



**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, July 23 @ 1:30 p.m.
TDHF Admin Office - Boardroom

1. **Approval of Agenda**
2. **Approval of Minutes:**
 - a) Minutes – Board of Directors Meeting – June 25, 2026
3. **Business Arising:**
 - a) Drug & Alcohol Policy – UNDER REVIEW
 - b) Meals on Wheels – Statistics to June 30, 2026
4. **Financial Statements**
 - a. Income Statement & Bank Reconciliation – CVL – June 30, 2026
 - b. Income Statement & Bank Reconciliation – Social Housing – June 30, 2026
 - c. Bank Reconciliation – Security Deposit – June 30, 2026
5. **Reports**
 - a) Financial Administrator Report
 - b) Lodge Manager/Resident Manager Report
 - c) Operations Manager Report
 - d) Placement Officer Report
 - e) CAO Report
6. **New Business:**
 - a) CVL Project Update:
 - Continuing Care Capital Grant Debrief
 - Construction Manager Process
 - 100 Wing Plan
 - PrimeBuild360 Information
 - Construction Financing
 - Sod Turning Ceremony
 - b) Harmony Home Manor Update – Boiler Replacement & HVAC controls
 - c) Fundraising Ideas – Clearview Lodge project
 - d) Nurse-call System Update
 - e) Policy:
 - a. P-23: Employee Classifications (Out-of-Scope)
 - b. P-25: Personal Days
 - c. P-3: Recognition & Service – Staff, Volunteers & Boards
7. **Information**
 - a) Report – Social Housing – July 16, 2026
 - b) Letter – TDHF Social Housing Budget Approval – July 21, 2026

8. **Adjournment**

Next Meeting:	CVL Resident & Family BBQ	Fri, Aug 14, 2026	11:30 am	CVL Dining Room
	CVL Sod Turning Ceremony	Fri, Aug 14, 2026	2:00 pm	CVL – Front Parking lot
	Board of Directors Mtg.	?????		



**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, June 25, 2026
TDHF Administrative Office - Boardroom

ATTENDANCE

Board:	Rosanne Horrocks Jane Jensen	Tom Machacek Paul Ballard	Dan Remfert
Absent:	Tamara Miyanaga	Joe Strojwas	
Administration:	Tim Janzen (CAO), Corey Beck (Operations Manager), 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 1:31 pm.

1. Approval of Agenda

Motion 2026 - 084

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

CARRIED

2. Approval of Minutes

Motion 2026 - 085

MOVED by D. Remfert to accept the minutes from the Board of Directors meeting of Thursday, May 28, 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 May 31, 2026

4. Financial Statements – Financial Statements & Bank Reconciliations

Motion 2026 - 086

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

CARRIED

Motion 2026 - 087

MOVED by D. Remfert to approve financial statements and bank reconciliations for Social Housing to May 31, 2026.

CARRIED

Motion 2026 - 088

MOVED by J. Jensen to approve bank reconciliations for Security Deposits for the month of May 2026.

CARRIED

5. Reports

a) Financial Administrator Report

Motion 2026 - 089

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

CARRIED

b) CVL Lodge Manager/Resident Manager Report

Motion 2026 - 090

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

CARRIED

c) Operations Manager Report

Motion 2026 - 091

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

CARRIED

d) Placement Officer Report

Motion 2026 - 092

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

CARRIED

e) Chief Administrative Officer Report

Motion 2026 - 093

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

CARRIED

6. New Business

a) Clearview Lodge – Project Update

CAO presented information about:

- Construction Manager Process

Motion 2026 - 094

MOVED by D. Remfert that the invoice (in the amount of \$19,842.85) from Douglas J. Bergen & Associates for RFP – Construction Manager services provided be accepted as presented.

CARRIED

- 100-Wing Plan

Motion 2026 - 095

MOVED by T. Machacek to approve the estimate (June 12, 2026) provided by Sunwise Engineering for 100-wing move design work, in the amount of \$9,550 plus GST.

CARRIED

- PrimeBuild360

Motion 2026 - 096

MOVED by D. Remfert that the CAO explore Options #2, 3 & 4 with PrimeBuild360.

CARRIED

- Construction Financing

Motion 2026 - 097

MOVED by T. Machacek to continue to proceed with the Royal Bank of Canada proposal for construction financing for the Clearview Lodge Project.

CARRIED

- Sod Turning Ceremony

Good discussion on additional invitees and how to navigate the day and protocols.

b) Nurse Call System Update

Motion 2026 - 098

MOVED by T. Machacek that Motion 2026 – 080 be rescinded and that CAO be directed to purchase the Poltys nurse call system.

CARRIED

c) Fundraising Ideas

d) Harmony Home Manor Update - Boiler Replacement & HVAC Controls

CAO presented information about hazardous materials testing, the results and the information about project meetings been held with Sunwise Engineering and ATCO Frontec. The project timelines will be finalized shortly but the plan is for the project to be completed by end of August.

e) Social Housing – 2027 Operating Budget

Motion 2026 - 099

MOVED by D. Remfert that the 2027 TDHF Social Housing budget be approved as presented.

CARRIED

f) 8760 Utility Contracts

CAO presented information that the following contracts were completed with the energy providers:

- | | | |
|-----------------|--------------------------------------|-------------------|
| • Transalta | January 1, 2028 to December 31, 2029 | \$0.08108 per kwh |
| • Direct Energy | January 1, 2028 to December 31, 2030 | \$3.16 per GJ |

7. Other Information

- a) Report – Social Housing – June 20, 2026

8. Adjournment

Motion 2026 - 100

MOVED by P. Ballard to adjourn the meeting at 3:07 pm

CARRIED

Next Meeting:

TDHF Board of Directors Thursday, July 23, 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	33	454	2509	30	829.50
July			2509		
August			2509		
September			2509		
October			2509		
November			2509		
December			2509		
YTD MEALS		2509		186	4,933.50
\$/MEAL		\$11.00		Days/Mon	Discount
Discounted to	#1 - less \$1.50	\$8.50	Oct 1, 2025 - \$11.00 -		
Discounted to	#2 - less \$6.00	\$4.00			

<u>Year</u>	<u># of Clients</u>	<u># of Meals</u>
2020	39	3361
2022	33	2952
2023	36	2696
2024	43	3044
2025	37	2237

3.4.1

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

	Actual Jan 01, 2026 to Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	881,986.00	1,866,777.00	-52.75
Lodge Fees	575.00	800.00	-28.13
Rent Rebates	-7,949.00	-12,000.00	-33.76
Total Rental Revenue	874,612.00	1,855,577.00	-52.87
Resident Services			
Parking	2,416.00	5,100.00	-52.63
Laundry	18,146.00	13,000.00	39.58
Medication Fees	9,100.00	18,720.00	-51.39
Resident Fundraising	130.00	500.00	-74.00
Therapeutic Bath	2,100.00	6,000.00	-65.00
Activity Fee	4,070.00	0.00	0.00
Personal Emergency Call System	4,933.00	8,400.00	-41.27
Total Sundry Resident Revenue	20,333.00	33,620.00	-39.52
Tenant Maintenance Recovery	0.00	500.00	-100.00
Total Resident Services	40,895.00	52,220.00	-21.69
Non Resident Services			
Facility Rental	900.00	1,800.00	-50.00
Meals on Wheels	27,599.00	44,400.00	-37.84
Meals on Wheels Discounts	-4,933.50	-7,200.00	-31.48
Guest Meals	1,765.00	2,400.00	-26.46
Staff Meals	3,020.00	7,000.00	-56.86
Canteen Revenue	344.65	500.00	-31.07
Total Other Meal Services	5,129.65	9,900.00	-48.19
Tuck Shop	2.50	0.00	0.00
Sundry Revenue	1,863.81	50.00	3,627.62
Total Non Resident Services	30,561.46	48,950.00	-37.57
Grants			
ASHC LAP Grant	176,568.00	266,815.00	-33.82
Total ASHC Grants	176,568.00	266,815.00	-33.82
Total Grants	176,568.00	266,815.00	-33.82
Operation Funding			
Health Funding	513,471.95	907,917.00	-43.45
Requisition Revenue	276,755.46	553,511.00	-50.00
Total Operation Funding	790,227.41	1,461,428.00	-45.93
Management & Administration			
Other Recovery	7,628.36	14,800.00	-48.46
NSF/Late Fees	0.00	25.00	-100.00
Sundry Revenue	3,103.36	1,200.00	158.61
Total Management and Admini...	10,731.72	16,025.00	-33.03
Investment Income			
Interest	16,614.20	17,280.00	-3.85
Total Investment Income	16,614.20	17,280.00	-3.85
Charitable Revenue			
Donations	25.00	0.00	0.00
Resticted Donations	1,030.00	0.00	0.00
Total Charitable Revenue	1,055.00	0.00	0.00
TOTAL REVENUE	1,941,264.79	3,718,295.00	-47.79

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

	Actual Jan 01, 2026 to Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EXPENSE			
Utilities			
Heating	20,174.57	41,000.00	-50.79
Electricity	27,399.22	62,000.00	-55.81
Water & Sewer	8,416.26	20,000.00	-57.92
Waste Removal	1,219.44	2,700.00	-54.84
Telephone	3,290.05	9,140.00	-64.00
Bulk Contract Expenses	16,849.14	34,540.00	-51.22
Total Utilities	77,348.68	169,380.00	-54.33
Operating			
Bakery	13,695.58	31,000.00	-55.82
Dairy	26,101.78	57,750.00	-54.80
Groceries	77,338.70	143,500.00	-46.11
Meat	54,744.46	114,000.00	-51.98
Total Food	171,880.52	346,250.00	-50.36
Food Supplies	12,123.34	26,000.00	-53.37
Janitorial & Housekeeping	22,970.49	56,435.00	-59.30
Laundry	3,376.55	9,250.00	-63.50
Linen Supplies	0.00	4,000.00	-100.00
Total Cleaning	26,347.04	69,685.00	-62.19
Equipment & Furn Purchase	16,571.12	27,484.00	-39.71
Equipment & Furn Repairs	0.00	5,000.00	-100.00
Insurance	6,165.42	17,000.00	-63.73
Craft Supplies	0.00	500.00	-100.00
Entertainment Supplies	2,462.07	3,000.00	-17.93
Recreation Supplies (Vol Apprec)	4,466.65	8,000.00	-44.17
Total Resident/Volunteer Progra...	6,928.72	11,500.00	-39.75
Publicity & Promotion	170.50	4,675.00	-96.35
Pest Control	0.00	2,500.00	-100.00
Sundry	391.20	670.00	-41.61
Total Operating	240,577.86	510,764.00	-52.90
Operating Maintenance			
Appliances	11,744.12	14,695.00	-20.08
Bldg Safety & Security Systems	19,919.61	27,706.00	-28.10
Sundry	69.89	350.00	-80.03
Vehicles	215.10	1,400.00	-84.64
Building Interior Painting Units	1,333.75	4,800.00	-72.21
Building Interior Flooring	2,514.00	5,000.00	-49.72
Building Interior Suite Reno	1,640.10	3,800.00	-56.84
Building Exterior	12.05	750.00	-98.39
Heating, Ventilation & A/C	1,385.34	15,400.00	-91.00
Plumbing	9,959.89	11,650.00	-14.51
Electrical	2,529.58	6,550.00	-61.38
Grounds & Maintenance	11,711.13	22,300.00	-47.48
Maintenance Equipment - Repair	0.00	1,000.00	-100.00
Maintenance Equipment - Purch...	0.00	500.00	-100.00
Maintenance - Tools & Supplies	82.22	1,000.00	-91.78
Total Operating Maintenance	63,116.78	116,901.00	-46.01
Human Resources			
Administration Salaries	204,682.95	398,808.00	-48.68
Housekeeping Salaries	135,600.03	310,056.00	-56.27
Food Service Salaries	260,027.84	541,788.00	-52.01
Maintenance Salaries	43,828.82	85,293.00	-48.61
Resident Care Salaries	49,537.98	126,459.00	-60.83
Total Salaries & Wages	693,677.62	1,462,404.00	-52.57
CPP	35,481.31	79,476.00	-55.36
EI	14,840.84	30,023.00	-50.57

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

	Actual Jan 01, 2026 to Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
EE Benefits	33,405.02	95,200.00	-64.91
Other Pension Contributions	15,940.31	45,000.00	-64.58
WCB	20,879.03	43,000.00	-51.44
Total Benefits	120,546.51	292,699.00	-58.82
Contract Employment	16,762.14	25,623.00	-34.58
Personal Recruitment	2,603.04	4,400.00	-40.84
Staff Functions & Recognition	1,770.38	13,000.00	-86.38
Training & Development	9,577.72	42,000.00	-77.20
Health & Safety	11,411.05	22,076.00	-48.31
Legal Fees	661.05	10,000.00	-93.39
Labour Relations	44,208.61	40,500.00	9.16
Total Human Resources	901,218.12	1,912,702.00	-52.88
Administration			
Bank Charges	1,424.10	3,650.00	-60.98
Courier & Postage	365.72	1,000.00	-63.43
Stationery & Other Supplies	3,736.78	7,500.00	-50.18
Office Rent	4,407.24	10,074.00	-56.25
Office Equipment & Furn Purchase	1,136.28	1,900.00	-40.20
Office Equipment & Furn Repairs	792.47	1,900.00	-58.29
Vehicle & Travel	1,518.00	3,840.00	-60.47
Board Expenses	7,100.78	12,895.00	-44.93
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	10,996.67	19,390.00	-43.29
Sundry	573.80	1,075.00	-46.62
Accreditation	0.00	10,000.00	-100.00
Total Administration	52,893.17	102,914.00	-48.60
Health Expenditures			
Salaries - Resident Care	374,585.55	755,248.00	-50.40
Total Salaries - Resident Care	374,585.55	755,248.00	-50.40
Benefits - Resident Care	60,370.37	135,112.00	-55.32
Total Benefits - Resident Care	60,370.37	135,112.00	-55.32
Materials & Supplies Resident C...	8,434.48	21,200.00	-60.21
Total Health Expenditures	443,390.40	911,560.00	-51.36
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	1,795,545.01	3,724,221.00	-51.79
NET INCOME	145,719.78	-5,926.00	-2,558.99

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**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

**CLEARVIEW LODGE
MONTH ENDING JUNE 30 2026**

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH

1,550,355.54

CVL		465,236.73	
HH Asset Transfer		1,085,118.80	
		1,550,355.53	
CVL		465,236.73	
RECEIPTED DEPOSITS FOR THE MONTH		3,150.70	
PADS		151,242.00	
PAD Return		0.00	
DIRECT DEPOSIT - Gov't	LAP	29,428.00	
DIRECT DEPOSIT - ALA (AHS) Funding		140,790.70	
DIRECT DEPOSIT - misc	SGP	0.00	
	AB Gov't - Lodge Reserve	0.00	
Intercompany		36,000.00	
GIC PURCHASE		0.00	
GIC INTEREST EARNED		0.00	
DEPOSIT INTEREST		1,229.02	
LESS DISBURSMENTS FOR THE MONTH	Eft's	-107,652.62	
	RBC Express / PAD's	-119,454.18	
LESS DISBURSMENTS FOR THE MONTH	Payroll	-154,717.84	
	RRSP	-9,654.97	
	Bank Error	0.00	
Miscellaneous			
RBC DIRECT DEBIT AGREEMENT		-215.05	
Misc		-	
TOTAL Change		-29,854.24	-29,854.24
CVL Balance Forward		435,382.49	

Asset Transfer - Harmony Home		1,085,118.80	
RECEIPTED DEPOSITS FOR THE MONTH		0.00	
Misc		0.00	
Interest - paid	Jun-26	2,071.56	
		0.00	
LESS DISBURSMENTS FOR THE MONTH	Eft's	0.00	
	Cheques	0.00	
		0.00	
		0.00	
TOTAL Change		2,071.56	2,071.56
HH Asset Balance Forward		1,087,190.36	

GENERAL LEDGER ENDING BALANCE

\$1,522,572.86

BALANCE PER BANK STATEMENT

1,522,572.86

LESS OUTSTANDING CHEQUES
OUTSTANDING DEPOSITS

0.00

NET BALANCE END OF MONTH

\$1,522,572.86

0.00

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

Business Account Statement

RBBDA30000_5693986 E D 09179 00594

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

May 29, 2026 to June 30, 2026

Account number: 09179 100-146-0

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on May 29, 2026	\$1,550,355.54
Total deposits & credits (11)	+ 364,498.54
Total cheques & debits (29)	- 392,281.22
Closing balance on June 30, 2026	= \$1,522,572.86

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			1,550,355.54
01 Jun	Direct Payment (PAD's) service total GRADS1097890000		151,242.00	1,701,597.54
	Misc Payment AHS AP EFT CAD		74,536.25	
	Misc Payment COINAMATIC CANA	189.72		
	Misc Payment TOWN OF TABER Pre-Author	1,716.83		
	Cable TV Bill Pmt SHAW CABLE TV	2,948.60		
	Business PAD Bnfts by Dsgn	15,947.47		1,755,331.17
	Deposit interest		3,300.58	1,758,631.75
04 Jun	Misc Payment Government of A		29,428.00	
	Activity fee	215.05		1,787,844.70
05 Jun	Deposit 0174		1,473.00	
	Bill Payment DE BUSINESS	3,389.66		
	Misc Payment TransAlta Enrgy TEM-26-1451222	4,079.06		1,781,848.98

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Business Account Statement

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

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
08 Jun	COMMERCIAL TAXES EMPTX 7024019	57,453.69		1,724,395.29
10 Jun	Bill payment - 2400 GOVT AB NON GRP	354.00		
	Bill payment - 2396 TABER, ALTA-TAX	821.36		
	Bill payment - 2405 CENTENNIAL FOOD	3,483.46		
	Bill payment - 2415 SYSCO-CALGARY	4,075.44		
	Bill payment - 2410 GFS CANADA LTD	6,810.29		
	Direct Deposits (PDS) service total GRADS7204090000	12,376.96		
	ACCOUNT TRANSFER 9616137823	346.23		1,696,127.55
11 Jun	Bill Payment Telus Comm	142.42		1,695,985.13
12 Jun	Deposit 0175		240.00	
	Misc Payment AHS AP EFT CAD		66,254.45	1,762,479.58
16 Jun	Direct Deposits (PDS) service total GRADS7204090000	14,055.60		1,748,423.98
17 Jun	Cable TV Bill Pmt SHAW CABLE TV	158.73		1,748,265.25
18 Jun	Deposit 0076		210.00	1,748,475.25
24 Jun	Account transfer Intercompany		36,000.00	1,784,475.25
	Direct Deposits (PDS) service total GRADS7204090000	140,662.24		
	ACCOUNT TRANSFER 9617556270	770.95		
	Misc Payment RBC PAYROLL	2,741.14		
	Misc Payment RBC PAYROLL	6,913.83		1,633,387.09
25 Jun	Bill payment - 5888 SECURTEK MS	49.30		
	Bill payment - 5886 MEDLINE CANADA	425.93		
	Bill payment - 5893 SYSCO-CALGARY	3,651.38		
	Bill payment - 5876 CENTENNIAL FOOD	4,318.27		
	Bill payment - 5881 GFS CANADA LTD	6,967.44		
	Direct Deposits (PDS) service total GRADS7204090000	95,862.22		1,522,112.55
26 Jun	Direct Deposit Service (PDS) returns GRADS7204090000		586.56	1,522,699.11
	Deposit 0077		1,227.70	1,523,926.81
30 Jun	Misc Payment TOWN OF TABER Pre-Author	1,353.95		1,522,572.86
	Closing balance			1,522,572.86

Deposit Interest Earned: \$3,300.58

Account Fees: \$215.05

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

	Actual Jan 01, 2026 to Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
REVENUE			
Rental Revenue			
Resident Rent	535,260.00	1,067,112.00	-49.84
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>534,337.00</u>	<u>1,065,812.00</u>	-49.87
Resident Services			
Parking	9,639.00	14,904.00	-35.33
Utility Recovery	24,409.00	46,956.00	-48.02
Sundry Resident Revenue	5,718.50	11,540.00	-50.45
Tenant Maintenance Recovery	786.98	5,050.00	-84.42
Total Resident Services	<u>40,553.48</u>	<u>78,450.00</u>	-48.31
Non Resident Services			
Sundry Revenue	4,394.60	5,730.00	-23.31
Total Non Resident Services	<u>4,394.60</u>	<u>5,730.00</u>	-23.31
Grants			
ASHC - Rent Supplement Grant	11,080.00	16,800.00	-34.05
Total Grants	<u>11,080.00</u>	<u>16,800.00</u>	-34.05
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>592,865.08</u>	<u>1,166,792.00</u>	-49.19
EXPENSE			
Utilities			
Heating (Gas/Heat/Fuel)	33,356.68	60,000.00	-44.41
Electricity	35,081.95	70,565.00	-50.28
Water & Sewer	50,838.31	105,000.00	-51.58
Waste Removal	7,979.98	20,000.00	-60.10
Telephone	6,748.77	16,930.00	-60.14
Bulk Contract Expenses	461.99	0.00	0.00
Total Utilities	<u>134,467.68</u>	<u>272,495.00</u>	-50.65
Operating			
Cleaning	232.87	21,950.00	-98.94
Equipment & Furniture Purchase	0.00	2,000.00	-100.00
Equipment & Furniture Repairs	0.00	200.00	-100.00
Insurance	9,545.52	27,000.00	-64.65
Resident/Volunteer Programs	10,264.98	12,300.00	-16.54
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>20,505.87</u>	<u>85,150.00</u>	-75.92
Operating Maintenance			
Appliances	4,635.88	21,664.00	-78.60

4. b) i

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

	Actual Jan 01, 2026 to Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Bldg Safety & Security Systems	21,659.23	32,020.00	-32.36
Sundry	115.86	750.00	-84.55
Vehicles	6,177.80	16,600.00	-62.78
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	16,502.61	17,000.00	-2.93
Building Interior Suite Reno	24,513.46	16,950.00	44.62
Building Exterior	312.04	65,845.00	-99.53
Building Remediation	0.00	0.00	0.00
Heating, Ventilation & A/C	3,014.76	43,700.00	-93.10
Plumbing	50,673.15	78,632.00	-35.56
Electrical	21,153.94	15,750.00	34.31
Grounds & Maintenance	29,093.15	67,550.00	-56.93
Elevators	6,072.76	6,435.00	-5.63
Maintenance Equipment - Repair	0.00	3,000.00	-100.00
Maintenance Equipment - Purch...	0.00	2,500.00	-100.00
Maintenance - Tools & Supplies	82.19	1,000.00	-91.78
Facility Condition Inspection	0.00	0.00	0.00
Total Maintenance	190,602.55	406,996.00	-53.17
Human Resources			
Salaries & Wages	0.00	0.00	0.00
Administration Salaries	95,885.81	218,155.00	-56.05
Maintenance Salaries	90,582.06	200,000.00	-54.71
Total Salaries & Wages	186,467.87	418,155.00	-55.41
Benefits	0.00	0.00	0.00
CPP	8,996.23	20,250.00	-55.57
EI	4,290.12	8,105.00	-47.07
EE Benefits	14,712.62	41,000.00	-64.12
Other Pension Contributions	5,937.78	16,500.00	-64.01
WCB	176.97	5,500.00	-96.78
Total Benefits	34,113.72	91,355.00	-62.66
Contract Employment	150.00	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	241.10	850.00	-71.64
Legal Fees	0.00	500.00	-100.00
Labour Relations	0.00	0.00	0.00
Total Human Resources	222,343.46	538,175.00	-58.69
Administration			
Bank Charges	1,518.50	4,980.00	-69.51
Courier/Postage	365.72	950.00	-61.50
Stationery & Other Supplies	1,795.52	3,800.00	-52.75
Office Rent	11,166.25	21,814.00	-48.81
Office Equipment & Furn	195.44	11,352.00	-98.28
Office Equipment & Furn Repairs	816.68	1,950.00	-58.12
Vehicle & Travel	2,322.00	5,048.00	-54.00
Board Expenses	2,966.26	15,000.00	-80.22
Association Fees	3,720.61	4,515.00	-17.59
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	4,085.75	7,750.00	-47.28
Sundry	250.43	825.00	-69.64
Total Administration	45,368.16	101,984.00	-55.51
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 Jun 30, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent
Total Amortization	<u>0.00</u>	<u>0.00</u>	0.00
TOTAL EXPENSE	<u>613,287.72</u>	<u>1,404,800.00</u>	-56.34
NET INCOME	<u><u>-20,422.64</u></u>	<u><u>-238,008.00</u></u>	-91.42

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

SOCIAL HOUSING
Month ending June 30, 2026

GENERAL LEDGER BALANCE END OF PREVIOUS MONTH_{THIS} **\$282,318.73**

RECEIPTED DEPOSITS FOR THE MONTH		\$	2,342.73
Deposit	\$	907.70	
Auto Deposit	\$	-	
Interac	\$	1,435.03	
PAD's(pre-authorized Debit)			\$93,137.00
Sec Dep Transfer			\$0.00
Govt of AB - DORF			\$0.00
Govt of AB			\$19,846.00
Govt of AB - RAB			\$19,741.00
DEPOSIT INTEREST	reg		\$613.77
DEPOSIT INTEREST	Asset - now in CVL		\$0.00
LESS DISBURSMENTS FOR THE MONTH			\$0.00
RBC Express	cheque'		(\$3,786.39)
EFT			(\$51,835.32)
Vendor PAD			(\$30,203.19)
RAB - EFT			(\$19,935.00)
PAD return / NSF			(\$665.00)
GIC Investment	INT		\$0.00
Deposit forms/safety box			\$0.00
Interac Administration Fee	POS	May & Jun	(\$157.89)
RBC Activity Fee			(\$171.30)
Bank dep correction	#		\$0.00
CVL Transfer			(\$36,000.00)
			\$0.00

GENERAL LEDGER ENDING BALANCE **\$275,245.14**

ENDING BALANCE PER BANK STATEMENT **\$275,245.14**

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

RECONCILED BANK BALANCE **\$275,245.14**

4. b) 11



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

Business Account Statement

RBBDA30000_5693986 E D 09179 00587

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

May 29, 2026 to June 30, 2026

Account number: 09179 100-106-4

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on May 29, 2026	\$282,595.30
Total deposits & credits (8)	+ 137,864.50
Total cheques & debits (113)	- 145,214.66
Closing balance on June 30, 2026	= \$275,245.14

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			282,595.30
01 Jun	INT FEE01071695	1.75		
	MON FEE01071695	77.70		
	Misc Payment COINAMATIC CANA	81.77		
	Misc Payment COINAMATIC CANA	94.41		
	Cable TV Bill Pmt SHAW CABLE TV	105.00		
	Misc Payment TOWN OF TABER Pre-Author	106.60		
	Misc Payment TOWN OF TABER Pre-Author	113.86		
	Cable TV Bill Pmt SHAW CABLE TV	115.50		
	Cable TV Bill Pmt SHAW CABLE TV	115.50		
	Misc Payment TOWN OF TABER Pre-Author	121.12		
	Misc Payment TOWN OF TABER Pre-Author	123.54		
	Misc Payment TOWN OF TABER Pre-Author	123.54		

4. b) v



Business Account Statement

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

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
01 Jun	Misc Payment TOWN OF TABER Pre-Author	125.96		
	Misc Payment TOWN OF TABER Pre-Author	128.38		
	Misc Payment TOWN OF TABER Pre-Author	130.80		
	Misc Payment TOWN OF TABER Pre-Author	130.80		
	Misc Payment TOWN OF TABER Pre-Author	133.22		
	Misc Payment TOWN OF TABER Pre-Author	133.22		
	Misc Payment TOWN OF TABER Pre-Author	138.06		
	Misc Payment TOWN OF TABER Pre-Author	138.06		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	142.90		
	Misc Payment TOWN OF TABER Pre-Author	145.32		
	Misc Payment TOWN OF TABER Pre-Author	145.32		
	Misc Payment TOWN OF TABER Pre-Author	145.32		
	Misc Payment TOWN OF TABER Pre-Author	147.74		
	Misc Payment TOWN OF TABER Pre-Author	150.16		
	Misc Payment TOWN OF TABER Pre-Author	150.16		
	Misc Payment TOWN OF TABER Pre-Author	152.58		
	Misc Payment TOWN OF TABER Pre-Author	157.42		
	Misc Payment TOWN OF TABER Pre-Author	159.84		
	Misc Payment TOWN OF TABER Pre-Author	167.10		
	Misc Payment TOWN OF TABER Pre-Author	169.52		
	Misc Payment TOWN OF TABER Pre-Author	174.36		
	Misc Payment COINAMATIC CANA	188.81		
	Misc Payment TOWN OF TABER Pre-Author	188.88		
	Misc Payment COINAMATIC CANA	189.09		
	Misc Payment COINAMATIC CANA	192.87		
	Misc Payment TOWN OF TABER Pre-Author	196.14		
	Misc Payment TOWN OF TABER Pre-Author	203.40		
	Bill Payment Telus Comm	204.26		
	Misc Payment TOWN OF TABER Pre-Author	242.12		
	Misc Payment TOWN OF TABER Pre-Author	1,005.19		
	Misc Payment TOWN OF TABER Pre-Author	1,128.47		
	Misc Payment TOWN OF TABER Pre-Author	1,674.04		272,792.60
	Deposit interest		613.77	273,406.37
02 Jun	Direct Payment (PAD's) service total GRADS8751490000		93,137.00	366,543.37
	Bill Payment Telus Comm	128.10		366,415.27



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

Business Account Statement

May 29, 2026 to June 30, 2026

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
03 Jun	EF0603 01071695		1,435.03	367,850.30
04 Jun	Misc Payment Government of A		39,587.00	
	Pre-authorised payment returns GRADS8751490000	665.00		
	Activity fee	171.30		
	Bill Payment Telus Mobility	50.24		406,550.76
05 Jun	Deposit 0106		25.00	
	Direct Deposits (PDS) service total GRADS0672790000	22,600.27		
	Bill Payment DE BUSINESS	5,234.14		
	Misc Payment TransAlta Enrgy TEM-26-1451220	5,546.62		
	Cheque 276.57 Serial # 14614			372,918.16
10 Jun	Bill payment - 2373 VAUXHALL-UTIL	98.21		
	Bill payment - 2378 VAUXHALL-UTIL	115.49		
	Bill payment - 2388 BARNWELL-VIL-UT	125.10		
	Bill payment - 2368 TABER, ALTA-UTL	210.95		
	Bill payment - 2358 BLUEWAVE ENERGY	364.05		
	Bill payment - 2383 VAUXHALL-UTIL	461.85		
	Bill payment - 2392 BARNWELL-VIL-UT	589.10		
	Bill payment - 2363 TABER, ALTA-TAX	1,667.60		369,285.81
11 Jun	Bill Payment Telus Comm	42.67		
	Bill Payment Telus Comm	72.74		369,170.40
12 Jun	Utility Bill Pmt EPCOR	139.91		369,030.49
16 Jun	Cable TV Bill Pmt SHAW CABLE TV	37.74		368,992.75
17 Jun	Cable TV Bill Pmt SHAW CABLE TV	33.46		368,959.29
18 Jun	Cable TV Bill Pmt SHAW CABLE TV	69.85		
	Cable TV Bill Pmt SHAW CABLE TV	89.08		368,800.36
19 Jun	Cable TV Bill Pmt SHAW CABLE TV	211.25		368,589.11
23 Jun	Direct Deposits (PDS) service total GRADS0672790000	18,935.00		349,654.11
24 Jun	Account transfer ACTR7617503997	36,000.00		
	Direct Deposits (PDS) service total GRADS0672790000	32,419.05		
	ACCOUNT TRANSFER 9617556269	154.04		281,081.02
25 Jun	Bill payment - 5872 ROGERS 11 DIGIT	52.50		
	Cable TV Bill Pmt SHAW CABLE TV	78.75		280,949.77



Business Account Statement

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

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
26 Jun	Direct Deposit Service (PDS) returns GRADS0672790000		2,184.00	283,133.77
	Deposit 0107		25.00	
	Bill Payment Telus Comm	86.10		283,072.67
29 Jun	Bill Payment Telus Comm	224.29		282,848.38
30 Jun	Deposit 0108		857.70	
	INT FEE01071695	0.74		
	MON FEE01071695	77.70		
	Misc Payment TOWN OF TABER Pre-Author	105.45		
	Misc Payment TOWN OF TABER Pre-Author	117.62		
	Misc Payment TOWN OF TABER Pre-Author	123.76		
	Misc Payment TOWN OF TABER Pre-Author	123.94		
	Misc Payment TOWN OF TABER Pre-Author	124.44		
	Misc Payment TOWN OF TABER Pre-Author	127.48		
	Misc Payment TOWN OF TABER Pre-Author	130.02		
	Misc Payment TOWN OF TABER Pre-Author	131.59		
	Misc Payment TOWN OF TABER Pre-Author	133.63		
	Misc Payment TOWN OF TABER Pre-Author	133.87		
	Misc Payment TOWN OF TABER Pre-Author	135.48		
	Misc Payment TOWN OF TABER Pre-Author	137.35		
	Misc Payment TOWN OF TABER Pre-Author	138.03		
	Misc Payment TOWN OF TABER Pre-Author	138.77		
	Misc Payment TOWN OF TABER Pre-Author	138.96		
	Misc Payment TOWN OF TABER Pre-Author	139.92		
	Misc Payment TOWN OF TABER Pre-Author	142.36		
	Misc Payment TOWN OF TABER Pre-Author	142.51		
	Misc Payment TOWN OF TABER Pre-Author	144.41		
	Misc Payment TOWN OF TABER Pre-Author	144.79		
	Misc Payment TOWN OF TABER Pre-Author	145.01		
	Misc Payment TOWN OF TABER Pre-Author	146.25		
	Misc Payment TOWN OF TABER Pre-Author	149.84		
	Misc Payment TOWN OF TABER Pre-Author	156.10		
	Misc Payment TOWN OF TABER Pre-Author	161.47		
	Misc Payment TOWN OF TABER Pre-Author	164.07		
	Misc Payment TOWN OF TABER Pre-Author	177.21		
	Misc Payment TOWN OF TABER Pre-Author	193.54		
	Misc Payment TOWN OF TABER Pre-Author	214.94		

4. b j v i i



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

Business Account Statement

May 29, 2026 to June 30, 2026

Account number: 09179 100-106-4

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
30 Jun	Misc Payment TOWN OF TABER Pre-Author	239.92		
	Misc Payment TOWN OF TABER Pre-Author	301.67		
	Misc Payment TOWN OF TABER Pre-Author	959.83		
	Misc Payment TOWN OF TABER Pre-Author	1,121.99		
	Misc Payment TOWN OF TABER Pre-Author	1,596.28		275,245.14
	Closing balance			275,245.14
Deposit Interest Earned: \$613.77			Account Fees: \$171.30	

4.15.18



Business Account Statement

May 29, 2026 to June 30, 2026

Account number: 09179 100-106-4

Serial #: 14614

Amount: \$276.57

14614

TABER & DISTRICT HOUSING FOUNDATION
2518 48th Avenue
TANER BAYVIEW, T1E 1A2
PHONE (416) 223-2767

PERSONAL BANK
TRANSFERS
NEW TRANSFER
TIME IN
CHARGE NO
DATE 28052026
DDMMYY

PAY Two Hundred Seventy Six 57/100 \$276.57

TO THE ORDER OF
Estate of Helene Friesen-Raddshopp
C/O Tina Wall
5203 - 58th Avenue
Tabor, AB T1G 1K7

TABER & DISTRICT HOUSING FOUNDATION
BY: [Signature]
CHRG: [Signature]

⑆0014614⑆ ⑆09179-003⑆ ⑆00-106-4⑆

Deposit date/time: 06/05/2026 16:14:16
Deposit TransID#: 08829-219
Deposit account: 99030174410
Source Number: 36
Deposit Number: 0259512
Sequence number of Item: 20
User ID: E95414
Location: 882
Location Number: 682

ATB
Calgary, PC
06/05/2026
000001888

Printer ID # / NI d'imprimeur 1014

BACK/ENDOS

4. b) x

SECURITY

**MONTHLY BANK RECONCILIATION
TABER AND DISTRICT HOUSING**

SECURITY DEPOSIT

Month ending June 30, 2026

<u>NET BALANCE - END OF PREVIOUS MONTH (this sheet)</u>	\$53,623.44
RECEIPTED DEPOSITS FOR THE MONTH	\$0.00
Voided cheques	\$0.00
DEPOSIT INTEREST	\$103.01
TOTAL DEPOSITS	\$103.01
<u>Cheques written or Transfers out to Current Account</u>	\$0.00
NSF	\$0.00
Deposit Slips ordered	\$0.00
Transfer	\$0.00
NET BALANCE END OF THE MONTH	<u>\$53,726.45</u>
<u>ENDING BALANCE ON BANK STATEMENT</u>	\$53,726.45
Add: o/s deposit	
Less: o/s cheques	\$0.00
<u>NET BALANCE END OF MONTH</u>	<u>\$53,726.45</u>

4.c)i



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

Business Account Statement

RBBD30000_5693986 E D 09179 00600

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

May 29, 2026 to June 30, 2026

Account number: 09179 100-158-5

How to reach us:

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

Account Summary for this Period

Business Current Account

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

Opening balance on May 29, 2026	\$53,623.44
Total deposits & credits (1)	+ 103.01
Total cheques & debits (0)	- 0.00
Closing balance on June 30, 2026	= \$53,726.45

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			53,623.44
01 Jun	Deposit interest		103.01	53,726.45
	Closing balance			53,726.45

Deposit Interest Earned: \$103.01

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		511,177.45			Project Approved Costs
2026 Jun		-			RFP Construction Manager
	857,310.46	717,627.45	54,387.12	-	130,000.00
Total Cost Incurred			1,499,325.03		

4.c) III

INTEREST FROM HARMONY HOME ASSET TRANSFER

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

	Bank acct	Period	Date paid	Amount	GL - CVL #475010
Summary	SH	Jan 13 - 22 / 2026	01-Feb-26	675.42	675.42
	CVL	Jan 23 - 31 / 2026	01-Feb-26	607.88	607.88
	CVL	Feb 1 - 28 / 2026	02-Mar-26	1,892.19	1,892.19
	CVL	March 1 - 31/26	01-Apr-26	2,097.30	2,097.30
	CVL	April 1 - 30/26	01-May-26	2,016.02	2,016.02
	CVL	May 1 - 31/26	01-Jun-26	2,071.56	2,071.56

\$ 9,360.37

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

4.0) IV

Financial Administrator Report for July 20/26

Clearview Lodge

REVENUE:

In June we had 71 of the 76 units occupied, 5 were empty.

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

Health Funding: Received ALA retro funding increase. Retroactive to April 1, 2025 in the amount of \$ 66,254.45

Interest account includes Harmony Home Asset interest of \$9,360.37, funds received by June 30, 2026.

Expected CCR increase for July put back to September – no real effect on budget – actual increase from ALA is higher than budgeted

EXPENSES

Utilities: No major changes or increases in this category.

Operating: No major changes.

Operating Maintenance: No major changes

Human Resources: CUPE Wage started 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 \$44,208.61. Still waiting on final contract documents.

Administration: No major changes

Capital Maintenance: No change from May. The first project has cost us \$17,000 thus far for Harmony Home Asset work.

Renovation Costs: \$1700 in IT work(computer/cabling moves) completed due to construction that is expenses to operating budget.

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 charging for the MOBY program as of June 30.

EXPENSES

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

Operating: No major changes

Operating Maintenance: No major changes

Human Resources: No major changes

Administration: No major changes

GENERAL NOTES:

FIRMS submitted and audit completed

POLTYS – Nurse Call Bell System - CVL

System	\$39,498
HCA handsets	\$ 9,236
Phone System	\$ 6,739
TOTAL	\$55,473
Deposit paid in June	\$25,000

Met with Corey to review Social Housing year to date and discuss which projects will be completed this year. Also discussed budget reallocations for projects not expected to be completed.

Lodge & Resident Manager's Board Report

July 2026

1) Resident Information:

- a. Move In's – 0**
- b. Move Outs – 3**
- c. SL3 – 17**
- d. SL2 Home Care Residents –36**
- e. Resident Room Changes –3**
- f. Change in status – 0**
- g. Potential resident interviews – 2**
- h. Preadmission resident interviews for new H/C residents, this includes SL2/Type B HCA (SL3)/Type B LPN secure (SL4-D) – 0**
- i. Waitlist –21**
- j. Residents in total – 66**
- k. Residents on MAP – 41**
- l. Residents receiving laundry services -35**
- m. Residents with in-house pendants – 22**
- n. Family case conferences held –10**
- 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. Two residents to go!**

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.

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7) Health & Safety:

- a. Completed Hazard assessment review for July**
- b. SWP review and competency checks completed for all departments.**
- c. Safety Board completed for the month.**

8) Employees:

- a. Scheduling/Payroll for Jun/Jul completed. Scheduling/payroll for Jul/Aug on-going.**
- b. Completed 2 interviews for new staff members.**
- c. 2 new staff orientated. 1 for the HCA department and 1 for the kitchen and housekeeping & Rec department.**
- d. Resident BBQ planning is in process; it will be held inside of the building due to construction uncertainty.**
- e. Staff Appreciation event completed and was a success.**
- f. Planning for Cornfest parade has begun.**
- g. First Aid training and N95 mask fitting being set up for Aug/Sep.**
- h. Carrie & Carlos will begin the process of taking their HCA Certificate Course.**

Monthly Report (Clearview Lodge)					
Jul-26					
	CVL	Unit #			
New Applicants	2	101	111		
Move In's	0	102			
Move Outs	2	103			
Wait List	21	104			
# SL3 Residents	17	105			
Vacant Units	10	106			
(As as the end of Month)		107			
		109			
		110			
New Residents (Move In's)					
CVL					
Resident Name	Move In	Unit Number	Resident		
Resident Name	Move Out Date	Unit Number	Resident SL Status		
John Schilder	02-Jul-26	502	SL3		
Marilyn Dorohoy	15-Jul-26	106	SL2		
Change in Resident Supportive Lvg Status					
CVL					
Resident Name	Change Date	Previous Status	New SL Status		

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June Board Report

Written By: Kynlee Fallon

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

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

Wednesday Regular Activities: Rosary, Hand Exercises, Exercises

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

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

Saturday Regular Activities: Rosary, Movie (No Recreation)

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

June 1: This was the start of senior's week! We did not have regular activities, besides rosary and senior games, and instead went to Parkside Manor for a Breakfast with the other seniors in town and the Mayor, as well as we had our opening ceremony that include a Lunch served by police, cake cutting with the Mayor and our CAO, as well as music performed to us by Faye Stevens Entertainment. The residents had a very busy, but very exciting day, and we got many compliments for the activities we had planned! The residents that attended the breakfast wish to do it again next year and we will try to get involved with it again!

June 2: Second day of Senior's Week. We had regular activities except for glasses cleaning, and the Fire department joined us in our bingo! The residents really like having 'special guests' join bingo, and we plan to get in contact with members of the community who would join a bingo with us as a guest! We also had Bonnie Daisley as our entertainment and had Music and movement in the afternoon.

June 3: Third day of Seniors Week. Alycia and Kynlee Came in late this day as there was a Myers year end concert in the evening that they and the residents attended! Everyone who went enjoyed the music and the performances were amazing. We plan to continue to take them to community events like this and plays, as the residents expressed, they like to, 'Support the arts'. This day we also had a visit from Precious Connections, music performed by Tom Price

entertainment, a Catholic Mass service and a couple games of Kings in the Corner with iced tea as a drink.

June 4: Fourth day of Seniors Week, this day we had regular activities except for nail care and brain games due to Alycia and Kynlee coming in late to attend the D.A Drama clubs musical. The residents, and Kynlee and Alycia, all loved it! It was such a fun thing to attend and we and the residents, would love to keep going to events like this. We also had a visit from the St. Patrick's school grade 1 class, and attended Strawberry Tea and the Legion which served delicious cake and nice hot tea. Later in the day we had sister missionaries sing for the residents which they enjoyed!

June 5: Last day of senior's week. Instead of regular morning activities we went to coulee Café for breakfast, hit up a Garage Sale, and went to the MCC to do some thrift shopping. We also went to Walmart this day and had everything country as our entertainment which the residents enjoyed! There was also a movie that night. They enjoyed the Garage Sale and breakfast trip quite a bit and expressed they would like to keep doing things like this!

June 6: No recreation this day, the residents had regular activities.

June 7: The residents had regular activities this day as well as a Corpus Christi celebration in the atrium where a procession of people passed through to do a ceremony. We had feedback that many people joined this ceremony, and we hope to be involved with it again next year!

June 8: We had regular activities this day as well as our Blood Pressure Clinic and a rock painting activity in the atrium! We plan to do ore artistic things like this in the future due to an increase in interest each time we have one of these activities!

June 9: We had regular activities this day as well as our monthly trip to Lindenview, and Chair Yoga with Amber. The residents have been participating more with chair exercises, and we hope to incorporate more of these into our exercise programs.

June 10: We had regular activities this day as well as a few games of Kings in the Corner and Kiwanis bingo in the evening. Entertainment was initially planned for the day but had unfortunately cancelled.

June 11: We had regular activities this day except for brain games and veggie peeling which was replaced with rock paining at the Public Library. We also had a visit rom the Taber Christian School Choir and a Coffee Talk with Tanya and Carrie. There were indigenous celebrations and info sessions at the park for a school trip, so we took a few residents to see the excitement which they enjoyed!

June 12: For regular activities, we only had rosary this day due to us taking the residents out to A&W for breakfast and a garage sale at the Anglican Church in the morning! Afterwards we

went out to the thrift store, which the residents thoroughly enjoyed. We also had chair Tai Chi this day which was very relaxing and a hit. Along with that, we had a few games of crib and Taras family come in to sing! We got good feedback about the performance and will try to get them to come back again!

June 13: The residents had regular activities this day and no recreation. Alycia and Kynlee came in to volunteer and set up a funeral livestream as well as decorate the garden.

June 14: The residents had regular activities as well as Westview Fellowship Church Choir, and had no recreation.

June 15: We had regular activities this day as well as senior games with the ladies and Card making with Bernice. Bernice's card making activity continues to be a hit among the residents and we will keep scheduling her monthly!

June 16: We had regular activities this day as well as our Resident Council Meetings instead of bingo! Kynlee was not here this day, so Alycia and Caitlin worked together. (Caitlin joined our team for the summer!)

June 17: We had regular activities this day as well as our Lunch Bunch activity which the residents enjoyed. We had Chinese food this day and got many comments about liking this lunch activity! We also had a United Church and Clearview Karaoke as our entertainment this day. Clearview Karaoke continues to be a huge success with staff becoming more involved and even more residents joining in to watch and participate!

June 18: We had regular activities this day as well as a visit from L.T Westlake. Kynlee was not here this day so Alycia and Nyeria worked together. They also had bingo this day to make up for the lack of bingo throughout the week.

June 19: We did not have regular activities this day as it was the Father's Day breakfast! We instead had their big breakfast which they all thoroughly enjoyed, word games, 100 dice, and a performance from the Knights of Columbus which the residents really enjoyed! They also had a movie in the evening. (Special thank you to the Knights for coming in 😊)

June 20: Residents had regular activities this day, no recreation.

June 21: Regular activities this day, no recreation.

June 22: Kynlee was by herself this day and had regular activities. We also had a trip to Sunnyside nursery which the residents enjoyed and purchased plants and decorations for themselves! Next year we will plan to go earlier in the season as to see more plants!

June 23: Kynlee was by herself this day and had regular activities except for glasses' cleaning due to a lack of time. Valerie, one of the volunteers, joined in on the walking group which was

very helpful! We also had a CNIB meeting this day for residents. Walking group has been a successful activity with it bringing out new residents almost every trip! We also have turned it into a 'town cleanup' activity where we pick up garbage as we walk which the residents enjoy!

June 24: Kynlee was by herself this day and had regular activities as well as a trip to the Taber public library for a music bingo and a performance from Karen's karaoke in the evening. The residents enjoyed the music bingo, and Kynlee brought back a reference sheet so they can potentially create their own bingo! We were also invited to join their music bingo nights at the legion which we will look into!

June 25: We did not have regular activities this day except for rosary due to us going to Birds of Prey in Coaldale! We had so much fun and so did the residents. This consisted of an owl demonstration and info session, a flight show, feeding the ducks, and a picture with a great horned owl! We were definitely tired by the end of it from all the excitement! The residents said they had a lot of fun, and we are excited to do this again next year.

June 26: Kynlee was not here this day so Caitlin, Nyeria and Alycia all worked together. They had regular activities as well as a walking group in the morning. In the afternoon they had a few games of crib and played darts! In the evening, the residents had a movie.

June 27: Regular activities, no recreation due to it being a weekend.

June 28: The residents had regular activities as well as a Hymn sing-along. No recreation this day.

June 29: We had regular activities this day as well as Wii Games in the afternoon.

June 30: We had regular activities this day except for Bible Study. We also had floor shuffleboard in the afternoon which the residents enjoyed, and Valerie joined us again for walking group.

Amber Higgins: 0.5 hrs

Kynlee Fallon: 3 hrs

Alycia Timm: 3 hrs

Valerie Beukema: 7 hrs

Total hours: 13.5 Hrs

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Operations Report

July 2026

Clearview Lodge.

- Suppression system upgrades to accommodate deep fryer have been completed
- Attended building committee meeting.
- Moving residents from 100 wing.
- Hood cleaning has been completed.
- G and B plumbing to fix sewer leak.
- Booking plumber to install deep fryer.
- Flag poles have been removed.
- Clearview sign has been removed.
- Replace rubber gasket on juice fridge.
- Lockers tore out in basement.

Homestead Manor

- Ordered burners for MUA unit in Manor.
- Done Right completed fire alarm verification.
- Installing 4 more shower units
- Window replacement started at Manor.
- *Fire alarm triggered by faulty head.*

Pioneer Place

- Fire alarm went off - faulty head.
- Move out in unit #128, ready to move in.
- Move out in unit #111 ready for move in.
- Scheduling sprinkler update with pinnacle.

Harmony Home

- Added one more door to the fob system.
- Boiler replacement project awarded to ATCO Frontier, removal of old boilers started (hazardous materials).
- Paint removed on gas line and floors in mechanical room.
- Dust set off fire alarm.

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
- Unit # 8 has been scheduled for move-out.
- Furniture cleaned by Royal Rug Cleaners.
- Sheds being painted.

Sunshine Manor

- Booking curb installation for manor.
- Spraying and weeding being done.

Barnwell

- On-going maintenance.
- Ordered new sign for Bountiful House
- Pine tree trimmed down.

Phase One

- Met with Pinnacle Landscaping to supply and plant trees in Phase one.
- Whipping and spraying alleys.
- Move-out of one unit and move-in completed.
- 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.
- Patching roofs where wind has blown off.

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.
- Attended a building committee meeting.
- Attended a Social Housing budget meeting.

PLACEMENT OFFICER REPORT

MONTH: July 2026

SENIOR HOUSING

Applications Received – 6 with 2 no shows and 1 reschedule for the 3 rd time
Move ins – 2 on July 30
Move outs – 0
Waitlist – 20
Units Available – 2
Vacant Units – 4

FAMILY HOUSING

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

RENT ASSISTANCE

Applications Received - 1
New Clients – 3
Client Removed – 2 on hold
Total Clients - 55
Processing – 3

NOTES:

1. **Senior Housing** – The Taber manor inspections were completed during the last full week of June, and much of July was spent on the follow-through process. One advantage of having many tenants at home during inspections is that the required four signatures can often be obtained immediately, which helps keep the process moving efficiently. Once completed, the lease documents are signed by CAO Mr. Tim Janzen, after which copies of all paperwork are prepared and provided to the tenants for their records.

As a result of the inspections, several tenants were issued six-month leases due to concerns identified during the review, primarily related to accessibility within the unit. Excess belongings and items stored on the floor can create tripping hazards and make emergency access more difficult. Each tenant receiving a six-month lease was provided with a letter outlining the specific concerns and expectations moving forward. One tenant was issued a three-month lease till financial obligations are met in a timely manor. As with all tenants, our goal remains to have everyone on annual leases, but some households

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require additional support and follow-up to ensure they can maintain a safe living environment.

A major highlight of the month was the Annual Seniors BBQ, held on July 8. A sincere thank you goes to the Knights of Columbus for once again catering the event. Residents look forward to this gathering every year and begin asking about it months in advance. The BBQ was very well attended, with tenants from all manors except Prairie Rose participating.

I would also like to thank the Board members who regularly attend tenant events. The residents truly do notice who takes the time to visit, socialize, and participate in their community activities. The Bingo games were especially popular, and special thanks go to Roseanne Horrocks, Jane Jansen, and Tom Machacek and his crew for helping make the afternoon such a success.

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- 2. Family Housing** – Family Housing has experienced some turnover this month. The vacant Vauxhall unit took longer to fill than anticipated. While a quicker placement may have been possible, consideration was given to both safety and the likelihood of long-term tenancy success. A mother with three young children was instead placed in a Taber unit, where access to services, transportation, and community supports is significantly better.

Suitable tenants have now been secured for the Vauxhall unit, with possession expected at the end of July. This approach should provide a more stable outcome for both households and reduce the likelihood of future turnover.

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- 3. RAB Program** – The RAB program continues to experience steady growth. Three new applications have been approved for an August start date, bringing the total number of active clients to 55.

Each month brings a combination of:

- new applications,
- reviews of existing files, and
- the inevitable “hiccup or two” that requires additional follow-up and problem-solving.

The program is time-consuming to administer, but it continues to make a significant difference for households struggling to maintain stable housing. For many clients, this assistance is what allows them to remain housed while navigating reduced income, family changes, or other unexpected life circumstances.

CAO Report

July 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 29 – July 3

- June 29 – Reviewed CVL project signage
- June 29 – Working with Kaley Craddock, RBC loan officer, re: construction financing for CVL project. Appraisal is required but already booked.
- June 30 – Completed Annual Report for ALA Type B Supportive Living
- June 30 – Submitted 2027 Social Housing budget and appendices
- June 30 – Spoke with Celina Newberry, Town of Taber, re: CVL Development Permit
- July 1 – CANADA DAY
- July 2 & 3 – Out of office

Week of July 6 - 10

- July 6 – Received new continuing care rates from ALA
- July 6 – Worked with Jayden, Bergen & Associates representative, re: old geotechnical reports
- July 7 – Videoconference with Kenzie, Sunwise Engineering, & Dion Jones, ATCO Frontec re: Harmony Home project
- July 8 – CVL Manager's Meeting
- July 8 – MOBY presentation at Homestead Manor
- July 8 – Taber Manor – Appreciation BBQ
- July 9 – Meeting with Tanya & Carrie
- July 9 – Onsite meeting with Guy Schotanus, ProCOMM representative, re: nursecall system
- July 9 – Videoconference with Marni Larkin, PrimeBuild360 representative
- July 9 – Videoconference re: Cash Allowances for Electrical Systems at CVL Project (nursecall, intercom, access control, and CCTV system)

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- July 10 – Meeting with Mary Klassen, TDHF Placement Officer
- July 10 – Videoconference with ALSS representatives re: SLMP Capital Grant Agreement details

Week of July 13 - 17

- July 13 – Meeting with ALSS Continuing Care Capital Grant team
- July 14 – Brendan Siwak, Appraiser with Colliers, toured Clearview Lodge
- July 15 – Meet with Tanya & Carrie
- July 15 - TDHF Fundraising Committee
- July 15 – Building Committee meeting with Jen-Col Construction
- July 16 – TDHF Staff Appreciation Event – well done, Tanya, Carrie & Jessika – great event
- July 17 – Out of office

Week of July 20 - 24

- July 20 – Meet with Mary Klassen, TDHF Placement Officer
- July 21 – Meeting with Kenzie, Sunwise Engineering, and Dion Jones, ATCO Frontec, re: Harmony home project
- July 21 – Meeting with Town of Taber CFO, Troy Shewchuk
- July 22 – CVL Manager's Meeting
- July 23 – Meet with Tanya & Carrie
- July 23 – TDHF Monthly Board of Directors Meeting
- July 24 – Out of office
- July 24 – Hazardous Materials testing booked for CVL

Upcoming Events

August ->

- Building Committee (meet monthly, or more often):
 - Develop plan and costing:
 - Commercial bank mortgage financing (**On-going**)
 - Discussions with municipal partners about timing of debenture financing
 - 100 wing relocation plan options (**Aug/Sept**)
 - 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 (**August ->**)
 - Begin repairs to iPad facial recognition timekeeping device (**Initiated**)
 - Update employee listing to current staff (archive any noncurrent staff) (**Aug**)
 - Update reporting lines for each department (**Aug**)
 - Work with Bev on payroll calculation rules (**On-going**)
 - ***Proposed go-live – September 1, 2026??***

- **Strategic Planning – put Goals into Action Plan (Aug/Sept)**
 - Develop project planning details – Harmony Home Manor 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 (**Sept->**)
 - Develop proposals for Special Needs housing (**Sept->**)
 - 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.*
 - Market Salary Review for out-of-scope staff (**Sept/Oct**)
 - Succession Planning – implement approved plan (**in perpetuity**)
 - Hiring Plan – TDHF Admin Office – there are needs in the area of placement, book-keeping and coverage for Reception.
- **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 (**Sept**)
 - CVL Resident Application form (**Sept**)

Professional Development & Committee Responsibilities:

- Oct 20 - 23, 2026 - APHAA Conference – Kananaskis Village

Days booked out of office:

- July 31 – August 3, 2026 – Vacation
- August 31 – September 4, 2026 – Vacation
- September 11, 2026 – Medical Appointment
- October 19, 2026 – Prior to APHAA Conference in Kananaskis - Vacation
- December 28, 2026 – January 1, 2027 - Vacation
- February 19, 2027 – March 5, 2027 - Vacation

Continuing Care Capital Grant Debrief

At July 23, 2026

CAO had a videoconference on July 13, 2026, with ALSS representatives who worked on the Continuing Care Capital Grant applications.

They indicated that the Clearview Lodge project did not meet the Continuing Care Design guidelines in the following areas (based on comments from the Evaluation Committee):

- Medication Room (a separate room for storing medications)
- Utility Rooms (having separate rooms for clean and dirty Housekeeping areas)
- Lift equipment (either built-in or stored on-site)

The next intake cycle will likely be sometime late this fall. The program is focused on developing new capacities but there may be opportunities for modernization projects in the future.

Analysis:

From discussion with the ALSS staff, it appears to me that they either don't understand our operation or don't care to. They were quite adamant that there is only Type A and Type B design guidelines and seemed to suggest that despite Clearview Lodge being a no-lift facility, we would be expected to have lift(s) in place.

They did not seem to care that our design had been completed prior to the Continuing Care Design Guidelines being released. There was simply compliance or non-compliance.

There may be possibilities to educate them further and perhaps find a compromise, but I wouldn't count on it.

What I find most concerning is that the exacting demands for continuing care spaces is maintained, our new build may not be compliant. Does that impact our ability to get more continuing care spaces? Does it impact our ability to offer to have continuing care spaces?

And because our design is pretty much locked in, I don't believe that we could easily incorporate their design requirements into the building.

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Construction Manager Progress At July 23, 2026

Update:

Jen-Col has received bids from sub-trades for Class B costing for the entire Clearview Lodge Expansion & Modernization project. They are in the process of compiling the data and TDHF should receive a report in the coming weeks. Then we will have an idea of the overall budget (with all of the value engineering incorporated).

Jen-Col has posted a tender package for Class A costing for the 100-wing move. The goal was to have the tenders back before the end of the first week of July. The report will be released to us soon. The TDHF Board will then review and give final approval of what to do with the 100-wing.

I have had feedback from local sub-contractors that Jen-Col has reached out to them to discuss opportunities on the project.

I contacted John Richards with another potential option for a lay-down area around town.

John sent me an email with the approximate timeline (while they are still working on the fine details):

- 100-wing:
 - **August 17 to October 31.** About 2.5 months from boots on the ground to people moving back into the 100 wing (capacity gets back to 77 residents)
- For Expansion wing:
 - **October 2026 to March 2028** (17 to 18-month duration), but John did comment that they are looking at what can be done to push groundwork/concrete to start sooner
- For renovation phases:
 - South Reno – **Mid March 2028 to September 2028** (Six-month duration)
 - North Reno – **October 2028 to March 2029** (Six-month duration)

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PrimeBuild 360 Information At July 23, 2026

On July 9, 2026, CAO and Marni Larkin, PrimeBuild360 representative, had a videoconference call re: the offered options by PrimeBuild360 to TDHF (attached).

CAO indicated that Option #1 probably didn't make a lot of sense for Clearview Lodge because of the project status and timeline. However, Option #2 would be valuable to have a third-party assisting in finding additional financing for the project. Or financing at better terms and length of amortization.

CAO also indicated that an affordable housing project was still on TDHF's radar and then Options 1 through 4 might be very reasonable to consider.

CAO pointed out that the CVL financing would be an immediate priority but work on the affordable housing project would likely be initiated in September 2026.

Marni indicated that their fee is completely contingent on finding money, and their rates float between 1.5% and 3.0% of what they find (the more money involved, the rate declines on a sliding scale). However, PrimeBuild360 has not provided anything in writing re: their fees that would allow for review.

Marni indicated that she and her colleague were going to be in Southern Alberta in early August and wondered if we could set up a meeting. CAO agreed. Since then, they have had to delay their schedule slightly but have committed to being in Taber, AB on Tuesday, August 11, 2026.

Recommendation:

CAO would invite any TDHF Board members that wish to attend the meeting, once the meeting is scheduled. I think that it would be good for more people to meet with them and gain an understanding of what they can and cannot do and for what price.

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.

Tim Janzen

From: marni@primebuild360.com
Sent: Thursday, July 9, 2026 2:33 PM
To: Tim Janzen
Cc: 'Colleen Sklar'; Joe Leuzzi
Subject: Follow-Up and Information Request - Clearview Lodge

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Tim,

Thank you again for taking the time to speak with me today. I appreciate the opportunity to learn more about the Clearview Lodge project and the progress your team has made. It is an exciting project, and I look forward to exploring how we can support its long-term success.

As discussed, I'd like to prepare a tailored strategy and draft engagement agreement for us to review together at our meeting on August 6. To do that, it would be helpful if you could provide a little more background on the current status of the project and, in particular, the financing strategy.

Specifically, it would be helpful to understand:

- The current status of the project, including anticipated construction start and key milestones.
- Your current project budget and confirmed funding sources.
- The construction financing structure, including the proposed lending arrangements with RBC and the Credit Union.
- The anticipated term of the construction financing and any refinancing expectations.
- The long-term financing solution you are hoping to achieve following construction.
- Any discussions or engagement to date with CMHC, Canada Builds Homes, or other federal financing programs.
- Any feedback, hurdles, or barriers you have encountered through those discussions, including eligibility, timing, program requirements, or other challenges.
- Any existing financing or grant conditions that we should be aware of as we develop our recommendations.

Our objective will be to assess the current financing structure, identify opportunities to position the project for long-term financing—potentially through CMHC or Canada Builds Homes—and develop a strategy that reduces long-term interest rate risk while maximizing available funding opportunities.

Once we have had an opportunity to review this information, we will prepare a recommended approach and a draft engagement agreement for discussion when we meet on August 6.

I look forward to continuing the conversation.

Kind regards,

Marni Larkin

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

- 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.

CVL Expansion & Modernization Project

Analysis – Construction Financing

At July 23, 2026

The Letter of Intent from 1st Choices Savings & Credit Union expired on June 30, 2026.

During the month of July, CAO has been working with RBC representatives, Kaley Craddock, to keep the application moving forward. Currently, there has been no discussion about when the application will be considered complete.

Kaley has been consistent with the terms expressed in June 2026, but there were a couple of wrinkles:

1. Risk management for RBC had Kaley enquire if TDHF would be able to get the municipalities to sign a contract (basically guaranteeing the construction financing). CAO indicated that TDHF be unwilling to make that ask and if that was a dealbreaker for RBC, the application should cease. (**NOTE:** *This was before June 30th, and 1st Choice would still have been an option*).
2. Risk management required an appraisal be completed on the existing CVL facility.
 - This is not necessarily a bad thing, but it takes a fair amount of time. And generally, cost as well (Kaley indicated that RBC was willing to reimburse TDHF for the cost of the appraisal and have done so after TDHF paid Colliers about \$6,000 for a retainer).
 - The appraisal should be completed by July 29, 2026.
 - The risk is that people who don't necessarily understand our business will try to analyze our business to put a value not on the building per se, but what the building can generate.
 - Representatives from 1st Choice understood that the very nature of our business would mean that we don't generate all that we can from the building because our mandate is to provide housing for low-income individuals. (Not sure that RBC doesn't get that or that they don't care. I suspect that their internal lending requirements demand the completion of an appraisal; whether or not it provides good information or not).
3. RBC would like to see us have more than 25% of our rooms as continuing care. CVL currently meets that requirement but with additional rooms from the expansion, the 25% threshold would exceed 20 rooms.
 - It is not completely clear what the exact benefits are, but apparently it has something to do with RBC risk assessment.
 - This doesn't need to be decided now, but RBC definitely would like to see us increase our number of SL3 beds.

Proposed Sod-Turning Ceremony (August 14, 2026)
At July 23, 2026

Venue:

Front Parking lot of CVL?

- Tents and chairs
- Flags from Mayor Andy Prokop

Attendees:

Already notified:

- Minister Nathan Neudorf (confirmed)
- Minister Grant Hunter (confirmed)
- MP David Bexte (unavailable)
- Minister Joseph Schow (unavailable)
- MD of Taber (confirmed)
- Town of Taber (confirmed)
- Town of Vauxhall
- Village of Barnwell

Who else?:

- Leaders from local churches:
 - Roman Catholic church
 - Latter Day Saints
 - Evangelical Free Church
 - Mennonite Community:
 - Evangelical Mennonite Church
 - LGM
 - Christian Reformed
 - United Church
 - Jehovah's Witnesses
 - Parallel Church
- Native Elders
- ASCHA Representatives (A Director for South Zone will attend)
- ALSS Representatives (most individuals had other plans)
- FCSS Representatives
- CVL Resident Council
- Representatives from Jen-Col Construction
- Representatives from Design team (Bergen & Associates et. al)

Protocol:

According to the ALSS Ministry's communications team, the Federal Minister usually goes first. Then Provincial and then local.

But this project currently is not receiving any federal funding.

But I don't think I put MP Bexte (if available) ahead of Minister Neudorf or Minister Hunter?

Apparently, TDHF would prepare press release. But we probably have to run it by Minister Neudorf's people.

TDHF arranges for photographer, press, etc. – **Ian Martens? Local photographer?**

On that topic, I think that it would be great to have the standard photos showing all the dignitaries with shovels. But I am hopeful that we can get a picture of just our Board (maybe with CAO), but I definitely want to have a photo of Administration and Lodge management.

As well, I would like to see if we can get photos of the CVL staff with Lodge management.

Harmony Home Update

At July 23, 2026

CAO met with ATCO Frontec and Sunwise Engineering representatives, to go over the project and received an amended schedule. ATCO had some challenges with securing the building permit from the new inspection body and has caused a week or two delay in scheduling.

That said, crews are on-site at Harmony Home as of Tuesday, July 21, 2026.

Next week the demolition work will begin in earnest. There is likely to be an interruption of domestic water service (hot and cold) for one day while the boilers are removed and the hot water tank is repositioned for the duration of the project. TDHF will be notifying residents of the project commencement, the date of the water shutdown and will work at providing some advice to have water available (fill your bathtub for potable water or to flush a toilet) and will hand out water bottles to ensure residents have drinking water for the day.

There will be several times where workers have to go into tenant units:

- For removal and installation of new heating zone valves
- For installation of new shutoff valves
- For installation of new thermostats (in room) and raceway for wiring from thermostat to zone valve.

There will also be an interruption of hot water service when the new chimney and hot water tank are installed. ATCO is trying to find ways to minimize the time but it still will be days (at a minimum) of disruption. The exact dates are not yet known because the equipment needs to arrive and the installation is near the end of the project. TDHF will notify tenants when the dates are finalized and work on alternatives with tenants.

The goal is still to be completed by the end of August.

FUNDRAISING

Clearview Lodge Expansion & Modernization

10-Jun-26

Description/Area		Amount
Floor 1 - Theme		100,000
Floor 2 - Theme		100,000
Floor 3 - Theme		100,000
Floor 1	Solarium Gallery	25,000
Floor 2	Solarium Gallery	25,000
Floor 3	Solarium Gallery	25,000
Craft Room		25,000
Boardroom		25,000
Interior Courtyard - New		75,000
Snack Bar		10,000
Multi-purpose Room		25,000
Library		10,000
Atrium?		50,000
Walking Path		50,000
Raised Beds		5,000
Rose Garden		5,000
Resting Area		10,000
Gazebo		25,000
Furniture		
Inside		
	Lobby	5,000
	Solarium Gallery - Floor 1	5,000
	Solarium Gallery - Floor 2	5,000
	Solarium Gallery - Floor 3	5,000
Outside		
	Gazebo	5,000
	Walking Paths - Rest stops	2,500 each
	Benches around property (3)	1,000 each
Equipment		
	Suzy Q #3	12,000
	AEDs (5)	1,000 each
	Autonomous Cleaner	40,000
TOTAL		690,000

6.41

FUNDRAISING

Clearview Lodge Expansion & Modernization

10-Jun-26

Ways to Acknowledge Gifts:

At Clearview Lodge

- Naming
- Plaques Use consistent font and style; but larger gifts get larger plaques.
- Fundraising Progress - during fundraising/construction phase
- Donor Wall - Located by elevator in front lobby
- Grows progressively (if people make donations over time)

Externally

- Donation Receipt
- Letter at time of Receipt
- Call from member of fundraising committee
- Newsletter - CVL Residents & Families
- Fundraising Updates - Newsletter?
- Social Media
 - Facebook
 - Expand to Instagram?
 - Expand to ?
- Website - posting on weekly updates
- posting on donors/fundraising page
- Advertisement - Listing the gifts (and amounts?)
- Press Release?

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Taber & District
HOUSING FOUNDATION

CLEARVIEW LODGE MODERNIZATION



EXCITING IMPROVEMENTS UNDERWAY

Expanding and Renewing Our Senior Living Community

Enhancing comfort, accessibility, and care while preserving the place our residents call home.



ALVIN REINHARD FRITZ
ARCHITECTURE
INC.



denizen



DOUGLAS J. BERGEM
& ASSOCIATES LTD.



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Nurse call System Update

At July 23, 2026

On July 9, ProComm representatives toured Clearview Lodge and inspected the data room for the upcoming installation. They were able to extract all of the data from the SARA server/software and then install the configuration into the new Poltys server.

The installation of the new Poltys equipment is scheduled for August 17 – 19, 2026.

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PROPOSED

Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21/10; Oct 7/11, Jun 22/18, July 23, 2026
Department: Lodge & Social Housing	Policy Number: P - 23

EMPLOYEE CLASSIFICATIONS - (Out of Scope)

It is the intent of Taber and District Housing Foundation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. The following classifications apply to Out of Scope Employees who are on the Taber and District Housing Foundation payroll.

Each employee will belong to one of the following employment categories:

EMPLOYEE TYPE	
MANAGEMENT or SUPERVISORY	- Hours per week are determined by the Board or the CAO. - Does not receive overtime pay. - Entitled to receive one (1) weeks additional vacation in lieu of overtime pay. - Not required to record their hours of work, however work & all paid time off are recorded for administrative purposes on a time sheet submitted monthly each pay period. - Is eligible for benefits. Company pays 100% (except STD and LTD) - Is eligible to five (5) personal days as per policy. - Entitled to annual vacation. - Salaried.
FULL-TIME REGULAR (With Benefits)	- Works at 35 – 40 hours per week. - Is eligible for benefits. Company pays 100% (except STD and LTD) - Is eligible to five (5) personal days as per policy. - Entitled to annual vacation. - Is required to record his/her hours of work, time off, etc. - Overtime hours paid at time and a half (or offered time in lieu in the current pay period). - Salaried.
PART-TIME REGULAR (With Benefits)	- Those who work at least scheduled 20 hours per week (Averaged over a month). - Is eligible for benefits. Company pays 100% (except STD and LTD) - Is eligible to three (3) personal days as per policy. - Vacation pay is earned and accrued. Vacation time with pay shall be payable at the time vacation is taken. Vacation time shall be on prorated basis of vacation time earned by full-time employees. - Entitled to sick leave credits on a prorated basis earned by Regular Full-time employees. - Extra hours & overtime hours shall be paid at time and a half (or offered time in lieu in the current pay period). - Paid by the hour.
PART-TIME (Without Benefits)	- Those who work less than 20 hours per week (work irregularly, 'on-call' basis, or regularly but less than 20 hours each week). - Not eligible for benefits. - Entitled to vacation pay, paid each pay period and to time off without pay as vacation time on a prorated basis of vacation time earned by Full Time Employees. - Paid by the hour.



TABER & DISTRICT HOUSING

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

Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21/10; Oct 7/11, Jun 22/18, July 23, 2026
Department: Lodge & Social Housing	Policy Number: P - 23

TEMPORARY or SEASONAL	• Those who are hired for a specified period of time, regardless of the number of hours worked. • Not eligible for benefits. • An existing employee who was not receiving benefits prior to the temporary position will not be eligible to receive benefits. • An existing employee who is receiving benefits prior to the temporary position will continue to receive benefits. • Entitled to vacation pay. • Paid by the hour or salaried depending on the position.
CASUAL	• Those who work irregularly or an 'on-call' basis. • Is not eligible for benefits. • Entitled to vacation pay, paid each pay period. • Paid by the hour or on an on-call basis as agreed to by the employer.
CHANGE IN CATEGORY	• Temporary, seasonal and casual employees who become full-time or regular part-time employees will become eligible for benefits upon completion of the applicable waiting periods. • Full-time and regular part-time employees who are the successful applicant of a temporary position shall revert back to their former position upon the completion of the temporary position and shall maintain the benefit eligibility they had as a permanent employee during the duration of the temporary position.

Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21/10; Oct 7/11, Jun 22, 2018
Department: Lodge & Social Housing	Policy Number: P - 23

EMPLOYEE CLASSIFICATIONS - (Out of Scope)

It is the intent of Taber and District Housing Foundation to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. The following classifications apply to Out of Scope Employees who are on the Taber and District Housing Foundation payroll.

Each employee will belong to one of the following employment categories:

EMPLOYEE TYPE	
MANAGEMENT or SUPERVISORY	- Hours per week are determined by the Board or the CAO. - Does not receive overtime pay. - Entitled to receive one (1) weeks additional vacation in lieu of overtime pay. - Not required to record their hours of work, however work & all paid time off are recorded for administrative purposes on a time sheet submitted monthly each pay period. - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Entitled to annual vacation. - Salaried.
FULL-TIME REGULAR	- Works at 35 – 40 hours per week. - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Entitled to annual vacation. - Is required to record his/her hours of work, time off, etc. - Overtime hours paid at time and a half. - Salaried.
PART-TIME REGULAR (With Benefits)	- Those who work at least scheduled 20 hours per week (Averaged over a month). - Is eligible for benefits. Company pays for 100% (except LTD) - Is eligible to two personal days as per policy. - Vacation pay is earned and accrued. Vacation time with pay shall be payable at the time vacation is taken. Vacation time shall be on prorated basis of vacation time earned by full-time employees. - Entitled to sick leave credits on a prorated basis earned by Regular Full-time employees. - Extra hours & overtime hours shall be paid at time and a half. - Paid by the hour.
PART-TIME (Without Benefits)	- Those who work less than 20 hours per week (work irregularly, 'on-call' basis, or regularly but less than 20 hours each week). - Not eligible for benefits. - Entitled to vacation pay, paid each pay period and to time off without pay as vacation time on a prorated basis of vacation time earned by Full Time Employees. - Paid by the hour.
TEMPORARY or SEASONAL	- Those who are hired for a specified period of time, regardless of the number of hours worked. - Not eligible for benefits. - An existing employee who was not receiving benefits prior to the temporary position will not be eligible to receive benefits.

Section: Personnel Administration	Date Board Approved: Sept 25, 2008
Subject: Employee Classifications - (Out of Scope)	Revision Dates: July 21/10; Oct 7/11, Jun 22, 2018
Department: Lodge & Social Housing	Policy Number: P - 23

	• An existing employee who is receiving benefits prior to the temporary position will continue to receive benefits. • Entitled to vacation pay. • Paid by the hour or salaried depending on the position.
CASUAL	• Those who work irregularly or an 'on-call' basis. • Is not eligible for benefits. • Entitled to vacation pay, paid each pay period. • Paid by the hour or on an on call basis as agreed to by the employer.
CHANGE IN CATEGORY	• Temporary, seasonal and casual employees who become full-time or regular part-time employees will be come eligible for benefits upon completion of the applicable waiting periods. • Full-time and regular part-time employees who are the successful applicant of a temporary position shall revert back to their former position upon the completion of the temporary position and shall maintain the benefit eligibility they had as a permanent employee during the duration of the temporary position.



**Taber & District
HOUSING FOUNDATION**

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

PROPOSED

Section: Personnel Administration	Date Board Approved: July 21, 2010
Subject: POLICY: Personal Days	Revision Dates: Sept 30, 2016, Feb 27/20, July 23, 2026
Department: Lodge & Social Housing	Policy Number: P – 25

POLICY: Personal Days

Personal Days:

Full-time employees, upon prior request to the employer, may be granted up to **five (5) personal days** per calendar year with pay. Part-time employees, upon prior request to the employer, may be granted up to **three (3) personal day per** calendar year with pay.

Permission for such days is subject to operational requirements and will not be unreasonably withheld by the Employer. These days are not subject to be carried over from year to year, and shall be at the employee's regular rate of pay.

Eligibility:

Out of Scope: Permanent Full Time and Permanent Part Time Regular with Benefits (refer to P-23 Employee Classification). Probationary and Temporary or Seasonal Employees (as described above) are ineligible.

Union Employees: Permanent Full time and Permanent Part time employees are eligible for numbers of personal allotted in the CUPE Collective Bargaining Agreement. (For the agreement from 2026 to 2029 (Section 23.14), full-time CUPE staff are eligible for 3 personal days, while part-time CUPE staff are eligible for up to 2 days on a pro-rata basis of full-time equivalency).

Relief and Probationary Employees (as described in the CUPE Collective Agreement) are ineligible.

Permission for use of personal days is subject to:

- 1. Operational Requirements;*
- 2. Being booked one day at a time.*
- 3. Not being the day immediately preceding or following vacation leave.*



**Taber & District
HOUSING FOUNDATION**

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

CURRENT

Section: Personnel Administration	Date Board Approved: July 21, 2010
Subject: POLICY: Personal Days	Revision Dates: Sept 30, 2016, February 27, 2020
Department: Lodge & Social Housing	Policy Number: P – 25

POLICY: Personal Days

Personal Days:

Full-time employees, upon prior request to the employer, may be granted up to two (2) personal days per calendar year with pay. Part-time employees, upon prior request to the employer, may be granted up to one (1) personal day per calendar year with pay.

Permission for such days is subject to operational requirements and will not be unreasonably withheld by the Employer. These days are not subject to be carried over from year to year, and shall be at the employee's regular rate of pay.

Eligibility:

Out of Scope: Permanent Full Time and Permanent Part Time Regular with Benefits (refer to P-23 Employee Classification). Probationary Employees (as described above) are eligible.

Union Employees: Permanent Full time and Permanent Part time employees are eligible. Probationary Employees (as described above) are eligible.

Section:	Personnel Administration	Date Board Approved: December 5, 2002
Subject:	Recognition & Service – Staff, Volunteers & Board	Revision Dates: Mar 6/03; Jan 25/12, Jul 23, 2026
Department:	Lodge and Social Housing	Policy Number: P-3

4. ANNUAL RECOGNITION OF STAFF AND BOARD MEMBERS:

TDHF will organize an annual appreciation/recognition night for all staff and board members. TDHF will pay to host the event including any non-alcoholic beverages.

5. ANNUAL RECOGNITION OF VOLUNTEERS:

TDHF will recognize volunteers annually during Volunteer appreciation week. Taber and District housing will host an annual event in appreciation of their dedication.

6. OTHER RECOGNITION OF VOLUNTEERS:

The Clearview Lodge Resident Council will be able to (as per their own policy) pay for volunteer meals if they desire at a reduced rate and TDHF will only charge the Resident council 50% of the normal charge.

***Note:** CRA policy (on or after January 1, 2022) states that gift cards given for gifts, awards and long-service awards, a gift card (up to \$500) is considered non-taxable if **ALL** of the following conditions are met:*

- The gift card comes with money already on it and
- Can only be used to purchase goods or services from a single retailer or a group of retailers identified on the card, and
- The terms and conditions of the gift card clearly state that amounts loaded to the card cannot be converted to cash, and
- A log is kept to record gift card information containing **all of the following**:
 - name of the employee, and
 - date the gift card was provided to the employee, and
 - reason for providing the gift card (part of social event, gift or award), and
 - type of gift card, and
 - amount of gift card, and
 - name of the retailer



TABER & DISTRICT HOUSING

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

Section: Personnel Administration	Date Board Approved: December 5, 2002
Subject: Recognition & Service – Staff, Volunteers & Board	Revision Dates: Mar 6/03; Jan 25/12, Jul 23, 2026
Department: Lodge and Social Housing	Policy Number: P-3

1. POLICY OBJECTIVE:

To ensure all employees, volunteers and board members of Taber and District Housing Foundation (TDHF) are recognized for the valuable role they play to the organization.

2. YEAR of SERVICE AWARDS:

Years of Service >>	5	10	15	20	25
Full-time	\$100	\$200	\$300	\$400	\$500
Part-time/Casual	\$50	\$100	\$150	\$200	\$250

- Part-time/Casual – includes employees, board members and volunteers
- Awards will be presented to employees who are on payroll at the time of the annual Staff Appreciation event.
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$100 will be upon consultation of the individual.
- Years of service after twenty-five years the Board of Directors will determine an appropriate award.

3. RETIREMENT or SELF TERMINATION

Years of Service >>	5	10	15	20	25+
Full-time	\$100	\$250	\$450	\$700	\$1,000
Part-time/Casual	\$50	\$125	\$225	\$350	\$500

- Part-time/Casual – includes employees, board members and volunteers
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$100 will be upon consultation of the individual.
- If the anniversary and retirement fall in the same year only the retirement award will be presented.



Section:	Personnel Administration	Date Board Approved: December 5, 2002
Subject:	Recognition & Service – Staff, Volunteers & Board	Revision Dates: Mar 6, 2003; Jan 25, 2012
Department:	Lodge and Social Housing	Policy Number: P-3

1. POLICY OBJECTIVE:

To ensure all employees, volunteers and board members of Taber and District Housing Foundation are recognized for the valuable role they play to the organization.

2. YEAR of SERVICE AWARDS:

Years of Service >>	5	10	15	20	25
Full-time	\$50	\$100	\$150	\$200	\$300
Part-time	\$25	\$50	\$75	\$100	\$150

- Part-time – includes employees, board members and volunteers
- Awards will be presented to employees who are on payroll at the time of the annual supper.
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$50 will be upon consultation of the individual.
- Years of service after twenty-five years the board of directors will determine an appropriate award.

3. RETIREMENT or SELF TERMINATION

Years of Service >>	5	10	15	20	25
Full-time	\$50	\$100	\$200	\$500	\$750
Part-time	\$25	\$50	\$100	\$250	\$375

- Part-time – includes employees, board members and volunteers
- A certificate or letter from the Board will be presented along with the gift.
- Gifts over \$50 will be upon consultation of the individual.
- If the anniversary and retirement fall in the same year only the retirement award will be presented.

4. ANNUAL RECOGNITION OF STAFF AND BOARD MEMBERS:

Taber and District Housing Foundation will organize an annual appreciation/recognition night for all staff and board members. Taber and District Housing will pay to host the event excluding any beverages beyond coffee/tea and guests.



Section:	Personnel Administration	Date Board Approved: December 5, 2002
Subject:	Recognition & Service – Staff, Volunteers & Board	Revision Dates: Mar 6, 2003; Jan 25, 2012
Department:	Lodge and Social Housing	Policy Number: P-3

5. ANNUAL RECOGNITION OF VOLUNTEERS:

Taber and District Housing will recognize volunteers annually during Volunteer appreciation week. Taber and District housing will host an afternoon tea in appreciation of their dedication.

6. OTHER RECOGNITION OF VOLUNTEERS:

The Clearview Lodge Resident Council will be able to (as per their own policy) pay for volunteer meals if they desire at a reduced rate and TDH will only charge the Resident council 50% of the normal charge.

Note: CCRA policy states that “gift” cannot be cash or near-cash gifts or awards. A near-cash item could be a gift certificate, gold nuggets, securities, stocks, or any other item that can be easily converted to cash.

Weekly Report (Social Housing)

7/16/2026

	Senior Self Contained
New Applicants	0
Move In's	0
Move Outs	0
Wait List	22
Vacant Units	4

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)	108 Empty/Move in July 30
Homestead Manor Phase 12 (52050)	Full
Pioneer Place Phase 13 (52060)	#128 Empty/Hold for CLV #111 Empty/Ready to Rent
Prairie Rose Manor Phase 31 (52100)	#7 Empty/Move in July 29
Bountiful House Phase 21 (52070)	#6 Empty/Showing July 24
Sunshine Manor Phase 41 (52130)	Full

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

New Tenants (Move In's)

Community			
Tenant Name	Move In Date	Unit Number	Phase Number
Katharina Wall	13-Jul-26	17	52000

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/Move in July 29

	Rent Assistance Benefit
New Applicants	0
New to program this month	2
Left program this month	0
Waitlist/Processing	3
People on Program	52

RAB

Tenant Name	Designation number	Effective Date	
Katharina	85-2026	8/1/2026	
Amanda	86-2026	8/1/2026	
Sky	54-2026	7/1/2026	New
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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July 21, 2026

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

Dear Mr. Janzen:

Thank you for submitting your 2027-2028 business plan update and appendices for your Housing Management Body.

As outlined in the spring Hi with Phil which referenced the relevant guidelines and appendices, these submissions help ensure we remain informed about your community's specific housing needs, the operational pressures you face, and capital requirements for both maintaining the current portfolio and potential new development in the future.

This information equips senior management with the necessary context to explore options and develop business cases, should a request for additional funding be pursued with Alberta Treasury Board and Finance. It further informs decisions aligned with *Stronger Foundations: Alberta's 10-Year Strategy to Improve and Expand Affordable Housing*.

Thank you for the time and effort invested in your updated submission. If further information or clarification is needed, ministry staff will reach out to you directly.

For any questions, please contact me at 310-0000, then 403-297-5717, or via the HA email address.

Yours truly,

shahid karamat

Housing Advisor