this day!

April 14: We had regular activities this day as well as having a few games of LRC Dice, Chair Yoga with Amber, and having the Reinland Church Choir perform! Residents enjoy the chair yoga and have expressed wanting more activities like this, so we will try out Chair Zumba in May!

April 15: We had regular activities this day as well as having a United Church service, a performance from K&B Acoustics, and a performance later in the day from David Woodruff. The residents really enjoy K&B Acoustics, and we will continue to try and schedule them for later months.

April 16: We had regular activities this day as well as a Coffee Talk with the managers and residents which went well! We had a good turnout and will schedule these 'Coffee Talks' monthly to connect better with everyone!

April 17: Residents had regular activities as well as a Crib Tournament for Arlenes birthday! We had roughly 12 people participating including residents, Alycia and Kynlee, and Arlenes family. Everyone enjoyed the event and we got a lot of good games!

April 18: No Recreation staff this day, residents had regular activities.

April 19: No recreation staff, residents had regular activities as well as a short dog show was held in the atrium. the residents loved seeing the animals and we hope to bring in more to the lodge!

April 20: We had regular activities this day as well as a craft with Twilla that brought out roughly 15 residents! They thoroughly enjoyed the craft, and we will have more days like this in the future!

April 21: We had regular activities this day as well as Music and Movement, a trip to Lindenvue which brought 8 residents out, bingo with the Christian School, and Horse Racing.

April 22: We had regular activities this day as well as a Catholic Mass service, and Duncan and Lindsay as entertainment! The residents seem to enjoy the duo so we will continue to schedule them!

April 23: Alycia and Kynlee came in later this day as they had a volunteer recruitment event later that evening. The morning activities consisted of Rosary and Veggie Peelig, whereas the evening consisted of a visit from the Southern Alberta Christian School, and a game of Golf! Afterwards Kynlee and Alycia attended the recruitment which went smoothly.

April 24: Residents had regular activities this day as well as a game of Washus and Kings in the corner. Nyeria was by herself in the office due to our Volunteer Appreciation happening that evening. Kynlee and Alycia were setting up at Parkside for it. Some residents attended the appreciation and thoroughly enjoyed it! All the guests enjoyed the prizes and food, and the feedback has been nothing short of positive.

April 25: No recreation staff this day. The residents had regular activities.

April 26: No Recreation staff this day. The residents had regular activities this day as well as a Hymn sing-along.

April 27: We had regular activities this day as well as Wii Games and a Wise Owl presentation by the Taber police which brought out over 20 people.

April 28: We had regular activities as well as the mayor came to call bingo for the residents which brought in a lot of interest with 22 people joining. Afterwards, he stayed to chat and have coffee and snacks with them as well, and many stayed behind to enjoy the conversation. Later, we also had Chair Yoga with Amber which continues to be a hit, and we have gotten requests to do more activities like it, which we will investigate!

April 29: We had regular activities this day as well as Catholic Mass instead of our usual Rosary, Pipe ball in the afternoon, and Karen Karaoke as our entertainment! Kynlee left at lunch for an appointment, so Alycia was running solo for the second half of the day.

April 30: We had somewhat regular activities this day as Nail Care and Brain Games started earlier, and Veggie Peeling was cancelled, all due to decorating Tim Hortons Smile cookies at 10AM. For the afternoon we had bingo with DA students

as well as bracelet making. The residents enjoyed the bingo with DA, and we will keep this program in our schedule!

Volunteer Hours

Kynlee Fallon: 1hr

Amber Higgins: 0.5 hrs

Isabel Nordquist: 0.5 hrs

Twillla Stewart: 5hrs

Total Hours: 7hrs

1

2

Operations Report

May 2026

Clearview Lodge.

- Received a deep fryer for kitchen.
- Joint Health and Safety meeting.
- Booked suppression system upgrades to accommodate deep fryer.
- Attended building committee meeting.
- Moving residents from 100 wing.

Homestead Manor

- Outdoor lights were installed on the eaves.
- Ordered burners for MUA unit in Manor.
- Securcom started adding FOB system to 3 more doors.

Pioneer Place

- Fire alarm went off - faulty head. Fire alarm went off faulty head.
- Outdoor lights have been installed on the eaves.
- Move out in unit #128, ready to move in.

Harmony Home

- Add one more door to the fob system. Adding one more door to FOB system.
- Booking to have ducts cleaned.
- Pricing replacing siding and windows.

- New boiler system up for bid with Sunwise Engineering.

Prairie Rose Manor

- Unit #7 has had a move out, renos taking place
- Unit #10 has been painted and flooring installed; ready for move in.
- Pricing lights under eaves for Manor.

Sunshine Manor

- Booking curb for manor.

Barnwell

- On-going maintenance.
- Ordered new sign for Bountiful House
- Water turned on for sprinklers.

Phase One

- Met with Pinnacle Landscaping to supply and plant trees in Phase one.
- Whipping and spraying alleys.

Phase Two

- Made plans with landscaping company to plant trees.
- Whipping and spraying alleys.

Phase Three

- Made plans with landscaping company to plant trees.
- Mowing and tree cleanup.

Special Needs

- Made plans with landscaping company to plant trees.
- Replaced broken head on sprinkler

General Maintenance.

- We ordered 4 more shower units.
- Spring cleanup started at all places

to Tim

PLACEMENT OFFICER REPORT

MONTH: May 2026

SENIOR HOUSING

Applications Received – 3
Move ins – 1
Move outs – 1
Waitlist – 21
Units Available – 2
Vacant Units – 3

FAMILY HOUSING

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

RENT ASSISTANCE

Applications Received - 3
New Clients – 2
Client Removed – 0
Total Clients - 51
Processing – 1

NOTES:

1. Senior Housing – The month began with a successful move-in at Homestead. Sadly, shortly afterward, we received news that a tenant had passed away unexpectedly. The family has since cleared the unit, and it is now vacant and ready for placement.

Annual reviews for the Taber manors have now been completed, with rent adjustment letters issued on May 19.

- Leases for Taber manors expire July 31.
- Manors located within the MD expire August 31, and those renewals are still underway.

The next phase of work will include:

- Scheduling and completing annual inspections
- Preparing and distributing inspection notices to tenants
- Preparing approximately 75 lease packages, including PAD agreements and Schedule “A” documentation

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This remains one of the busiest administrative periods of the year, requiring significant coordination and attention to detail.

2. Family Housing – During May, there was:

- 1 completed intake
- 2 no-shows for scheduled appointments

There is currently a unit in Vauxhall that requires a small amount of work before being ready for occupancy. Historically, Vauxhall units continue to be more difficult to fill compared to Taber.

Annual renewals for Family Housing are largely complete, with only two tenants still outstanding on required documentation.

- Inspections have been scheduled for the second week of June.
- Family Housing leases expire June 30.

The renewal and inspection season continues to move forward steadily as staff work to ensure timelines are met.

3. RAB Program – The month of May included one RAB renewal, which proved more time-consuming than anticipated. After several conversations and follow-ups, the required information was eventually received and a contract was successfully completed.

Recent calculation changes within the program have resulted in reduced subsidy amounts for some applicants. This has understandably led a few individuals to raise concerns through various channels. In each case, once the calculations and guidelines were reviewed, it became clear that the files had been processed correctly and consistently with program requirements.

As a best practice, RAB renewal letters are typically sent one month in advance. With seven renewals scheduled for June, renewal notices were sent out early. This proactive approach allowed several files to be renewed ahead of schedule once information was received.

Also notable this month were two new files approved at the maximum subsidy amount:

- One involves a young man recently faced with the loss of his father and the challenge of securing stable housing on a limited fixed income.
- The second will allow a long-term resident to remain in her home following significant income changes beyond her control.

These cases serve as important reminders of the role the RAB program plays in supporting housing stability during difficult life transitions.

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CAO Report

May 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 May 4 - 8

- May 4 – Presented CVL project to CVL residents and family members in atrium (46 residents attended and maybe a dozen family members)
- May 5 & 6 – Collective Bargaining Sessions with CUPE 2038
- May 7 – Meeting with David Staines, ALSS CMR Program Team Lead, wanted to discuss any upcoming Capital Maintenance & Renewal projects for TDHF
- May 7 – Presented CVL project (specifically 100 wing relocation) with 100-wing residents and their families (total of 17 plus Carrie, Tanya, Rosanne and me)
- May 8 – Meeting with Mary Klassen, Placement Coordinator
- May 8 – Forwarded checklist, letters and documentation to Shahid Karamat, ALSS Portfolio Advisor, for review and eventual forwarding to Minister Nixon for approval
- May 8 (PM) – AWAY – Vacation

Week of May 11 - 15

- May 11 – Drive to Edmonton
- May 12 – Met with Jen-Col representatives and tour their offices in Acheson, AB.
- May 12 – A few phone calls (handsfree) with Carrie (call-bell issue) and Continuing Care Access Centre
- May 12 – 14 – APHAA Conference – Edmonton, AB
- May 13 – Discussion with Steve Connors on Collective Bargaining Agreement after his presentation
- May 14 – Drive home from Edmonton
- May 15 – AWAY – Medical Appointment

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Week of May 18 - 22

- May 18 – Reviewed Senior Self-contained tenant income reviews (Mary brought files to my house)
- May 18 – STAT – Victoria Day
- May 19 – Met with Mary Klassen, Placement Coordinator – reviewed files from the weekend and any other outstanding issues. Particularly one tenant with any outstanding rent balance.
- May 20 – Collective Bargaining Session with CUPE 2038
- May 21 – Phone call with Riley Sawatsky, 1st Technicall, re: miALERT call bell system
- May 22 – Met with Jen-Col representatives before they went through CVL with Matt Cambas (caught up with them after my other meetings)
- May 22 – Meet with tenant (with Mary) and negotiated payment of outstanding rent
- May 22 – Toured CVL with Riley Sawatsky, 1st Technicall, for a quote re: miALERT call bell system
- May 23 – Met with Corey, Tanya, Chris & Carlos to discuss potential options to replace our SARA system (this summer yet before we complete the expansion wing)

Week of May 25 - 29

- May 25 – Preparation of monthly TDHF Board of Directors meeting agenda and supporting documentation
- May 26 – Meeting with Barry Knapp, fundraiser with Global Philanthropic
- May 27 – TDHF Board meeting
- May 28 – Meet with Mary Klassen, Placement Coordinator

Upcoming Events

June->

- Building Committee (meet monthly, or more often):
 - Develop plan and costing:
 - Commercial bank mortgage financing (**Complete approval - June**)
 - Discussions with municipal partners about timing of debenture financing
 - 100 wing relocation plan options (**Aug/Sept**)
 - Forward package to Minister Jason Nixon for approval of debt financing (**Underway**)
 - 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 (**May**)
- Electronic payroll system (**July ->**)
 - Begin repairs to iPad facial recognition timekeeping device (**Initiated**)
 - Update employee listing to current staff (archive any noncurrent staff) (**July/Aug**)

- Update reporting lines for each department (**July/Aug**)
 - Work with Bev on payroll calculation rules (**On-going**)
 - ***Proposed go-live – September 1, 2026??***
- Strategic Planning – put Goals into Action Plan (**May**)
 - 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 (**July->**)
 - Develop proposals for Special Needs housing (**July->**)
 - 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 (**July/Aug**)
 - CVL Resident Application form (**July/Aug**)

Professional Development & Committee Responsibilities:

- Oct 19 – 24, 2026 - APHAA Conference – Kananaskis Village

Days booked out of office:

- July 2 & 3, 2026 – Vacation
- July 29 – August 3, 2026 - Vacation

Clearview Lodge Expansion & Modernization Project
Construction Management To-Date
At May 28, 2026

- May 12 – CAO met with Jen-Col representatives at their office in Acheson, AB. Toured the facility and got a general sense of who would be working on what and how the project work was progressing
- May 22 - Completed, signed and emailed a Letter of Intent (based on motion passed by TDHF Board of Directors at the April 16th Special Meeting).
- May 22 - Jen-Col representatives (Project Manager and Site Foreman) were on site at Clearview Lodge to view framing, insulation and answer many questions for themselves of whether the design drawings accurately portrayed the actual situation (ie. Was asbestos removed in previous renos? Is the insulation the amount as portrayed in the drawings? Is the framing of roof structures as presented?)
They spent an entire morning in the building. Climbing, crawling, punching holes in walls etc. to move from theoretical to how they would complete the work.
- May 25 - Discussion with Rene Dubeau, Jen-Col to discuss timing of 100-wing plan. Got some clear direction of what they need to expedite the process and will speak with Bergen and Associates to work on more detailed layout; required for costing, bidding and securing building permits to move 100-wing.
- May 26 - Email with John Richards re: moving electrical pole out of proposed driveway. Also working with Fortis and electrical engineer to put all service requests in a bundle (pole move, new service for expansion wing, and consider putting electrical utility underground on east side of expansion wing). There is a possibility that bundling will reduce the cost of these requests.

CAO has been sharing the 100-wing weekly update memo with Jen-Col and Bergen design team to show them progress on relocating residents and that they need to be ready by the time we are.

Jen-Col has invited CAO to attend design team meetings with Bergen & Associates (held bi-weekly; next meeting June 3rd).

Analysis – Legal Review

Contract with Jen-Col Construction Ltd.

At May 28, 2026

I have placed a digital copy of the CCDC 5B contract on the portal, rather than including it as a part of the agenda package.

Per email (included) from Paul V. Stocco, Brownlee Law LLP:

CCDC Contracts are established through a consensus building practice between contractors and purchasers. The contract reflects recommended industry practices. Because of the balanced approach to development, there is widespread acceptance and adoption of the contracts.

CCDC 5B is borne out of the circumstance of uncertainty (escalation in fuel prices, supply costs, unexpected tariffs, inflation, etc.). The Construction Manager (in this case Jen-Col) spends time on pre-construction work to offer design improvements/changes that should make the building process more efficient (time and cost).

The contract also provides that Jen-Col will complete a costing exercise to give TDHF the estimated project cost. This exercise could be a Class A costing and likely would include actual bidding of the project by subcontractors.

The costing report will be presented to TDHF Board of Directors for review to ensure that the project is within budget (or if more work needs to be done for value engineering).

Jen-Col is paid a stipulated amount for the pre-construction work. A lump sum of \$10,000. Jen-Col can also charge for reimbursable costs that are listed in Article A.8. Basically, they will be reimbursed for the cost of their wages plus 2.15% administrative charge.

The contract allows TDHF to then enter a stipulated price contract with Jen-Col (CCDC 2.0 contract). This would in effect lock the pricing into place.

I presume that the amount will be based on Class A cost and some amount of negotiation with Jen-Col Construction Ltd.

In discussion with Paul, he did not see anything untoward in the contract and deemed it quite standard in how it approached the project. The percentage fees charged were evaluated as part of the RFP and interview during the CM selection process.

Recommendation:

That TDHF Board of Directors approves signing the CCDC5B contract documents and forwarding them to Jen-Col Construction Ltd.

Tim Janzen

From: Stocco, Paul V. <pstocco@brownleelaw.com>
Sent: Monday, May 25, 2026 11:52 AM
To: Tim Janzen
Cc: Couture, Natalie; Connors, Steve
Subject: Taber and District Housing Foundation re Jen-Col Constructions

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Tim

As a follow up to our call on Friday May 22, 2026, and your request for our review of the CCDC 5B contract proposed by Jen-Col Construction, our comments are as follows.

Once you have reviewed this email, please advise if you require anything further in advance of your Board meeting on Tuesday.

Regards.

CCDC 5 B contract with Jen-Col Construction
Re: Clearview Lodge Expansion and Modernization

Construction Management ("CM") Contracts generally

- Contractors deal with uncertainty—the way they deal with it is to price the uncertainty accordingly
- As a consequence, this could lead to a higher than expected price when the contractor has a greater unknown/uncertain component
- In times of uncertain and fluctuating prices (e.g. escalating fuel prices; unexpected tariffs; inflation), a contractor cannot predict or hold prices
- Accordingly, a more "flexible" contract is preferred
- Also when dealing with a renovation of an existing facility, a fixed price contract is typically not preferred because at the start of the project, there could be "unknown" site conditions that could not be discovered upon reasonable investigation
- A more "flexible" contract is the preferred when dealing with a renovation of an existing (as opposed to a green build) because it is hard for contractor to predict "what is behind an existing wall"
- A CM contract provides the contractor with the flexibility/assurance that the costs it incurs for subcontract work, equipment; labour and materials will be reimbursed, and the contractor will be paid a % markup on those reimbursed costs
- In this way, the contractor is not at-risk during times of fluctuating prices or when uncertain site conditions cannot be predicted/discovered before a firm price is provided

- On top of the % markup for reimbursable costs, the contractor may also be paid a paid a fixed fee to act as the overall “manager of construction”
- A CM contract also allows the contractor to be engaged at an early stage to assist with the development of the project design—so the contractor works with the design consultant to do “pre-construction” work which is typically paid as a fixed fee for a discrete scope of work
- Once the pre-construction design services are complete, the contractor can then provide an estimate for the work
- there are different levels of specificity/detail in various classes of estimates (Class A (most detail) to Class D (preliminary))
- The CM contract also allows for a conversion to a fixed price/stipulated price contract when the owner wants to trigger that option – typically when the owner has a detailed estimate of the overall construction cost

CCDC contract documents generally

- As noted in the CCDC 5 B document itself:

The contract is a product of a consensus building process aimed at balancing the interests of all parties on the construction project. It reflects recommended industry practices.

As a result of the deliberate “balanced approach” to the creation of the CCDC 5B contract, there is widespread acceptance and adoption of the entire suite of CCDC standard template contracts

Also, the gestation period of any CCDC document is a lengthy one precisely because input is solicited from all industry participants. For example, the current CCDC 5B contract is the 2025 version—the prior one as 2010— so 15 years in the making.

Specific CCDC 5B clauses

The CCDC 5B CM Contract contains many clauses, but some are worth noting

- CM Fees

As indicated above, the Contractor typically charges a fixed fee/lump sum for either/both pre-construction services and for overall project management. This is a “discrete” fee and it is typically charged on a monthly basis without any profit or markup. In this proposed CCDC5B contract, there will be no fixed fee charged.

See Article A7.1.1- which has been deleted.

- Reimbursable expenses

As discussed above, in a CM contract scenario, the contractor’s costs/expenses are reimbursed. The CCDC 5B contains a lengthy list of what can be included, and what cannot be included, as a reimbursable expense.

See Article A8

- % markup

As discussed above, the CCDC 5B contract allows the contractor to charge/add on a % markup on to the reimbursable expenses that are incurred. The % is 2.15%.

See Article A.7

- Pre-construction services

As discussed above, there is a specific scope of work which the contractor will perform to assist the project consultant/designer prior to any construction occurring. This scope is charged at a fixed fee/lump sum, namely \$10,000.

See Article A.5.1

- Scope of work

This will be defined by the project consultant/designer

See Article A.3 and A.4

- Changes

As in all construction projects, changes arise and the owner/consultant/contractor typically engage in discussions about whether the "change" is something not contemplated by the contract documents/scope of work. In the CCDC 5B context, if there is a "change" that arises, this is added as a reimbursable expense that is charged by the contractor to the Owner and is subject to the % markup noted above.

See Article GC 6

- Estimates and Conversion to fixed price

As discussed above, the CCDC5B provides for 4 different classes of estimates. They range from preliminary (Class D) to most detailed (Class A). As the project develops, as the project develops, and site uncertainties are removed or properly managed, the contractor can submit a better and more detailed estimate and that can then trigger the owner's ability to exercise the conversion of the CCDC5B from a reimbursable expense to a fixed price contract.

See Article A.10 and Appendix 1- Stipulated Price Option



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We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.

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100 Wing Plan

At May 25, 2026

		Room	Moving	Timeline
Room #	Resident	Status	to?	
101	WE	VACANT	513	Moving in on Friday, May 29
102	MH	VACANT	415	Moving to GSS - June 2/3
103	JC	OCCUPIED	213	Transfer to GSS - SL4 TBD
104	EO	VACANT		
105	HMZ	VACANT		Moved to Lethbridge - May 20
106	MD	OCCUPIED		Assessment - May 22
107	BS	OCCUPIED	316	Assessment underway
108	HW	OCCUPIED	416	At THC TBD
109		VACANT		
110	JS	OCCUPIED	502	Assessment completed
111		VACANT		
112	MK	OCCUPIED	418	Transfer to GSS - CTB TBD

513 is now empty

Pre-Admit Meeting - May 25

In-hospital - not likely to return

Discussions underway with HomeCare

Placed immediate in community - Date TBD

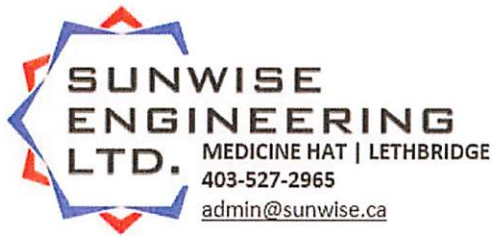
No date for move yet

214 Assessment Requested

318 In-hospital - but not in Taber

Returned from hospital but no longer appropriate for CVL

6.21.11



May 21, 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,

PRIME CONSULTANT BID REVIEW - HARMONY HOME BOILER AND CONTROLS REPLACEMENTS

We have reviewed the bids received on May 19, 2026, for Harmony Home Boiler and Control Replacements, Taber, Alberta and recommend that Taber and District Housing Foundation enter into contract negotiations with the low bidder ATCO Frontec in the amount of \$345,788.00. We recommend Taber and District Housing Foundation carries a construction contingency of \$35,000.00 for unforeseen work which may arise during the course of construction.

We reviewed the four bid submissions received via email on May 19, 2026, with results summarized below:

Da Pre Mechanical Services	\$280,000.00 (invalid)
ATCO Frontec	\$345,788.00
Baumann's Ventilation & Plumbing Ltd.....	\$357,543.00
DMT Business Group Inc.	\$727,168.00

Da Pre Mechanical Services bid is invalid and rejected as it did not include a bid bond or consent of surety made out to Taber and District Housing Foundation.

We can confirm one addendum was issued during the bidding of this project. Atco Frontec did not include addendum AD-01 on the bid form, we have contacted them, and it was an oversight on their part and does not change their bid price.

Regards,

Kenzie Liefso, P. Eng.
President

6.b) i



REQUEST FOR PROPOSAL:

ATCO Frontec™

Harmony Home Boiler and Control Replacements

Bid Number: 299.4

Submitted to: Taber and District Housing Foundation

Submission Date: May 19, 2026

ATCO PROPRIETARY INFORMATION

6. b) ii

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION
HARMONY HOME BOILER AND CONTROL REPLACEMENTS

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3.	4	COMPLIANCE AND UNDERSTANDING OF THE REQUIREMENTS
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5.	16	WARRANTY
6.	17	HEALTH, SAFETY, AND ENVIRONMENT PROGRAM
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CONFIDENTIALITY STATEMENT

This document and any attachments thereto, regardless of form or medium, are intended only for use by the Taber and District Housing Foundation and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information, viewable by the intended recipients only.

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RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

May 19, 2026

Taber and District Housing Foundation
5318 48 Avenue
Taber, AB, T1G 1S2
Attention: Mr. Tim Janzen

Re: Harmony Home Boiler and Control Replacements Bid Request

Hello Mr. Jim Tanzen,

On behalf of ATCO Frontec Ltd. (ATCO), thank you for the opportunity to provide a Proposal for Taber and District Housing Foundation, Harmony Home Boiler and Control Replacements in Taber, Alberta. Please find enclosed our compliant response to your solicitation requirements.

With more than 30 years of experience, we specialize in delivering mechanical and electrical services to clients across Alberta. We are experts in customized mechanical & electrical projects of various sizes, with a stronghold in Alberta and serving other regions of Canada.

Broadly, our team focuses on safety and quality as a means of being on time and on budget. Our standardized operating plans (written based on ISO 9001 standards for Quality Management) have been used by the Department of National Defence and for major Canadian clients such as BC Hydro. As the operational support services division for the ATCO Group of Companies, we can provide financial stability to stand by our solution and the ability to attract qualified personnel that few others can match.

We pride ourselves on being more than hired hands for a contract. Building a reputation as a strategic partner to government and Defence, resource industries, and other private and public sector clients over the past 30 years, you can trust our people to solve problems so you can focus on your core operations. With this in mind, we look forward to building a lasting relationship with the Taber and District Housing Foundation through this and other contract opportunities.

Sincerely yours,



Mike Amin P.Eng FMP

Director of Facilities Maintenance, ATCO Frontec Ltd.

Mike.Amin@atco.com | 403-512-0654

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

ABOUT ATCO FRONTEC (EXPERIENCE & QUALIFICATIONS)

ATCO Frontec Ltd. is the operational support services division of the Alberta-based ATCO Group of Companies (ATCO Ltd.). We specialize in providing real-life support anytime, anywhere. Our mission is to enable our clients to focus on their core business by providing innovative operational support solutions. We have managed operations of all shapes and sizes around the world. With operations around the world, we can manage your facilities, accommodate your remote workforce, support complex military operations, or respond rapidly when disaster strikes. Our corporate office is in Calgary, Alberta, with strong bases of operations in both Ottawa and Yellowknife. Our core services include the following:

Facility Management. We are a trusted, one-stop shop to protect property and assets with hard, soft, and ancillary services. Our tailored services include everything from building maintenance to complete asset management and lifecycle planning. We ensure facilities and equipment operate efficiently and effectively. Our services include, but are not limited to, the following:

- Project Management
- Preventative & Corrective Maintenance
- On-Call Services
- Plumbing & HVAC systems
- Electrical systems
- Utilities and energy management
- Construction services
- Roads and grounds
- Waste management
- Fleet management and maintenance
- Logistics

ATCO FACILITY SOLUTIONS is the engineering, procurement and construction division of ATCO Frontec, specializing in mechanical and electrical construction projects.

Our dedicated team of skilled tradespeople delivers high-quality solutions tailored to meet the unique needs of our clients.

ATCO Facility Solutions offers a wealth of expertise and innovative approaches to guarantee the successful execution of every project regardless of scale or complexity. Our commitment to safety, efficiency, and sustainability drives us to exceed both industry standards and client expectations.



HARMONY HOME BOILER AND CONTROL REPLACEMENTS

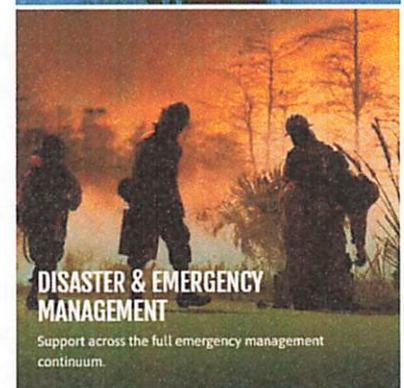
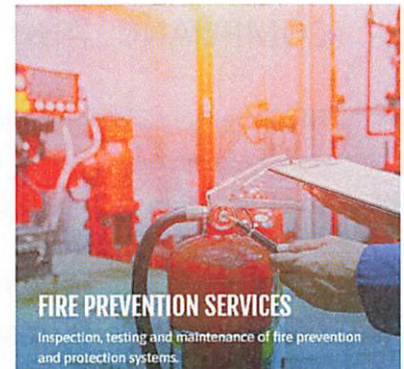
Fire Prevention Services. Fire Prevention Services (FPS), an ATCO company, is a full-service inspection, testing, and maintenance company dedicated to providing industry-leading service and support. FPS offers inspection consulting and audits, design, supply, and installation, fire alarms, suppression systems, extinguisher training, sales and service, microbial influenced corrosion testing and treatment, hydrant flow testing, obstruction investigations, and ITM training.

Disaster & Emergency Management. We offer support across the full emergency management continuum, including resilience consulting and training, provision of mission-critical services (i.e., drinking water, food services, temporary accommodations and shelter, sanitation, emergency power and lighting), incident facilities and structures, and recovery consulting.

Site Services. We provide specialized expertise that meets unique site requirements, such as

- Water/wastewater management
- Solid waste management
- IT, communications & radar operations
- Fuel management & distribution
- Fire/crash rescue services
- Airfield services.

Workforce Housing. We are a trusted name in offering fully serviced accommodations that cater to both the practical side of your business and the wellbeing of your team. We customize our housing options to fit your location, size of workforce, budget, and timeline. Our products include dorms and sleeper units, wash cars, kitchen and diner units, and recreation facilities



RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION HARMONY HOME BOILER AND CONTROL REPLACEMENTS

COMPLIANCE AND UNDERSTANDING OF THE REQUIREMENTS

The **Taber and District Housing Foundation** is seeking a qualified mechanical contractor to complete the Harmony Home Boiler and Control Replacements project ID# 299.4 as described in the RFP documents issued on AB Purchasing Connection (APC) website May 1, 2026 (APC Reference # AB-2026-03475), listed below:

- **AB-2026-03475-26-04-30 TDHS Boiler and Control Drawings - IFT**
- **AB-2026-03475-26-04-30 TDHS Boiler and Control Specs - IFT**

Based on the Scope of Work outlined in the RFP and its appendices, we understand the **Taber and District Housing Foundation** requires the successful Proponent to provide all labour, supervision, materials, equipment, permits, inspections, documentation, commissioning, and clean-up necessary to replace and commission the boiler plant, associated pumps, water heater, tanks, accessories and controls as well as zone valves, thermostats throughout and associated electrical at the Harmony Home facility in Taber.

Our proposal is based on full compliance with all architectural, mechanical, electrical, and controls requirements, to complete the work. We acknowledge the occupied nature of the facility and the requirement to maintain continuous building operation, any required temporary services, and safe execution throughout construction. All work will be executed in accordance with the Contract Documents, applicable codes and standards, manufacturer requirements, and requirements of the Authority Having Jurisdiction, including commissioning, testing, documentation, training, and closeout deliverables.

ATCO Frontec Ltd. submits this proposal in compliance with the requirements of **Project ID 299.4**, as issued by the **Taber and District Housing Foundation**, and confirms its understanding of the scope, schedule, and technical requirements terms outlined in the RFP documents.

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION HARMONY HOME BOILER AND CONTROL REPLACEMENTS

TABER AND DISTRICT HOUSING FOUNDATION STIPULATED BID FORMS, SECURITIES AND CERTIFICATE OF RECOGNITION (COR), BID BOND

CONTENT INCLUDED IN THIS RESPONSE

In accordance with the mandatory requirements identified in the Request for Proposal, this submission includes the following documents and information:

- Section 00 41 13 - Stipulated Price Bid Form (3 pages)
- Section 01 26 63A - Schedule of Labour Rates (3 pages)
- Section 01 26 63B - Detailed Breakdown of Quotes (1 page)
- Bid Security
- Contract Performance Security
- Certificate of Recognition (COR)

6. The work shall be substantially completed by **August 14, 2026**. Final completion **August 28, 2026**.
7. If notified in writing by **Taber and District Housing Foundation** of the acceptance of this bid within 5 days after the bid closing time, the undersigned will, within 5 days after date of issuance of such notification, execute a formal Agreement with the **Taber and District Housing Foundation** for the performance of the Work for the above stated compensation and comply with all other requirements of the Bid Documents.
8. **NOTE: COMPLETE TENDER FORM IN ITS ENTIRETY OR TENDER MAY BE REJECTED.**

IN SUBMITTING THIS TENDER, we recognize the right of the Owner to accept any Tender at the price submitted, or to reject all tenders, it being understood, and this tender is submitted on the express condition that revised tenders shall not be called for if minor changes only are contemplated.

WE SUBMIT HERewith, a list of the sub-contractors we propose to use on this Contract, reserving to us, however, the right to substitute other sub-contractors for any trades in the event of any sub-contractor withdrawing his tender or becoming bankrupt after the date hereof.

Any such substitution shall be subject to the approval of the Owner and contingent upon the evidence of withdrawal or bankruptcy, satisfactory to the Owner and Consultant.

LIST OF SUBCONTRACTORS AND COST BREAKDOWN

<u>Item of Work</u>	<u>Name of Subcontractor</u>	<u>Cost</u>
	Welding -	\$10,000
	Crane -	\$5,000
General Requirements	Concrete Coring and Cutting -	\$5,000
Architectural	ATCO	\$ included in total
Mechanical	ATCO	\$ included in total
Mechanical Insulation		\$ 10,780
Mechanical Controls	ATCO	\$ included in total
Electrical	ATCO	\$ included in total
Cash Allowance (Potential Asbestos)	included in total	\$ 35,000.00

9. It is understood that, with respect to this Bid Form, should any item be omitted or illegible, should any alteration be made to the text, or should any condition be added on or submitted with the Bid Form, the bid may be declared informal and the bid may be rejected.

10. Executed this 19th day of May, 20 26.

NAME AND ADDRESS
OF BIDDER:
(Print or Type)

ATCO Frontec Ltd

3122 114th Avenue SE, Calgary, T2Z 3V6

SIGNATURE OF AUTHORIZED
REPRESENTATIVE(S):



NAME AND STATUS OF PERSON(S)
SIGNING BESIDE: (Print or Type)

Mike Amin, P. Eng., FMP
Director, Facilities Maintenance

WITNESS'S SIGNATURE OR CORPORATE SEAL:



Contractor

Name: ATCO Frontec Ltd.			
Address: 3122 114th Avenue SE			
City: Calgary	Province: Alberta	Postal Code: T2Z 3V6	Telephone: 368-863-2340

Project

(Project Name and Location) Taber and District Housing Foundation - Harmony Home Boiler and Control Replacements 4710 50 Avenue, Taber, T1G 1P3
--

This Schedule of Labour Rate is submitted in compliance with the requirements of Section 01 26 63 – Change Order Procedures of the Contract Documents.

It is understood that:

1. This Schedule of Labour Rates is subject to the Owner's approval and will be used solely for evaluating Contractor Proposals for changes in Work.
2. The Owner has not established and does not intend to establish, minimum wages or benefits applicable to the work, other than those required by law.

Labour Rates for trades employed by General Contractor:

Name of Trade	Trade Classification	Direct Labour Cost (\$/hour)	Payroll Burden Cost (\$/hour)	Total Labour Cost (\$/hour)
HVAC	Journeyman Technician	\$93.75	\$31.25	\$125
Electrical	Journeyman Technician	\$75	\$25	\$100
Carpentry	Journeyman Technician	\$75	\$25	\$100
Plumber/ Gas Fitter	Journeyman Technician	\$82.50	\$27.50	\$110
Sheet Metal	Journeyman Tehcnician	\$75	\$25	\$100
Labourer	Labourer	\$48.75	\$16.25	\$65
We hereby declare the at the above stated labour rates are. To the best of our knowledge, the rates that will actually be paid in the normal performance of the Work, during regular working hours, and do not include any overhead cost or profit.				
Signature 	Name of Contractor ATCO Frontec Ltd		Date May 19, 2026	

Labour Rates for trades employed by Sub-contractors and Sub-subcontractors:

Name of Trade	Trade Classification	Direct Labour Cost (\$/hour)	Payroll Burden Cost (\$/hour)	Total Labour Cost (\$/hour)
Concrete Cutting and Coring	all subcontractors bid lump sum			
Insulation				
Crane Services				
Welding				
We hereby declare the at the above stated labour rates are. To the best of our knowledge, the rates that will actually be paid in the normal performance of the Work, during regular working hours, and do not include any overhead cost or profit.				
Signature 	Name of Contractor ATCO Frontec Ltd		Date May 19, 2026	

ACCEPTABLE DETAILED BREAKDOWN OF QUOTES (*Backup sheets from subcontractors and sub-subcontractors must be attached with all submissions*)

Project Title: Taber and District Housing Foundation - Harmony Home Boiler and Control Replacements 4710 50 Avenue, Taber, T1G 1P3		
Contractor: ATCO Frontec Ltd.	Date: May 19, 2026	Proposal Number: 299.4

BREAKDOWN OF CONTRACTOR'S WORK			
Materials:			
		\$	
		\$	
		\$	
		\$	
	Materials Total	\$	57,785
Equipment:			
		\$	
		\$	
		\$	
		\$	
	Equipment Total	\$	138,000
Labour:			
		\$	
		\$	
		\$	
		\$	
	Labour Total	\$	73,986
	General Contractors Total Direct Costs	\$	269,771
	General Contractor's Overhead & Profit Markup 15%	\$	40,466
	Total: General Contractor's Work	\$	310,237
			\$ 310,237
List of Subcontractors Total Changes:			
Crane		\$	5,000
Concrete Coring		\$	5,000
Insulation		\$	10,780
Welding		\$	10,000
	Subcontractor's Work Overhead & Profit Markup 10%	\$	3,078
	Total of Subcontractor's Work	\$	33,858
			\$ 33,858
	General Contractor's Markup for Subcontractors Work 5%	\$	1,693
	Grand Total: General Contractor's Price	\$	345,788

Partnerships

IN INJURY REDUCTION

Certificate of Recognition

This certificate recognizes that

ATCO FRONTEC LTD.

In keeping with the principles of *Partnerships* has

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Mark Kloasen

Alberta Construction Safety Association
Certifying Partner

Certificate #20260220-6045

WCB Industry Code(s): 42122 87505

Dylan Ryan

Dylan Ryan
Government of Alberta

Expiry Date: February 20, 2029

AI
Gc

6.b) xvi



Canadian Construction
Documents Committee

CCDC 220 – 2024 'BID BOND'

No. 675014598-008

Bond Amount \$ 10% of Tender Price

ATCO FRONTEC LTD. as principal, hereinafter called
the Principal, and ST PAUL FIRE AND MARINE INSURANCE COMPANY a corporation
duly authorized to transact the business of Suretyship in Canada as surety, hereinafter called the
Surety, are held and firmly bound unto
TABER AND DISTRICT HOUSING FOUNDATION as obligee, hereinafter called
the Obligor, in the amount of Ten Percent of Tender Price
Dollars (\$ 10% of Tender Price) lawful money of Canada, for the payment of which sum the Principal and the
Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligor, for (Name, Location or Address, and Project Number,
if any):

Harmony Home Boiler and Control Replacements, 4710 50 Avenue, Taber, AB; Project ID: 299.4

The condition of this obligation is such that if the Principal shall have the bid accepted within the Validity Period and:

- Enters into a formal contract; and
- Gives such bond or bonds as may be specified in the Obligor's bid documents from a Surety duly authorized to transact the business of Suretyship in the jurisdiction of the project.

then this obligation shall be void. Otherwise, provided the Obligor takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligor the difference in money between the amount of the bid of the Principal and the amount for which the Obligor legally contracts with another party for the work, supplies and services which were specified in the said bid, if the latter amount be in excess of the former.

The "Validity Period" as used herein shall mean the time period prescribed in the Obligor's bid documents for acceptance of the bid, or, if no time period is specified in the Obligor's bid documents, sixty (60) calendar days from the closing date of the bid.

By agreement between the Principal and the Obligor, the Validity Period may be extended by up to sixty (60) calendar days without notice to the Surety. Further or longer extensions of the Validity Period require prior consent of the Surety.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond. In the province of Québec, the coverage period of this bond expires one (1) year after the date of this Bond.

No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligor named herein, or the heirs, executors, administrators or successors of the Obligor.

The Surety:

ST PAUL FIRE AND MARINE INSURANCE COMPANY

(corporate name)

354 Davis Road, Suite 600, Oakville, ON L6J 0C5

(address)

(fax)

surety@canada.ca; travelers.com

(email)

The Principal:

ATCO FRONTEC LTD.

(corporate name)

5302 Forand Street SW, Calgary, AB T3E 6E4

(address)

(fax)

Connie.Via@atco.com

(email)

The Obligor:

TABER AND DISTRICT HOUSING FOUNDATION

(proper name)

5318 43 Avenue, Taber, AB T1G 1S2

(address)

(fax)

kentzie@sunwise.ca

(email)

IN WITNESS WHEREOF, the Principal and the Surety have Signed and Sealed this Bond dated 13th day of May
in the year 2026

SIGNED and SEALED
in the presence of

Signed electronically by **Principal**
ATCO FRONTEC LTD.
Matthew Scott Stewart
on May 13, 2026 - 10:45 PM GMT
Signature

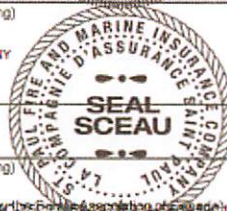
Matthew Scott Stewart

(name of person signing)

Signed electronically by **Surety**
ST PAUL FIRE AND MARINE INSURANCE COMPANY
Mark Dunstan
on May 13, 2026 - 10:27 PM GMT
Signature

Mark Dunstan, Attorney In Fact

(name of person signing)



6.b) xvi i

Bond No: 975014598-008

SURETY'S AGREEMENT TO BOND

WHEREAS

ATCO FRONTEC LTD.

(the "Principal") has submitted a written bid to

TABER AND DISTRICT HOUSING FOUNDATION

(the "Obligee")

for: Harmony Home Boiler and Control Replacements, 4710 50 Avenue, Taber, AB; Project ID: 299.4

The condition of this obligation being such that the Principal shall have the bid accepted within the validity period in the Obligee's bid documents, or if no validity period is specified in the Obligee's bid documents, within Sixty (60) calendar days from the closing date of the tender.

By agreement between the Principal and the Obligee, the Validity Period may be extended by up to sixty (60) calendar days without notice to the Surety. Further or longer extensions of the Validity Period require prior consent of the Surety.

We ST PAUL FIRE AND MARINE INSURANCE COMPANY (Surety Company), a corporation duly authorized to transact the business of Suretyship in **Canada** as Surety, hereinafter called the surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

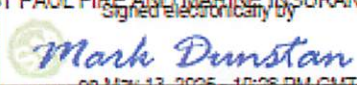
1. a Contract Performance Bond in favour of the Obligee for

Fifty Percent of Contract Price (50% of Contract Price)

conditioned for the performance of the work described herein and the contract between the Contractor and Obligee.

Provided, however, this consent shall be null and void unless an application for such bond(s) is delivered to the Surety by the Principal within thirty (30) days following the date the contract is awarded to the Principal or executed by the Principal, whichever is earlier.

SIGNED, SEALED AND DATED May 13, 2025

ST PAUL FIRE AND MARINE INSURANCE COMPANY
Signed electronically by

on May 13, 2025 - 10:26 PM GMT
Mark Dunstan, Attorney in Fact



6. b) xviii

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

WARRANTY

ATCO will be covering 12 months of warranty on Workmanship from the completion date of the project. Any defects that develop during the warranty period due to improper material, workmanship, or arrangement, including adjacent work displaced, shall be made good at no expense to the owner.

Equipment warranty lies with the manufacturer and will be transferred to the Taber and District Housing Foundation.

The following causes/reasons are not covered under this warranty:

1. Damage caused by negligence, intentional misuse, or failure to properly maintain the work.
2. Damage caused by conditions beyond our control, such as acts of God (floods, lightning, etc.), war, civil unrest, or governmental regulation.
3. Any changes or modifications to the work performed by anyone other than the contractor's authorized representatives.
4. Damage caused due to racks, crazing, mold, mildew, or other fungi.

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

HEALTH, SAFETY, AND ENVIRONMENT PROGRAM

HEALTH AND SAFETY PROGRAM

ATCO Frontec has attached a **Project-Specific Health, Safety, and Environmental (HSE) Management Plan template** that represents the format, structure, and level of detail that will be completed and implemented for the Harmony Home Boiler and Controls Replacements project upon award.

This template is based on ATCO Frontec's corporate Health and Safety Management System, applicable Alberta Occupational Health and Safety legislation, and municipal project delivery requirements, and demonstrates how the project-specific HSE Plan will be developed to address the scope of work under this contract.

For this project, the HSE Plan will be finalized and completed to specifically address all relevant tasks and risks associated with the scope of work, including equipment removal, installation of new equipment and appurtenances, work in occupied residential facilities, roof access, electrical and gas isolation, material handling, commissioning, and start-up activities.

When completed for this project, the Project-Specific HSE Plan will include, at a minimum:

- **Standard Operating Procedures and Safe Work Practices** applicable to the scope of work, including but not limited to working at heights, lock-out/tag-out, hot work, equipment installation, commissioning, and use of tools, equipment, and personal protective equipment.
- **Hazard Identification, Risk Assessment, and Control Measures**, incorporating pre-job and field-level hazard assessments, HVAC-specific hazard controls (gas systems, electrical systems, refrigerants, lifting and rigging), and application of the hierarchy of controls.
- **Emergency Response Procedures**, including emergency management protocols, incident and near-miss reporting, first aid and medical response, and coordination with external emergency services as required.

The template also outlines roles and responsibilities, training and competency requirements, communication processes, inspections, incident investigation, and continuous improvement measures that will be tailored to the Taber and District Housing Foundation facilities and operational environment.

ATCO Frontec is committed to finalizing and implementing a fully project-specific HSE Plan prior to commencement of work, in coordination with the Foundation's Representative, to ensure all work is carried out safely, responsibly, and in compliance with regulatory, contractual, and Foundation requirements.

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

SAFE WORK PLAN

ATCO Frontec will implement a **Project-Specific Safe Work Plan (SWP)** for the Harmony Home Boiler and Controls Replacements project, developed in alignment with the finalized Project-Specific Health, Safety, and Environmental (HSE) Management Plan and applicable **Alberta Occupational Health and Safety legislation**.

The Safe Work Plan will identify the hazards associated with the scope of work and define the controls required to ensure work is performed safely for workers, Foundation staff, facility occupants, and the public.

For this project, ATCO Frontec will apply established Safe Work Practices and project controls, including but not limited to the following documents, which are provided as part of this submission:

- **SWP 002 – Lock Out / Tag Out**, addressing electrical and gas isolation, verification of energy control, and safe commissioning activities
- **SWP 056 – Roof Work / Fall Protection Requirements**, governing roof access, ladder use, fall protection systems, and work at heights
- **SWP 055 – Roof Control Zone Set-Up and Use**, addressing restricted access, barricading, and public protection during roof and overhead work
- **AT-AF-GSTN-02-007 – Personal Protective Equipment (PPE)**, defining PPE requirements based on identified hazards and task-specific risks

Project-specific hazard identification and task risk assessment will be completed using the ATCO **AT-AF-FRM-02-021 Field-Level Hazard Assessment Form**, which will be reviewed with workers prior to the start of work and updated as conditions or work activities change.

Emergency preparedness and response related to identified hazards will be managed in accordance with the ATCO **AT-AF-TMP-02-006 Crisis Management Plan framework**, ensuring appropriate response, escalation, communication, and coordination with emergency services if required.

The Safe Work Plan will address activities associated with this project, including removal of existing equipment and attachments, installation of new equipment, suite access, roof access, lifting and material handling, electrical and gas work, commissioning, and work within occupied residential facilities.

Supervisors will ensure that the Safe Work Plan and applicable Safe Work Practices are communicated to all project personnel and that compliance is monitored throughout the duration of the work. Field-level hazard assessments and toolbox discussions will be used to reinforce safe work requirements and address site-specific conditions.

ATCO Frontec is committed to ensuring that all work is conducted in a safe manner that meets or exceeds legislated requirements, Taber and Alberta authorities having jurisdiction, and industry best practices.

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION HARMONY HOME BOILER AND CONTROL REPLACEMENTS

PROJECT METHODOLOGY AND SCHEDULE

UNDERSTANDING OF THE PROJECT SCOPE AND REQUIREMENTS

ATCO Frontec has a clear and comprehensive understanding of the scope, technical requirements, and operational constraints associated with the boiler and control replacements, including thermostat and zone valve scope at the Harmony Home in Taber. The building is a residence for numerous people and the facilities need to remain operational during execution of the work. The work has been quoted per the Sunwise Engineering Ltd. specifications and drawings provided with the RFP and includes:

- the demolition of the specified equipment in the mechanical room
- re-equipping of the mechanical room with the equipment, materials and consumables listed in the drawings
- demolition of thermostats and control valves at numerous locations (31 off) throughout the building
- installation of electric thermostats and control valves at these same locations
- supplying and installing the necessary conduit, raceway, and conductor for power and control for the new devices
- removal of existing boiler venting to roof
- installation of air intake, wall louver and venting for the new boilers

Our methodology emphasizes:

- Replacement of existing equipment with the equipment list specified in the drawings to minimize system impacts and reduce interface risks.
- Adherence to manufacturer installation requirements, applicable Alberta codes, and City standards.
- Careful coordination with City representatives to manage site access, shutdowns, and work sequencing.
- Proper commissioning, documentation, training, and turnover to ensure long-term reliability and maintainability of installed systems.

Special consideration is given to facility-specific conditions such as combustion air requirements, venting, concrete cutting and coring, welding and plumbing and installation of temporary venting to accommodate the current hot water tank until the new one is ready for service. All work will be executed by qualified journeyman personnel, with a focus on safety, quality, and continuity of facility operations.

SCHEDULE

We anticipate the work will take 4 to 6 calendar weeks to complete, possibly longer depending on the extent of the asbestos encountered, working Monday through Friday with weekends off. A detailed schedule showing manpower loading and activity sequencing and duration can be provided within 5 days of award.

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

LONG-TERM INNOVATIVE IDEAS SUPPORTING PROJECT SUCCESS

- **Standardization of Equipment and Components**

Where feasible within like-for-like constraints, equipment selections prioritize common platforms, control interfaces, and consumables (filters, igniters, sensors). This simplifies maintenance, supports inventory standardization, and reduces long-term operating costs.

- **Enhanced Commissioning and Documentation**

Beyond minimum start-up requirements, our commissioning process includes verification of gas sizing, airflow, combustion air, condensate management, and control setpoints. Clear as-built documentation and labelled systems improve future troubleshooting and reduce service time.

- **Maintainability-Driven Installations**

Installations are completed with future service access in mind, including clearances, service valves, isolation points, and logical equipment orientation. This reduces maintenance labour, improves safety, and extends equipment life.

- **Knowledge Transfer and Operator Enablement**

Structured on-site training sessions and practical documentation support Harmony Home staff in day-to-day operation, enabling faster response to issues and more effective preventative maintenance.

RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION

HARMONY HOME BOILER AND CONTROL REPLACEMENTS

CASE STUDY

ATCO Frontec Ltd. (ATCO Frontec) is the operational support services division of the Calgary-based ATCO Group of Companies (ATCO). With operations at home and around the world, we manage facilities, accommodate remote workforces, or respond rapidly when disaster strikes. We offer a comprehensive suite of core services designed to support remote workforce needs efficiently, effectively, and safely.

Our mission is to enable you to focus on your core business by providing innovative, real-life, operational support solutions. Our core services include facilities maintenance, fire prevention services, disaster & emergency management, other specialized site services (e.g., water/wastewater management, solid waste management, fuel management & distribution, etc.), and remote workforce/camp solutions. For more information on our experience we invite you to visit <https://frontec.atco.com>.

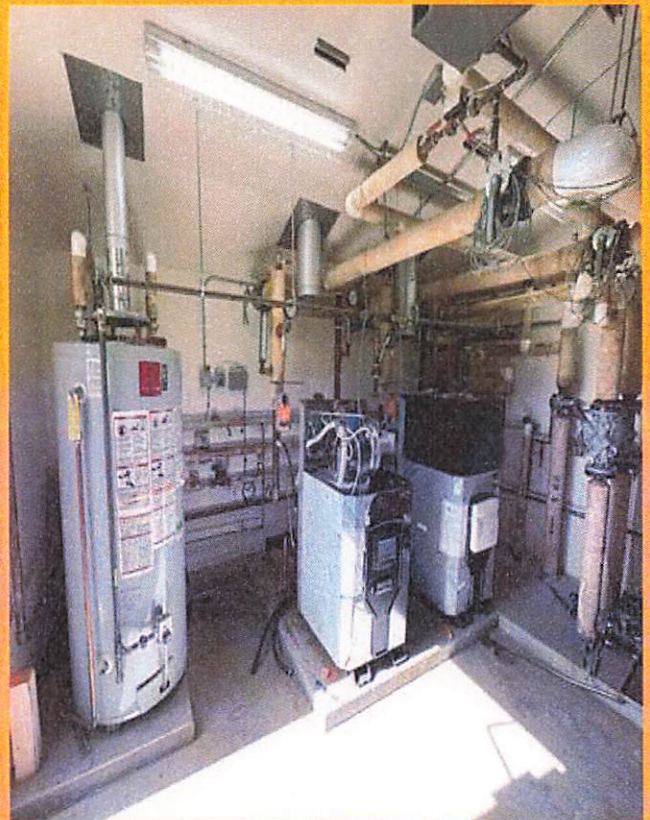
CASE STUDY: RESPONDING TO Boiler Replacement Boiler and AHU Replacement at The Mountain View County

With aging and failing boilers, MV County faced the threat of losing perimeter heat for their facility and straining the Air Handling Units (AHUs) with the anticipated demand for heat during the colder days ahead. Our team stepped in to provide a high-efficiency boiler replacement for the county office within an impressive timeframe of just five days, ensuring that the AHUs were not strained.

We recommended a better version of the AHU and replaced two units, prioritizing safety at every step. We ensured that the roof was capable of supporting the heavier new units engaging structural engineers. The MV facility's new units were seamlessly integrated with the existing Building Management System (BMS) by adding an additional module, making the system compatible with the high-efficiency HVAC setup.

As a result, the MV facility is now safe and secure for occupancy for the next 20 years.

With our goal of being a partner of choice to our clients, our technicians make recommendations beyond fixing a problem to ensure you get the most out of your equipment investment.



RESPONSE TO BID REQUEST 299.4 TABER AND DISTRICT HOUSING FOUNDATION HARMONY HOME BOILER AND CONTROL REPLACEMENTS

ALWAYS THERE, ANYWHERE FOR THE TABER AND DISTRICT HOUSING FOUNDATION

Our aim is to be a long-term partner of choice for the Taber and District Housing Foundation. We are happy to work with you to ensure we meet the financial and operating goals for this contract. As a division of a Calgary-based multinational company, we pride ourselves on providing a positive impact on our home province and country, even as we have expanded across the globe.

As an operational support services provider, we have the capability to offer you a wide range of services, including short-term construction project management, fire protection services, comprehensive facilities maintenance and operations, disaster emergency management, and more.

For more information about the contents of the response, please contact either of the undersigned.

Mike Amin P.Eng. FMP
Director, Facilities Maintenance
ATCO Frontec Ltd.
Mike.Amin@atco.com | 403-512-0654

Dion Jones, P. Eng.
Construction Project Manager, Construction and Service
ATCO Frontec Ltd.
Dion.Jones@atco.com | 368-863-2340

CVL Nurse Call-bell System

At May 27, 2026

Current Situation:

Late last fall, our call-bell service provider, Priority Communication Services (PCS), informed us that the server that runs our call-bell system was no longer supported. The server uses Microsoft 2012 software that is no longer supported by Microsoft. As a result, the server cannot be updated and therefore is not supported by SMART systems (the manufacturer). Apparently, PCS had known about this issue but didn't tell TDHF until December.

The server is the backbone of the SARA system. If it fails, the entire system goes down. The CVL protocol in the absence of an operating call-bell system is to treat the situation like a failed fire alarm system. Staff must complete checks on each individual resident on an hourly basis.

The hope had been that the current system would continue to operate until this summer when Administration and Management would have sufficient time to determine which system should be used in our future CVL Expansion and Modernization project.

However, during the week of May 11th, the server unexpectedly rebooted (unbeknownst to anyone) and it took several hours to troubleshoot the problem and get the server working again. Kudos to Maintenance Tech Ian Balatbat for restoring the system. That said, Lodge Management and HCA Coordinators plus staff were kept very busy constantly checking in on residents for the better part of the day.

The current system is living on borrowed time and the decision on a new system must be made sooner than later.

Options:

1. Update the SARA server and continue on with the SARA system, which would be expanded for the new units.
2. Replace the SARA system with a different product:
 - a. Poltys
 - b. miALERT

6.C)1

Update the SARA System:

The SARA system has worked relatively well, **except** a significant component (the ability for HCAs to speak to residents) has not worked the way that it should. This is mainly because of how the voice system works (or doesn't). Suffice it to say, we have 60 phones (that should allow the SARA system to provide voice to residents in their room) in a box in the CVL basement. Residents simply did not like the additional phone in their limited space. As a result, HCAs run to every call.

Also, there are some dead spots for the wireless phone system in the building. For example, if an HCA takes a call in the 400 wing and then walks to the 100 wing to respond, it is likely that the phone call will be disconnected. Though this could probably be addressed in installing a new digital phone system. This upgrade must be done because the SARA system requires Panasonic digital wireless phones (which were made obsolete by Panasonic leaving the phone market several years ago).

PCS has frustrated Maintenance and Lodge Management staff by their insistence on clamping down the SARA and phone system so that it is very difficult to make simple changes (updating answering tree on the telephones or re-addressing the telephone sets). PCS wants to send their technicians from Calgary at significant cost.

Finally, SMART systems have determined that they want to move customers to a more extensive and expensive annual preventative maintenance contract. It is anticipated that TDHF annual contract will at least double (if not triple) in the next year. TDHF does not need a more extensive support contract, but it certainly does not need additional expenses either.

The quoted figures for the SARA system upgrade is based on the quotation attached. It represents the cost of the replacement server and upgrading the phone system. PCS also included a quote for a new Quantum system but this

Remove the SARA system and:

Replace with a Poltys System:

The local Poltys dealer is in Medicine Hat, AB. They have a considerable number of customers in Taber and Lethbridge. I was able to reach them by phone and meet them in person at the Lodge within a day of the phone conversation. The staff were on their way to and from other jobs in Southern Alberta.

Poltys has done several SARA System conversions and has it set up as a bundle – replacement server and replace the digital phone system. Apparently, many of the wireless pulls used in the SARA system can be reused in the conversion installation.

The dealer indicated that they should be able to have the equipment installed by the end of the summer. But they have quite a few orders to get through.

Once the conversion is complete, the server could be used for the expansion wing, and new units would simply be added to the system. During the renovation phase, demoed units would be removed from the system and then added back in when the units are completed and filled.

The server provided will have sufficient licensing to cover the upcoming expansion to Clearview Lodge.

Replace with miALERT System:

This is a Canadian manufacturer represented by a Lethbridge dealer. This dealer, 1st Technicall has completed numerous installations at Green Acres Foundation facilities.

Pricing to be available at the Thursday meeting.

		SARA	Pollys	miALERT
Features:				
Voice		Not really	Yes	Yes
Wired or Wireless		Wireless	Both	Both
Pendants		Yes	Yes; potentially with fall protection and location services	Yes; potentially with fall protection and location services
Server Cost:		\$27,065	\$41,433	
Digital Phone Cost:		\$15,502	\$ 9,236	
Total Replacement Cost		\$42,567	\$50,669	
Annual Maintenance Costs:		Currently ~\$5,000 \$8,000+ in 2027	\$3,500	
Anticipated Project Cost			\$1,406.55 per unit ~ \$128,000 This excludes cabling	

6.C) IV

SALES PROPOSAL

December 19, 2025

Proposal Number: 11852 and 11822

Tim Janzen

Chief Administrative Officer

TimJ@taberhsg.ca

O: 403-223-2767 Ext 7

Taber District Housing - Clearview Lodge

5318 - 48 Avenue, Taber AB, T1G 1S2

Re: Nurse Call System Upgrade/Replacements with Snom DECT at Clearview Lodge

Dear Tim,

Priority Communication Systems Ltd. is pleased to provide you with cost comparison of upgrading your existing SARA 2012 server and replacing the SARA server with either a Quantum solution, details of which are contained below. The proposal also presents the replacement of your existing aging Panasonic DECT wireless solution with a Snom system which will be required for the Quantum nurse call systems.

Notes:

1. The SARA "Year 1 Cost" includes the \$5,400 renewal of the SMARRT plan.
2. The SARA "Year 2 Cost" and onward includes an estimated \$8,000 renewal of the new Innovation Agreement.
3. The Quantum "Year 1 Cost" includes the SMA for the first year.
4. The Quantum "Year 3 Cost" and "Year 5 Cost" includes an optional \$2,500 renewal. Although this is optional, we recommend an SMA every other year.

Five-Year Breakdown of the Total Cost of Ownership (TCO)

System	Year 1 Cost	Year 2 Cost	Year 3 Cost	Year 4 Cost	Year 5 Cost	5-Year TCO
SARA **	\$ 27,465	\$ 8,000 *	\$ 8,000 *	\$ 8,000 *	\$ 8,000 *	\$ 59,465
Quantum	\$ 33,642	\$ 0	\$ 2,500	\$ 0	\$ 2,500	\$ 38,642
Quantum with DECT Upgrade	\$ 60,578	\$ 0	\$ 2,500	\$ 0	\$ 2,500	\$ 65,578

* These are estimates and are subject to change (could potentially increase substantially).

** If upgrading the SARA Server and upgrading to the Snom DECT, an additional \$5,000 license is required for notification.

6.4 ✓

SALES PROPOSAL

Emergency Call System

Status Solutions - SARA Upgrade

The following price includes supply and installation but excludes GST.

ITEM	EQUIPMENT DESCRIPTION	AMOUNT								
A.	Details Labour and materials to replace the existing 2012 server with new v4 server with dialogic card at Sandstone Lodge. <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>SSSRVNSV4-HP SARA Replacement System (V4) (Wall Mount)</td></tr><tr><td>1</td><td>SSVPE-4ER Replacement 4-Port PCI Express Voice Expansion Card (Compatible with V3 and V4 HP Systems)</td></tr><tr><td>1</td><td>SSSRVNSV4- REPHPG11-LIC Modes and Actions license for SSSRVNSV4-REPHPG11</td></tr></tbody></table>	Qty	Description	1	SSSRVNSV4-HP SARA Replacement System (V4) (Wall Mount)	1	SSVPE-4ER Replacement 4-Port PCI Express Voice Expansion Card (Compatible with V3 and V4 HP Systems)	1	SSSRVNSV4- REPHPG11-LIC Modes and Actions license for SSSRVNSV4-REPHPG11	\$ 22,065.00
Qty	Description									
1	SSSRVNSV4-HP SARA Replacement System (V4) (Wall Mount)									
1	SSVPE-4ER Replacement 4-Port PCI Express Voice Expansion Card (Compatible with V3 and V4 HP Systems)									
1	SSSRVNSV4- REPHPG11-LIC Modes and Actions license for SSSRVNSV4-REPHPG11									
	SUB TOTAL	\$ 22,065.00 **								

JNL Technologies Quantum Replacement for SARA with Snom DECT Upgrade

The following price includes supply and installation but excludes GST.

ITEM	EQUIPMENT DESCRIPTION	AMOUNT														
B.	Details Materials to replace the existing SARA solution server with the Quantum server from JNL Technologies at Sandstone Lodge. This solution will utilize the existing Inovonics infrastructure (8 repeaters with location) as well as pendants and pullcords. The Quantum server does not send alerts to the Panasonic DECT phones currently installed so an upgrade to the Snom wireless is necessary. This supports a total of 317 wireless devices. <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>6500-9070.3 Quantum System Server/Software M1000 with up to 500 devices, 20 door controllers, 2 x 256GB Solid State drives, 1 Year SWA included</td></tr><tr><td>1</td><td>6500-9215 Computer Quantum System Monitor</td></tr><tr><td>1</td><td>6500-2035 Quantum Location License for 150 End Devices</td></tr><tr><td>1</td><td>6500-6001 Interface Legacy System Take Over with Support</td></tr><tr><td>1</td><td>6500-6000 Quantum Interface (for notification)</td></tr><tr><td>1</td><td>6500-2031 Network Coordinator</td></tr></tbody></table>	Qty	Description	1	6500-9070.3 Quantum System Server/Software M1000 with up to 500 devices, 20 door controllers, 2 x 256GB Solid State drives, 1 Year SWA included	1	6500-9215 Computer Quantum System Monitor	1	6500-2035 Quantum Location License for 150 End Devices	1	6500-6001 Interface Legacy System Take Over with Support	1	6500-6000 Quantum Interface (for notification)	1	6500-2031 Network Coordinator	\$ 19,642.00
Qty	Description															
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1	6500-6001 Interface Legacy System Take Over with Support															
1	6500-6000 Quantum Interface (for notification)															
1	6500-2031 Network Coordinator															

6.c)vi

SALES PROPOSAL

C.	Details Materials to replace the existing Panasonic DECT wireless solution server with the Snom DECT wireless system at Sandstone Lodge. This solution will utilize the existing base station locations and will connect into the existing Panasonic phone system. <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>7</td><td>M900 DECT Multi-cell base station</td></tr><tr><td>8</td><td>M80 Industrial Handset - 2"" Colour LCD 3 softkeys HD audio ruggedized IP65 Bluetooth alarm</td></tr><tr><td>8</td><td>M Series Battery for M65/M70/M80/M85/M90 handset</td></tr><tr><td>1</td><td>MC10 Multi Charger</td></tr><tr><td>1</td><td>MCM70/80 Cradles (pack of 6)</td></tr><tr><td>2</td><td>NVT Phybridge PoLRE LPC Switch Bundle with 8-Port Switch and (2) Phylink</td></tr><tr><td>1</td><td>NVT Phybridge NV-PLLK-6 Phylink Long Reach 1-Pair UTP Adapter, (Replaces NV-PL-PA011-6) NV-PLLK-6 NV-NVPLLK6</td></tr><tr><td>1</td><td>TP-Link OC300 Omada Hardware Controller</td></tr><tr><td>1</td><td>TP-Link Multi-WAN Wired VPN Router (ER605) - Up to 4 Gigabit WAN Ports, SPI Firewall SMB Router, Omada SDN Integrated, Load Balance, Lightning Protection, Limited Lifetime Protection</td></tr><tr><td>1</td><td>TP-Link TL-SG2210MP ETstream 10-Port Gigabit Smart Switch with 8-Port PoE+</td></tr><tr><td>1</td><td>TRIPP LITE SMART1500LCDXL SmartPro LCD 120V 1500VA 900W Line-Interactive UPS, AVR, Extended Runtime, 2U Rack/Tower, LCD, USB, DB9, 8 Outlets</td></tr><tr><td>1</td><td>NO-HPM6915CA Wallrack, 6 SP Adjustable depth 9"-15"</td></tr><tr><td>1</td><td>Mid Atlantic UV1 1 Space 1 3/4' Rack Shelf Vented</td></tr><tr><td>1</td><td>Monitor 23.5"-24" with HDMI and VGA</td></tr></tbody></table>	Qty	Description	7	M900 DECT Multi-cell base station	8	M80 Industrial Handset - 2"" Colour LCD 3 softkeys HD audio ruggedized IP65 Bluetooth alarm	8	M Series Battery for M65/M70/M80/M85/M90 handset	1	MC10 Multi Charger	1	MCM70/80 Cradles (pack of 6)	2	NVT Phybridge PoLRE LPC Switch Bundle with 8-Port Switch and (2) Phylink	1	NVT Phybridge NV-PLLK-6 Phylink Long Reach 1-Pair UTP Adapter, (Replaces NV-PL-PA011-6) NV-PLLK-6 NV-NVPLLK6	1	TP-Link OC300 Omada Hardware Controller	1	TP-Link Multi-WAN Wired VPN Router (ER605) - Up to 4 Gigabit WAN Ports, SPI Firewall SMB Router, Omada SDN Integrated, Load Balance, Lightning Protection, Limited Lifetime Protection	1	TP-Link TL-SG2210MP ETstream 10-Port Gigabit Smart Switch with 8-Port PoE+	1	TRIPP LITE SMART1500LCDXL SmartPro LCD 120V 1500VA 900W Line-Interactive UPS, AVR, Extended Runtime, 2U Rack/Tower, LCD, USB, DB9, 8 Outlets	1	NO-HPM6915CA Wallrack, 6 SP Adjustable depth 9"-15"	1	Mid Atlantic UV1 1 Space 1 3/4' Rack Shelf Vented	1	Monitor 23.5"-24" with HDMI and VGA	\$ 15,502.00
Qty	Description																															
7	M900 DECT Multi-cell base station																															
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1	Monitor 23.5"-24" with HDMI and VGA																															
D.	Installation of Quantum Server and Snom DECT Wireless. This includes the recertification of the Emergency Call System (presence of building attendant required)	\$ 25,434.00																														
	SUB TOTAL	\$60,578.00 **																														

SALES PROPOSAL

This quote is valid for 30 days

**** Plus Taxes.** Please be advised that human errors can occur and based on the magnitude of changes and requests, the quantities reflected on this proposal may unintentionally be inaccurate. It is the responsibility of the client to obtain confirmation that all correct quantities have been accounted for. The final Bill of Materials will be listed on signed Purchase Agreement and may exclude components referenced in this proposal. Accounts not paid within terms are subject to a 5% monthly finance charge.

*** The impacts of Tariffs cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts of Tariffs may have on PCS's performance or obligations herein. In the event of any delays or adverse impacts, PCS reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of Tariffs.**

SCOPE OF WORK

- A. PCS is pleased to provide labour and materials to replace the SARA Server 2012 with a v4 server which contains an installed dialogic card. This will include an uploaded backup from the existing server provided Clearview still has an active Status Solutions SMARRT Plan.
- B. PCS will provide the labour and materials to replace the existing SARA solution server with the Quantum server from JNL Technologies. This solution will utilize the existing Inovonics infrastructure as well as pendants and pullcords. Currently there is a voice integration (SARA server calls a preprogrammed telephone number) used as a backup when the SARA server receives no response after its notification sequence. There is no voice call feature available with the Quantum server. We'll use the existing rack and HDMI cable for the Quantum server.
- C. The Snom upgrade must be done at the same time as the Quantum server does not send alerts to the Panasonic DECT phones currently installed. The seven (7) Snom base stations will be a direct one-to-one replacement of the existing Panasonic DECT base stations using existing cable where possible.
- D. Labour and materials to replace the existing Panasonic DECT wireless solution server with the Snom DECT wireless system. This solution will utilize the existing base station locations and will connect into the existing Panasonic phone system.

THE FOLLOWING IS OUT OF SCOPE OF PCS SERVICES:

- Conduit, 120VAC wiring, J hooks, raceway, backboards and fire stopping.
- Fire Alarm and Smoke Detection System
- Frames, doors, and door hardware, including door Hold-Opens.
- Automatic door openers, buttons, and door sequencers.
- Supply or configuration of SMPT or SMS services

SALES PROPOSAL

- Lifts and specialty equipment rentals.
- Application and payment for development, building, or electrical permits.
- User management, including cardholder data entry.

THE FOLLOWING ASSUMPTIONS HAVE BEEN MADE:

- All cabling will be in conduit and will be rated FT4
- All conduit will have a string
- All door hardware provided and installed by others
- Unimpeded access to the site will be granted to PCS representatives during regular business hours (Monday through Friday, 08:00 – 17:00 excluding holidays).
- Parking will be available on site at no cost to PCS representatives.
- Unless otherwise noted, documents will be submitted in electronic format.
- Delays that are a result of other parties could constitute additional charges.
- All authorized Third Parties licensing fees and Support and Maintenance Agreements are currently up to date and considered outside of the current scope of work.
- PCS shall not be held liable for errors or omissions in design by others.
- PCS shall not be held liable for indirect loss or damage.
- If a formal contract is required, its conditions shall not add to or delete from this proposal without our permission.
- Anything (verbally or written) expressed or implied elsewhere contrary to these conditions shall be null and void.
- PCS reserves the right to assess the impact of any changes at a later date and submit any additional costs.
- it is assumed that there is access between floors to the main IT server at each building
- if coring is required it would be an additional cost.

WARRANTY:

PCS warrants the hardware in this proposal against defects in materials and workmanship for a period of one (1) year from the quote approval date, under normal use and service. During this warranty period, PCS agrees to replace or repair any defective hardware, or component thereof, without charge to the Customer. The Customer shall be responsible for all labour costs related to such replacement or repair at PCS's prevailing labour rate. PCS shall have the right, at its sole discretion, to either replace or repair the defective hardware or to substitute materials of equal or better quality at the time of the replacement. PCS does not accept responsibility for any damage to the equipment caused by accident, fire, intrusion, misuse, act of God, or any unauthorized repair, modification, or improper installation by anyone other than PCS, or its installation agents.

SALES PROPOSAL

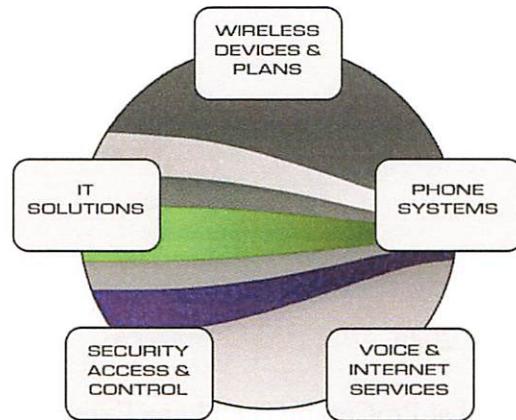
SERVICE/SUPPORT

PCS have fully trained Technicians on staff to help in the event the system requires service. We will be happy to discuss the various options and make a recommendation for a service plan.

We look forward to the opportunity to work with you on this project. Please call me if you have any questions or require anything further. I can be reached at (403) 930-4036 and I look forward to hearing from you soon.

Sincerely,

Barry Ramsay
Sales Rep/Cloud Specialist
Priority Communication Systems Ltd.



Polty's DCC Nursecall



TABER & DISTRICT HOUSING FOUNDATION
CLEARVIEW LODGE | NEW EXPANSION WING - NORTH WEST AERIAL VIEW



Taber & District
Housing Foundation

TRACER HVT
780.744.1234

THB

PHOTOGRAPHY

MR

MTA

ProW

Level

6.c)xi

Prepared By:

Guy Schotanus
Business Solutions Specialist
ProComm/The Phone Experts
guy@procomm.ca
403-952-3425

May 19/ 2026

Our goal at ProComm/The Phone Experts is to work with you and build a solution that can grow to meet your current and future nurse call goals at Clearview Lodge.

ProComm is recommending upgrading to the Panasonic DCC nurse call with Snom Wireless telephones.

These systems are scalable, cost-effective, fully integrated communications and alarm management systems that improve patient/resident satisfaction, caregiver morale and add to the company's bottom line.

ProComm and Poltys have built their reputations by making and installing products that last. Our dedication to quality, innovation and value reveals itself in everything we do. We have been in business for over 30 years and will continue to innovate well into the future.

At ProComm our customer first approach has not changed since our company was founded in 1992. While our industry becomes more complex and challenging each year, our company continues to grow, expanding our services and maintaining our reputation for honest dependability.

The Poltys/Snom systems we are proposing includes re purposing the pendants, pullcords and transceivers from your existing SARA system. By utilizing these existing devices we can substantially lower the cost of a new system. When the pendant is pressed that alert will go to the Snom hand held phone as well as an monitoring station you like. This alert will include the resident name and room number as well as the location that the pendant was pushed. There are many more features that we can utilize in the Poltys software that we can discuss further.

Personal regards,

Guy Schotanus

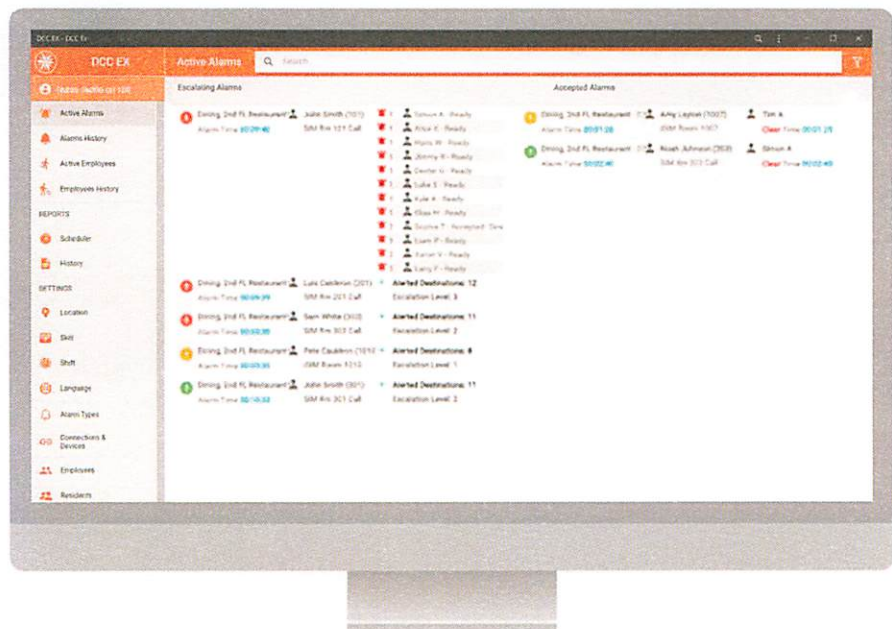
Pollys Nurse Call Budget

Nurse Call System Components

- 1 – Poltys Edge Server with SARA Takeover Package Installed.
- 1 – DCC Snom Software Interface
- 1 – Inovonics interface
- 10– Alerted device licences (alarms to Snom phones)
- 1 – Area control gateway
- 1 – 10 pack of alarm clearance cards – needed for the wristband pendants
- ** Resident location IS included in this quote .

- Installation and training included in budget
- This budget is based on our meeting on site
- Maintenance agreement can be provided upon request, warranty labour is included first 90 days
- 1 year manufactures warranty on equipment
- 1 Year software assurance for nurse call included in price.

Total System Budget \$41,433.40 + GST



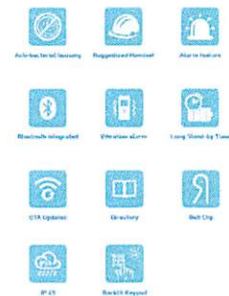
6.c) xiii

Snom Wireless Handsets

4 – Snom M900 Base Stations

6 – M90 Snom Medical Grade Wireless Handsets

Total System Budget \$9,236.94.00 + GST



6.c) x10

Budget Per Room for New Building.

All Licensing for New Building is Included in System Upgrade Quoted Above.

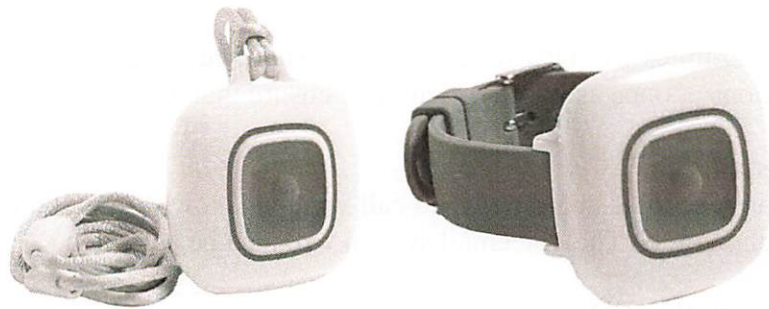
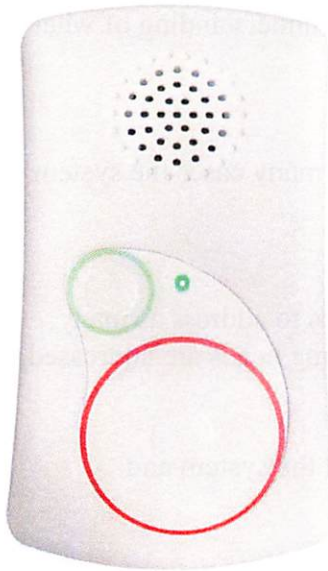
Each room will include:

1 x CH700 Communication hub with Inovonics chip, hard wired P.O.E port and rear contact closure for bathroom pull station connection.

1 x En1221 water proof pendant

1 x SF1172A Wired pull cord for bathroom.

Installation testing training and fingerprinting for location



Budget **PER ROOM EXCLUDING CABLING \$ 1,406.55 + GST**

IMPLEMENTATION

ProComm is responsible for coordinating and managing the install of your new telecommunications and nurse call system as efficiently as possible.

1. Implementation Meeting

Our installation tech and sales rep will contact you to discuss a time frame for everyone to meet to review the time frame for installation so that everyone has a complete understanding of what needs to be coordinated to ensure a smooth install.

2. System Programming

During our meeting we will discuss what programming is required so in many cases the system is preprogrammed before install takes place.

3. Training

Training times will be arranged before install, we prefer to train in groups to address as many questions at once as we can. This will ensure that all of your programming needs are addressed.

4. Installation

This is scheduled at a time when call volume is low. We will then install the system and Telephone sets. The voicemail system will also be activated.

5. Installation Follow up

Our Customer Service Rep will be in touch with you after installation to ensure your new system is functioning as discussed.

Thank you for choosing ProComm



6.c)xdi

Additional Options & Services Available

FOR YOUR NEW PHONE SYSTEM

- Headsets
- Maintenance Program

TELUS BUSINESS PHONE LINES

- Coordination of TELUS services
- Analog & Digital lines
- Features
- Audit of your rate plans

AUDIO AND P.A. SYSTEMS

- Paging and Music
- Emergency Announcement
- Board Room Solutions

IT SOLUTIONS

- Hardware Solutions
- Secure Online Backup
- IT Management & Maintenance

CABLING & INFRASTRUCTURE

- Inside fibre wiring including: CAT5E, CAT6, or Fibre
- New or existing buildings

BUSINESS INTERNET

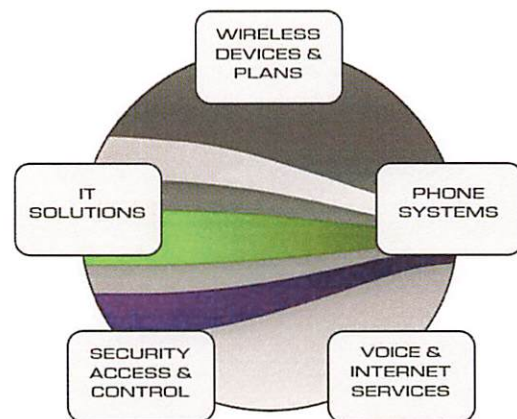
- Unmanaged ADSL
- Managed ADSL
- Managed Fibre Internet & MPLS
- Protecting yourself from cyber attacks

OPTIK TV

- Hotels
- Small Business – coming soon

SECURITY & ACCESS CONTROL

- Video Surveillance
- Access Control



6.C) x411

Clearview Lodge Expansion & Modernization
Fundraising Options/Ideas
At May 28, 2026

CAO had a videoconference with Barry Knapp, Global Philanthropic, a professional fundraiser that is involved in the Cardiac Care project in Lethbridge, AB. The goal of the conversation was to share information about our project and see if Barry had some ideas of how TDHF might proceed and if Global might have any interest or capacity to consider participating in the fundraising effort.

Barry suggested that individuals will want to invest in enhancements (people won't give money to build the building). He indicated that people like to donate to move past necessities to create a comfortable setting. And therefore, it is worthwhile listing what enhancements that TDHF would like to provide at Clearview Lodge. He thought that it made sense to price out enhancements and create a menu. He reminded me that donors likely won't cover the complete cost of an enhancement, but it is worth it to "price" the level of the donation desired. One aspect to consider would also be "is what people will pay for recognition of the enhancement/item".

Barry suggested that it would be beneficial to look at families that may have previously had loved ones resided at Clearview Lodge. He suggested that we consider the past 5 to 10 years (so people remember what they experienced at the Lodge).

Barry suggested that TDHF consider who would know those individuals in the community that may be willing to give. He suggested that TDHF should lean on the Board of Directors for their knowledge. He said that the CVL Resident Council members might be another source of information.

Ultimately, he said "your goal is to meet with individuals that have the capacity to give money" but also have a connection somehow to the Lodge. He also said that when approaching corporate entities that it would be very easy for any executive to simply say no and close the door on the opportunity. The goal would be to have someone in the industry or who knows the executive or entity and have them introduce the idea. That when the organization makes their presentation, there is background information already provided and subtle pressure from within the organization that makes it slightly more difficult to say NO.

Barry indicated that he did not have any current capacity to take on something like the Clearview Lodge project. He indicated that he did have colleagues in Calgary but was not sure of their availability either. He did say that Global does offer to prepare a case for support. This document is eight (8) pages in length, and it is print ready to take to a

6.d)i

commercial printing service and have documents prepared for distribution. Global charges \$8,000 to prepare the case for support.

Barry suggested that in any rural town, he would want to start discussions at the Chamber of Commerce meetings. He indicated that it would be a good idea for TDHF to see if they can be able to present to the membership at an upcoming meeting.

He suggested that TDHF prepare social media posts to get local people used to the idea that TDHF is fundraising for enhancement. **Ultimately, the goal is to cultivate donors.** Those donors might simply give an overall fund rather than picking up a value from a list of items.

Barry indicated that it may also come down to the dreaded “cold call” where you simply phone individuals or companies to solicit their donation. He indicated that it is the task he likes the least in his work.

Why fundraise?

TDHF may run into some headwinds re: fundraising in the community. There will be those who think that Seniors Housing is a provincial responsibility and that funding should come from the government. Others will say “but you’re already getting money from a requisition and ratepayers”. Both of these are somewhat correct. Barry indicated that if you find that people have these attitudes you simply avoid asking for a donation. They won’t ever give you money if that is their feeling.

However, the reality is that there are things that the government grant funding will not allow to be part of the project. Things like furniture, window coverings, among other things. TDHF, after reimbursement for some of the costs covered to date, will have some amount of reserves again. However, there is also legislation coming this year that will demand that Lodges owned by non-government bodies will be required to have a significant amount of capital reserve. This is likely because they have not funded capital maintenance and repairs for five years for buildings like Clearview Lodge and don’t intend to ever again.

So, it is entirely possible that TDHF needs to have (or build up in the next couple of years) a capital reserve for Clearview Lodge.

Recommendation:

1. Consider working with Global Philanthropic to develop a “case for support”.
2. Create a fundraising team/committee, consisting of Board members, Admin and one or two managers. I think this group could be different people than on the Building Committee. (This committee may be just as important as the Building Committee in making it possible to enhance the quality of life of residents)

6. d) ii

3. Develop the stories and testimonials of what environment we are hoping to create at Clearview Lodge. And how donations will enhance the resident experience. Most donors want to know how their gift will make a difference. And remember that giving and recognition can be two separate issues.
4. Develop a list of potential items that could be supplemented by fundraising. These items would be an opportunity for individuals, families, organizations or companies to direct a donation for a specific element of the Clearview Lodge. I have included a draft that I started some time ago.
5. Develop a plan of action to announce the fundraising effort, because it could also be a general call for donations and as individuals (or families) express interest, they could be shown the list.
6. Talk to CVL Resident Council (even if just trying out the pitch on hopefully willing and interested people). By participating in Resident Council, they have shown their passion for Clearview Lodge.
7. Develop a strategy to contact specific individuals (perhaps they have given to TDHF/CVL previously) or are known to give to local charitable causes. Also, develop a list of individuals and families that might have a previous connection to Clearview Lodge (the more recent the better).
8. Develop a plan of action to reach out to the Chamber of Commerce and the membership.
9. Develop a plan of action to contact local organizations and corporations. The first step probably would be determining if there are any logical connections that already exist with decision makers.

6.d) iii^c

FUNDRAISING

Clearview Lodge Expansion & Modernization

18-Feb-26

Description/Area		Amount
Floor 1 - Theme		100,000
Floor 2 - Theme		100,000
Floor 3 - Theme		100,000
Floor 1	Solarium Gallery	25,000
Floor 2	Solarium Gallery	25,000
Floor 3	Solarium Gallery	25,000
Craft Room		25,000
Boardroom		25,000
Interior Courtyard - New		75,000
Snack Bar		10,000
Multi-purpose Room		25,000
Library		10,000
Atrium?		50,000
Walking Path		50,000
Raised Beds		5,000
Rose Garden		5,000
Resting Area		10,000
Gazebo		25,000
TOTAL		690,000

6. do it

CUPE 2038 Collective Agreement Analysis At May 28, 2026

The Introduction and Articles 1 through 11 are simple language changes; made either to make it simpler to understand or to reconcile with current legal language usage (within the Labor Code).

Article 1 – Term of Agreement – June 1, 2026 to May 31, 2029

If both the union and the Board ratify today, the agreement will come into effect on June 1, 2026. This means that the new pay rates will be reflected on the June pay and there is not retroactive treatment.

Article 2 – Definitions: Continuous Service

This section continues from what it was previously but there is an updated reference to casual staff, rather than relief staff.

Article 16 clarified some language about timing of schedule postings changing it to minimum of 7 calendar days (instead of one week). The Union requested specific language requesting “the employee will be informed of any changes in the shift schedule”. While they could not provide specific instances when this had happened, we were assured that it happened “all the time”.

Article 23.04– Sick Leave

The change here is that previously if an employee showed up for work and then left sick part way through the shift, the policy required that a full day of sick leave be deducted. On advice of legal counsel, we agreed that the employee will only be deducted the hours they were not at work.

Article 23.14 – Personal Days

Permanent full-time employees will receive 3 days. Permanent part-time employees can receive up to two days (pro-rated based on their FTE)

Language was added (that Management had asked for):

Permission for such days is subject to:

- i. Operational requirements;
- ii. Being booked one day at a time;
- iii. Not being the day immediately preceding or following a vacation leave;

This is a procedure that management had been enforcing for a while but now the language is embedded in the agreement.

Article 25: Health Benefits

There is NO change in benefits provided. The eye exams were always covered but at one point the language was dropped.

The only change is in the naming of the provider of the health benefits.

6.e) 9

Article 27 deals with definitions of union events/business, the amount of notice required (previously it was seven days but now is 5 working days (exclusive of Saturday, Sunday and General Holidays) when the Union will reimburse TDHF for time spent on union business. Previously, TDHF could have sought reimbursement if Union leadership spent more than a half hour on talking with new union staff. Now the period is one hour. Management reviewed records and there has never been an amount reimbursed by the union because they either don't educate their members or they already were spending less than a half hour on it.

Article 35 – Bereavement Leave

Staff are eligible to take four (4) days for bereavement leave. The provision that it must be immediately following the death was removed. There can be an additional two days if the funeral is over 600 km away.

A section was added that the bereavement leave may be split into two separate periods. So time off at the time of death but then again at a deferred funeral.

Explanation: *COVID seemed to change how funerals (celebrations of life) are scheduled. It is much more common to see events delayed so that more families can attend. The amount of paid time off is still the same. And we would always work with someone to ensure that they have whatever time they need to grieve. This section deals with how much time is paid.*

Article 36 deals with Maternity Leave; wording change but no change in benefits offered.

Article 39 provides greater clarity to how maternity or parental leave affect calculation of seniority.

Article 40 removes the word “permanent”. Therefore, in the event of a layoff, TDHF would not be able to hire ANY employees before returning eligible employees off of layoff.

Explanation: *Are we concerned about laying off employees? If we had an instance of a fire or a reason we needed to stop providing service, we would lay off all staff. And when we ready to proceed again, we would offer to bring back who we need.*

Article 41: Training Allowance

Occasionally, TDHF enrolls employees into an HCA certification program. The updated section reflects reality that the new HCAs need to be enrolled within 12 months of being in the HCA position. This gives sufficient time for completion of probation and any timing issues from the schools scheduling offering of HCA courses.

As well, there is a requirement for the HCA employee to work a minimum number of shifts (16 per quarter) or they would be required to pay back the tuition.

Article 45 increases the Clothing/Shoe Allowance to \$275 per year (from \$200 per year). As well, HCAs that have worked over 520 hours in the preceding year will be eligible to have their professional fees reimbursed (up to \$200).

Article 47 – Health & Safety

Joint Health & Safety committee should meet at least quarterly. Maintain minutes. Any committee member should not lose earnings when attending meetings.

The CUPE National Representative may be invited to attend meetings.

Explanation: *The first section already happens and the meeting intervals is watered down from when they meet. I think that it is 10 times per year. And the Committee is half union members, and half management. So, if either party wanted to invite a specific individual it is likely to happen. CUPE wanted the CUPE rep to regularly attend. We said NO.*

Wages:

- June 1, 2026 3.0%
- June 1, 2027 3.0%
- June 1, 2028 3.0%

Market adjustment of \$0.25 per hour for Assistant Cook position (in place before the increases).

Letter of Understanding 1 - Change to Bi-weekly Pay

By October 1, 2027, TDHF employees will be paid bi-weekly. The employer will provide 45 days' notice of the change.

This change will eliminate the need (or possibility) of any advances.

Explanation: *The union was hung up on this section. It seemed that we probably wouldn't get a deal done without agreeing to the change. So we delayed the change to give us the best possible chance of success in making the change.*

Originally, CUPE wanted \$500 paid to each employee if the 45-day notice period was not observed or \$500 payment for not meeting the deadline. Those were removed. There is no penalty for not hitting the deadline. Other than the employees could file a grievance.

Overall, it is a reasonable agreement. We got it done with a minimum amount of time paying our lawyer. We got it done now so there is no retro. The percentage increases were already baked into the 2026 Clearview Lodge budget. The personal days will not be a huge expense.

Interestingly, the Union wanted to stack night and weekend premiums. It gets asked every time. We declined. But they seem to forget that they usually ask for the premium to increase slightly with each agreement. There is no provision for any increase in this agreement.

The Union still is not ready to consider short-term disability premiums. Mainly because they cannot see giving up on their accrued sick leave. The Union had offered to make the change if we offered full dollar value for the accrued sick leave (the last estimate would value the staff sick time at approximately \$150,000). As a result, our effort to offer employment benefits to part-time staff also died on the vine. That is disappointing and will continue to be an issue in hiring part-time people.

6.e) iii

Weekly Report (Social Housing)

5/22/2026

	Senior Self Contained
New Applicants	2
Move In's	0
Move Outs	0
Wait List	21
Vacant Units	3

New Tenants (Move In's)

Sr. Apt	Move In Date	Unit Number	Phase Number
Tenant Name			
Sheila Egeland	27-Mar-26	10	52100
Calvin & Barbara Dean	1-May-26	305	52050

Exiting Tenants (Move Out's)

Sr. Apt	Move Out Date	Unit Number	Phase Number
Tenant Name			
Lena Janzen	February 25 2026	10	52100
Florance Miller	March 2 2026	128	52060
Kathi Church-Ryan	#####	7	52060
Marlowe Mayes	#####	305	52050
Helena Freissen Redekopp	#####	6	52070

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/Hold for CLV
Prairie Rose Manor Phase 31 (52100)	#7 Empty/ Suite Renewal
Bountiful House Phase 21 (52070)	#6 Ready to Rent
Sunshine Manor Phase 41 (52130)	Full

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

New Tenants (Move In's)

Community	Move In Date	Unit Number	Phase Number
Tenant Name			

Exiting Tenants (Move Out's)

Community	Move Out Date	Unit Number	Phase Number
Tenant Name			
Jenny Oh	30-Apr-26	1	52120

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)	2 Empty/upgrades needed

	Rent Assistance Benefit
New Applicants	0
New to program this month	0
Left program this month	0
Waitlist/Processing	1
People on Program	49

RAB

Tenant Name	Designation number	Effective Date
Mark Garner	78-2026	5/1/2026
Alison Davis	79-2026	5/1/2026
Goillermo & Elisa Gortzen	80-2026	5/1/2026
Trevor Vandengerg	81-2026	6/1/2026
Michelle	82-2026	6/1/2026

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

7.2.1