



**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, June 25 @ 1:30 p.m.
TDHF Admin Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – May 28, 2026
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to May 31, 2026
4. **Financial Statements**
 - a. Income Statement & Bank Reconciliation – CVL – May 31, 2026
 - b. Income Statement & Bank Reconciliation – Social Housing – May 31, 2026
 - c. Bank Reconciliation – Security Deposit – May 31, 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
 - 100 Wing Plan
 - PrimeBuild360 Information
 - Construction Financing
 - Sod Turning Ceremony
 - b) Nurse-call System Update
 - c) Fundraising Ideas – Clearview Lodge project
 - d) Harmony Home Manor Update – Boiler Replacement & HVAC controls
 - e) Social Housing 2027 Operating Budget
7. **Information**
 - a) Report – Social Housing – June 20, 2026
8. **Adjournment**

Next Meeting: Board of Directors Mtg. Thursday, July 23, 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, May 28, 2026
TDHF Administrative Office - Boardroom

ATTENDANCE

Board:	Rosanne Horrocks Joe Strojwas	Tom Machacek Jane Jensen	Dan Remfert Tamara Miyanaga
Absent:	Paul Ballard		
Administration:	Tim Janzen (CAO), Tanya Fallon (CVL Lodge Manager), Carrie Wilson (CVL Resident 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 - 068

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

CARRIED

2. Approval of Minutes

Motion 2026 - 069

MOVED by T. Machacek to accept the minutes from the Board of Directors meeting of Thursday, April 30, 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 April 30, 2026

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4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2026 - 070

MOVED by J. Jensen to approve financial statements and bank reconciliations for Clearview Lodge to April 30, 2026.

CARRIED

Motion 2026 - 071

MOVED by D. Remfert to approve financial statements and bank reconciliations for Social Housing to April 30, 2026.

CARRIED

Motion 2026 - 072

MOVED by T. Miyanaga to approve bank reconciliations for Security Deposits for the month of April 2026.

CARRIED

5. Reports

a) Financial Administrator Report

Motion 2026 - 073

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

CARRIED

b) CVL Lodge Manager/Resident Manager Report

Motion 2026 - 074

MOVED by J. Strojwas to accept the Lodge Manager/Resident Manager report, as presented.

CARRIED

c) Operations Manager Report

Motion 2026 - 075

MOVED by D. Remfert to accept the Operations Manager report, as presented.

CARRIED

d) Placement Officer Report

Motion 2026 - 076

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

CARRIED

e) Chief Administrative Officer Report

Motion 2026 - 077

MOVED by T. Machacek 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
- Legal Review – completed by Brownlee Law LLP

Motion 2026 - 078

MOVED by T. Machacek that the Board Chair sign the agreement for construction management with Jen-Col Construction.

CARRIED

- Build Canada Homes information
- 100-Wing Plan

There was discussion about CAO pursuing other financing arrangements and general agreement that it would be useful to add “Alternative Financing Options” as a placeholder in subsequent agendas.

There was consensus that the CVL Resident & Family BBQ could be a good time to have a sod-turning ceremony and CAO to contact the Minister of Assisted Living and Social Services and all local dignitaries with an invitation to attend.

b) Proposal – Harmony Home Manor – Boiler Replacement & HVAC Controls

Motion 2026 - 079

MOVED by J. Strojwas that ATCO Frontec be awarded the contract for the boiler replacement and HVAC Controls at Harmony Home Manor; and the Board Chair sign the agreement.

CARRIED

c) Proposal – Nurse-call System – Retrofit to SARA System

Motion 2026 - 080

MOVED by T. Machacek that CAO proceed with purchasing a replacement server for the SARA system, to minimize the possibility of catastrophic breakdown and reduction in resident services.

CARRIED

d) Fundraising Ideas – Clearview Lodge Project

CAO presented information about a conversation held with a professional fundraiser and what things the Board should consider in how it conducts fundraising for enhancements at Clearview Lodge.

The consensus was that there would be individuals, families, agencies and corporations that may be interested in contributing to items at Clearview Lodge.

CAO was directed to provide several dates for a meeting dedicated to discussing next steps for fundraising for the Clearview Lodge project.

Also, CAO could work with grant writers from Town of Taber and MD of Taber to work on narratives.

e) Collective Bargaining Ratification Vote – CUPE 2026 to 2029

Motion 2026 - 081

MOVED by T. Machacek that the Collective Bargaining Agreement (2026 to 2029) be accepted as presented.

CARRIED

f) Construction Loan – 1st Choice Savings & Credit Union

Motion 2026 - 082

MOVED by T. Machacek that CAO enquire with several other banks about potential lending and application fees.

CARRIED

7. Other Information

a) Report – Social Housing – May 22, 2026

8. Adjournment

Motion 2026 - 083

MOVED by J. Jensen to adjourn the meeting at 3:46 pm

CARRIED

Next Meeting:

TDHF Board of Directors Thursday, June 25, 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	32	408	2055	28	810.00
June			2055		
July			2055		
August			2055		
September			2055		
October			2055		
November			2055		
December			2055		
YTD MEALS		2055		156	4,104.00
\$/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	2755
2022	37	2455
2023	35	2,234
2024	33	2,570
2025	37	2,237

[illegible]

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

	Actual Jan 01, 2026 to May 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	740,202.00	1,866,777.00	-60.35
Lodge Fees	550.00	800.00	-31.25
Rent Rebates	-6,084.00	-12,000.00	-49.30
Total Rental Revenue	<u>734,668.00</u>	<u>1,855,577.00</u>	-60.41
Resident Services			
Parking	2,066.00	5,100.00	-59.49
Laundry	15,371.00	13,000.00	18.24
Medication Fees	7,540.00	18,720.00	-59.72
Resident Fundraising	130.00	500.00	-74.00
Therapeutic Bath	1,800.00	6,000.00	-70.00
Activity Fee	4,070.00	0.00	0.00
Personal Emergency Call System	4,128.00	8,400.00	-50.86
Total Sundry Resident Revenue	<u>17,668.00</u>	<u>33,620.00</u>	-47.45
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	<u>35,105.00</u>	<u>52,220.00</u>	-32.77
Non Resident Services			
Facility Rental	750.00	1,800.00	-58.33
Meals on Wheels	22,605.00	44,400.00	-49.09
Meals on Wheels Discounts	-4,104.00	-7,200.00	-43.00
Guest Meals	1,450.00	2,400.00	-39.58
Staff Meals	2,550.00	7,000.00	-63.57
Canteen Revenue	291.50	500.00	-41.70
Total Other Meal Services	<u>4,291.50</u>	<u>9,900.00</u>	-56.65
Tuck Shop	2.50	0.00	0.00
Sundry Revenue	863.81	50.00	1,627.62
Total Non Resident Services	<u>24,408.81</u>	<u>48,950.00</u>	-50.14
Grants			
ASHC LAP Grant	147,140.00	266,815.00	-44.85
Total ASHC Grants	<u>147,140.00</u>	<u>266,815.00</u>	-44.85
Total Grants	<u>147,140.00</u>	<u>266,815.00</u>	-44.85
Operation Funding			
Health Funding	372,681.25	907,917.00	-58.95
Requisition Revenue	230,629.55	553,511.00	-58.33
Total Operation Funding	<u>603,310.80</u>	<u>1,461,428.00</u>	-58.72
Management & Administration			
Other Recovery	6,628.36	14,800.00	-55.21
NSF/Late Fees	0.00	25.00	-100.00
Sundry Revenue	3,103.36	1,200.00	158.61
Total Management and Admini...	<u>9,731.72</u>	<u>16,025.00</u>	-39.27
Investment Income			
Interest	13,313.62	17,280.00	-22.95
Total Investment Income	<u>13,313.62</u>	<u>17,280.00</u>	-22.95
Charitable Revenue			
Donations	25.00	0.00	0.00
Restricted Donations	1,030.00	0.00	0.00
Total Charitable Revenue	<u>1,055.00</u>	<u>0.00</u>	0.00
TOTAL REVENUE	<u>1,568,732.95</u>	<u>3,718,295.00</u>	-57.81

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

	Actual Jan 01, 2026 to May 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EXPENSE			
Utilities			
Heating	18,627.86	41,000.00	-54.57
Electricity	21,998.38	62,000.00	-64.52
Water & Sewer	7,183.47	20,000.00	-64.08
Waste Removal	1,016.20	2,700.00	-62.36
Telephone	2,729.18	9,140.00	-70.14
Bulk Contract Expenses	14,040.95	34,540.00	-59.35
Total Utilities	65,596.04	169,380.00	-61.27
Operating			
Bakery	11,697.71	31,000.00	-62.27
Dairy	21,927.28	57,750.00	-62.03
Groceries	65,046.59	143,500.00	-54.67
Meat	43,196.27	114,000.00	-62.11
Total Food	141,867.85	346,250.00	-59.03
Food Supplies	10,694.99	26,000.00	-58.87
Janitorial & Housekeeping	18,926.15	56,435.00	-66.46
Laundry	2,426.73	9,250.00	-73.77
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	21,352.88	69,685.00	-69.36
Equipment & Furn Purchase	16,571.12	27,484.00	-39.71
Equipment & Furn Repairs	0.00	5,000.00	-100.00
Insurance	5,137.85	17,000.00	-69.78
Craft Supplies	0.00	500.00	-100.00
Entertainment Supplies	1,593.75	3,000.00	-46.88
Recreation Supplies (Vol Apprec)	4,323.99	8,000.00	-45.95
Total Resident/Volunteer Progra...	5,917.74	11,500.00	-48.54
Publicity & Promotion	170.50	4,675.00	-96.35
Pest Control	0.00	2,500.00	-100.00
Sundry	0.00	670.00	-100.00
Total Operating	201,712.93	510,764.00	-60.51
Operating Maintenance			
Appliances	11,378.60	14,695.00	-22.57
Bldg Safety & Security Systems	12,211.70	27,706.00	-55.92
Sundry	69.89	350.00	-80.03
Vehicles	173.92	1,400.00	-87.58
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	9,940.33	11,650.00	-14.68
Electrical	2,120.04	6,550.00	-67.63
Grounds & Maintenance	11,509.98	22,300.00	-48.39
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	53,147.92	116,901.00	-54.54
Human Resources			
Administration Salaries	168,796.21	398,808.00	-57.67
Housekeeping Salaries	112,630.96	310,056.00	-63.67
Food Service Salaries	218,817.58	541,788.00	-59.61
Maintenance Salaries	34,837.17	85,293.00	-59.16
Resident Care Salaries	41,813.95	126,459.00	-66.93
Total Salaries & Wages	576,895.87	1,462,404.00	-60.55
CPP	29,509.07	79,476.00	-62.87
EI	12,416.53	30,023.00	-58.64

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

	Actual Jan 01, 2026 to May 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EE Benefits	28,014.33	95,200.00	-70.57
Other Pension Contributions	13,228.50	45,000.00	-70.60
WCB	20,914.09	43,000.00	-51.36
Total Benefits	104,082.52	292,699.00	-64.44
Contract Employment	12,998.84	25,623.00	-49.27
Personal Recruitment	2,603.04	4,400.00	-40.84
Staff Functions & Recognition	599.57	13,000.00	-95.39
Training & Development	7,970.72	42,000.00	-81.02
Health & Safety	7,500.00	22,076.00	-66.03
Legal Fees	661.05	10,000.00	-93.39
Labour Relations	12,239.80	40,500.00	-69.78
Total Human Resources	725,551.41	1,912,702.00	-62.07
Administration			
Bank Charges	1,209.05	3,650.00	-66.88
Courier & Postage	189.25	1,000.00	-81.08
Stationery & Other Supplies	2,807.86	7,500.00	-62.56
Office Rent	3,819.05	10,074.00	-62.09
Office Equipment & Furn Purchase	1,065.84	1,900.00	-43.90
Office Equipment & Furn Repairs	792.47	1,900.00	-58.29
Vehicle & Travel	1,265.00	3,840.00	-67.06
Board Expenses	630.78	12,895.00	-95.11
Association Fees	1,983.33	4,340.00	-54.30
Legal Fees	2,693.00	150.00	1,695.33
Audit Fees	16,165.00	20,000.00	-19.18
Consulting Fees	0.00	5,200.00	-100.00
IT Services	8,042.80	19,390.00	-58.52
Sundry	573.80	1,075.00	-46.62
Accreditation	0.00	10,000.00	-100.00
Total Administration	41,237.23	102,914.00	-59.93
Health Expenditures			
Salaries - Resident Care	310,942.15	755,248.00	-58.83
Total Salaries - Resident Care	310,942.15	755,248.00	-58.83
Benefits - Resident Care	51,721.70	135,112.00	-61.72
Total Benefits - Resident Care	51,721.70	135,112.00	-61.72
Materials & Supplies Resident C...	4,701.48	21,200.00	-77.82
Total Health Expenditures	367,365.33	911,560.00	-59.70
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	1,471,610.86	3,724,221.00	-60.49
NET INCOME	97,122.09	-5,926.00	-1,738.91

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**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

**CLEARVIEW LODGE
MONTH ENDING MAY 31, 2026**

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH

1,421,917.59

CVL	331,674.80
HH Asset Transfer	1,090,242.79
	1,421,917.59

CVL	331,674.80	
RECEIPTED DEPOSITS FOR THE MONTH	345,003.91	
PADS	157,573.50	
PAD Return	0.00	
DIRECT DEPOSIT - Gov't LAP	29,428.00	
DIRECT DEPOSIT - ALA (AHS) Funding	74,536.25	
DIRECT DEPOSIT - misc SGP	1,035.83	
AB Gov't - Lodge Reserve		
Intercompany	36,000.00	
GIC PURCHASE	0.00	
GIC INTEREST EARNED	0.00	
DEPOSIT INTEREST	904.07	
LESS DISBURSMENTS FOR THE MONTH		
Eft's	-205,046.31	
RBC Express / PAD's	-143,689.42	
LESS DISBURSMENTS FOR THE MONTH		
Payroll	-152,800.38	
RRSP	-9,175.92	
Bank Error	0.00	
Miscellaneous		
RBC DIRECT DEBIT AGREEMENT	-207.60	
Misc	-	
TOTAL Change	133,561.93	133,561.93
CVL Balance Forward	465,236.73	

Asset Transfer - Harmony Home	1,090,242.79	
RECEIPTED DEPOSITS FOR THE MONTH	0.00	
Misc	0.00	
Interest - paid May-26	2,016.02	
	0.00	
LESS DISBURSMENTS FOR THE MONTH		
Eft's	-7,140.00	
Cheques	0.00	
	0.00	
	0.00	
TOTAL Change	-5,123.98	-5,123.98
HH Asset Balance Forward	1,085,118.81	

GENERAL LEDGER ENDING BALANCE

\$1,550,355.54

BALANCE PER BANK STATEMENT

1,550,355.54

LESS OUTSTANDING CHEQUES
OUTSTANDING DEPOSITS

0.00

NET BALANCE END OF MONTH

\$1,550,355.54

0.00

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

Business Account Statement

RBBDA30000_5121450 E D 09179 00133
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

April 30, 2026 to May 29, 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 April 30, 2026	\$1,421,917.59
Total deposits & credits (13)	+ 646,647.58
Total cheques & debits (27)	- 518,209.63
Closing balance on May 29, 2026	= \$1,550,355.54

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			1,421,917.59
01 May	Direct Payment (PAD's) service total GRADS1097890000		157,573.50	1,579,491.09
	Deposit 0168		337,379.53	
	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	16,257.44		1,972,011.11
	Deposit interest		2,920.09	1,974,931.20
04 May	Direct Deposits (PDS) service total GRADS7204090000	173,785.32		1,801,145.88
05 May	Misc Payment Government of A		29,428.00	
	Misc Payment TransAlta Enrgy TEM-26-1446891	4,767.85		1,825,806.03
06 May	Activity fee	207.60		1,825,598.43

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Business Account Statement

April 30, 2026 to May 29, 2026

Account number: 09179 100-146-0

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
07 May	COMMERCIAL TAXES EMPTX 5026554	68,108.84		1,757,489.59
08 May	Deposit 0169		1,905.15	1,759,394.74
11 May	Bill payment - 3486 SECURTEK MS	49.30		
	Bill payment - 3481 SYSCO-CALGARY	2,299.73		
	Bill payment - 3494 CENTENNIAL FOOD	2,792.49		
	Bill payment - 3490 GFS CANADA LTD	7,102.19		
	Direct Deposits (PDS) service total GRADS7204090000	27,625.58		
	ACCOUNT TRANSFER 9613100765	527.97		
	Bill Payment Telus Comm	142.42		1,718,855.06
14 May	Bill Payment DE BUSINESS	4,502.88		1,714,352.18
15 May	Deposit 0170		265.00	1,714,617.18
19 May	Deposit 0171		4,702.88	
	Direct Deposits (PDS) service total GRADS7204090000	13,959.26		
	Cable TV Bill Pmt SHAW CABLE TV	159.97		1,705,200.83
20 May	Cheque 100.00 Serial # 19868			1,705,100.83
22 May	Deposit 0172		400.00	1,705,500.83
27 May	Direct Deposits (PDS) service total GRADS7204090000	138,841.12		
	Misc Payment RBC PAYROLL	2,561.46		
	Misc Payment RBC PAYROLL	6,614.46		1,557,483.79
28 May	Account transfer Intercompany		36,000.00	1,593,483.79
	Bill payment - 8415 CENTENNIAL FOOD	3,098.18		
	Bill payment - 8420 SYSCO-CALGARY	6,001.51		
	Bill payment - 8430 GFS CANADA LTD	6,974.27		
	Bill payment - 8424 WCB-ALBERTA	17,520.24		
	Direct Deposits (PDS) service total GRADS7204090000	10,825.41		
	ACCOUNT TRANSFER 9614821425	245.82		1,548,818.36
29 May	Direct Deposit Service (PDS) returns GRADS7204090000		150.00	1,548,968.36
	Deposit 0173		351.35	
	Misc Payment EXTENDICARE 02405475		1,035.83	1,550,355.54
	Closing balance			1,550,355.54

Deposit Interest Earned: \$2,920.09

Account Fees: \$207.60

4/9/26 vi



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

Business Account Statement

April 30, 2026 to May 29, 2026
Account number: 09179 100-146-0

Serial #: 19868

Amount: \$100.00

19868

TABER & DISTRICT HOUSING FOUNDATION
CLARENCE LODGE
8318 - 65TH AVENUE
TABER ALBERTA T1A 1A5
PHONE (403) 223-2767

REGIONAL BRANCH
TABER BRANCH
TABER ALBERTA
DATA NO. T2P 2M7

CHEQUE NO. 19868
DATE 10 8 0 5 2 0 8
D M Y Y Y Y

PAY One Hundred 09100 \$ 100.00

TO THE ORDER OF
Autism House Independent Living Facility
PO box 650
Gulf Lake, AB S0N 1A0

AT THE
TABER & DISTRICT HOUSING FOUNDATION
TABER ALBERTA
BRANCH

⑈0019868⑈ ⑈09179⑈003⑈ 100⑈146⑈0⑈

Printer ID # / N° d'imprimeur 1014

820510953425

Brooksement - Signature of Mary

BACK/ENDOS

CAPTURING BRANCH
5/20/26, 10:48 AM Pacific TZ
Promotion Federal Credit Union
545 786-8899
GULF LAKE BRANCH

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CVL Design Costs - Pre Construction

	Capital	Project Costs	Expensed	CMHC Funded	
2020			54,387.12		Expenses working on starting CVL Design #560083
2021	341,765.44				Started Capitalizing Design Costs
2022	253,161.83				Capitalizing Design Costs
2023	52,978.18				Capitalizing Design Costs
2024	181,580.76				Capitalizing Design Costs
			-	130,000.00	CMHC Funding received - \$130,001
2025	27,824.25	206,450.00			Capitalizing Design Costs / Project Approved
2026		492,279.50			Project Approved Costs
2026 May		18,897.95			RFP Construction Manager
	857,310.46	717,627.45	54,387.12 -	130,000.00	
Total Cost Incurred				1,499,325.03	

4,2) viii

EFT

DOUGLAS J. BERGEN AND ASSOCIATES LTD.

P.O. Box 1667
Coaldale, Alberta
T1M 1N3

JUN 16 2026

Invoice

Date	Invoice #
5/31/2026	7723

Invoice To
Taber and District Housing Foundation ATTENTION: Mr. Tim Janzen

Job Number
2824

Description	Amount																				
Request for Proposal for Construction Manager for Addition and Renovation to Clearview Lodge, Taber, Alberta.																					
Fees charged by Alvin Reinhard Fritz Architect for RFP (cost)	18,897.95																				
Work performed by DJB staff - No charge																					
GST On Sales	944.90																				
Invoice Account Distribution <table border="1"> <tr> <td>Checked by:</td><td></td></tr> <tr> <td>Invoice #</td><td>7723</td></tr> <tr> <td>Invoice date</td><td>31 May 26</td></tr> <tr> <td>Code</td><td>Amount</td></tr> <tr> <td>171010</td><td>18,897.95</td></tr> <tr> <td>120070</td><td>944.90</td></tr> <tr> <td>Inventory</td><td>Recurring</td></tr> <tr> <td>Shared Invoice</td><td>Yes ☒ No ☐</td></tr> <tr> <td>☒ CVI</td><td>19,842.85</td></tr> <tr> <td>SH</td><td></td></tr> </table>	Checked by:		Invoice #	7723	Invoice date	31 May 26	Code	Amount	171010	18,897.95	120070	944.90	Inventory	Recurring	Shared Invoice	Yes ☒ No ☐	☒ CVI	19,842.85	SH		
Checked by:																					
Invoice #	7723																				
Invoice date	31 May 26																				
Code	Amount																				
171010	18,897.95																				
120070	944.90																				
Inventory	Recurring																				
Shared Invoice	Yes ☒ No ☐																				
☒ CVI	19,842.85																				
SH																					
POSTED																					
GST/HST No. 125023176	Total \$19,842.85																				

Construction

4, a) 1X

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
	CVL	April 1 - 30/26	01-May-26	2,016.02	2,016.02

\$ 7,288.81

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

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

Payments	10-Apr-26	Sunwise	10,710.00 X
	11-May-26	Sunwise	7,140.00 X

4.a) X

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

	Actual Jan 01, 2026 to May 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	447,034.00	1,067,112.00	-58.11
Rent Rebates	-923.00	-1,300.00	-29.00
Rent Loss COVID	0.00	0.00	0.00
Sundry Rent Revenue	0.00	0.00	0.00
Total Rent Revenue	<u>446,111.00</u>	<u>1,065,812.00</u>	-58.14
Resident Services			
Parking	8,009.00	14,904.00	-46.26
Utility Recovery	20,345.00	46,956.00	-56.67
Sundry Resident Revenue	4,742.50	11,540.00	-58.90
Tenant Maintenance Recovery	738.33	5,050.00	-85.38
Total Resident Services	<u>33,834.83</u>	<u>78,450.00</u>	-56.87
Non Resident Services			
Sundry Revenue	3,677.82	5,730.00	-35.81
Total Non Resident Services	<u>3,677.82</u>	<u>5,730.00</u>	-35.81
Grants			
ASHC - Rent Supplement Grant	9,000.00	16,800.00	-46.43
Total Grants	<u>9,000.00</u>	<u>16,800.00</u>	-46.43
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>495,123.65</u>	<u>1,166,792.00</u>	-57.57
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	29,480.56	60,000.00	-50.87
Electricity	28,992.45	70,565.00	-58.91
Water & Sewer	41,787.02	105,000.00	-60.20
Waste Removal	6,648.15	20,000.00	-66.76
Telephone	5,583.85	16,930.00	-67.02
Bulk Contract Expenses	316.99	0.00	0.00
Total Utilities	<u>112,809.02</u>	<u>272,495.00</u>	-58.60
Operating			
Cleaning	210.63	21,950.00	-99.04
Equipment & Furniture Purchase	0.00	2,000.00	-100.00
Equipment & Furniture Repairs	0.00	200.00	-100.00
Insurance	7,954.60	27,000.00	-70.54
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	450.00	5,200.00	-91.35
Sundry	0.00	0.00	0.00
SUBTOTAL GRANTS IN LIEU	0.00	0.00	0.00
Toal Operating	<u>18,847.73</u>	<u>85,150.00</u>	-77.87
Operating Maintenance			
Appliances	3,740.31	21,664.00	-82.73

4.1.21

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

	Actual Jan 01, 2026 to May 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Bldg Safety & Security Systems	4,341.54	32,020.00	-86.44
Sundry	115.86	750.00	-84.55
Vehicles	4,965.72	16,600.00	-70.09
Building Int Painting Common Area	0.00	0.00	0.00
Building Interior Painting Units	6,595.72	17,600.00	-62.52
Building Interior Flooring	7,416.25	17,000.00	-56.38
Building Interior Suite Reno	17,823.44	16,950.00	5.15
Building Exterior	300.00	65,845.00	-99.54
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	1,672.80	43,700.00	-96.17
Plumbing	43,168.43	78,632.00	-45.10
Electrical	19,372.53	15,750.00	23.00
Grounds & Maintenance	28,772.88	67,550.00	-57.41
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	138,656.36	406,996.00	-65.93
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	79,936.36	218,155.00	-63.36
Maintenance Salaries	72,223.14	200,000.00	-63.89
Total Salaries & Wages	152,159.50	418,155.00	-63.61
Benefits	0.00	0.00	0.00
CPP	7,498.20	20,250.00	-62.97
EI	3,589.34	8,105.00	-55.71
EE Benefits	12,032.77	41,000.00	-70.65
Other Pension Contributions	4,948.15	16,500.00	-70.01
WCB	141.91	5,500.00	-97.42
Total Benefits	28,210.37	91,355.00	-69.12
Contract Employment	100.00	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	1,342.28	20,615.00	-93.49
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	181,878.37	538,175.00	-66.20
Administration			
Bank Charges	1,183.71	4,980.00	-76.23
Courier/Postage	189.25	950.00	-80.08
Stationery & Other Supplies	1,581.98	3,800.00	-58.37
Office Rent	9,593.89	21,814.00	-56.02
Office Equipment & Furn	125.00	11,352.00	-98.90
Office Equipment & Furn Repairs	816.68	1,950.00	-58.12
Vehicle & Travel	1,935.00	5,048.00	-61.67
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	3,757.95	7,750.00	-51.51
Sundry	250.43	825.00	-69.64
Total Administration	39,752.82	101,984.00	-61.02
Amortization			
Amortization	0.00	0.00	0.00

4. b) ii

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

	Actual Jan 01, 2026 to May 31, 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>491,944.30</u>	<u>1,404,800.00</u>	-64.98
NET INCOME	<u><u>3,179.35</u></u>	<u><u>-238,008.00</u></u>	-101.34

4. b) iii

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

SOCIAL HOUSING
Month ending May 31, 2026

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH ~~THIS~~ **\$230,803.92**

RECEIPTED DEPOSITS FOR THE MONTH		\$	5,179.21
Deposit	\$	1,334.25	
Auto Deposit	\$	-	
Interac	\$	3,844.96	
PAD's(pre-authorized Debit)			\$92,207.00
Sec Dep Transfer			\$525.25
Govt of AB - DORF			\$0.00
Govt of AB			\$19,846.00
Govt of AB - RAB			\$19,741.00
DEPOSIT INTEREST	reg		\$542.51
DEPOSIT INTEREST	Asset - now in CVL		\$0.00
LESS DISBURSMENTS FOR THE MONTH			\$0.00
RBC Express	cheque'		(\$2,320.59)
EFT			(\$12,059.55)
Vendor PAD			(\$15,625.92)
RAB - EFT			(\$18,880.00)
PAD return / NSF			(\$1,461.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	POS	May	\$0.00
RBC Activity Fee			(\$179.10)
Bank dep correction	#		\$0.00
CVL Transfer			(\$36,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE

\$282,318.73

ENDING BALANCE PER BANK STATEMENT

\$230,803.92

PLUS OUTSTANDING DEPOSIT -

\$0.00

LESS OUTSTANDING CHEQUES

14614

(\$276.57)

RECONCILED BANK BALANCE

\$230,527.35

4.1.14



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

Business Account Statement

RBBDA30000_5121450 E D 09179 00126
TABER AND DISTRICT HOUSING FOUNDATION
5318 48 AVE
TABER AB T1G 1S2

April 30, 2026 to May 29, 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 April 30, 2026	\$230,803.92
Total deposits & credits (10)	+ 138,040.97
Total cheques & debits (38)	- 86,249.59
Closing balance on May 29, 2026	= \$282,595.30

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			230,803.92
01 May	EF0501 01071695		2,442.00	
	Misc Payment COINAMATIC CANA	81.77		
	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		232,162.97
	Deposit interest		542.51	232,705.48
04 May	Direct Payment (PAD's) service total GRADS8751490000		92,207.00	324,912.48
	Bill Payment Telus Mobility	50.24		



Business Account Statement

April 30, 2026 to May 29, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
04 May	Bill Payment Telus Comm	128.10		324,734.14
05 May	Misc Payment Government of A		39,587.00	
	Misc Payment TransAlta Enrgy TEM-26-1446886	6,575.99		357,745.15
06 May	Pre-authorized payment returns GRADS8751490000	1,461.00		
	Activity fee	179.10		356,105.05
08 May	Direct Deposits (PDS) service total GRADS0672790000	10,072.96		346,032.09
11 May	Account transfer		323.68	346,355.77
	Bill payment - 3455 BARNWELL-VIL-UT	61.27		
	Bill payment - 3451 VAUXHALL-UTIL	102.53		
	Bill payment - 3460 VAUXHALL-UTIL	107.57		
	Bill payment - 3465 TABER, ALTA-UTL	210.95		
	Bill payment - 3476 BLUEWAVE ENERGY	273.53		
	Bill payment - 3473 VAUXHALL-UTIL	378.33		
	Bill payment - 3446 BARNWELL-VIL-UT	453.45		
	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		344,652.73
13 May	Utility Bill Pmt EPCOR	120.94		344,531.79
14 May	Bill Payment DE BUSINESS	6,948.33		337,583.46
19 May	Cable TV Bill Pmt SHAW CABLE TV	33.67		
	Cable TV Bill Pmt SHAW CABLE TV	37.82		
	Cable TV Bill Pmt SHAW CABLE TV	70.01		
	Cable TV Bill Pmt SHAW CABLE TV	89.30		
	Cable TV Bill Pmt SHAW CABLE TV	208.31		337,144.35
20 May	EF0520 01071695		81.96	337,226.31
25 May	Direct Deposits (PDS) service total GRADS0672790000	18,880.00		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		
	Bill Payment Telus Comm	86.10		318,181.46
27 May	Direct Deposits (PDS) service total GRADS0672790000	1,986.59		316,194.87
28 May	Account transfer Friesen Reddeko		201.57	316,396.44
	EF0528 01071695		500.00	
	Account transfer ACTR7614800445	36,000.00		
	Bill payment - 8406 ROGERS 11 DIGIT	52.50		
	Bill payment - 8411 MUN OF TABER-TX	112.32		
	ACCOUNT TRANSFER 9614821424	291.57		280,440.05

4.6/ vi



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

Business Account Statement

April 30, 2026 to May 29, 2026
Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
29 May	Deposit 0105		1,334.25	
	EF0529 01071695		821.00	282,595.30
	Closing balance			282,595.30

Deposit Interest Earned: \$542.51

Account Fees: \$179.10

Taber and District Housing Foundation - sochsg
Reconciliation Transactions Detail Report Jan 01, 2026 to May 31, 2026

Account: 100210 Bank Accounts

Source	Date	JE#	Comment	Deposits	Withdrawals	Cleared	Status
14614	May 28, 2026	J3064	Estate of Helena Friesen-...	-	276.57	N	Outstanding
				-	276.57		

4. by Viii

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending May 31, 2026

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$53,848.74
RECEIPTED DEPOSITS FOR THE MONTH	\$200.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$99.95
TOTAL DEPOSITS	\$299.95
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	(\$525.25)
NET BALANCE END OF THE MONTH	<u><u>\$53,623.44</u></u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$53,623.44
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u><u>\$53,623.44</u></u>



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

Business Account Statement

RBBDA30000_5121450 E D 09179 00139

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

April 30, 2026 to May 29, 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 April 30, 2026	\$53,848.74
Total deposits & credits (2)	+ 299.95
Total cheques & debits (2)	- 525.25
Closing balance on May 29, 2026	= \$53,623.44

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			53,848.74
01 May	Deposit 0608		200.00	54,048.74
	Deposit interest		99.95	54,148.69
11 May	Account transfer ACTR7613100660	323.68		53,825.01
28 May	Account transfer ACTR7614800448	201.57		53,623.44
	Closing balance			53,623.44

Deposit Interest Earned: \$99.95

4, c) 11

Financial Administrator Report for June 19, 2026

Clearview Lodge

REVENUE:

In May we had 73 of the 76 units occupied, 3 were empty.

LAP adjustment for the 2026 year is expected with our July payment.

Previously announced funding from Assisted Living Alberta - ALA(AHS) increase of 7.25% effective April 1, 2025. Received June 12, 2026 – Breakdown attached

Interest account includes Harmony Home Asset interest of \$7,288.81, funds received by May 31, 2026.

In May we received our SGP 1st quarter rebate (purchasing group) \$1300.

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 on June financials. New contract has been agreed to effective June 1, all CUPE will receive a 3% wage increase.

Costs for Labour Lawyer for negotiations are at \$12,239 as of May 31, 2026. Received a June 1st invoice for \$30,000 and probably more charges to come until we see a copy of the finalized contract.

Administration: A charge of \$2693 was incurred for the legal review of the Construction Manager contract.

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

Renovation Costs: Attached is the list of Renovation Cost expenses Year over Year. Increase of \$18,000 approx. this month – Construction Manager RFP costs.

5.21

Social Housing

REVENUE

Rental Accommodations are currently right on budget. The 1st set of annual reviews are effective July 1, the 2nd set is effective August 1. At that time, we will have a better idea of how close to budget Resident Rents will be for the balance of the year.

We have not started the MOBY program as of yet,

EXPENSES

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

Operating: No major changes

Operating Maintenance:

Human Resources: No major changes

Administration: No major changes

GENERAL NOTES:

After several discussions with the AVAIL representative, it has been confirmed that if we do not make a profit - charge out the MOBY services exactly as we are being charged for this service we can classify this item as non-GST. We need to ensure that we clearly show that it is a cost recovery only item.

2027 Social Housing Budget has been completed and submitted for review/approval.

ALA Increase - Retro

	Received 12-Jun-26	2025 Retro	2026 Retro	Monthly Incr	Old Monthly Contract	New Monthly Contract
Apr 25-Mar 26 - Integrated	9,846.45	7,384.84	2,461.61			
Apr 25-Mar 26 - Regular	43,157.11	32,367.83	10,789.28			
Apr 26 - Jun 26 - Integrated	2,461.61		2,461.61	820.54	13,846.57	14,667.11
Apr 26 - Jun 26 - Regular	10,789.28		10,789.28	3,596.43	60,689.68	64,286.11
	66,254.45	39,752.67	26,501.78	4,416.96	74,536.25	78,953.21

Lodge & Resident Manager's Board Report

June 2026

1) Resident Information:

- a. Move In's – 0
- b. Move Outs – 2
- c. SL3 – 18
- d. SL2 Home Care Residents –38
- e. Resident Room Changes –1
- f. Change in status – 0
- g. Potential resident interviews – 0
- 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 – 69
- k. Residents on MAP – 41
- l. Residents receiving laundry services -36
- 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.

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) Attended Resident Council meeting.

5, b) i

8) Health & Safety:

- a. JHSC Meeting was held with 1 incident reported and completed with action plan in place. 1 near miss reported with action plan completed. 1 Safety suggestion investigated and completed. 2 new members were welcomed to the committee. Minutes completed and distributed.**
- b. Completed Hazard assessment review for April.**
- c. SWP review and competency checks completed for all departments.**
- d. 2 fire drills completed this month.**
- e. Safety Board completed for the month.**
- f. Quarterly inspection completed.**

9) Employees:

- a. Scheduling/Payroll for May/Jun completed. Scheduling/payroll for Jun/Jul on-going.**
- b. Completed 2 interviews for new staff member.**
- c. 2 new staff orientated. 1 for the recreation department and 1 for the kitchen and housekeeping department.**
- d. Resident BBQ planning is in process, it will be held inside of the building due to construction uncertainty.**
- e. Planning for staff appreciation event has is in full swing with sign up in process.**
- f. Planning for Cornfest parade has begun.**
- g. MMH/SRH Training completed for all staff.**
- h. First Aid training and N95 mask fitting completed for staff.**

Operations Report

June 2026

Clearview Lodge.

- Joint Health and Safety meeting. Joint Health and Safety meeting.
- Booked suppression system upgrades to accommodate deep fryer.
- Attended building committee meeting.
- Moving residents from 100 wing.
- Moving offices.
- Done Right completed fire alarm verification.
- Hood cleaning has been rescheduled for the 23rd.
- G and B plumbing to fix sewer leak.

Homestead Manor

- Outdoor lights were installed on the eaves.
- Ordered burners for MUA unit in Manor.
- Securcom added FOB system to 3 more doors.
- Done Right completed fire alarm verification.
- One unit sprayed for bed bugs.

Pioneer Place

- Fire alarm went off - faulty head.
- Outdoor lights have been installed on the eaves.
- Move out in unit #128, ready to move in.
- Move out scheduled on unit #111.
- Done Right completed fire alarm verification.
- Pricing upgrade on pavement.

Harmony Home

- Added one more door to the fob system.
- Boiler replacement awarded to ATCO Frontier.
- Pricing replacing siding and windows.
- Aedarsa completed the elevator inspection.
- Done Right completed fire alarm verification.

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.
- Done Right completed fire alarm verification.

Sunshine Manor

- Booking curb installation for manor.
- Done Right completed fire alarm verification.

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.
- Move out scheduled for one unit.
- Pricing tub upgrades for family housing.

Phase Two

- Made plans with Pinnacle Landscaping to plant trees.
- Whipping and spraying alleys.
- Move out scheduled for one unit.

Phase Three

- Made plans with Pinnacle Landscaping to plant trees.
- Mowing and tree cleanup.

Special Needs

- Made plans with Pinnacle Landscaping to plant trees.
- Replaced broken head on sprinkler

General Maintenance.

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

PLACEMENT OFFICER REPORT

MONTH: June 2026

SENIOR HOUSING

Applications Received – 1
Move ins – 0
Move outs – 0
Waitlist – 23
Units Available – 3
Vacant Units – 3 (PP 128, BH #6 , PRM # 7)

FAMILY HOUSING

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

RENT ASSISTANCE

Applications Received - 5
New Clients – 1
Client Removed – 2
Total Clients - 51
Processing – 3

NOTES:

1. Senior Housing

There is a strong waitlist with 1 intake application accepted and one applicant who was not able to provide the necessary documents. June saw one tenant dropping off as his needs had changed recently. Although there is a sizable waitlist many applicants have their minds set on a particular location and sometimes units. Family, safety, medical and various amenities play into this.

The final annual review has now been completed. The process reminded me a little of going to the dentist—many tenants waited as long as they could to provide their information and anticipated the process would be much worse than it actually was. In the end, once documentation was received the process was less for them then anticipated.

The final outstanding tenant information was received on June 16. All annual reviews have now been completed, and rent letters have been issued.

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Annual inspections are also underway:

- Harmony and Pioneer Place inspection are scheduled for June 23.
- Homestead inspections will follow on June 24.

All lease packages and PAD forms have been prepared. Tenants who are home during inspections have the opportunity to sign their lease documents on the spot. Those who are not available are asked to come to the office as soon as possible to complete the necessary paperwork.

The manors located outside of Taber have a different lease expiry date of August 31, 2026. Inspection dates for those locations will be scheduled in the near future.

Planning has also been underway for the annual Manor BBQ, scheduled for July 8. Posters have been distributed, and all manors have been invited to attend. Thanks to the generous support of the Knights of Columbus, the cost of the food has been covered, allowing for a healthier budget to be directed toward prizes and entertainment.

Community partnerships continue to enhance programming opportunities for our senior residents. FCSS and the TDH Foundation recently wrapped up a successful Passport to Wellness program within the manors. Additionally, on June 17, Renee White from FCSS spent time at one of the manors (all Taber Manors were invited) assisting tenants with applications for the Alberta Special Needs Assistance for Seniors program. This valuable program can provide eligible seniors with reimbursement for expenses such as appliances, medications, personal response services, medical transportation, and other essential supports.

2. Family Housing

Annual inspections were completed for all Family Housing units. Tenants who were unable to attend their inspection appointments were provided the opportunity to come into the office over the lunch hour to sign the necessary paperwork.

All leases have now been renewed, with the final tenants signing their documentation within five business days of the inspections being completed. This reflects excellent cooperation from tenants and allowed the renewal process to be wrapped up efficiently.

Considerable time has also been spent working to secure tenants for the vacant Vauxhall unit. Several applicants have expressed concerns regarding the distance to Taber for amenities and certain safety considerations, making the unit more challenging to fill. Efforts continue, and finding the right placement remains a work in progress.

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3. RAB Program

June was a particularly active month for the RAB program, with seven renewals due. Of those renewals:

Five files were successfully renewed. One file is currently on hold, as the applicant has been unable to provide the documentation required to complete the renewal. One household is no longer eligible for the program.

Additionally, one current RAB recipient advised that they will be relocating outside of our service area and will therefore no longer require assistance through the program.

Three new applications were received during the month, with two additional intake appointments scheduled after this report's submission. To date, one new application has been approved, while the remaining applications are in various stages of processing.

Demand for the RAB program continues to grow steadily. We are gradually approaching the point where a waitlist will be utilized, managing future program capacity and ensuring services remain sustainable.

CAO Report

June 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 June 1 - 5

- June 1 – Interview with Trevor Busch, Taber Times, re: Clearview Lodge project
- June 1 – Cake cutting with Mayor Andrew Prokop, Seniors Week celebration at CVL
- June 3 – Meeting with Riley Sawatsky, 1st Technicall, re: miALERT nursecall system
- June 3 – Building Committee meeting with Jen-Col and Bergen representatives and TDHF Board members
- June 4 – Tried to resolve issues from Microsoft licenses expiring. Most issues have been addressed but there are some lingering effects.
- June 5 – Meet with Mary Klassen, Placement Officer
- June 5 – CAO and Board representatives met with PrimeBuild360 representatives re: Canada Build Homes program

Week of June 8 - 12

- June 8 – Videoconference with Kenzie Liefso, Sunwise Engineering and Dion James, ATCO Frontec, to kick off the Harmony Home Manor Boiler Replacement project
- June 9 – Meet Done Right Electric representative to discuss how to relocated network rack from Tanya's office to new IT room in CVL existing basement. Current rack has mostly CCTV cameras, PVR and internet connections for Shaw and Telus
- June 10 – CVL Managers Meeting
- June 10 – Videoconference with Phil Sudol, former ALSS CMR representative. Now working for a project management company.
- June 10 – Fundraising Committee – discussing fundraising campaign for Clearview Lodge project
- June 11 – Met ChinookIT representative at Clearview Lodge to discuss equipment for IT room

- June 11 – Lunch at golf course with Joe Strojwas, Minister Grant Hunter, Chief Graham Abela, & Martin Baumfeld (1st Choice Savings & Credit Union). The gentlemen played in the Kiwanis Golf tournament and I went back to work.
- June 11 – Stakeholder meeting with David Williams, ALSS ADM – talking about new regulations that are being developed for Bill 28 rollout
- June 12 – Met with Mary Klassen, Placement Officer – annual rent reviews almost done

Week of June 15 - 19

- June 15 - AWAY
- June 16 – Approved timesheets for out-of-scope staff
- June 16 – CVL Resident Council Meetings – Executive and meeting with residents
- June 17 – CRA Charity Information Return
- June 18 – Received information from PrimeBuild360 re: different options
- June 18 – Received renderings for CVL project
- June 19 – Meeting with Mary Klassen, Placement Officer – annual rent reviews are done
- June 19 – Meeting with Kaley Craddock, RBC lender re: Clearview Lodge Modernization project.
- June 19 – Building Committee meeting with Jen-Col, Bergen team and TDHF Board members

Week of June 22 - 26

- June 22 – Participate in ASCHA Lodge Program Task Force Review Committee
- June 22 – TDHF Budget & Audit Committee meeting to review 2027 Social Housing operating budget
- June 23 - Meeting with Sunwise Engineering and ATCO Frontec
- June 23 – Complete CRA Charity Information Return – submission required by month end
- June 24 – CVL Managers meeting
- June 24 – Complete Business Plan appendices for submission by month end to ALSS
- June 25 – TDHF Board of Directors meeting
- June 26 – Meeting with Mary Klassen, Placement Officer
- June 26 – Complete AB Society Information Return – annual submission

Upcoming Events

July->

- 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 (**Done**)

- Develop income projections for construction period (impact on operating budgets throughout the next 3 to 4 years) (**Completed**)
- Set up further meeting(s) with Assisted Living Alberta & Social Services re: Continuing Care Capital grants and operating funding (**On-going**)
- Develop communications plan (**On-going**)
- Electronic payroll system (**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 (**July**)
 - Develop project planning details – Harmony Home Manor (**Q2 - 2026**) to update mechanical systems (boilers and controls) (**underway**), 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) (**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
- A couple of days will likely be booked in August to make long weekends
- No holiday plans for this fall; hoping to be around for initiation of construction
- February 19, 2027 – March 5, 2027 - Vacation

100 Wing Plan
At June 22, 2026

		Room	Moving	Timeline
Room #	Resident	Status	to?	
101		VACANT		
102	MH	VACANT	214	Move July 2nd
103		VACANT		
104		VACANT		
105		VACANT		
106	MD	OCCUPIED		LTC - Waiting on bed offer
107	BS	OCCUPIED	213	GSS - June 30th
108	HW	OCCUPIED	416	At THC TBD
109		VACANT		
110	JS	OCCUPIED	502	Pre-Admit Conf - June 23
111		VACANT		
112	MK	OCCUPIED	418	Waiting on bed offer - TBD

315 Living Options meeting - June 22
 318 In-hospital - now in Taber - CTB - waiting for bed offer
 205 New meds - mid-July review for effect

Waiting for bed to open

Discussions underway with HomeCare

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June 12, 2026

Mr. Douglas J. Bergen
Bergen & Associates Ltd.
Box 1667
Coaldale, AB
T1M 1N3

Dear Mr. Bergen,

Clearview Lodge 100 Block Relocation - M&E Fee Proposal

I am pleased to provide this proposal for mechanical and electrical consulting engineering for the Clearview Lodge 100 Block Relocation (Phase 1 of the Clearview Lodge Addition & Renovation). The owner has proposed relocating the existing modular unit called Block 100, consisting of 12 resident suites, prior to the construction of the addition and renovation of Clearview Lodge. The General Contractor, JenCol Construction Ltd, is seeking costing from contractors for the work with some input from the mechanical and electrical consultants.

Mechanical Scope

1. High-level mechanical design. No drawings, only a letter of recommendation for pricing.
2. Size ventilation air requirements.
3. Provide a spec on an ERV for ventilation.
4. Determine if the existing hydronic heating in the crawlspace at the northwest corner is large enough to supply Block 100, or if it has to be extended from its current location.
5. Determine if the existing domestic water in the crawlspace at the northwest corner is large enough to supply Block 100, or if it has to be extended from its current location.

Electrical Scope

1. High-level electrical design, including drawings and general notes for the disconnection and reconnection of the electrical systems serving the Block 100 modular unit.
2. Power, lighting, and fire alarm design drawings for the new corridor connecting to Block 100.
3. One (1) site visit to witness the fire alarm verification following completion of the Block 100 disconnection.
4. One (1) site visit to witness the fire alarm verification following the installation and reconnection of Block 100.

Proposed Fees

We agree to undertake this project for the fixed fee of **\$9,550**, not including GST.

Mechanical Design	\$1240.00
Electrical Design	\$4995.00
Fire Alarm Verifications	\$3315.00

Terms and Conditions

The attached general terms and conditions form part of this proposal.

6.5/11



Additional Scope

Billed hourly on approval as follows:

Principal	\$185/hour
Senior Engineering	\$165/hour
Intermediate Engineer	\$155/hour
Electrical Designer / Master Electrician	\$135/hour
Drafting Technician	\$ 90/hour
Admin Support	\$ 60/hour

I look forward to working with your firm on this project, thank you for the opportunity to quote this work.

Sincerely,

Tenille Camphaug, P. Eng.

ACCEPTANCE - AUTHORIZATION TO PROCEED

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

SIGNATURE

TITLE

Douglas J. Bergen & Associates Ltd.

COMPANY

DATE

Enc: General Conditions of Contract

6.25.11

GENERAL CONDITIONS OF CONTRACT

1. General

The Consultant (Sunwise Engineering Ltd.) shall render the Services, as specified in the Scope of Services, in accordance with the following terms of engagement. The Consultant may, at its discretion and at any stage, engage sub-consultants to perform all or any part of the Services.

2. Compensation

Charges for the Services rendered will be made in accordance with the terms herein. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 12% per annum.

3. Representatives

Each party shall designate a representative who is authorized to act on their behalf and receive notices under this Agreement.

4. Termination

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay to the Consultant charges for the services performed, including all expenses and other charges incurred by the Consultant for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by the Consultant under this paragraph, the Client shall forthwith pay to the Consultant charges for the services performed to the date of termination, including all fees and charges for this Project.

5. Professional Responsibility

In performing the Services, the Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed.

6. Limitation of Liability

The Consultant shall not be responsible for:

1. The failure of a contractor, retained by the Client, to perform the work required for the Project in accordance with the applicable contract documents;
2. The design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
3. Any damage to subsurface structures and utilities which were not identified and located by the Client;
4. Any project decisions made by the Client if the decisions were made without the advice of the Consultant or contrary to or inconsistent with the Consultant's advice;
5. Any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
6. The unauthorized distribution of any confidential document or report prepared by or on behalf of the Consultant for the exclusive of the Client.
7. The total amount of all claims the Client may have against the Consultant or any present or former partner, executive officer, director, stockholder or employee thereof under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the amount of any professional liability insurance the Consultant may have available for the payment of such claims.

8. No claim may be brought against the Consultant in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

7. Documents

All of the documents prepared by the Consultant or on behalf of the Consultant in connection with the Project are instruments of service for the execution of the Project. The Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without prior written agreement of the Consultant.

8. Field Services

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of the Consultant, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction from the level of services recommended will result in the Consultant providing qualified certifications for the work.

9. Dispute Resolution

If requested in writing by either the Client or the Consultant, the Client and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties.

PrimeBuild 360 Proposal
At June 25, 2026

PrimeBuild360 has given us a number of options to consider (based on their document, provided June 18, 2026).

Analysis:

Option #1 feels like a rehashing of many things that are already done and settled. Most of the remaining services are covered in our contracts with Bergen & Associates (as designers) and Jen-Col Construction (Construction Manager).

Option #2 seems to be an opportunity for TDHF to have another party beating the bushes on our behalf.

It appears that the fee is charged on a contingent basis. So if they find us funding, we will pay their fee (which is not expressed in the document).

Option #3 pertains to Affordable Housing Initiatives. Not our most pressing need at this point in time BUT something that is still a part of our Strategic Planning and is needed in our communities.

Option #4 pertains to Modular Housing Solutions. This could merit investigating.

Recommendation:

It feels that an introduction to PrimeBuild360 in 2019 may have helped our Clearview Lodge project. But at this point, we have an approval, we have a design and we have a Construction manager. We have sufficient financing to get us through to completion and then would negotiate a mortgage that the municipalities have agreed to pay. That suggests that we don't need **Option #1**.

However, we are hopeful that we can find grants, better financing (or better terms) that will reduce the long-term financing costs (and thereby requisition levels) for our community. That seems to fit into **Option #2**.

Option #3 may allow us to consider resurrecting Cherry & Main Affordable apartments. At a minimum, going through Option #2 with PrimeBuild360 representatives would give us a significant learning curve.

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Option #4 might be how Cherry & Main or other buildings (duplexes/fourplexes) in other communities are built.

That said, generally, you can achieve two of three goals when you look at speed of construction, cost of construction and quality of construction. I guess we must determine which one is compromised in modular housing. I do believe that it can dramatically reduce the amount of on-site time during construction, but in most instances that I know of, the overall timeline of the project was not significantly reduced (from inception, through design and construction). The construction just took place somewhere else.

In hostile work environments (lots of rain or snow, shortened building seasons, or lack of contractor resources), the time on site becomes very critical. But even Jayco (Bow Island builder and modular building plant) uses carpenters on site to build in Taber because they believe it is cheaper to do so.

Ultimately, it comes down to cost for their services. But it would seem to make sense to immediately engage PrimeBuild360 to work on granting and financing options for Clearview Lodge, while we continue to keep moving towards initiating construction.

Decisions about affordable housing projects can wait a couple of months so we get a bit of relationship with PrimeBuild360 under our belt.

Also, we would need to figure out how we pay their bill for any work on affordable housing. It is much more straightforward with the Clearview Lodge project.

Prime Build 360 – Service Options Sheet

Taber & District Housing Foundation

Clearview Lodge Expansion & Modernization Project

Thank you for taking the time to meet with us regarding the Clearview Lodge Expansion & Modernization Project and your future affordable housing initiatives. It is clear that Taber & District Housing Foundation has assembled a strong team and is well advanced in planning with your architect and construction partners.

Prime Build 360 is not looking to replace any existing consultants or service providers. Rather, we offer strategic support services that can expand your organization's capacity without the need to add permanent staff, allowing your team to remain focused on operations while we assist in advancing project delivery, financing, and future development opportunities.

Option 1: Owner's Representative Services

Acting as an Extension of Your Team

Prime Build 360 can serve as the Foundation's Owner's Representative, providing project oversight and coordination throughout the construction process.

Potential Services Include:

- Value engineering and design services
- Procurement and tender coordination
- Project scheduling and milestone tracking
- Coordination between architects, consultants, contractors, and stakeholders
- Budget monitoring and reporting
- Federally Certified Quantity Surveyor
- Risk identification and mitigation
- Change order review and management
- Funding and lender reporting requirements

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- Provincial Government, Municipal and stakeholder liaison support
- Executive-level project updates for Board and leadership

Benefits

- ✓ Additional project management capacity without adding full-time staff
- ✓ Independent oversight focused solely on the Foundation's interests
- ✓ Project and Process management best practices to ensure project remains on time and on budget
- ✓ Improved accountability and schedule adherence
- ✓ Enhanced communication between project partners

Option 2: Funding & Capital Advisory Services

Addressing Funding Gaps and Long-Term Financing

During our discussion, you identified potential funding shortfalls and the need to explore long-term financing options following construction completion.

Prime Build 360 can assist in identifying and pursuing:

Grant & Funding Opportunities

- Federal housing programs
- CMHC financing programs
- Affordable housing funding initiatives
- Provincial grant opportunities
- Municipal partnership opportunities
- Philanthropic and foundation funding

Mortgage Placement & Financing Support

- Long-term mortgage sourcing
- CMHC-insured financing options
- Conventional and alternative lenders
- Debt structuring and refinancing strategies
- Financial package preparation and lender presentations

Fee Structure

Funding and financing support can be structured on a success-based model, ensuring fees are aligned with results achieved.

Option 3: Affordable Housing Development Partnership

Future Housing Initiatives

As the Foundation explores additional affordable housing opportunities, Prime Build 360 can assist from concept through completion.

Potential support includes:

- Feasibility studies
- Development planning
- Site selection assistance
- Financial modeling
- Funding strategy development
- Government relations support
- Project delivery oversight
- Construction procurement

Our team has extensive experience working with public, non-profit, Indigenous, and community-based organizations to deliver housing and social infrastructure projects.

Option 4: Modular Housing Solutions

Cost and Schedule Certainty

Prime Build 360 has developed modular housing solutions that can significantly reduce project timelines while providing greater cost certainty.

Advantages Include:

- Accelerated project delivery
- Reduced weather-related delays
- Predictable pricing
- Reduced site disruption
- Improved quality control
- Scalability for future growth

These solutions may be particularly attractive for future affordable housing developments where speed to occupancy and budget certainty are critical objectives.

Flexible Engagement Model

Every project is unique. Prime Build 360 can tailor our involvement based on the Foundation's needs and existing project team structure.

Engagement options may include:

- Advisory-only support
- Owner's Representative services
- Funding and financing assistance
- Mortgage placement services
- Full project delivery oversight
- Affordable housing development consulting

Fee structures can be customized and may include fixed fees, monthly retainers, milestone-based fees, or success-based compensation depending on the services selected.

Next Steps

We would welcome the opportunity to further discuss where Prime Build 360 can add value to the Clearview Lodge Expansion & Modernization Project and future affordable housing developments in the Taber region.

Our goal is simple: **to provide additional expertise, capacity, and financing solutions that help your organization successfully deliver critical housing infrastructure while minimizing administrative burden and organizational growth pressures.**

Prime Build 360

Building Communities. Delivering Solutions.

Tim Janzen

From: marni@primebuild360.com
Sent: Thursday, June 18, 2026 11:36 AM
To: Tim Janzen
Subject: FW: Taber and District Housing Foundation - Clearview Lodge Expansion & Modernization Project
Attachments: PrimeBuild360 Service options Sheet.pdf

From: marni@primebuild360.com <marni@primebuild360.com>
Sent: June 10, 2026 12:53 PM
To: 'Tim Janzen' <timj@taberhsg.ca>
Cc: 'tmiyanaga@mdtaber.ab.ca' <tmiyanaga@mdtaber.ab.ca>; 'Colleen Sklar' <colleen@primebuild360.com>
Subject: RE: Taber and District Housing Foundation - Clearview Lodge Expansion & Modernization Project

Hi Tim,

Thank you to you and your Board members for taking the time to meet with us last week. We appreciated the opportunity to learn more about the Taber and District Housing Foundation, discuss the Clearview Lodge Expansion & Modernization Project, and hear about your vision for the future of senior housing in your community.

As discussed, please find attached a copy of the Prime Build service offering for your review. We hope it provides a helpful overview of our experience, capabilities, and the various ways we support organizations through planning, development, project delivery, and strategic advisory services.

After you and your team have had an opportunity to review the material, we would be pleased to reconnect and discuss whether there are any areas where Prime Build could support the Foundation's goals and priorities. We would welcome the opportunity to explore how we might work together moving forward.

Thank you again for your time, consideration, and the engaging discussion. We look forward to staying in touch.

Warm regards,

Marni Larkin
Prime Build 360
marni@primebuild360.com

From: Tim Janzen <timj@taberhsg.ca>
Sent: June 1, 2026 10:36 AM
To: Marni Larkin <marni@primebuild360.com>
Cc: tmiyanaga@mdtaber.ab.ca
Subject: RE: Taber and District Housing Foundation - Clearview Lodge Expansion & Modernization Project

That works for me.
I'll circulate the invite on my end once I have received.

CVL Expansion & Modernization Project
Analysis – Construction Financing
At June 25, 2026

To date, CAO has found two offers from different financial institutions; 1st Choice Savings and Credit Union and Royal Bank of Canada.

	1st Choice Savings & Credit	Royal Bank of Canada
Loan Amount	\$9,500,000	\$10,000,000
Term:	36 months	36 months
Interest Rate	Prime + 0.5 Currently 4.95%	Prime Currently 4.45%
Amortization	36 months	36 months
Repayment	Accrued interest paid monthly (but had \$500,000 interest reserve built in)	Interest monthly
Annual Review	May 1, 2027 and each year to expiry date	Annually
Review Fee	Waived	0.10% each year Waived
Financial Statements	Audit required	Audited, provided within 150 days of yearend
Legal Fees	Cover all costs (Credit Union and borrowers) for preparing security documentation	All costs covered by borrower
Application Fee	\$71,250 (paid through advances) \$5,000 non-refundable and earned at time of commitment, remainder from 1 st disbursement	0.10% Waived
Holdback	It is the responsibility of the borrower to ensure the appropriate holdbacks are in place.	It is the responsibility of the borrower to ensure the appropriate holdbacks are in place.
Progress Payments	Funding Advances are to be supported by progress reports from a quantity surveyor or qualified third party such as architect and supported by a subject property title search	Funding Advances are to be supported by progress reports from a quantity surveyor or qualified third party such as architect and supported by a subject property title search

Liens	Should construction liens be registered on title, funding will be frozen until the liens have been dealt with in a manner satisfactory to 1 st Choice Savings.	Not stated in commitment letter but assume similar provisions would be in documents.
Default	Cross Default – a default by the borrower under other funding agreements will be considered a default of the 1 st Choice Savings agreement. Will result in funding suspension or Demand for Repayment of any balance outstanding	Not stated in commitment letter but assume similar provisions would be in documents.
Break Fee	During construction, should the borrower obtain alternative financing for the purpose of paying out the Credit Union, a break penalty of 1% of the outstanding balance will apply. This does not apply for the final 3 months of the term when long-term financing is expected to be negotiated.	No mention
Interest Reserve	The Interest Reserve account will be topped up periodically at the time of progress advance requests.	RBC has simply added more to the loan amount. If the interest reserve is something that we want, we could probably negotiate for it.
Environmental Assessment	Not mentioned in their document.	<i>Likely to be waived</i> but generally would be standard.
Security:	In Letter of Intent: • 1st Charge against the property • 2nd charge caveat supporting an assignment of rents and leases • Assignment of Adequate Insurance (showing Credit Union as First Loss Payee) • General Security Agreement comprising a first charge specific security interest over all present and after-acquired personal property at 4730 50th Avenue. • Environmental Indemnity agreement from the borrower	Not stated in a commitment letter.

	• Title Insurance or Real Property report • Opinion of Counsel to the Borrower • Opinion of Counsel from the Credit Union's counsel • Any other documentation required by Credit Union • TDHF become a shareholder in the Credit Union and open a savings account with them	
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Recommendation:

It appears that RBC is willing to waive the fees and offer a better rate. The cost savings could be as high as \$221,000 (\$71,250 for the application fee and ½% of interest on the balance of the construction loan).

But it should be noted that 1st Choice has given us a **Letter of Intent**. This means that it has been vetted and approved by management that they will do this exact deal. The RBC document is a **proposal**. They may very well offer exactly this, but we won't know for a while if this is the exact deal.

1st Choice waived the need for an appraisal. RBC would like to but from discussion with them and their explanations of their approach, I don't know how they will get there. So TDHF would be on the hook for the cost of the appraisal. But more importantly, an appraisal will take time.

The RBC representative, Kaley Craddock, figured that we might be able to get things done and processed by the end of August 2026. But it would be tight.

Are we comfortable proceeding with more and more costs without having this locked down?

6.a) x✓

April 27, 2026



Taber and District Housing Foundation
4730 50th Avenue
Taber, AB
T1G 1N6

Attention: Tim Janzen, Chief Administrative Officer

Following discussions and receipt of preliminary information 1st Choice Savings and Credit Union Ltd., the "Credit Union", is prepared to proceed with an application for financing under the following general terms and conditions.

These terms and conditions are subject to approval of, and amendment by, the appropriate adjudication authority and, until approval, they are non-binding. If these terms and conditions are agreeable, please sign the duplicate copy of this letter in the space provided below under the heading "Acceptance" and return same to the writer's attention.

Borrower: Taber and District Housing Foundation

Construction Mortgage Financing

Loan Amount: \$9,500,000
Purpose: Provide funding in support of a \$27 Million New Building Construction and Existing Building Renovation
Term: On Demand
Interest Rate: 1st Choice Credit Union Prime Rate PLUS ½% Currently 4.95%
Application Fee: \$71,250
Amortization: 36 months
Repayment: Accrued Interest paid monthly
Annual Review: May 1, 2027 and each year to the expiry date.

Legal Fees: Legal fees plus estimated disbursements are to be prepaid.

NOTE: The legal and disbursement fees cover the cost of the Credit Union's solicitors for preparing security documentation. In addition to these fees the Borrower will be responsible for payment directly to its solicitor of legal fees/disbursements/G.S.T. of its own solicitors relative to the cost of execution and registration of these documents.

Information required to proceed:

- 1) In due course, Receipt of ALL final executed Grant Funding Agreements from municipal, regional and provincial government bodies.

Note: Other information may be required during underwriting

Pre-disbursement Conditions:

The Credit Union's obligation to advance the Mortgage is conditional upon receipt by the Credit Union of the following, all in form and substance satisfactory to the Credit Union.

1. The opening of a business operating and savings account.
 1. Board minutes authorizing doing business with 1st Choice Savings and Credit Union Ltd.
2. Application Fee of \$71,250
 1. \$5,000 is non-refundable and considered earned at time of Commitment Letter execution and receipt
 2. The balance to be paid from Loan proceeds at time of 1st Disbursement.
3. Receipt of ALL final fully executed Grant Funding Agreements from municipal, regional and provincial government bodies.
4. A final copy of the General Contractor Construction Contract.
5. Completion and registration of all Security
6. Confirmation of appropriate levels of property, all risk and liability insurance with 1st Choice Savings being 1st Loss Payable.

Note: Additional information may be required during underwriting

Other Conditions:

1. Out-of-pocket expenses to be paid by Borrower (e.g. legal fees, Land Title Searches, report fees, etc.).
 - 1.1. Security Registration will take place immediately following receipt of the executed Commitment Letter.
2. Outside of Government Registrations, the Borrower will not further encumber the subject property without the prior written consent of the Credit Union, not to be unreasonably withheld.
 - 2.1. If required, confirmation of subordination or postponement of security priority in favor of the Credit Union, from Government of Alberta and other funding partners, through its government departments or entities to subordinate.
3. The Credit Union will conduct account reviews at expiry/renewal and may conduct reviews more frequently if there are material changes, financial or otherwise.
4. It is the responsibility of the borrower to ensure the appropriate holdbacks are in place during the construction period.
 - 4.1. 1st Choice Savings and Credit Union Ltd. Funding Advances are to be supported by progress reports from a quantity surveyor or qualified third party such as an architect and supported by a subject property title search.
 - 4.2. Should construction liens be registered on title, 1st Choice funding will be frozen until the liens have been dealt with in a manner satisfactory to 1st Choice Savings.
5. The interest reserve account will be topped up periodically at the time of progress advance requests.
6. Cross default – a default by the borrow under other funding agreements will be considered a default of the 1st Choice Savings and Credit Union financing and will result in funding suspension or Demand for Repayment of any balance outstanding.
7. During construction, should the borrower obtain alternative financing for the purpose of paying out the Credit Union, a break penalty of 1% of the outstanding balance will apply. This does not apply in the final 3 months of the term when long-term financing is expected to be negotiated.

6. a) x41

Reporting Requirements:

Upon request, the Borrower agrees to provide the following:

1. As required, Progress Reports from a qualified quantity surveyor or third party such as an architect.
2. Annually, Audited Accountant-prepared year-end financial statements

Security and Other Documents:

The Borrower agrees to provide to the Credit Union in form and substance satisfactory to it and its solicitors, all security and supporting agreements requested by the Credit Union including the following documentation (the "Security"), which will be held by the Credit Union as Security for the loan and all other direct and indirect liabilities of the Borrower and the Guarantor (or any of them) to the Credit Union from time to time:

1. An Operation of Account Agreement and Common Share Agreement with the Credit Union
2. A Savings account to facilitate the Interest Reserve account
3. All Foundation documents, including:
 - a. Borrowing Resolution,
 - b. Certified Copy of a Resolution of the Directors approving the Security granted,
 - c. Certificate of Incumbency,
 - d. Officer's Certificate, and
 - e. Certificate of Non-restriction
4. A Line of Credit Agreement in the amount of \$9,500,000
5. A 1st Charge Collateral Mortgage in the amount of \$9,500,000 over real property, with a municipal address of 4730 50th Avenue Taber AB and legally described as Plan 8310263, Block A, Lot 1.
6. 2nd Charge Caveat supporting an Assignment of Rents and Leases from the Property
7. A General Security Agreement comprising a first charge specific security interest over all present and after-acquired personal property located at 4730 50th Avenue Taber AB and legally described as Plan 8310263, Block A, Lot 1.
8. Assignment of Adequate Insurance over the subject property (showing the Credit Union as First Loss Payee complete with Standard Mortgage Endorsement Clause), to be verified by insurance consultant acceptable to the Credit Union
9. Environmental indemnity agreement from the Borrower
10. Title Insurance or Real Property Report with compliance stamp
11. An Opinion of counsel to the Borrower in such form as the Credit Union shall require
12. A letter of Opinion from the Credit Union's counsel
13. Any documentation deemed necessary by the Credit Union solicitor

6.a) xixiii

Documentation:

The Credit Union's solicitor may prepare all the above documentation. The Credit Union's solicitor in this transaction is:

Credit Union Solicitor Information:

Jacob Robinson
Low & Company LLP
270, 3428 Fairway Plaza Road, S
Lethbridge, Alberta

Borrower's Solicitor Information:

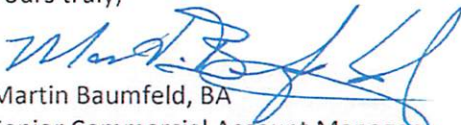
To Be Determined

Discussion Paper Expiry Date:

In the event this letter is not accepted by June 30, 2026, this Discussion Paper expires.

We wish to thank you for allowing 1st Choice Savings and Credit Union Ltd. the opportunity of being of assistance to you.

Yours truly,


Martin Baumfeld, BA
Senior Commercial Account Manager
1st Choice Savings and Credit Union Ltd.

6.a) xix

ACCEPTANCE

Acceptance of this Proposal Letter provides full and sufficient acknowledgement that the Credit Union has no obligation to advance any funds under this discussion paper and if, in the opinion of Credit Union, any material adverse change in risk occurs, including without limiting the generality of the foregoing, any material adverse change in the financial condition of the Borrower or any affiliate or associate, the Credit Facilities may be withdrawn or cancelled at the sole discretion of the Credit Union.

This Proposal Letter may be executed in any number of counterparts, each of which shall be deemed to be original and all of which taken together shall be deemed to constitute one and the same instrument. Counterparts may be executed in original, faxed or electronic PDF format and the parties adopt any signatures received by a receiving fax machine or electronic transmission as original signatures of the parties.

We hereby acknowledge and accept the Credit Facilities on the terms and conditions outlined by the Proposal Letter dated April 27, 2026, on this _____ day of _____, 2026.

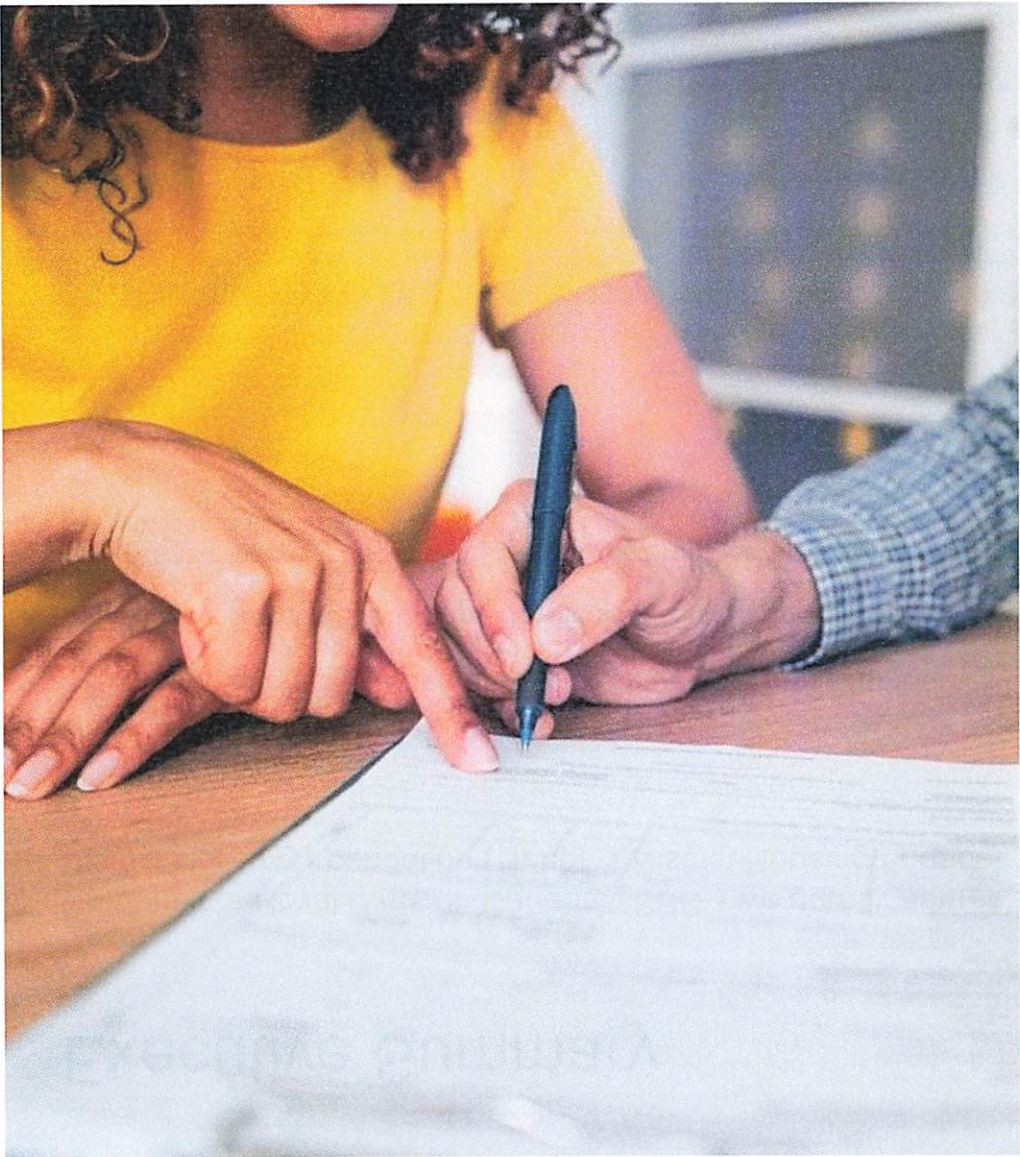
Taber and District Housing Foundation

Per: _____

Per: _____

Per: _____

6.a) xx



Solutions. Services. Advice.
Bringing our best to your business

Presented by: Kaley Craddock & Rebecca Lambert
Date: Monday, June 22nd, 2026



6.a) xxi

Executive Summary

On behalf of Royal Bank of Canada ("RBC") we greatly appreciate the opportunity to present our recommendation to Taber & District Housing Foundation ("Taber & District Housing Foundation" or the "Company").

The purpose of this presentation is to serve as a basis for today's discussion and includes:

- An overview of RBC and our relationship team approach to supporting Taber & District Housing Foundation.
- Review Indicative Terms and Conditions and RBC's strategy to help Taber & District Housing Foundation execute on the Clearview Lodge Expansion and Modernization Project.

We would welcome the opportunity to ensure that the value of RBC is brought to bear in selecting and executing the right financial solution for Taber & District Housing Foundation .

We are Canada's Largest and Fastest Growing Bank ¹



Our Purpose

Helping clients thrive and communities prosper



Our Vision

To be among the world's most trusted and successful financial institutions

RBC Values

Client First

We will always earn the right to be our clients' first choice.

Collaboration

We win as One RBC.

Accountability

We take ownership for personal and collective high performance.

Diversity & Inclusions

We embrace diversity for innovation and growth.

Integrity

We hold ourselves to the highest standards to build trust.

1st

Best Investment Bank in Canada¹

97,000+

Professionals around the globe

17M+

Clients worldwide

29

Countries of operations

1. Based on market capitalization

* Data as of June 2026.

RBC Commercial Financial Services Team



Senior Relationship Manager

Kaley Craddock
Phone # 587-220-4421
Kaley.Craddock@rbc.com



Commercial Banking Advisor

Rebecca Lambert
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Rebecca.L.Lambert@rbc.com



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Group Advantage

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William.Disbery@rbc.com

Financing Specialist

Tolu Buraimoh
Tel: 587-572-3932
Tolu.Buraimoh@rbc.com

6.4) XXIV



Conclusion and Recommendations

Discussion Paper: Terms and Conditions

The terms and conditions outlined herein are for discussion purposes only. They are not intended to be and shall not constitute or be construed in any way to represent a commitment by Royal Bank of Canada to provide credit. The terms and conditions described in this non-binding discussion paper are not intended to cover all of the terms and conditions of a credit agreement and related security documents that may be negotiated in due course. In the event of any conflict between the terms and conditions summarized herein and the terms and conditions of any credit agreement or related security documents, the terms and conditions of the credit agreement or related security documents will govern.

This discussion paper is provided to you on a confidential basis and on the condition that you will not disclose the existence or contents of this document to anyone (other than your professional advisors on a confidential basis for the sole purpose of providing professional advice to you) without first obtaining our prior written consent.

The Credit Facilities described herein are in addition to any Credit Facilities which may currently be in place between Borrower and RBC.

Presented by

Kaley Craddock

On:

Monday, June 22nd, 2026

6.2) xxyy

Indicative Terms & Conditions: Taber & District Housing Foundation

Borrower	• Taber & District Housing Foundation and other current and future material direct subsidiaries as required.
Guarantor	• Taber & District Housing Foundation (the "Company"), plus all present and future subsidiaries of the Borrower and Guarantor.
Lender	• Royal Bank of Canada ("RBC" or the "Bank")
Credit Facilities	Total credit facilities up to \$10,00,000 including: • Facility 1: Up to \$10,000,000 Real Estate Construction Term Loan Facility (to include term out options once completed)
Purpose	• Facility 1: To finance the construction of the Clearview Lodge Expansion and Modernization Project
Availability	• Facility 1: Available in CAD. Funds to be advanced as required (supported by contractor invoice/progress reports)

Note: All rates are and subject to change. This presentation is for discussion purposes and does not represent a commitment from RBC.

Indicative Terms & Conditions: Taber & District Housing Foundation

Repayment/ Amortization	• Facility 1: Monthly interest only payments during the construction phase. After construction completed, loan available to be termed out and amortized up to 30 years with monthly, blended payments
Pricing (indicative only)	• Facility 1: RBC Prime (currently 4.45%) during construction period. Competitive fixed and variable loan options to be presented near completion of construction period for take out financing.
Reporting	Annually: • Audited financial statements from Borrower, due within 150 days of year end
Security	• Collateral mortgage in the amount of \$10,000,000 signed by Taber & District Housing Foundation- constituting a first charge on the lands and improvements located at 4730 50th Ave Taber, AB. • General Security Agreement constituting a first ranking charge on all assets of the Borrower and Guarantor • Any other security which RBC may deem necessary as a result of further due diligence
Fees	• Arrangement Fee (one-time cost): 10bps of authorized credit. This fee to be waived. • Annual Review Fee: 10bps of authorized credit. This fee to be waived. <i>All legal costs, fees, expenses, etc. incurred in connection with any credit facilities, including preparation and maintenance of security and other documentation would be for the account of the Borrower.</i>

Note: All rates are and subject to change. This presentation is for discussion purposes and does not represent a commitment from RBC.

6.25xxviii

Indicative Terms & Conditions: Taber & District Housing Foundation

Pre-Disbursement Conditions

The availability of Borrowing under any facility is conditional upon receipt of:

- (a) the security provided for herein, in form and substance satisfactory to the Bank, registered as required to perfect and maintain the security created thereby and such certificates, authorizations, resolutions and legal opinions as the Bank may reasonably require;
- (b) a Phase I/II Environmental Site Assessment in respect of the Project Lands, conducted by a consultant acceptable to the Bank and containing finding acceptable to the Bank;
- (c) a certificate from an engineer acceptable to the Bank confirming that soil conditions are satisfactory for the development and construction of the Project;
- (d) a survey certificate, prepared by a provincial land surveyor confirming the boundaries, area and dimensions of the Project Lands, the location of the improvements to the Project Lands and the location of any encroachments, easements or rights of way on the Project Lands, together with a compliance certificate from the appropriate municipality confirming compliance with all rules, regulations and laws relating to setbacks, zoning, building height and other municipal bylaws;
- (e) a certificate of insurance, to be reviewed by an Insurance Consultant appointed by the Bank, in respect of the Project and the Project Lands evidencing:
 - builders all risk insurance wrap up liability coverage (amount to be determined) with the Bank as an additional insured in form, scope and content acceptable to the Bank
 - soft cost endorsement (% to be determined);
- (f) confirmation of the following:
 - 1. An Appraisal Report, completed by a Bank approved AACI appraiser confirming the market valuation of the completed Project
 - 2. A draft plan prepared by the Borrower's architect or engineer setting forth the boundaries, areas and dimensions of the Project Lands, the location of any encroachments, easements or rights of way and the proposed location of any improvements to the Project Lands;
 - 3. Confirmation, satisfactory to the Bank, that the required regulatory permits and approvals have been obtained for the Project, including but not limited to, zoning approvals and development permit(s);
 - 4. A detailed Project Budget, in form and substance satisfactory to the Bank, for the completion of the Project, broken down into hard and soft costs, specifications for the Project and the Project construction time schedule, as reviewed and approved by the Bank and the project monitor;
 - 5. The engagement of an independent project monitor approved by the Bank to act on behalf of the Bank throughout the duration of the project at the borrower's expense.

Note: All rates are and subject to change. This presentation is for discussion purposes and does not represent a commitment from RBC.

6.4) XXIV

Indicative Terms & Conditions: Taber & District Housing Foundation

Ongoing Conditions

In addition to the conditions set forth in the Conditions Precedent section above, the availability of any Borrowing under Facility (1) is conditional upon the satisfaction of each of the following conditions prior to each and every Borrowing:

- (a) receipt by the Bank of a title search from the Bank's solicitor providing evidence satisfactory to the Bank that no liens or other encumbrances are registered against the Project Lands;
- (b) receipt by the Bank of a "Request for Advance" signed by the Borrower confirming that all Borrowings advanced have been utilized solely to pay costs of the Project;
- (c) draw request and construction cost report, certified by the Project Monitor. The construction cost report must detail the Project Budget, any Project Budget revisions, total costs incurred to date, costs incurred since the last draw request and a cost to complete estimate, in form and substance satisfactory to the Bank complying with Bank's standard terms and conditions of engagement.

These conditions are in addition to such standard and other general covenants, representations and warranties that the Bank may incorporate in the final Loan Agreement.

Note: All rates are and subject to change. This presentation is for discussion purposes and does not represent a commitment from RBC.

b.a) xxx

We appreciate and thank you for your business
over the past 30+ years.



6.2) xxxi

Nurse Call System Update

At June 25, 2026

History:

At the May 28, 2026, TDHF Board meeting, the Board directed the CAO to purchase a SARA server to upgrade the current failing server.

CAO contacted Priority Communication Systems (PCS) the following day to put the motion into effect. Only to be told by PCS representatives that they would appreciate the business, but they had not been having much luck with SARA Systems to receive replacement servers. Given the urgency of the required replacement, CAO requested that PCS contact SARA Systems and get confirmation as to when the server would be available for replacement.

Several days later, PCS contacted the CAO and indicated that the information they received from SARA Systems was that the server would likely be available in September 2026. PCS expressed a lack of confidence in the timeline and indicated that they had not seen SARA Systems hit a deadline yet. PCS very much wanted to sell TDHF a new different nurse call system.

In the meantime, CAO met with a representative from 1st Technicall from Lethbridge, AB, that was proposing the miALERT system. The videoconference confirmed that the miALERT system could not use any components of the existing system and if the change in systems were to occur, the entire miALERT system installation would have to occur in the existing building, then the expansion wing and then again in the renovated units. This significantly added to the costs of the system and explained the very expensive quote provided.

As a result, CAO followed up with ProCom out of Medicine Hat, AB, that was proposing the Poltys system. CAO requested an update to the installation timeline and a pricing quote. ProCom indicated that given our failing server, they would bump Clearview Lodge in their installation schedule. Also, they would honor their original pricing from January 2026, because the order would be placed before the announced increase (effective June 30, 2026). This decreased the overall cost by about 5%.

ProCom suggested that TDHF consider replacing the Panasonic phone system while the nurse-call installation occurs. This would significantly decrease the installation issues as the new phone system is known how it interacts with the Poltys equipment.

(6.5) i

CAO discussed all these developments with TDHF Board members present after the June 5, 2026, videoconference meeting with PrimeBuild360. It was agreed by the Board members present that the equipment should be ordered from Pro-Com.

Subsequent discussions with Pro-Com indicate that the product has been ordered, and they anticipate that the installation will be completed by the end of July 2026.

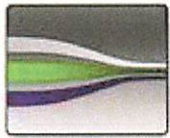
6.4) ii

Tim Janzen

From: Guy Schotanus <guy.schotanus@procomm.ca>
Sent: Friday, June 19, 2026 9:42 AM
To: Tim Janzen
Subject: RE: Deposit and payment information attached

Hi Tim, time lines are pretty hard to give at this time (sorry to be that guy...lol) I did go ahead and order already, My hope is to have the system installed and working by the end of July.

Guy Schotanus
Sales Manager Alberta South Region
DID: 403.580.8309
www.procomm.ca



PHONE
EXPERTS



For all service-related requests and questions please email, service@procomm.ca.

Surveillance, VoIP Phone Systems, Access Control, Internet and Wi-Fi, Alarm Systems, ULC Fire Monitoring, Cell Boosters, Care Facilities and Nurse Call, Structured Cabling, and more.

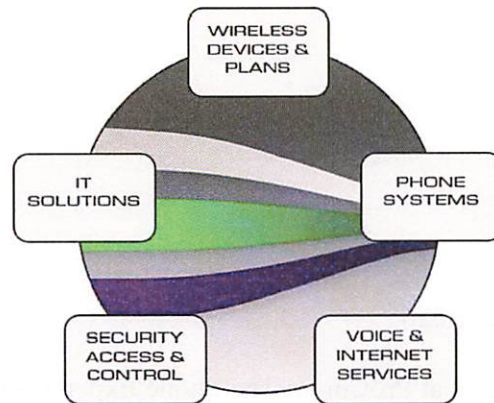
This message is intended only for the use of the addressee. The contents of this e-mail are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any disclosure, dissemination, distribution, or copying of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please delete this material.

From: Tim Janzen <timj@taberhsg.ca>
Sent: Thursday, June 18, 2026 10:08 AM
To: Guy Schotanus <guy.schotanus@procomm.ca>
Subject: RE: Deposit and payment information attached

Guy:
I have a board meeting coming up and I want to update my board about timelines.
I suspect that the deposit will be forwarded as part of our month end A/P run.

Thanks for the EFT information.

6.6.2026



Pollys DCC Nursecall



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



Taber & District
Housing Foundation

ARCHITECT

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

MECHANICAL ENGINEER

ELECTRICAL ENGINEER

PLUMBING ENGINEER

STRUCTURAL ENGINEER

6.5.14

Prepared By:

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

June 5/ 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

6.5/1

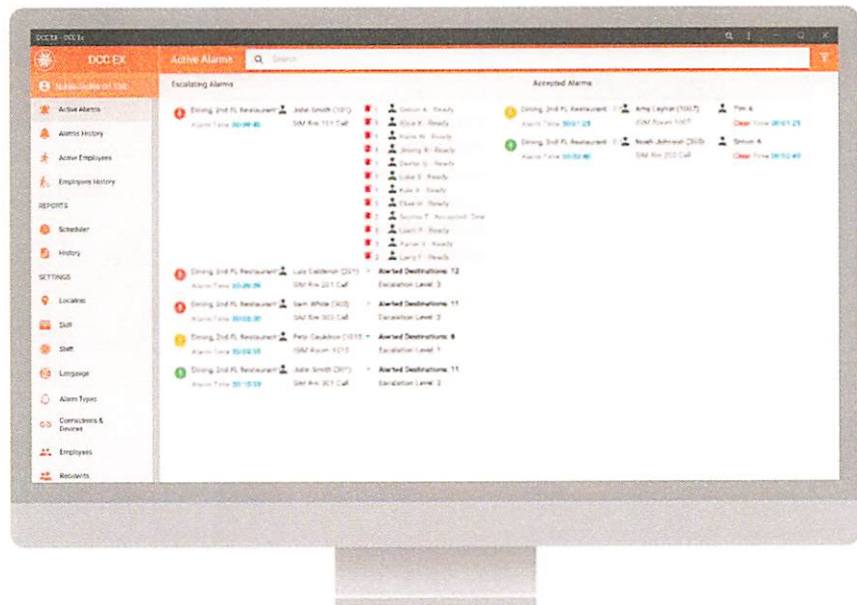
Polrys Nurse Call Budget

Nurse Call System Components

- 1 – Polrys Edge Server with SARA Takeover Package Installed.
- 1 – DCC Snom Software Interface
- 1 – Inovonics interface
- 10– Altered 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 nursecall included in price.

Total System Budget \$39,498.67 + GST



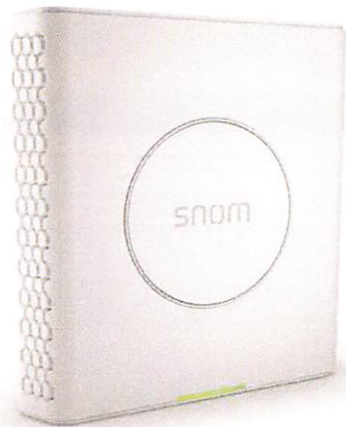
6. b) vi

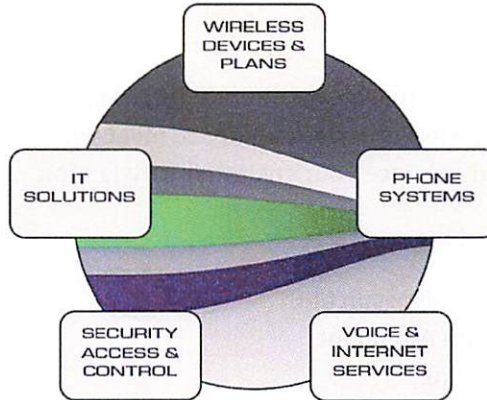
Snom Wireless Handsets

4 – Snom M900 Base Stations

6 – M90 Snom Medical Grade Wireless Handsets

Total System Budget \$9,236.94.00 + GST





Grandstream Telephone System



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



Taber & District
Housing Foundation

HOUSING ONLY
AFFORDABLE HOUSING

2014-2015

PROFESSIONAL

ARCHITECT

LANDSCAPE ARCHITECT

INTERIOR DESIGNER

Grandstream 6308 PBX

This is the new Grandstream 6308 IP PBX. The 6308 is the perfect choice for your business as it provides all the features you require to meet your specific needs, enabling your business to increase efficiency and enhance your customer satisfaction.

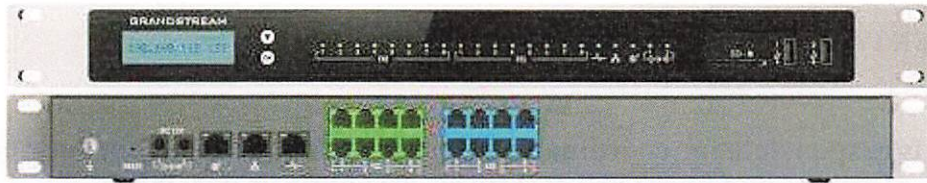
Key features of the system:

- ❖ Grandstream CPU
- ❖ Auto Attendant
- ❖ Paging
- ❖ Music on Hold - Requires music source
- ❖ Voicemail to Email
- ❖ Caller ID – With subscription from provider

Quantity	Description
1	Grandstream 6308 IP PBX 8 FXS and 8 FXO
7	Grandstream GRP 2615 Office Desk Sets
7	10 foot cat 6 patch cables
2	Grandstream Video IP Doorphones
1	8 Port Grandstream P.O.E. Switch To Run Phones
*	Installation and Programming included.

System Price: \$6,739.00GST

**** All P.O.E. switches supplied by PPSL I.T. and installed by ProComm****



UCM 6308 PBX



Office Desk Phone GRP 2615

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



Harmony Home Manor Update

At June 25, 2026

Progress to Date:

ATCO Frontec was awarded the contract to replace the boilers, hot water tank and HVAC controls (in each room).

CAO has had several meetings with Kenzie Liefso (Engineer, Sunwise Engineering) and Dion Jones, ATCO Frontec, to discuss:

- Various aspects of the job
- Timing of the job (contract indicates completion before the end of August).
- Use of public washrooms in Harmony Home (vs. renting and placing porta-potties on site).
- Potential storage of equipment in Maintenance Garage. This is seen as a contingency because the plan is to deliver equipment to site when it is going to be installed.
- Arranging access to site for hazardous materials inspection.

ATCO has provided all the insurance and bonding documents to TDHF.

Representatives have a meeting scheduled for Tuesday, June 23rd to discuss results of the hazardous materials testing and the construction schedule.

It is anticipated that the construction schedule will be finalized once the report has been discussed.

We are hoping that there are no issues with abatement, as the project involves removal of a chimney flue housing B-pipe chimney that is found in rooms #207 and #307. With or without abatement, there will be a minor amount of work that needs to be done in those rooms to facilitate replacement of the chimney and flue.

6.d)i

**TDHF Social Housing
Proposed 2027 Budget
At June 22, 2026**

Revenues:

Resident Rent is up from previous years (about 7%), but it is based on actual figures, as determined by the annual income review and lease renewal process that just completed. Rents have increased mainly due to changes in the income of Senior Self-contained apartment clients and what income is included in calculation (since October 2025, RRIF income is included and as of January 1, 2026, AISH income no longer has a \$750 exemption). Also, we have been successful in keeping the vacancy rate relatively low.

Utility Recovery has increased slightly due to utility cost increases in 2026. At many of the manors, we collect 80% of the previous year's electricity amounts. As a result of a slight increase in utility consumption in 2025, there is increased utility recovery in 2027. We will collect \$46 per unit per month (same as 2025).

ASHC-Rent Supplement has also increased due to additional Rental Assistance Benefit (RAB) funding received from GoA and an increased administrative fee. While we anticipate this funding will continue to increase in 2027, we have based the fee on our current level of funding.

Expenses:

Utility prices and consumption are predicted to increase, but only slightly. This amount was based on a calculation completed by 8760 our utility forward contract provider. Our natural gas amounts will go up because we only contract 75% of usage and the expectation is that the spot rate will remain stable.

It is interesting to note that water and sewer are higher than either gas or electricity. And it seems like those costs go up faster than inflation. This may be a place where municipalities could support housing and consider different fee structures to reduce the operating costs.

Operating costs have decreased mainly due to a slight decrease in insurance premiums (Harmony Home building insurance was cheaper than anticipated), cleaning costs and an expected increase in Bad Debt Expenses. We are anticipating a slight decrease in Resident/Volunteer program costs (FCSS has picked up the ongoing cost of the coffee program). We have been very fortunate that our write-offs have been low in previous years and anticipate that to continue.

Operating Maintenance costs are increasing slightly from 2025 (but definitely lower than anticipated in 2026). There is year over year variances in appliances (replacing 6 ranges and 6 fridges). Building Safety was completed in 2025 and 2026, so the budget amount for 2027 is decreased. The vehicle costs have increased due to the payment to CVL for the second new-ish truck. We continue to reduce the amount of common area flooring to be installed (most of the buildings have had recent upgrades) but have added a significant amount of money to update windows at Pioneer Place and Homestead Manor. HVAC costs have seen increases for 2027 from adding several furnace installation projects in Family Housing and completing duct cleaning for all Family Housing units. Plumbing (tub to shower conversions – finishing the last 14 units at Pioneer Place) and electrical (exterior LED lighting at Bountiful House and Sunshine Manor and eve GEM lights at Prairie Rose Manor). Increases in Grounds Maintenance costs

include upgrading underground sprinklers at Bountiful House, Prairie Rose Manor and the Special needs housing and also replanting trees at Sunshine Manor, and tree removal at Homestead Manor (1) and Bountiful House (3).

In 2026, TDHF was unsuccessful in securing CMR funding to complete suite renewals. This was due to a change in the approach followed by ALSS ministry staff. As a result, more in-suite upgrade projects are required within the operating budget

Human Resources increased in 2027, because we have allocated an additional 1.0 FTE for Social Housing. At this point, the exact duties of this position have not been determined. But it will likely include some component of Placement Officer (as we have added 50 additional RAB licenses in the past years and expect to top out (with our current funding at 60 licenses. This creates a significant amount of work and is like we've tripled our Family Housing portfolio. This position will allow some flexibility in handling the different possibilities while also allowing a little more "face time" with our housing clients. And maybe providing some relief to the accounting department and cover Reception duties (during vacation). The increase is not insignificant but there are also effects from inflation (3%) and step moves for many of the staff.

NOTE: *CAO is planning to complete a comprehensive market assessment of out-of-scope salaries this fall – prior to the completion of the CVL 2027 Operating Budget. It is possible that this could increase the Human Resources costs for the Social Housing budget. Many positions are interrelated between the two departments.*

Finally, TDHF is investing in Training and Development to have staff ready for the future. As the Canada Job Grant will only cover "hard skills" training, we need to consider how we can help our team with professional development on our own.

Administration charges are decreasing slightly despite increases in bank charges, rent due to new lease terms and increased Board expenses due to expected change in honoraria rates. The investment in new phone equipment/system for the Administration office will be completed in 2026, and therefore Office Equipment costs should decrease. There is no strategic planning session scheduled for 2027 (held in January 2026) and legal fees are anticipated to decrease.

The budget assumes that TDHF will receive the same amount of deficit financing (at a minimum). If funding increased, more operating maintenance projects would be added. Similarly, if the budget was reduced, TDHF would delay some operating maintenance projects.

6.511

2027	Social Housing	Budget 2027	Budget 2026	FINAL 2025	Information	% Change 2027 / 2026	\$ Change 2027 / 2026
REVENUE							\$
400000	RENTAL REVENUE						
400100	Resident Rent	1,140,872	1,067,112	1,036,894		6.91%	73,760.00
400200	Rent Rebates	(1,700)	(1,300)	(6,197)	refund moved to higher level of care	30.77%	(400.00)
400210	Rent Loss Due to COVID	-	-	-			-
400400	Sundry Rent Revenue	-	-	-			-
410000	RESIDENT SERVICES						
410010	Parking	19,560	14,904	16,444		31.24%	4,656.00
410090	Utility Recovery	49,320	46,956	50,410		5.03%	2,364.00
410140	Sundry Resident Revenue	11,620	11,540	12,671		0.69%	80.00
410160	Tenant Maintenance Recovery	5,050	5,050	4,207		0.00%	-
420000	NON-RESIDENT SERVICES						
420090	Sundry Revenue	6,500	5,730	7,222		13.44%	770.00
430000	GRANTS						
430060	ASHC - Rent Supplement	22,394	16,800	18,880		33.30%	5,594.00
470000	MANAGEMENT & ADMINISTRATION						
470012	PCMgmt Fee	-	-	6,245			-
470040	Other Recovery	-	-	-			-
470050	Maintenance Recovery	-	-	5,645			-
470090	Gain / Loss on Sale of Capital Item	-	-	-			-
480000	CHARITABLE REVENUE						
480020	Restricted Donations	-	-	20,000			-
TOTAL REVENUE		1,253,616	1,166,792	1,172,422		7.44%	86,824.00
EXPENSES							
510000	UTILITIES						
510005	Heating	56,927	60,000	74,175	8760 Contract	-5.12%	(3,073.00)
510010	Electricity	73,750	70,565	69,562	8760 Contract until	4.51%	3,185.00
510020	Water & Sewer	106,000	105,000	105,148	T of T	0.95%	1,000.00
510030	Waste Removal	20,000	20,000	16,400	T of T & recycling	0.00%	-
510040	Telephone	20,168	16,930	12,256	office, mobility, sr internet, auto dialers	19.13%	3,238.00
Total Utilities		276,845	272,495	277,540		1.60%	4,350.00
520000	OPERATING						
520030	Cleaning	22,000	21,950	7,684		0.23%	50.00
520040	Equip & Furniture Purchases	5,500	2,000	9,847		175.00%	3,500.00
520050	Equip & Furniture Repairs	200	200	69		0.00%	-
520060	Insurance	25,400	27,000	15,243	Property Insurance etc.	-5.93%	(1,600.00)
520070	Resident / Volunteer Programs	7,620	12,300	7,559		-38.05%	(4,680.00)
520080	Bad Debt Expenses	6,000	10,000	2,447		-40.00%	(4,000.00)
520090	Publicity & Promotion	4,550	6,500	502		-30.00%	(1,950.00)
520120	Pest Control	5,200	5,200	2,148		0.00%	-
520130	Sundry	-	-	250			-
Total Operating Expenses		76,470	85,150	45,749		-10.19%	(8,680.00)

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2027	Social Housing	Budget 2027	Budget 2026	FINAL 2025	Information	% Change 2027 / 2026	\$ Change 2027 / 2026
530000	OPERATING MAINTENANCE						
530005	Appliances	22,075	21,664	16,856		1.90%	411.00
530010	Building Safety & Security Systems	17,620	32,020	35,288		-44.97%	(14,400.00)
530020	Sundry	750	750	332		0.00%	-
530030	Vehicle	22,400	16,600	10,993	maint vehicle, gas, insurance	34.94%	5,800.00
530040	Building Interior						
530041	Painting (Interior Common Area)	5,000	-	-			5,000.00
530042	Painting (Units)	17,600	17,600	12,728		0.00%	-
530043	Flooring (Common Areas & Units)	17,000	17,000	39,113		0.00%	-
530044	Suites Renovations	28,950	16,950	51,391		70.80%	12,000.00
530050	Building Exterior	86,475	65,845	45,036		31.33%	20,630.00
530070	HVAC (Heating, Vent, & A/C)	41,050	43,700	31,311		-6.06%	(2,650.00)
530080	Plumbing	93,832	78,632	81,500		19.33%	15,200.34
530090	Electrical	24,250	15,750	12,067		53.97%	8,500.00
530100	Grounds Maintenance	76,950	67,550	120,540		13.92%	9,400.00
530110	Elevators	6,785	6,435	5,325		5.44%	350.00
530120	Maintenance Equip Repairs	3,600	3,000	1,273		20.00%	600.00
530130	Maintenance Equip Purchase	2,100	2,500	1,281		-16.00%	(400.00)
530140	Maint. Tools & Supplies	1,000	1,000	607		0.00%	-
530160	Facility Condition Inspection	-	-	1,164		0.00%	-
Total Operating Maintenance		467,437	406,996	466,806		14.85%	60,441.34
555000	HUMAN RESOURCES						
550005	Salaries & Wages						-
550010	Administration Wages	236,370	218,155	224,499		8.35%	18,215.00
550040	Maintenance Wages	206,000	200,000	196,637		3.00%	6,000.00
551000	Benefits						-
551010	CPP	20,250	20,250	17,095		0.00%	0.06
551020	EI	8,105	8,105	6,994		0.00%	-
551030	Employee Benefit Programs	44,500	41,000	24,276		8.54%	3,500.00
551040	Other Pension Contributions (RRSP)	16,995	16,500	9,901		3.00%	495.00
551050	WCB	5,500	5,500	375		0.00%	-
552000	Contract Employment	2,000	0	150			2,000.00
553000	Personnel Recruitment	4,500	2,000	561		125.00%	2,500.00
554000	Staff Functions & Recognition	5,200	4,700	2,109		10.64%	500.00
555000	Training & Development	21,115	20,615	3,205		2.43%	500.00
556000	Health & Safety	850	850	944		0.00%	-
557000	Legal Fees	500	500	-		0.00%	-
Total Human Resources		571,885	538,175	486,747			33,710.06

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2027	Social Housing	Budget 2027	Budget 2026	FINAL 2025	Information	% Change 2027 / 2026	\$ Change 2027 / 2026
560000	ADMINISTRATION						-
560000	Office & General Admin						-
	560001 Bank Charges	4,900	4,980	2,185		-1.61%	(80.00)
	560002 Courier & Postage	950	950	615		0.00%	-
	560003 Stationery & Office Supplies	3,800	3,800	3,329		0.00%	-
560010	Office Rent	23,974	21,814	19,869		9.90%	2,159.60
560020	Office Equipment (& Furniture)	8,700	11,352	2,795		-23.36%	(2,652.00)
560030	Office Equipment (& Furniture) Repairs	2,050	1,950	1,013		5.13%	100.00
560040	Vehicle & Travel	5,048	5,048	4,644		0.00%	-
560060	Board Expenses	15,000	15,000	3,946		0.00%	-
560070	Association Fees	4,515	4,515	4,289		0.00%	-
560080	Professional Fees						-
	560081 Legal Fees	2,000	6,000	6,908		-66.67%	(4,000.00)
	560082 Audit Fees	18,500	18,000	15,480		2.78%	500.00
	560083 Consulting Fees	-	-	7,500			-
560090	IT Services	8,600	7,750	6,607		10.97%	850.00
560110	Sundry	950	825	752		15.15%	125.00
Total Administration Expenses		98,987	101,984	79,932		-2.94%	(2,997.40)
TOTAL OPERATING EXPENSES		1,491,624	1,404,800	1,356,774		6.18%	86,824
Capital		-		5,645			
2025 Carryover				-			
Emergent CMR							
NET REVENUE over EXPENSES		(238,008.00)	(238,008.00)	(189,997.21)			
TARGET New 2026 approved		(238,008.00)	(238,008.00)				

6.05 ✓

Weekly Report (Social Housing)

6/19/2026

	Senior Self Contained
New Applicants	1
Move In's	0
Move Outs	0
Wait List	23
Vacant Units	3

New Tenants (Move In's)

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

Exiting Tenants (Move Out's)

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

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			
Tenant Name	Move In Date	Unit Number	Phase Number

Exiting Tenants (Move Out's)

Community			
Tenant Name	Move Out Date	Unit Number	Phase Number

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	1
New to program this month	1
Left program this month	2
Waitlist/Processing	2
People on Program	51

RAB			
Tenant Name	Designation number	Effective Date	
Sky	54-2026	7/1/2026	New
Alycia	18-2023	7/1/2026	Left
Helen	64-2025	7/1/2026	Left

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

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