

COURT FILE NUMBER	2003 04652
COURT	COURT OF KING'S BENCH OF ALBERTA
JUDICIAL CENTRE	EDMONTON
PLAINTIFF	THE TORONTO DOMINION BANK
DEFENDANTS	A.B.C. AFTERSCHOOL LTD., ANN'S DAY CARE LTD., ROBERT JOSEPH LAVOY, ANN LAVOY, AND COREY ROBERT LAVOY
DOCUMENT	<b>SECOND REPORT TO THE COURT OF MNP LTD. IN ITS CAPACITY AS RECEIVER OF A.B.C. AFTERSCHOOL LTD. DATED APRIL 17, 2023</b>
ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT	Duncan Craig LLP 2800 Scotia Place 10060 Jasper Ave Edmonton, AB T5J 2V9 Attention: Ryan Quinlan Telephone: (780) 441-4336 Facsimile: (780) 428-9683 Solicitors for the Receiver, MNP Ltd.

### **Introduction and Purpose of the Report**

1. MNP Ltd. was appointed Receiver of A.B.C. Afterschool Ltd. ("**ABC**" or the "**Company**") pursuant to an order dated May 14<sup>th</sup>, 2020 (the "**Receivership Order**") of the Honourable Justice J.S. Little of the Court of Queen's Bench of Alberta (the "**Court**").
2. ABC primarily owns or owned two commercial real estate properties located in Fort Saskatchewan, Alberta. Ann's Daycare Ltd. ("**Ann's Daycare**"), a company owned by related parties, previously operated day care services from both commercial spaces.
3. In accordance with a March 10, 2020, Alberta Corporate Registry Search, the principal Shareholders and Directors of ABC are Ann Lavoy, Robert Lavoy and Corey Lavoy (each holding 33.3% of the voting shares).
4. This is the Receiver's Second Report to Court (the "**Second Report**") which should be read in conjunction with the Receiver's First Report to Court dated October 9, 2020 (the "**First Report**"). The purpose of the Second Report is to advise and seek approvals of the Court with respect to the following:
  - the activities of the Receiver since the First Report;
  - marketing efforts and proposed sale of real property;
  - Interim Statement of Receipts and Disbursements;
  - professional fees;
  - proposed distribution;

- revival of the corporate entity; and,
  - discharge of the Receiver.
5. In preparing the Second Report and making comments herein, the Receiver has been provided with, and has relied upon, certain unaudited, draft and/or internal financial information of the Company, the Company's books and records, and information from other third-party sources (collectively, the "**Information**"). The Receiver has not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the Information in a manner that would wholly or partially comply with generally accepted assurance standards or other standards established by the Chartered Professional Accountants of Canada.
6. Materials with respect to this proceeding can be found on the Receiver's website at <https://mnpdebt.ca/en/corporate/corporate-engagements/abc-afterschool-ltd>

### **Activities of the Receiver**

7. Since the First Report, the Receiver has undertaken and maintained the following non-exhaustive list of activities:
- Completed the sale of the property located at 9811 -101 Street (the "**101 Street Property**");
  - Completed court-approved interim distributions from the proceeds of the sale of the 101 Street Property,
  - Maintained insurance, utilities and maintenance activities on the property located at 9818 – 102 Street (the "**102 Street Property**");
  - Continued to market the 102 Street Property for sale through the Receiver's listing agent; and,
  - Maintained statutory filings.

### **Marketing and Sale of Real Property**

8. As noted in the First Report, the Receiver entered into a listing agreement on June 29, 2020, with NAI Commercial Real Estate ("**NAI**") for the 102 Street Property after circulating a request for listing proposals to three commercial realtors in Edmonton.
9. The Receiver also commissioned an appraisal of the 102 Street Property from Harrison Bowker Valuations Group on June 23, 2020 (the "**Harrison Bowker Appraisal**"). Specific details with respect to the appraised values arising from the Harrison Bowker Appraisal are described in the Confidential Addendum to the Receiver's Second Report (the "**Confidential Addendum**").
10. NAI advertised the 102 Street Property for sale through each of Realtor.ca, CoStar, LoopNet, Spacelist, NAI Edmonton and NAI Global websites and all known commercial realtors in the Edmonton, Fort Saskatchewan and surrounding areas. Signage was installed at the 102 Street Property and marketing brochures with virtual tour capabilities were made available to all prospective purchasers.
11. The 102 Street Property has been actively and publicly listed for sale since July 2020 for a total period of nearly 33 months (the "**Listing Period**"). In that time, the Receiver, in conjunction with and on the advice of NAI, has made consistent price reductions given the lack of market activity in the Fort Saskatchewan real estate market and lack of offers to purchase received in respect of the 102 Street Property.

12. The original listing price for the 102 Street Property was \$1,999,000, which has been periodically reduced over the Listing Period to its current public listing price of \$999,000.
13. NAI provided detailed market information which sets out that the market for other comparable properties remains very stagnant within the Fort Saskatchewan area. A total of 7 office and retail properties in the Fort Saskatchewan market have sold since January 2021. Only 1 of the total 7 sales was remotely comparable to the 102 Street Property, this being the 101 Street Property which was sold by this Receiver in these proceedings previously.
14. Throughout the whole of the Listing Period, the Receiver was presented with a total of four offers to purchase:
  - November 26, 2021 – offer to purchase which was ultimately rescinded by the purchaser as the tenant to whom they were intending on leasing the subject property could not secure required government funding;
  - March 21, 2022 – offer to purchase which was outright declined by the Receiver given the deviation from listing price;
  - November 25, 2022 – offer to purchase which was countered by the Receiver with no further response from the purchaser; and,
  - January 19, 2022- offer to purchase from Fort Saskatchewan Childcare Clinic, terms of which were ultimately negotiated and agreed to by the parties (the “**FSCC Offer**”).
15. Details regarding the proposed purchase price of the FSCC Offer as well as all other previously received offers are disclosed in the Confidential Addendum.
16. The FSCC Offer originally presented was conditional on financing and due diligence terms. The conditions were satisfied and a notice of waiver of conditions was provided to the Receiver on March 31, 2023.
17. In addition to the reasons set out in the Confidential Addendum, the Receiver recommends acceptance of the FSCC Offer for the following reasons:
  - The 102 Street Property was exposed to the open market through an experienced, professional commercial realtor;
  - The 102 Street Property was marketed for a significant period;
  - The sale process run was lengthy, fair and transparent to all potential purchasers;
  - TD bank, the senior secured lender, supports the sale;
  - This is best offer received to date, which as not rescinded by a potential purchaser;
  - The Receiver engaged in a counteroffer process more particularly detailed the Confidential Addendum to ensure that the highest price possible was obtained from the purchaser;
  - All conditions on the FSCC Offer, subject to Court approval, have been satisfied.
  - the purchaser is arm's length to the Company and its related parties;
  - the Receiver is of the opinion that closing the FSCC Offer is in the best interests of the parties;
  - the Receiver is of the opinion that further marketing of the 102 Street Property will not result in a better offer being received for them, especially since there is uncertainty in the real estate market due to the economic conditions in Alberta and the lingering effect of the COVID-19 pandemic; and
  - closing the FSCC Offer will eliminate go-forward holding costs, such as further property taxes and insurance.

### **Interim Statement of Receipts and Disbursements**

18. Attached as **Schedule "A"** is a copy of the Receiver's Interim Statement of Receipts and Disbursements dated April 11, 2023. The Receiver is currently holding a sum of \$40,290.03 in its trust account.

### **Professional Fees**

19. Attached as **Schedule "B"** is an Affidavit of Karen Aylward which sets out the fees and disbursements of the Receiver (prior GST) totalling \$172,715.80 as of April 11, 2023. In the Receiver's opinion, the time and disbursements incurred by the Receiver in the course of its duties are fair and reasonable in the circumstances.
20. The fees and disbursements of the Receiver's counsel billed to February 21, 2021, totals \$13,153.56 (inclusive of GST). A summary of the fees and disbursements of the Receiver's counsel is attached as **Schedule "C"**. The Receiver's legal counsel has not issued an invoice since February 25, 2021 but has incurred modest unbilled fees and disbursements since February 21, 2021. The Receiver has reviewed the fees and disbursements of its legal counsel and is of the opinion that they are fair and reasonable in the circumstances. Subject to matters of solicitor and client privilege, the accounts of the Receiver's counsel can be made available should an interested party request to review them.
21. In addition to the amounts set out above, the Receiver anticipates further professional fees (related to both the Receiver and the Receiver's counsel) in the sum of \$30,000. This would include finalizing the sale, completing the proposed distributions, obtaining the GST Refund (defined below), completing the final administrative tasks and filing the final Affidavit with the Court.

### **Proposed Final Distributions**

22. As set out in the First Report, TD Bank holds valid and enforceable first position security over the assets and undertaking of ABC. The current balance owed to TD Bank as of April 13, 2023, is as follows:
- A sum of \$160,143 related to the balance owed pursuant to Receiver's borrowings certificates; and
  - A sum of \$2,090,038 related to the principal debt of the Company.
23. Based on the anticipated sales proceeds from the FSCC Offer, TD Bank will remain in a significant shortfall position even after the distributions proposed herein have been completed.
24. The sales proceeds anticipated to be received upon closing the FSCC Offer will be insufficient to satisfy the principal debt of TD Bank, and as such, there will be no distribution to any other creditor of ABC.
25. Once the FSCC sale has closed, the Receiver is recommending the following distributions:
- a sum of \$160,143 (plus interest, if applicable) payable to TD Bank with respect to the repayment of the Receiver's borrowings;
  - commission payable to NAI at the agreed upon rate of 3% of the gross purchase price (plus GST);
  - A holdback for final fees and disbursements (including the current accrued and projected final fees and disbursements of the Receiver and its counsel) as well as direct disbursements (insurance, utilities, etc.) in the sum of \$85,000; and,

- A balance of funds to be distributed to TD Bank, pursuant to their mortgage security in respect of the 102 Street Property, for all remaining proceeds in the receivership estate, including any sums collected by the receiver for miscellaneous refunds received following court approval.

26. Upon payment of the recommended distributions set out in paragraph 24 above, the balance of funds remaining in the Receiver's account, including but not limited to, the collection of the GST Refund (defined below) or any other miscellaneous refunds or amounts recovered shall additionally be remitted to TD Bank with a final accounting of same.

### **Revival of the Corporate Entity**

27. It has recently come to the Receiver's attention that the corporate entity, ABC Afterschool Ltd., has become struck at the corporate registry for failure to file annual returns.
28. The Receiver is in the process of filing the returns for acceptance by the corporate registry for the purposes of reviving the corporate entity.
29. The Receiver has maintained the statutory filings with Canada Revenue Agency ("CRA") through the course of the receivership. Currently, the receivership estate is owed an estimated sum of \$25,000 in relation to GST input tax credits claimed by the receivership estate (the "GST Refund"). The CRA has notified the Receiver that the GST Refund has been held on the basis that the corporate entity has been struck. It is the Receiver's understanding that once ABC is revived that CRA shall pay over the GST Refund to the Receiver.
30. The sole purpose of reviving the corporate entity is to allow CRA to release the GST Refund. The Receiver is hereby requesting that the Court grant an order directing the corporation to be revived if the corporate annual returns are not accepted, for any reason, by the corporate registry office.

### **Discharge of Receiver**

31. Upon closing the sale in accordance with the FSCC Offer, the Receiver will have liquidated all known and realizable assets of the Company, and, subject to obtaining the GST Refund, making the proposed final distribution and the completion of other small administrative tasks, the Receiver believes that the administration of the Estate will be complete.
32. After closing the sale in accordance with the FSCC Offer, obtaining the GST Refund and completing the proposed final distribution as outlined herein and the other small administrative tasks, the Receiver proposes to file an Affidavit with the Court confirming the amounts distributed, along with its report pursuant to Section 246(3) of the BIA, RSC 1985, c B-3 with the Office of the Superintendent of Bankruptcy confirming that all monies have been distributed, and the estate fully administered. The Receiver seeks an order of the Court declaring that its discharge will become effective as of the date of filing the Affidavit referenced herein, without a requirement for a further order of the Court.
33. Upon being granted a discharge, the Receiver is also seeking approval to provide the directors the Group of Companies with 30 days notice to retrieve the Company's books and records in the Receiver's possession (the "Records"), failing which the Receiver will facilitate the destruction of the books and records of the Company.

### **Conclusion**

34. Based on the foregoing, the Receiver respectfully requests that the Court grant the following orders:

- a) Deeming service of notice of this Application and all materials in support to be good and sufficient and abridging the time for service to the time actually given;
- b) Approving the activities of the Receiver and the sales process as described in the Second Report;
- c) Acceptance of the FSCC Offer as described in the Second Report and the Confidential Addendum;
- d) Temporarily sealing the Confidential Addendum attached to this Second Report;
- e) Approving the fees and disbursements of the Receiver and the fees and disbursements of the Receiver's counsel;
- f) Approving the proposed final distributions and holdbacks;
- g) Directing the Alberta corporate registry office to revive the corporate entity, ABC Afterschool Ltd.,
- h) Granting approval to provide 30 days' notice to repossess books and records of the Company as set out in paragraph 32; and,
- i) Granting the discharge of the Receiver upon completion of the tasks set out in paragraphs 30 to 32.

All of which is respectfully submitted this 17<sup>th</sup> day of April 2023.

**MNP Ltd.**

In its capacity as Receiver-Manager of

**A.B.C. Afterschool Ltd.**

And not in its personal capacity



Karen Aylward, CIRP, Licensed Insolvency Trustee  
Vice President

# SCHEDULE "A"

**A.B.C Afterschool Ltd.**  
**Interim Statement of Receipts and Disbursements**  
**For the period May 14, 2020 to April 11, 2023**

	<b>May 14, 2020 to June 30, 2022</b>	<b>Variance</b>	<b>May 14, 2020 to April 11, 2023</b>
<b>RECEIPTS:</b>			
Borrowing under Receiver's Certificates	200,000.00	65,000.00	265,000.00
Sale of Assets	830,963.91	30,000.00	860,963.91
Miscellaneous	3,100.00	-	3,100.00
Interest Allocation	11.87	359.16	371.03
<b>TOTAL RECEIPTS:</b>	<b>1,034,075.78</b>	<b>95,359.16</b>	<b>1,129,434.94</b>
<b>DISBURSEMENTS:</b>			
Filing fees paid to Official Receiver	70.00	-	70.00
Security	210.00	-	210.00
Legal Fees	12,536.19	-	12,536.19
Receiver Fees	109,604.35	30,000.00	139,604.35
GST charged on Receiver's remuneration	5,480.22	1,500.00	6,980.22
GST paid on disbursements exclusive of fees	1,037.40	531.50	1,568.90
GST on Legal Fees	617.17	-	617.17
Change of Locks	838.85	-	838.85
Utilities	22,472.96	9,334.84	31,807.80
Insurance	52,522.57	22,743.00	75,265.57
Operating Expenses	12,999.63	3,499.80	16,499.43
Appraisal Fees	5,830.00	-	5,830.00
Property Taxes	116,595.88	19,251.11	135,846.99
Disbursements from sale			
Realtor Commission	26,145.00	-	26,145.00
Repayment on Receiver's Certificate	130,324.44	-	130,324.44
Payment to TD Bank	505,000.00	-	505,000.00
<b>TOTAL DISBURSEMENTS:</b>	<b>1,002,284.66</b>	<b>86,860.25</b>	<b>1,089,144.91</b>
<b>Excess of Receipts over Disbursements</b>	<b>31,791.12</b>	<b>8,498.91</b>	<b>40,290.03</b>



# SCHEDULE "B"

COURT FILE NUMBER 2003 04652

COURT COURT OF KING'S BENCH OF ALBERTA

JUDICIAL CENTRE EDMONTON

PLAINTIFF THE TORONTO DOMINION BANK

DEFENDANTS A.B.C. AFTERSCHOOL LTD., ANN'S DAY CARE LTD., ROBERT JOSEPH LAVOY, ANN LAVOY, AND COREY ROBERT LAVOY

DOCUMENT **AFFIDAVIT OF KAREN AYLWARD DATED April 17, 2023**

ADDRESS FOR SERVICE AND CONTACT INFORMATION OF PARTY FILING THIS DOCUMENT Duncan Craig LLP  
2800 Scotia Place  
10060 Jasper Ave  
Edmonton, AB T5J 2V9  
Attention: Ryan Quinlan  
Telephone: (780) 441-4336  
Facsimile: (780) 428-9683  
Solicitors for the Receiver, MNP Ltd.

**AFFIDAVIT OF KAREN AYLWARD  
Sworn April 17, 2023**

I, Karen Aylward, of the City of Edmonton, in the Province of Alberta, Insolvency Practitioner, MAKE OATH AND SAY THAT:

- 1) I am a vice-president of MNP Ltd. and a Licensed Insolvency Trustee and have been handling the day-to-day administrative work in relation to this engagement and as such, have personal knowledge of the matters herein deposed to except where stated to be based on information and belief in which case I do verily believe same to be true.
- 2) The Receiver's detailed billing covering the period May 14, 2020, to April 13, 2023, is attached as Exhibit "A" to this Affidavit. With regards to the detailed billing:
  - a) In relation to fees, the rates and charges applied are the normal rates and charges of personnel employed by MNP Ltd. The rates and ranges for the period of engagement are as follows:

i)

<b>CLASSIFICATION</b>	<b>HOURLY RATE (\$)</b>
Administrative Staff	205 - 231
Analysts and Consultants	231 - 381
Managers	381 - 525
Partners	625 - 725

- b) Actual out-of-pocket disbursements referred to in Exhibit "A" to this Affidavit total \$1,913.60 and represent disbursements paid to third parties.

c) Actual out of pocket disbursements does not include amounts paid by the Receiver for travel and postage totals \$6,258.20.

3) I make this Affidavit in support of the Receiver's application for approval of its fees.

SWORN BEFORE ME at the City of )  
Edmonton, in the Province of Alberta )  
This 17<sup>th</sup> day of April, 2023 )




\_\_\_\_\_)  
A Commissioner of Oaths in and for )  
The Province of Alberta )



\_\_\_\_\_)  
Karen Aylward

This is Exhibit "A" to the Affidavit of  
Karen Aylward, sworn before me on this  
17th day of April, 2023

  
Eric Sirrs, Commissioner of Oaths for the  
Province of Alberta

**In the Matter of the Receivership of ABC Afterschool Ltd.  
Receiver's Fees and Disbursements as at April 13, 2023**

**FEE SUMMARY**

Angela DeWolfe	148.30	30,779.60
Carolina Bautista	0.20	67.60
Comfort Uche	19.10	3,964.60
Eric Sirrs	11.30	7,436.00
Isobel smith	2.90	594.50
Karen Aylward	89.10	42,524.00
Kim Drever	1.50	900.00
Lauren Ross	0.25	48.50
Maha Shah	122.40	26,131.40
Megan Schafer	0.20	27.80
Nicholas Talarico	1.00	455.00
Rebecca Namiiro	0.20	39.50
Reina Patel	269.10	51,351.50
Sandra Landry	0.40	224.00
	<b>665.95</b>	<b>164,544.00</b>

**TOTAL FEES Total Hours**

**665.95**

**164,544.00**

**DISBURSEMENT SUMMARY**

Travel		6,258.20
Waste Removal		1,913.60
		<b>8,171.80</b>

**TOTAL FEES AND DISBURSEMENTS**

172,715.80

Less Interim Billings

(139,604.35)

**NET FEES AND DISBURSEMENTS**

**33,111.45**

Date	Description	Units	Amount	Notes
14-May-2020	Karen Aylward	4.50	2,025.00	prep work/lengthy call with director/attend to location and meet with director and take possession/change locks/discuss next steps
14-May-2020	Maha Shah	2.00	402.00	Site visit
15-May-2020	Karen Aylward	1.80	810.00	email to Corey re: books and records required /call with Corey re: next steps/email update to TD/instructions re: security /correspondence with insurer
15-May-2020	Maha Shah	0.30	60.30	Phone call with Price's Alarms to add MNP to call list for security system. Emailed a copy of the court order.
19-May-2020	Karen Aylward	0.80	360.00	email from and call with cooperators/email re: site cleanup/email re: RFP for commercial realtors /review application materials/email to Dentons re: valuation docs/emails with MS re: property tax inquiry/
19-May-2020	Reina Patel	0.20	35.40	Open up bank account.
19-May-2020	Maha Shah	0.20	40.20	Uploaded pictures from site visit to k-drive.
20-May-2020	Karen Aylward	0.80	360.00	email to C Lavoe./email to RA re: banking/review and respond to email from counsel/save notes and detail from initial meeting/email to MS re site visit/email to MS re: RFP data/email re: new appraisal services
20-May-2020	Maha Shah	0.50	100.50	Called garbage disposal companies to set an appointment for garage garbage removal.
21-May-2020	Karen Aylward	1.40	630.00	email exchange with C Lavoe/Email re: setting up new utility accounts/email to appraisal company for quote/correspondence with appraiser/review EL and request amendments/execute and return engagement letter/meeting with MS re: appraisal appt and site clean up/
21-May-2020	Maha Shah	0.10	20.10	Emailed Fort Sask finance department to request statement of account for property taxes.
21-May-2020	Maha Shah	0.10	20.10	Email correspondence with Corey to schedule time to clean out daycare garage
21-May-2020	Maha Shah	0.20	40.20	Email correspondence with Sherri Abraham from Prices Alarm to discuss outstanding account balance
21-May-2020	Maha Shah	0.30	60.30	Left city of fort Saskatchewan a voicemail and sent an email to get details on outstanding property taxes.
22-May-2020	Karen Aylward	0.70	315.00	review status of file, prepare update for TD/review and provide comments on RFP
22-May-2020	Maha Shah	1.00	201.00	Contacted utility companies to request new accounts to be opened.
22-May-2020	Maha Shah	1.50	301.50	Drafted RFP for realtors
25-May-2020	Eric Sirrs	0.20	107.00	Meet with staff re notice
25-May-2020	Karen Aylward	1.00	450.00	Draft and execute notice and statement. /meeting with and emails to MS re: RFP
25-May-2020	Reina Patel	0.20	35.40	Set up bank account.
25-May-2020	Reina Patel	0.50	88.50	Enter file in Ascend.
25-May-2020	Maha Shah	0.20	40.20	Made changes to RFP and emailed to commercial realtors
26-May-2020	Karen Aylward	0.20	90.00	provide directions to set up website
26-May-2020	Reina Patel	0.20	35.40	Pull updated PPR and Corporate Search.
26-May-2020	Reina Patel	0.20	35.40	Cover letter for OSB and fax over N&S.
26-May-2020	Reina Patel	0.40	70.80	Set up website.
26-May-2020	Reina Patel	0.50	88.50	Print off N&S for creditors, go to Canada Post to mail out.
27-May-2020	Maha Shah	8.50	1,708.50	Site visit with Corey to clean up garage.
29-May-2020	Karen Aylward	0.20	90.00	email from/to NAI Commercial
29-May-2020	Maha Shah	0.30	60.30	Phone call and email correspondence with Michael (NAI) to schedule a site visit.
29-May-2020	Maha Shah	0.30	60.30	Phone call with city of fort Sask to request details related to property taxes outstanding
01-Jun-2020	Karen Aylward	0.60	270.00	review PT info/email re: utilities and borrowing cert/prepare borrowing amounts and receiver's certificate/email to insurer
01-Jun-2020	Maha Shah	0.20	40.20	Prepared keyholder agreement and emailed to Corey,
01-Jun-2020	Maha Shah	2.50	515.00	Picked up keys from Karen. Meeting with Michael Parson at daycare.
01-Jun-2020	Maha Shah	0.20	41.20	Calculated monthly average cost for utilities and emailed to Karen. Reviewed City of Fort Sask website and emailed details related to late penalties to Karen.
02-Jun-2020	Karen Aylward	0.40	184.00	email to TD bank re: receivers borrowing request and file update
02-Jun-2020	Reina Patel	0.10	18.10	Pull incoming wire information.
03-Jun-2020	Karen Aylward	0.20	92.00	email to TD with wire details/follow up on security company
03-Jun-2020	Maha Shah	0.10	20.60	Email correspondence with Price's Alarm to confirm account details.
04-Jun-2020	Karen Aylward	0.20	92.00	Email from/to TD/discussion with MS re: property taxes
04-Jun-2020	Maha Shah	0.10	20.60	Emailed Price's alarm regarding outstanding invoices
04-Jun-2020	Maha Shah	2.10	432.60	Daycare site visit
08-Jun-2020	Karen Aylward	0.70	322.00	follow up MS re: proposals to list/follow up on appraisal status/email to Corey Lavoe
08-Jun-2020	Maha Shah	0.10	20.60	Email correspondence with Sarah Henderson regarding listing proposal.
08-Jun-2020	Maha Shah	0.10	20.60	Saved listing proposals form NAI, CBRE and MacMillan group to Kdrive
08-Jun-2020	Maha Shah	0.20	41.20	Phone call with Scott MacMillan to discuss request for listing proposal
08-Jun-2020	Maha Shah	1.70	350.20	Created summary for listing proposals and emailed to Karen.
09-Jun-2020	Karen Aylward	1.00	460.00	emails from/to C Lavoy/review and request additional info on listing proposals/review listing proposals and draft email to TD/
09-Jun-2020	Reina Patel	0.10	18.10	Issue cheque.
09-Jun-2020	Maha Shah	0.20	41.20	Email correspondence with Karen and Michael Parson regarding proposal submitted by NAI
09-Jun-2020	Maha Shah	0.20	41.20	Phone call with 310-Dump to request invoice for May 27th job
09-Jun-2020	Maha Shah	0.50	103.00	Phone call Jennifer O'Halloran regarding spare key. Prepared and emailed Keyholder agreement.
09-Jun-2020	Maha Shah	2.00	412.00	Site visit
10-Jun-2020	Karen Aylward	0.20	92.00	review and respond to email from appraiser/review property tax issue

Date	Description	Units	Amount	Notes
11-Jun-2020	Maha Shah	2.50	515.00	Site visit to meet appraiser
12-Jun-2020	Maha Shah	0.10	20.60	Email correspondence with City of fort Sask
15-Jun-2020	Carolina Bautista	0.10	33.80	print cheque
15-Jun-2020	Karen Aylward	0.40	184.00	multiple emails with C Lavoy
16-Jun-2020	Karen Aylward	0.80	368.00	email exchange with C Lavoy/email from-to Appraiser/review and respond to emails from city of Fort Sask/review and respond to counsel
19-Jun-2020	Karen Aylward	0.20	92.00	email from appraiser/ email to TD
19-Jun-2020	Maha Shah	2.00	412.00	Site Visit
22-Jun-2020	Maha Shah	2.00	412.00	
23-Jun-2020	Karen Aylward	0.50	230.00	email exchange with appraiser/review appraisals and draft email update re: recommendation on listing agent
24-Jun-2020	Maha Shah	0.20	41.20	Email correspondence with Sarah Henderson regarding listing proposal
25-Jun-2020	Karen Aylward	0.20	92.00	email to Corey Lavoy
25-Jun-2020	Maha Shah	2.00	412.00	Site visit
26-Jun-2020	Karen Aylward	0.30	138.00	email from/to TD/Email to NAI/follow up on maintenance issue
26-Jun-2020	Reina Patel	0.20	36.20	Arrange furnace inspection.
26-Jun-2020	Maha Shah	0.20	41.20	Email correspondence with Realtors regarding status of listing proposals.
29-Jun-2020	Karen Aylward	0.60	276.00	call with NAI/review and execute listing agreement/review and approve invoice, email to MS re: HVAC system
29-Jun-2020	Maha Shah	0.10	20.60	Email correspondence with Luciana Gomez (Avison Young)
29-Jun-2020	Maha Shah	0.20	41.20	Email correspondence with Michael Parsons regarding keys and access to daycare
29-Jun-2020	Maha Shah	0.20	41.20	Phone call and email correspondence with PLS Security regarding invoice payment
29-Jun-2020	Maha Shah	3.00	618.00	Site visit to get furnace at 9811 101 St. checked.
30-Jun-2020	Karen Aylward	0.50	230.00	emails to/from counsel re: OTP document/review draft and provide comments/email to NAI
30-Jun-2020	Reina Patel	0.10	18.10	Issue Cheque.
30-Jun-2020	Reina Patel	0.10	18.10	Issue Cheque.
30-Jun-2020	Reina Patel	0.10	18.10	Issue Cheque.
02-Jul-2020	Karen Aylward	0.80	368.00	call with Michael re: listing, next steps and action items/email to director/email to R Quinlan/email to Maha Shah re: items to address for listing
02-Jul-2020	Rebecca Namiro	0.10	18.10	Bank Rec.
03-Jul-2020	Karen Aylward	1.00	460.00	call with NAI Commercial/review and approve listing brochures/email to TD Bank /review form of OTP and send to realtor for comment/ email exchange with NAI
06-Jul-2020	Karen Aylward	0.20	92.00	email re: maintenance issues
06-Jul-2020	Maha Shah	0.20	41.20	Email correspondence with Sarah Henderson regarding listing proposal
07-Jul-2020	Karen Aylward	0.20	92.00	email exchange with realtor
07-Jul-2020	Maha Shah	3.00	618.00	Site visit to meet Heartland for plumbing issues
08-Jul-2020	Eric Sirrs	0.20	126.00	Review and authorize payments.
08-Jul-2020	Karen Aylward	0.20	92.00	call with realtor
08-Jul-2020	Reina Patel	0.10	18.10	Issue cheque.
09-Jul-2020	Reina Patel	1.00	181.00	Site visit with Maha.
09-Jul-2020	Maha Shah	2.00	412.00	Site Visit with Reina
10-Jul-2020	Karen Aylward	0.50	230.00	emails and calls with C Lavoy/emails to and from M Parsons
13-Jul-2020	Karen Aylward	0.30	138.00	review and respond to letter from Brownlee/correspondence with MS re site visit and move out
14-Jul-2020	Maha Shah	2.20	453.20	Site visit. Discussed move out timeline with Corey
16-Jul-2020	Karen Aylward	0.20	92.00	email from and to director re: listing of properties
16-Jul-2020	Maha Shah	2.00	412.00	Site Visit
17-Jul-2020	Karen Aylward	0.20	92.00	email from director/Email to MS re: utility account
20-Jul-2020	Maha Shah	0.40	82.40	Email correspondence with Kristen Robinson at Price's Alarm regarding outstanding balance and new account
20-Jul-2020	Maha Shah	2.00	412.00	Site visit
24-Jul-2020	Maha Shah	2.00	412.00	Site Visit
27-Jul-2020	Reina Patel	0.20	36.20	June bank rec.
27-Jul-2020	Reina Patel	0.20	36.20	Call and correspondence to address leak in ceiling.
27-Jul-2020	Maha Shah	2.00	412.00	Site Visit
28-Jul-2020	Karen Aylward	0.50	230.00	email from/to realtor/review appraisal, email re; confirmation on utilities/email to C Lavoy
30-Jul-2020	Karen Aylward	0.20	92.00	approve maintenance
30-Jul-2020	Reina Patel	0.20	36.20	Correspondence over necessary maintenance.
30-Jul-2020	Reina Patel	0.30	54.30	Phone call and email to follow up on changing call out number, access security cameras via an app and changing login details.
30-Jul-2020	Maha Shah	2.00	412.00	Site Visit
04-Aug-2020	Eric Sirrs	0.20	126.00	Meeting with KA re offer to purchase
04-Aug-2020	Karen Aylward	0.80	368.00	review OTP/call with realtor to discuss potential counter/draft summary for TD Bank.
04-Aug-2020	Reina Patel	0.20	36.20	RC59 and fax to CRA.
04-Aug-2020	Maha Shah	0.20	41.20	Email correspondence with Sherri Abraham regarding Price's Alarm account details/
04-Aug-2020	Maha Shah	5.50	1,133.00	Site visit to meet contractor for sump pump and roofing issue.
05-Aug-2020	Karen Aylward	1.00	460.00	draft request for receiver's borrowings/send email to TD Bank./prepare and send counter offer to purchase/email to counsel/meeting with RA re: obtaining floor plan.
05-Aug-2020	Reina Patel	0.40	72.40	Call two businesses that are able to provide floor plans. Send email to both for quotes.

Date	Description	Units	Amount	Notes
06-Aug-2020	Karen Aylward	0.70	322.00	review counter offer/call with realtor/email to stakeholder./execute and return counter offer
07-Aug-2020	Karen Aylward	0.50	230.00	calls with realtor re: counter offer received/review and execute fully accepted offer/email to bank/
07-Aug-2020	Reina Patel	7.00	1,267.00	On site with Heartland Plumbing and Measure Masters.
10-Aug-2020	Karen Aylward	0.20	92.00	email to RA re: issuance of property tax balances
10-Aug-2020	Karen Aylward	0.20	92.00	review and approve legal fees
10-Aug-2020	Reina Patel	2.00	362.00	Site visit to both properties.
11-Aug-2020	Karen Aylward	0.40	184.00	email to appraiser/email to director
13-Aug-2020	Karen Aylward	0.20	92.00	review and approve updated marketing brochure/follow up email to C Lavoy
14-Aug-2020	Karen Aylward	0.50	230.00	review and respond to email from realtor/confirm receipt of deposit/call with realtor/email to appraiser/request transmittal letter/sign cheque
14-Aug-2020	Sandra Landry	0.20	110.00	Review/ sign cheques - Measure Masters/Heartland/City of Fort Sask
14-Aug-2020	Reina Patel	0.40	72.40	Issue Cheques.
17-Aug-2020	Karen Aylward	0.20	92.00	email from/to appraiser re; reliance letter and invoice
17-Aug-2020	Reina Patel	0.10	18.10	Issue cheque.
17-Aug-2020	Reina Patel	0.10	18.10	Issue cheque.
17-Aug-2020	Reina Patel	2.00	362.00	Check on both properties in Fort Sask.
18-Aug-2020	Eric Sirrs	0.20	126.00	Review and auth payments.
18-Aug-2020	Karen Aylward	0.40	184.00	email to M Parsons/email to counsel/review and respond to question from buyer re: title and reliance letter
19-Aug-2020	Karen Aylward	1.00	460.00	execute and return amendment to list/review and respond to email from counsel/call from realtor./follow up on security system/email from and to c Lavoy/request lock change
19-Aug-2020	Reina Patel	0.20	36.20	Call/ email to arrange locksmith.
20-Aug-2020	Maha Shah	0.20	41.20	Phone call with Price's alarm to schedule site visit for security cameras.
21-Aug-2020	Karen Aylward	0.60	276.00	email from and to realtor/email to C Lavoy/review appraisal and construction details/emails to C Lavoy r: access
21-Aug-2020	Reina Patel	2.00	362.00	Site visits to both locations in Fort Saskatchewan.
25-Aug-2020	Reina Patel	0.10	18.10	July bank statement.
25-Aug-2020	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
26-Aug-2020	Eric Sirrs	0.20	126.00	Review and auth bank rec
26-Aug-2020	Karen Aylward	0.40	184.00	email from city/email to RA re utility accounts/call with realtor re: conditional offer
27-Aug-2020	Reina Patel	0.20	36.20	Correspondence with City of Fort Sask on outstanding utilities.
28-Aug-2020	Reina Patel	2.00	362.00	Site visit to both locations in Fort Saskatchewan.
01-Sep-2020	Karen Aylward	0.20	92.00	follow up re: lock change and move out/review and approve legal fees
01-Sep-2020	Reina Patel	0.10	18.10	Correspondence with City of Fort Sask on utilities.
01-Sep-2020	Reina Patel	5.00	905.00	Site visit to both locations. Meet to change locks and Price's Security regarding cameras.
02-Sep-2020	Karen Aylward	0.30	138.00	emails with C Lavoy/email to counsel
04-Sep-2020	Karen Aylward	0.20	92.00	call with NAI Commercial
04-Sep-2020	Maha Shah	2.00	412.00	Site visit
08-Sep-2020	Karen Aylward	0.50	230.00	email exchange with C Lavoy/review and approve expenditures/review bank balance/inquiry from realtor
08-Sep-2020	Reina Patel	2.00	362.00	Site visit to both locations.
10-Sep-2020	Karen Aylward	0.40	184.00	review request for amendments to PP/email to stakeholder
10-Sep-2020	Reina Patel	0.30	54.30	Issue cheques.
11-Sep-2020	Karen Aylward	0.20	92.00	review email and return executed extension
11-Sep-2020	Maha Shah	2.00	412.00	Site Visit
14-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
14-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
15-Sep-2020	Eric Sirrs	0.20	126.00	Review and auth payments.
15-Sep-2020	Karen Aylward	0.20	92.00	email exchange with C Lavoy
15-Sep-2020	Reina Patel	2.00	362.00	Site visit to two properties.
16-Sep-2020	Karen Aylward	0.20	92.00	email from/to realtor
17-Sep-2020	Maha Shah	2.00	412.00	Site visit
18-Sep-2020	Karen Aylward	0.20	92.00	call re: alarm monitoring/email to C Lavoy/email re: phone line
21-Sep-2020	Karen Aylward	0.30	138.00	call with realtor/email exchange with counsel
21-Sep-2020	Reina Patel	0.20	36.20	Phone call with Price's Security. Can't establish connection with sites.
22-Sep-2020	Karen Aylward	0.50	230.00	email exchange with counsel/email to Duncan Craig/email to TD Bank
22-Sep-2020	Maha Shah	0.30	61.80	Email correspondence with Corey
23-Sep-2020	Karen Aylward	0.20	92.00	email exchange with counsel re: application date
23-Sep-2020	Maha Shah	4.30	885.80	Site visit for Corey to vacate 9818 building.
24-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
24-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
24-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
24-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
24-Sep-2020	Reina Patel	0.10	18.10	Issue cheque.
25-Sep-2020	Karen Aylward	0.20	92.00	email to realtor.
25-Sep-2020	Reina Patel	2.00	362.00	Site visit to both locations.
28-Sep-2020	Eric Sirrs	0.20	126.00	Review and auth payments

Date	Description	Units	Amount	Notes
28-Sep-2020	Karen Aylward	3.00	1,380.00	draft first report to court of Receiver/email to Duncan Craig/emails with NAI commercial/
28-Sep-2020	Reina Patel	0.20	36.20	WIP Export.
28-Sep-2020	Maha Shah	0.10	20.60	Scanned and saved copy of surrender and release agreement to K-drive
28-Sep-2020	Maha Shah	0.20	41.20	Email correspondence with Corey regarding remaining items at daycare.
29-Sep-2020	Karen Aylward	2.50	1,150.00	finish draft of receiver's report and confidential addendum.
29-Sep-2020	Reina Patel	0.20	36.20	Call junk removal businesses to remove remaining items from old building.
29-Sep-2020	Maha Shah	0.10	20.60	Email correspondence with Corey regarding site visit
30-Sep-2020	Reina Patel	0.10	18.10	Issue invoice.
30-Sep-2020	Maha Shah	0.20	41.20	Email correspondence with Michael regarding padlock
30-Sep-2020	Maha Shah	0.40	82.40	Phone call wit 310-DUMP to schedule time for 9811-101 cleanup
30-Sep-2020	Maha Shah	2.00	412.00	Site visit
01-Oct-2020	Eric Sirrs	0.50	315.00	Review draft report to court and confidential addendum, provide amendments.
01-Oct-2020	Karen Aylward	0.70	322.00	review and approve legal fees/staff meeting to review file/make edits to court report and send versions to counsel for comment.
01-Oct-2020	Reina Patel	0.20	36.20	August bank rec.
01-Oct-2020	Maha Shah	1.00	206.00	Interim RD until Oct 2020
01-Oct-2020	Maha Shah	3.70	762.20	Site visit to clean out new building with Corey and meet 310-DUMP to get a quote.
05-Oct-2020	Eric Sirrs	0.20	126.00	Email to shareholder
05-Oct-2020	Karen Aylward	0.20	92.00	emails to and from C Lavoy re: appliances
05-Oct-2020	Reina Patel	2.50	452.50	Site visit to ensure lock up after site removal.
05-Oct-2020	Maha Shah	0.50	103.00	Filled out credit authorization form and credit agreement and emailed to 310-DUMP
05-Oct-2020	Maha Shah	3.20	659.20	Site visit for 9811 101 St cleaning
06-Oct-2020	Karen Aylward	0.20	92.00	email exchange with realtor.
06-Oct-2020	Maha Shah	0.20	41.20	Phone call with 310-Dump regarding deposit and payment of invoice
07-Oct-2020	Karen Aylward	0.20	92.00	follow up with counsel.
07-Oct-2020	Reina Patel	4.50	814.50	Site visit to ensure lock up after site removal.
08-Oct-2020	Karen Aylward	1.00	460.00	review comments from counsel and finalize report and CA
08-Oct-2020	Reina Patel	0.50	90.50	Issue cheques.
08-Oct-2020	Maha Shah	0.30	61.80	Phone call and email correspondence with City of Fort Sask regarding outstanding property taxes
09-Oct-2020	Karen Aylward	0.20	92.00	execute report and CA/instructions to RA re: compiling schedules/forward to counsel for filing.
09-Oct-2020	Reina Patel	0.20	36.20	Put together report/addendum with schedules to be sent to lawyer.
09-Oct-2020	Reina Patel	2.50	452.50	Site visits to both locations and take pictures.
09-Oct-2020	Maha Shah	1.50	309.00	Prepared Schedules for CA and First Report to Court
13-Oct-2020	Eric Sirrs	0.20	126.00	Review and auth bank rec
13-Oct-2020	Eric Sirrs	0.30	189.00	Review correspondence from counsel. Request posting to website.
13-Oct-2020	Reina Patel	0.20	36.20	Cover letter and courier to Duncan Craig.
13-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
14-Oct-2020	Reina Patel	0.40	72.40	Posting court documents to website.
14-Oct-2020	Maha Shah	0.20	41.20	Phone call and email exchange with 310-dump regarding outstanding invoices
15-Oct-2020	Eric Sirrs	0.20	126.00	Review and auth payments.
15-Oct-2020	Karen Aylward	0.20	92.00	meeting to review file/review and approve invoice for clean up
15-Oct-2020	Reina Patel	0.30	54.30	September bank rec.
15-Oct-2020	Reina Patel	0.40	72.40	Issue cheques.
16-Oct-2020	Karen Aylward	0.20	92.00	email from Shaw cable/instructions to RA
16-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
19-Oct-2020	Karen Aylward	0.20	92.00	email exchange with NAI re: court application.
19-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
19-Oct-2020	Maha Shah	1.00	206.00	Phone call with CRA to confirm access and status of outstanding returns
20-Oct-2020	Reina Patel	0.20	36.20	Correspondence with Shaw to set up appointment to retrieve equipment from site.
20-Oct-2020	Maha Shah	0.50	103.00	Resubmitted AUT1 and court order to CRA
21-Oct-2020	Eric Sirrs	0.20	126.00	Review and auth payments, review and auth bank rec.
21-Oct-2020	Karen Aylward	0.20	92.00	review email re: application email to counsel re: same
21-Oct-2020	Maha Shah	0.40	82.40	Phone call with Rui Feng to discuss credit card charge, cheques issued by MNP and outstanding balance
22-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
23-Oct-2020	Maha Shah	2.50	515.00	Site Visit
26-Oct-2020	Karen Aylward	0.20	92.00	email to counsel re: closing process/email to realtor
26-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
28-Oct-2020	Reina Patel	0.20	36.20	Issue cheques.
29-Oct-2020	Reina Patel	2.00	362.00	Site visit to both locations.
29-Oct-2020	Maha Shah	1.00	206.00	Phone call with CRA to confirm authorization. Filed pre-receivership returns
30-Oct-2020	Eric Sirrs	0.20	126.00	Review and auth payments
30-Oct-2020	Karen Aylward	0.40	184.00	email exchange with realtor re; site access/email exchange with counsel.
02-Nov-2020	Eric Sirrs	0.30	189.00	Meet with KA and MS re site checks. Sign receiver's certificate. Email staff re site checks.
02-Nov-2020	Karen Aylward	0.80	368.00	meeting re: banking and borrowings /email to Realtor/prepare receiver's certificate and email to TD/call with realtor/email to RA re heating issue
02-Nov-2020	Reina Patel	2.00	362.00	Site visit on both locations.
03-Nov-2020	Eric Sirrs	0.20	126.00	Coordinating site visits



Date	Description	Units	Amount	Notes
03-Nov-2020	Reina Patel	0.20	36.20	Coordinate to have HVAC company attend to turn heat on in garage section of old building on ABC.
03-Nov-2020	Reina Patel	2.50	452.50	Meet with HVAC company for heating in garage section of old building.
05-Nov-2020	Karen Aylward	0.20	92.00	meeting to review file/email from realtor re: closing counsel/email to counsel to receiver.
05-Nov-2020	Reina Patel	0.50	90.50	Issue cheques.
06-Nov-2020	Karen Aylward	0.20	92.00	review and approve legal fees
06-Nov-2020	Reina Patel	2.00	362.00	Site visit with both locations.
09-Nov-2020	Reina Patel	0.20	36.20	Correspondence and coding of wire transfer.
09-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations.
10-Nov-2020	Karen Aylward	0.20	92.00	email from/to Duncan Craig re: closing matters
12-Nov-2020	Eric Sirrs	0.20	126.00	Review and auth payment
12-Nov-2020	Karen Aylward	0.30	138.00	execute closing documents and provide instructions for courier
12-Nov-2020	Reina Patel	0.20	36.20	Cover letter to Duncan Craig for Receiver's Certificate.
12-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations.
12-Nov-2020	Angela DeWolfe	0.50	96.00	security check on property
13-Nov-2020	Karen Aylward	0.40	184.00	email from counsel/email to TD Bank/prep and request deposit of sale deposit funds
13-Nov-2020	Reina Patel	0.50	90.50	Issue cheques.
16-Nov-2020	Karen Aylward	0.20	92.00	call with Michael Parsons of NAI
16-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations.
18-Nov-2020	Reina Patel	0.20	36.20	Issue cheques.
19-Nov-2020	Karen Aylward	0.20	92.00	email from Cooperators and instructions to MS re: site inspection
19-Nov-2020	Reina Patel	0.20	36.20	Return call to Cooperators regarding coverage.
19-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations.
19-Nov-2020	Maha Shah	0.20	41.20	Phone call with Lynn Schmutz @cooperators regarding policy for both buildings and inspection.
20-Nov-2020	Karen Aylward	0.20	92.00	call with NAI commercial
23-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations.
24-Nov-2020	Reina Patel	0.20	36.20	Call with CRA and refax AUT1.
24-Nov-2020	Reina Patel	0.20	36.20	October bank rec.
24-Nov-2020	Maha Shah	0.20	41.20	Faxed AUT1 form to CRA
24-Nov-2020	Maha Shah	0.40	82.40	Phone call with CRA regarding access to GST account
25-Nov-2020	Karen Aylward	0.30	138.00	call with M Parsons/follow up re closing status
25-Nov-2020	Maha Shah	0.20	41.20	Phone call with Cooperators regarding 9818 building policy
26-Nov-2020	Karen Aylward	0.30	138.00	execute and return insurance docs/email to C Lavoy
26-Nov-2020	Reina Patel	0.40	72.40	Issue cheques.
26-Nov-2020	Reina Patel	2.00	362.00	Site checks on both locations.
27-Nov-2020	Eric Sirrs	0.20	126.00	Coordinating site visits.
27-Nov-2020	Karen Aylward	0.70	322.00	calls with M Parsons and calls with Fire chief/review email and provide instructions to M Shah re filing insurance claim./emails from realtor and provide instructions to inspect Hvac issue
27-Nov-2020	Reina Patel	0.20	36.20	Call to make appointment on fire damage to piping.
27-Nov-2020	Maha Shah	0.20	41.20	Phone call with Insurance company to report fire incident.
27-Nov-2020	Maha Shah	0.30	61.80	Phone call with Co-op to go over risk assessment for new building.
27-Nov-2020	Angela DeWolfe	0.50	96.00	security walk through
30-Nov-2020	Karen Aylward	1.00	460.00	email from counsel/emails to realtor re: release of keys. /emails to staff re key check/provide direction to team re: further items to complete. /call from and to and email from counsel for debtor/email to MS re: insurance and fire detail.
30-Nov-2020	Reina Patel	2.00	362.00	Site visit to both locations. Meet with AK Climate Control.
30-Nov-2020	Maha Shah	0.20	41.20	Phone call with Coop insurance regarding claim for fire incident.
30-Nov-2020	Maha Shah	0.20	41.20	Phone call with Derrick (Fire Captain)
01-Dec-2020	Karen Aylward	0.50	230.00	review and respond to possible repair/request pmt for fees/receive monies and request deposit./review and request payment for legal invoice.
01-Dec-2020	Reina Patel	0.20	36.20	Call and email for quote on pipe replacement for new building.
01-Dec-2020	Reina Patel	0.20	36.20	Call with Cooperators regarding property damage.
01-Dec-2020	Reina Patel	0.20	36.20	Call with agent regarding removing coverage on sold building.
01-Dec-2020	Maha Shah	0.30	61.80	Phone call with Co-Operators adjuster regarding claim.
02-Dec-2020	Karen Aylward	0.20	92.00	review emails re insurance issue/directions to reach out to city
02-Dec-2020	Reina Patel	0.20	36.20	Correspondence with Cooperators removing older building off policy.
02-Dec-2020	Reina Patel	2.00	362.00	Site visit and meet Brad from Fire Damage Control.
03-Dec-2020	Eric Sirrs	0.20	126.00	Review and sign insurance claim document. Review and auth payments.
03-Dec-2020	Karen Aylward	0.40	184.00	call with Michael re: price reduction and approve same/review and provide instructions on the insurance claim.
03-Dec-2020	Reina Patel	0.20	36.20	Saving financial information on k drive.
03-Dec-2020	Maha Shah	0.20	41.20	Phone call with Andy Hanson (fire captain) regarding investigation of fire incident
03-Dec-2020	Maha Shah	0.20	41.20	Email exchange with Ashley Hamilton (Cooperators Adjuster)
03-Dec-2020	Maha Shah	0.20	41.20	Email exchange with Brenda Molton (City of Fort Sask) regarding payment to access police records.
03-Dec-2020	Maha Shah	0.50	103.00	Email exchange with Douglas Stein (Assistant fire chief). Filled out FOIP request form and uploaded to FOIB website.
04-Dec-2020	Karen Aylward	0.20	92.00	review and approve updated brochure with amended list price

Date	Description	Units	Amount	Notes
04-Dec-2020	Reina Patel	0.20	36.20	Issue cheques.
04-Dec-2020	Reina Patel	0.20	36.20	Issue cheques.
04-Dec-2020	Maha Shah	0.20	41.20	Email exchange with Brad Johnston
04-Dec-2020	Maha Shah	0.50	103.00	Phone interview with Co-op adjuster regarding investigation for fire incident.
04-Dec-2020	Angela DeWolfe	0.30	57.60	security check on building
07-Dec-2020	Karen Aylward	0.20	92.00	meeting with MS re: status of claim, discussion with city.
07-Dec-2020	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
08-Dec-2020	Karen Aylward	0.20	92.00	email from/to HB/request pmt
08-Dec-2020	Reina Patel	0.10	18.10	Issue cheque.
08-Dec-2020	Reina Patel	0.20	36.20	Issue cheques.
09-Dec-2020	Eric Sirrs	0.20	126.00	Review and auth bank Rec
09-Dec-2020	Reina Patel	2.00	362.00	Site visit.
10-Dec-2020	Karen Aylward	0.20	92.00	email exchange with M Parsons r: upcoming showing.
10-Dec-2020	Reina Patel	0.20	36.20	Issue cheques.
11-Dec-2020	Karen Aylward	0.20	92.00	email from/to Michael Parsons re issues at showing.
11-Dec-2020	Angela DeWolfe	0.30	57.60	Site Visit
14-Dec-2020	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
15-Dec-2020	Karen Aylward	0.20	92.00	email to MS re; proof of loss/email from DC re final closing docs.
15-Dec-2020	Reina Patel	0.20	36.20	November bank rec.
16-Dec-2020	Karen Aylward	0.30	138.00	call from/email exchange with M Parsons./email to C Lavoy/provide instructions to retrieve building plans
16-Dec-2020	Reina Patel	2.00	362.00	Site visit.
16-Dec-2020	Maha Shah	0.40	82.40	Phone call with Sandra (Co-operators) regarding photos of building for risk assessment. Emailed photos of new building.
17-Dec-2020	Karen Aylward	0.20	92.00	email exchange with realtor
17-Dec-2020	Maha Shah	0.20	41.20	Phone call with Voschell architecture regarding floor plans
18-Dec-2020	Maha Shah	0.30	61.80	Reached out to architect regarding building plans. Emailed Michael Parsons with update.
18-Dec-2020	Maha Shah	0.30	61.80	Emailed photos of Daycare to Sandra Moshurcak. Reached out to Reina for additional photos required for risk assessment.
18-Dec-2020	Angela DeWolfe	0.50	96.00	Site Visit
21-Dec-2020	Angela DeWolfe	1.20	230.40	Site Visit and Pictures for Insurance Company
22-Dec-2020	Maha Shah	0.20	41.20	Phone call with officer sharp (city of fort Sask) regarding cleaning order for 9818 property
22-Dec-2020	Maha Shah	0.50	103.00	Phone call with city of Fort Sask regarding garbage and refuse left on property after fire. Submitted a service request on city of fort Sask website.
23-Dec-2020	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
23-Dec-2020	Maha Shah	0.20	41.20	Email exchange with Officer Sharp regarding backyard cleaning order
26-Dec-2020	Angela DeWolfe	0.50	96.00	Site Visit
28-Dec-2020	Angela DeWolfe	0.50	96.00	Site Visit
30-Dec-2020	Angela DeWolfe	0.50	96.00	Site Visit
01-Jan-2021	Angela DeWolfe	0.50	96.00	Site Visit
04-Jan-2021	Carolina Bautista	0.10	33.80	print cheque
04-Jan-2021	Reina Patel	0.20	36.20	Correspondence to arrange window repair from fire.
04-Jan-2021	Reina Patel	2.00	362.00	Site check in Fort Saskatchewan.
04-Jan-2021	Maha Shah	0.40	82.40	Followed up with architect to request building plans. Email correspondence with Michael Parsons.
05-Jan-2021	Karen Aylward	0.30	138.00	review email from realtor/ review and approve legal invoices/review email re utilities/email to realtor.
05-Jan-2021	Reina Patel	0.20	36.20	Call with Direct Energy to discontinue services for the old building again.
06-Jan-2021	Karen Aylward	0.20	92.00	follow up on insurance claim and proof of loss document/review and comment on correspondence from AB Gov,
06-Jan-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
06-Jan-2021	Maha Shah	0.20	41.20	Email exchange with Ashley Hamilton regarding building window repair.
06-Jan-2021	Maha Shah	0.20	41.20	Reviewed letter sent by employment standard regarding employee appeal and forwarded to Karen.
06-Jan-2021	Maha Shah	0.20	41.20	Email exchange with Sarah Glassman
07-Jan-2021	Karen Aylward	0.20	92.00	team meeting to discuss file
07-Jan-2021	Reina Patel	0.20	36.20	Issue cheques.
08-Jan-2021	Eric Sirrs	0.20	126.00	Review and auth payments.
08-Jan-2021	Reina Patel	0.20	36.20	Issue cheques.
08-Jan-2021	Angela DeWolfe	0.50	96.00	Site Visit
11-Jan-2021	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
12-Jan-2021	Eric Sirrs	0.20	126.00	Review and auth bank rec
12-Jan-2021	Karen Aylward	0.20	92.00	email from/to Insurer re terms of renewal
13-Jan-2021	Reina Patel	2.00	362.00	Property site visit to Fort Saskatchewan.
13-Jan-2021	Maha Shah	1.00	206.00	Phone call with CRA to get an update on access to RT account, open RT0002 account and inquire about outstanding returns. CRA agent requested to call back for RT0002 account.
14-Jan-2021	Karen Aylward	0.20	92.00	review banking and approve fees/review supplier invoice/ email re proof of loss/email re snow removal

Date	Description	Units	Amount	Notes
14-Jan-2021	Maha Shah	0.30	61.80	Phone call with the landscaping company to request snow removal for 9818 building.
14-Jan-2021	Maha Shah	0.50	103.00	Phone call with CRA senior agent to open RT0002 account and change filings from annual to monthly.
15-Jan-2021	Eric Sirrs	0.20	126.00	Review and auth payment
15-Jan-2021	Karen Aylward	0.20	92.00	update call with NAI commercial
15-Jan-2021	Reina Patel	0.10	18.10	Issue cheque.
15-Jan-2021	Reina Patel	0.10	18.10	Issue cheque.
15-Jan-2021	Maha Shah	0.40	82.40	Email exchange and phone call with J-mac contracting
15-Jan-2021	Angela DeWolfe	0.50	96.00	Site Visit
18-Jan-2021	Reina Patel	3.00	543.00	Site visit and meet Crystal Glass.
19-Jan-2021	Maha Shah	0.20	41.20	Email exchange with Ashley Hamilton
20-Jan-2021	Karen Aylward	0.20	92.00	email from/to Cooperators/Email to RA re: obtaining insurance quote;
20-Jan-2021	Reina Patel	2.00	362.00	Site check to Fort Saskatchewan.
20-Jan-2021	Maha Shah	0.20	41.20	Email exchange with Ashley Hamilton regarding quote for window repair
21-Jan-2021	Reina Patel	0.20	36.20	Issue cheques.
21-Jan-2021	Maha Shah	0.20	41.20	Phone call with landscaping company to request quote for snow removal
22-Jan-2021	Angela DeWolfe	0.50	96.00	Site Visit
25-Jan-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
27-Jan-2021	Reina Patel	0.40	72.40	Call with DE over possible disconnection.
27-Jan-2021	Reina Patel	0.40	72.40	Correspondence/questionnaire to AON to get new quote on building coverage in Fort Sask.
27-Jan-2021	Angela DeWolfe	0.50	96.00	Site Visit
28-Jan-2021	Reina Patel	0.20	36.20	Correspondence over trades coming to look at heat problem.
28-Jan-2021	Angela DeWolfe	2.00	384.00	Waiting for heating contractor to fix heat
29-Jan-2021	Reina Patel	2.00	362.00	Site checks in Fort Saskatchewan.
01-Feb-2021	Reina Patel	2.00	362.00	Site visit in Fort Saskatchewan.
01-Feb-2021	Maha Shah	1.50	309.00	Prepared monthly GST returns from May 2020 - Jan 2021. Called CRA and requested filing frequency to be changed from annual to monthly. Submitted monthly GST returns on Netfile
03-Feb-2021	Eric Sirrs	0.20	126.00	Review and authorize payments
03-Feb-2021	Reina Patel	0.20	36.20	Issue cheques.
03-Feb-2021	Angela DeWolfe	0.50	96.00	Site Visit
05-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
08-Feb-2021	Eric Sirrs	0.20	126.00	Email from and to counsel.
08-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
08-Feb-2021	Maha Shah	1.00	206.00	Prepared interim SRD
09-Feb-2021	Karen Aylward	0.70	322.00	email to M Parsons/draft and send update to TD Bank.
10-Feb-2021	Angela DeWolfe	0.50	96.00	Site Visit
12-Feb-2021	Reina Patel	0.20	36.20	Issue cheques.
12-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
15-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
17-Feb-2021	Angela DeWolfe	0.50	96.00	Site Visit
19-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
22-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
24-Feb-2021	Karen Aylward	0.20	92.00	email from/to price alarm
24-Feb-2021	Maha Shah	0.20	41.20	Phone call with Price's alarm
24-Feb-2021	Angela DeWolfe	0.50	96.00	Site Visit
25-Feb-2021	Eric Sirrs	0.20	126.00	Review and auth payments
25-Feb-2021	Reina Patel	0.30	54.30	December bank rec.
26-Feb-2021	Reina Patel	0.10	18.10	Code deposit for December in Ascend.
26-Feb-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
01-Mar-2021	Eric Sirrs	0.20	126.00	Review and auth bank rec
01-Mar-2021	Reina Patel	0.20	36.20	Issue cheques.
01-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
03-Mar-2021	Karen Aylward	0.20	92.00	review and approve legal fees
03-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
04-Mar-2021	Reina Patel	0.10	18.10	Generate March invoice.
04-Mar-2021	Reina Patel	0.10	18.10	Issue cheque.
05-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
08-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
09-Mar-2021	Eric Sirrs	0.20	126.00	Review and auth payments.
10-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
12-Mar-2021	Karen Aylward	0.20	92.00	call with M parsons for update on property
12-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
13-Mar-2021	Reina Patel	0.30	54.30	January bank rec.
15-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
17-Mar-2021	Karen Aylward	0.20	92.00	review email from realtor re: listing
17-Mar-2021	Maha Shah	0.20	41.20	Reviewed Prices Alarms' invoice and emailed to Reina for payment
17-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
18-Mar-2021	Eric Sirrs	0.20	126.00	Review and auth payments.

Date	Description	Units	Amount	Notes
19-Mar-2021	Eric Sirrs	0.20	126.00	Review and auth bank rec
19-Mar-2021	Reina Patel	0.30	54.30	Issue cheques.
19-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
22-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
24-Mar-2021	Reina Patel	0.20	36.20	Issue cheques.
24-Mar-2021	Angela DeWolfe	0.50	96.00	Site Visit
25-Mar-2021	Reina Patel	0.10	18.10	Ascend coding for Cooperators insurance.
25-Mar-2021	Reina Patel	0.20	36.20	February bank rec.
26-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
29-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
30-Mar-2021	Karen Aylward	0.40	184.00	review email from realtor/email to TD Bank re recommended list price
30-Mar-2021	Reina Patel	0.20	36.20	Issue cheques.
31-Mar-2021	Karen Aylward	0.20	92.00	call from realtor
31-Mar-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
02-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
05-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
07-Apr-2021	Karen Aylward	0.20	92.00	email from TD/email to Realtor
07-Apr-2021	Angela DeWolfe	0.50	96.00	Site Visit
09-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
09-Apr-2021	Angela DeWolfe	0.50	96.00	Site Visit
12-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
14-Apr-2021	Angela DeWolfe	0.50	96.00	Site Visit
15-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
15-Apr-2021	Maha Shah	0.50	103.00	Filed GST Return for May - Sept 2020
19-Apr-2021	Reina Patel	0.20	36.20	Call and then email JCI regarding fire alarm notification.
19-Apr-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
21-Apr-2021	Angela DeWolfe	0.50	96.00	Site Visit
23-Apr-2021	Reina Patel	0.20	36.20	Call and email Price's Alarm on monitoring.
23-Apr-2021	Reina Patel	2.50	452.50	Site visit and meet with JVC.
26-Apr-2021	Reina Patel	0.20	36.20	Call/ email Crystal glass to get quote on broken window.
26-Apr-2021	Reina Patel	2.00	362.00	Fort Saskatchewan site visit.
27-Apr-2021	Reina Patel	0.30	54.30	March bank rec.
28-Apr-2021	Eric Sirrs	0.20	126.00	Review and authorize payments.
28-Apr-2021	Reina Patel	0.10	18.10	Produce invoice.
28-Apr-2021	Reina Patel	0.30	54.30	Issue cheques.
28-Apr-2021	Angela DeWolfe	0.50	96.00	Site Visit
30-Apr-2021	Reina Patel	2.00	362.00	Fort Saskatchewan site visit.
03-May-2021	Reina Patel	2.00	362.00	Site visit.
04-May-2021	Maha Shah	0.50	103.00	Phone call with CRA to change filing frequency of account from annual to monthly
05-May-2021	Angela DeWolfe	0.50	96.00	Site Visit
06-May-2021	Reina Patel	0.20	36.20	Issue cheques.
07-May-2021	Eric Sirrs	0.20	126.00	Review and auth payments
07-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
10-May-2021	Reina Patel	0.20	36.20	Call and email over property taxes owing.
10-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
11-May-2021	Karen Aylward	0.20	92.00	email to L Ross/
12-May-2021	Karen Aylward	0.40	184.00	email exchanges with L Ross/Email to C Lavoy.
12-May-2021	Angela DeWolfe	0.20	38.40	Site Visit
14-May-2021	Karen Aylward	0.20	92.00	emails with L Ross re subsidies
14-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
17-May-2021	Lauren Ross	1.25	242.50	Reviewing CERS for Karen.
17-May-2021	Karen Aylward	0.20	92.00	email with L Ross.
17-May-2021	Nicholas Talarico	1.00	455.00	Discuss availability to apply for CERS with Lauren and review legislation
17-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
18-May-2021	Kim Drever	0.50	300.00	
18-May-2021	Lauren Ross	0.25	48.50	Emails with Karen.
19-May-2021	Kim Drever	1.00	600.00	
19-May-2021	Reina Patel	0.10	18.10	Issue cheque.
19-May-2021	Maha Shah	0.50	103.00	Compiled financial info requested by Lauren Ross for Rent Subsidy program and emailed to Karen.
19-May-2021	Angela DeWolfe	0.50	96.00	Site Visit
20-May-2021	Lauren Ross	(1.75)	(339.50)	Moving time.
20-May-2021	Lauren Ross	0.50	97.00	Getting CW set-up, drafting EL, looking at documents from Karen, emails to Karen to confirm details and revenue amounts.
21-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
24-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.
26-May-2021	Karen Aylward	0.20	92.00	email from/to TD/email to M Parsons
26-May-2021	Reina Patel	0.20	36.20	Correspondence with Price's Alarms over reconnection.

Date	Description	Units	Amount	Notes
26-May-2021	Reina Patel	0.40	72.40	Issue cheques.
26-May-2021	Angela DeWolfe	0.20	38.40	Site Visit
27-May-2021	Karen Aylward	0.50	230.00	review email update from realtor/call with TD bank/email to MS re SRD
28-May-2021	Reina Patel	2.00	362.00	Site visit to Fort Saskatchewan.terra jean
28-May-2021	Maha Shah	1.00	206.00	Prepared SRD and emailed to Karen
28-May-2021	Angela DeWolfe	0.50	96.00	Site Visit
31-May-2021	Karen Aylward	0.20	92.00	review SRD and email to TD
02-Jun-2021	Karen Aylward	0.20	96.00	email from/to lender
02-Jun-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
02-Jun-2021	Angela DeWolfe	0.20	39.80	site visit
04-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
07-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
08-Jun-2021	Karen Aylward	0.60	288.00	emails with C Lavoy/email re CERS/email to TD Bank/multiple emails re: CERS details and application.
08-Jun-2021	Angela DeWolfe	1.50	298.50	Glass Window Replacement, had to meet Crystal Glass on site
09-Jun-2021	Karen Aylward	0.20	96.00	email to MS re: prep for CERS application
09-Jun-2021	Maha Shah	1.00	214.00	Prepared summary of cash inflow for 2019 and 2020 using bank statements provided by TD
10-Jun-2021	Karen Aylward	0.20	96.00	email re: CERS info.
11-Jun-2021	Reina Patel	0.30	64.20	Issue cheques.
11-Jun-2021	Maha Shah	0.20	42.80	Email exchange with Price's Alarm. Forwarded invoices over to Reina
11-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
14-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
15-Jun-2021	Karen Aylward	0.20	96.00	email exchange re potential cers application
16-Jun-2021	Reina Patel	0.10	21.40	Issue cheque.
16-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
18-Jun-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
21-Jun-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
23-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
25-Jun-2021	Reina Patel	0.20	42.80	Issue cheques.
25-Jun-2021	Reina Patel	0.20	42.80	Call and correspondence with Telus Security.
25-Jun-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
28-Jun-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
29-Jun-2021	Sandra Landry	0.20	114.00	Review/ sign cheque for City of Fort Sask utility
29-Jun-2021	Reina Patel	0.10	21.40	Issue cheque.
30-Jun-2021	Maha Shah	0.50	107.00	Prepared GST election form and submitted to CRA
30-Jun-2021	Angela DeWolfe	0.50	99.50	Site Visit
02-Jul-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
05-Jul-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
06-Jul-2021	Karen Aylward	0.40	192.00	review invoice and approve payment/email to Realtor for update on marketing/email re property tax payment
06-Jul-2021	Reina Patel	0.20	42.80	Reach out to City of Fort Saskatchewan for copy of property taxes.
06-Jul-2021	Reina Patel	0.20	42.80	Issue cheques.
07-Jul-2021	Karen Aylward	0.80	384.00	lengthy call with realtor re: status of marketing and next proposed steps/draft and send update to TD bank.
07-Jul-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
09-Jul-2021	Maha Shah	2.00	428.00	Site visit - (1.5 hours travel time)
13-Jul-2021	Karen Aylward	0.20	96.00	review and authorize property tax payment
13-Jul-2021	Maha Shah	2.00	428.00	Site visit (1.5 hrs travel time)
14-Jul-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
15-Jul-2021	Reina Patel	0.20	42.80	Issue cheques.
16-Jul-2021	Eric Sirrs	0.20	131.00	Review and auth payments.
16-Jul-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
19-Jul-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan. Barren pas
20-Jul-2021	Karen Aylward	0.20	96.00	call from realtor/review status of PT
21-Jul-2021	Maha Shah	0.50	107.00	Phone call with CRA to confirm whether filing frequency changed to monthly
21-Jul-2021	Angela DeWolfe	0.50	99.50	Site Visit
22-Jul-2021	Reina Patel	0.40	85.60	April and May bank rec.
23-Jul-2021	Reina Patel	0.10	21.40	Issue cheque.
23-Jul-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
26-Jul-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
27-Jul-2021	Reina Patel	0.20	42.80	Issue cheques.
28-Jul-2021	Angela DeWolfe	0.50	99.50	Site Visit
30-Jul-2021	Rebecca Namiiro	0.10	21.40	Bank Rec.
30-Jul-2021	Angela DeWolfe	0.50	99.50	Site Visit
02-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
04-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
06-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
09-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit

Date	Description	Units	Amount	Notes
11-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
16-Aug-2021	Reina Patel	0.20	42.80	Issue cheques.
16-Aug-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
18-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
20-Aug-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
23-Aug-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
25-Aug-2021	Reina Patel	0.10	21.40	Issue cheque.
25-Aug-2021	Reina Patel	0.20	42.80	July bank rec.
25-Aug-2021	Maha Shah	0.50	107.00	Filed pre-receivership returns
25-Aug-2021	Maha Shah	1.50	321.00	Filed all post GST returns (May 2020-July 2021)
25-Aug-2021	Angela DeWolfe	0.50	99.50	Site Visit
26-Aug-2021	Eric Sirrs	0.20	131.00	Review and auth payments.
27-Aug-2021	Karen Aylward	0.20	96.00	review and sign April bank rec
27-Aug-2021	Karen Aylward	0.20	96.00	review and sign may bank rec
27-Aug-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
30-Aug-2021	Karen Aylward	0.20	96.00	revie and sign June bank rec.
30-Aug-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
31-Aug-2021	Karen Aylward	0.20	96.00	review and request invoice.
31-Aug-2021	Reina Patel	0.10	21.40	Invoice engagement.
03-Sep-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
06-Sep-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
07-Sep-2021	Karen Aylward	1.20	576.00	call with M Parsons/review email correspondence re: market activity/update for TD Bank/complete interim SRD
08-Sep-2021	Angela DeWolfe	0.50	99.50	Site Visit
08-Sep-2021	Angela DeWolfe	0.50	99.50	September 1 Site Visit
10-Sep-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
13-Sep-2021	Karen Aylward	0.20	96.00	follow up re recommended pricing
13-Sep-2021	Reina Patel	0.20	42.80	Correspondence with the City of Fort Saskatchewan over property taxes.
13-Sep-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
15-Sep-2021	Reina Patel	0.20	42.80	Issue cheques.
15-Sep-2021	Angela DeWolfe	0.50	99.50	Site Visit
17-Sep-2021	Karen Aylward	0.20	96.00	email from/to TD
17-Sep-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
20-Sep-2021	Reina Patel	2.00	428.00	Site visit.
21-Sep-2021	Karen Aylward	0.30	144.00	review and sign July bank rec/email from and to realtor
21-Sep-2021	Reina Patel	0.20	42.80	Post listing on website.
22-Sep-2021	Reina Patel	0.40	85.60	Issue cheques.
22-Sep-2021	Angela DeWolfe	0.50	99.50	Site Visit
24-Sep-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
27-Sep-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
29-Sep-2021	Reina Patel	0.20	42.80	Issue cheques.
29-Sep-2021	Angela DeWolfe	0.50	99.50	Site Visit
01-Oct-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
04-Oct-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
06-Oct-2021	Angela DeWolfe	0.50	99.50	Site Visit
08-Oct-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
11-Oct-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan,
13-Oct-2021	Reina Patel	0.20	42.80	August bank rec.
13-Oct-2021	Angela DeWolfe	0.50	99.50	Site Visit
14-Oct-2021	Karen Aylward	0.20	96.00	email from TD/email to NAI to confirm reduced list price/execute price amendment
15-Oct-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
18-Oct-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
21-Oct-2021	Reina Patel	0.20	42.80	Issue cheques.
22-Oct-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
25-Oct-2021	Karen Aylward	0.20	96.00	review and sign August bank rec
25-Oct-2021	Reina Patel	2.00	428.00	Site check in Fort Saskatchewan.
27-Oct-2021	Angela DeWolfe	0.50	99.50	Site Visit
27-Oct-2021	Comfort Uche	0.20	37.60	Issued Cheques.
28-Oct-2021	Comfort Uche	0.10	18.80	Issued Cheque.
28-Oct-2021	Comfort Uche	0.20	37.60	Pulled Bank Rec for September 2021.
29-Oct-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
01-Nov-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
03-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
05-Nov-2021	Reina Patel	2.00	428.00	Site visit to Fort Saskatchewan.
08-Nov-2021	Reina Patel	2.00	428.00	Site check to Fort Saskatchewan.
08-Nov-2021	Comfort Uche	0.20	38.40	Bank Rec October 2021.
10-Nov-2021	Karen Aylward	0.20	98.00	review and sign September bank rec
10-Nov-2021	Angela DeWolfe	0.20	40.60	Site Visit



Date	Description	Units	Amount	Notes
10-Nov-2021	Comfort Uche	0.10	19.20	Issued Cheque.
15-Nov-2021	Maha Shah	0.20	63.20	Reviewed invoices and forwarded to Comfort for payment
15-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
16-Nov-2021	Comfort Uche	0.10	19.20	Issued Cheque.
17-Nov-2021	Karen Aylward	0.20	98.00	email from/to NAI Commercial
17-Nov-2021	Angela DeWolfe	0.70	142.10	Site Visit/Shovelled Steps and walk way
19-Nov-2021	Karen Aylward	0.20	98.00	email from/to M Parsons
19-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
22-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
24-Nov-2021	Karen Aylward	0.20	98.00	email update from realtor on potential buyer
24-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
24-Nov-2021	Comfort Uche	0.20	38.40	Issued Cheques.
26-Nov-2021	Karen Aylward	0.20	98.00	call with NAI commercial.
26-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
29-Nov-2021	Karen Aylward	0.50	245.00	email to TD Bank re: OTP./call with realtor
29-Nov-2021	Angela DeWolfe	0.50	101.50	Site Visit
30-Nov-2021	Karen Aylward	0.20	98.00	email update to realtor/ email to TD
01-Dec-2021	Karen Aylward	0.40	196.00	email from stakeholder/review, execute and return counter offer
01-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
03-Dec-2021	Karen Aylward	0.20	98.00	review and sign October bank rec
03-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
06-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
07-Dec-2021	Karen Aylward	0.20	98.00	email with realtor re status of offer
08-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
10-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
10-Dec-2021	Comfort Uche	0.10	19.20	Bank Rec Nov 2021.
13-Dec-2021	Karen Aylward	0.20	98.00	review/respond to update from realtor.
13-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
14-Dec-2021	Karen Aylward	0.20	98.00	email re snow clearing services
14-Dec-2021	Comfort Uche	0.10	19.20	Issue Cheque.
14-Dec-2021	Comfort Uche	0.20	38.40	Call to Insurance Company.
15-Dec-2021	Maha Shah	0.20	63.20	Reviewed Insurance documents to confirm insurance payments are up to date
15-Dec-2021	Maha Shah	0.50	158.00	reached out to contractors re: snow removal for quote
15-Dec-2021	Angela DeWolfe	1.00	203.00	Site Visit, Shovelled Snow and Salted the Walks
17-Dec-2021	Karen Aylward	0.20	98.00	email from/to M Parsons
17-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
20-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
22-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
24-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
26-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
28-Dec-2021	Angela DeWolfe	0.40	81.20	calling heating contractors regarding the furnaces not working
28-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
29-Dec-2021	Angela DeWolfe	3.00	609.00	Met Heating Contractor at the Building and stayed on site while he did work
31-Dec-2021	Angela DeWolfe	0.50	101.50	Site Visit
11-Jan-2022	Karen Aylward	0.50	245.00	review and sign November bank rec/review and approve invoice for repair/draft request for borrowings.
12-Jan-2022	Angela DeWolfe	2.50	507.50	Site Visits Jan 3,5,7,10,12
13-Jan-2022	Comfort Uche	0.10	19.20	Issue Cheque
14-Jan-2022	Karen Aylward	0.40	196.00	email update toTD and send request for borrowings.
14-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
17-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
19-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
19-Jan-2022	Comfort Uche	0.10	19.20	Issue Cheque.
21-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
21-Jan-2022	Comfort Uche	0.20	38.40	Review Aon Canada Record of Outstanding Invoices/Reply with Comments.
24-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
25-Jan-2022	Karen Aylward	0.20	98.00	review and sign Dec bank rec
26-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
27-Jan-2022	Karen Aylward	0.20	98.00	follow up with TD Bank
27-Jan-2022	Comfort Uche	0.10	19.20	Issue Cheque
28-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
31-Jan-2022	Angela DeWolfe	0.50	101.50	Site Visit
01-Feb-2022	Karen Aylward	0.20	98.00	confirm wire deposit and request cheque for fees
01-Feb-2022	Comfort Uche	0.40	76.80	Follow up with Versabank for Incoming Wire/Enter Wire in Ascend.
02-Feb-2022	Eric Sirrs	0.20	134.00	Review and auth payments
02-Feb-2022	Karen Aylward	0.20	98.00	sign cheque
02-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
02-Feb-2022	Comfort Uche	0.20	38.40	Issue Cheques.

Date	Description	Units	Amount	Notes
04-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
07-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
09-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
11-Feb-2022	Karen Aylward	0.20	98.00	call with M Parsons for update
12-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
14-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
16-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
16-Feb-2022	Comfort Uche	0.10	19.20	Bank Rec.
17-Feb-2022	Karen Aylward	0.20	98.00	review and sign Jan bank rec
18-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
22-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
22-Feb-2022	Comfort Uche	0.30	57.60	Issue Cheques.
24-Feb-2022	Maha Shah	0.20	63.20	Email exchange with Angela re: alarm system
24-Feb-2022	Comfort Uche	0.20	38.40	Call to Price's Alarms Re Alarm Connection.
25-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
28-Feb-2022	Angela DeWolfe	0.50	101.50	Site Visit
01-Mar-2022	Eric Sirrs	0.20	134.00	Review and auth payment.
01-Mar-2022	Karen Aylward	0.70	343.00	review OTP/call with realtor/email to TD Bank/email to realtor/email to MS re utility service
01-Mar-2022	Comfort Uche	0.10	19.20	Issue Cheque.
01-Mar-2022	Comfort Uche	0.20	38.40	Call to Telus Re Alarm Connection/Notify Angela of Technician's Visit
01-Mar-2022	Comfort Uche	0.20	38.40	Call Direct Energy Re Overdue Bills.
02-Mar-2022	Maha Shah	0.20	63.20	Reviewed direct energy outstanding invoice with comfort
02-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
03-Mar-2022	Comfort Uche	0.10	19.20	Issue Cheque.
04-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
07-Mar-2022	Karen Aylward	0.20	98.00	email re snow clearing and maintenance
07-Mar-2022	Angela DeWolfe	3.00	609.00	Site Visit, Met Security Company to Re Set panel and get alarm system working again
07-Mar-2022	Comfort Uche	0.10	19.20	Call to Angela Re Access
09-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
11-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
14-Mar-2022	Karen Aylward	0.20	98.00	review and sign Feb. bank rec
14-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
15-Mar-2022	Comfort Uche	0.10	19.20	Issue Cheque.
16-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
18-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
21-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
23-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
25-Mar-2022	Angela DeWolfe	0.50	101.50	Site Visit
28-Mar-2022	Angela DeWolfe	0.20	40.60	Site Visit
01-Apr-2022	Eric Sirrs	0.20	134.00	Review and auth payments.
01-Apr-2022	Comfort Uche	0.40	76.80	Issue Cheques.
04-Apr-2022	Angela DeWolfe	0.80	162.40	Site Visit, added time for March 28, entered only .2 instead of .5
06-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
08-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
11-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
13-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
14-Apr-2022	Karen Aylward	0.20	98.00	review realtor update and recommended price reduction
15-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
18-Apr-2022	Karen Aylward	0.20	98.00	email to TD Bank
18-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
20-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
20-Apr-2022	Comfort Uche	0.10	19.20	Issue Cheque.
20-Apr-2022	Comfort Uche	0.20	38.40	Bank Rec March.
22-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
25-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
27-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
29-Apr-2022	Karen Aylward	0.40	196.00	email from TD/email to NAI re reduced listing/review updated marketing materials and response from realtor
29-Apr-2022	Angela DeWolfe	0.50	101.50	Site Visit
02-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
03-May-2022	Karen Aylward	0.20	98.00	review and sign march bank rec
04-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
06-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
09-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
10-May-2022	Comfort Uche	0.20	38.40	Bank Rec April.
11-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
12-May-2022	Comfort Uche	0.10	19.20	Issue Cheque.
13-May-2022	Angela DeWolfe	0.50	101.50	Site Visit



Date	Description	Units	Amount	Notes
16-May-2022	Karen Aylward	0.20	98.00	review and sign April bank rec
16-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
16-May-2022	Comfort Uche	0.10	19.20	Scan and Save Reminder to File Income Tax from CRA, Inform Trustee
18-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
20-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
20-May-2022	Comfort Uche	0.20	38.40	Issue Invoice.
23-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
25-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
26-May-2022	Karen Aylward	0.20	98.00	email to TD bank re property tax assessment
26-May-2022	Comfort Uche	0.10	19.20	Review 2022 Property Tax, Save Copy.
26-May-2022	Comfort Uche	0.20	38.40	Issue Cheques.
27-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
30-May-2022	Angela DeWolfe	0.50	101.50	Site Visit
01-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
03-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
07-Jun-2022	Karen Aylward	0.40	208.00	draft and send request for borrowings
08-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
10-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
13-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
13-Jun-2022	Comfort Uche	0.30	61.20	Enter Deposit, Bank Rec May.
14-Jun-2022	Comfort Uche	0.10	20.40	Confirm Account for Wire Payment.
14-Jun-2022	Comfort Uche	0.20	40.80	Enter Wire Payment from TD.
15-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
16-Jun-2022	Comfort Uche	0.20	40.80	Issue Cheques.
21-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
22-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
24-Jun-2022	Karen Aylward	0.20	104.00	review and sign May bank rec
24-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
27-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
28-Jun-2022	Eric Sirrs	0.20	142.00	Review and auth payments.
28-Jun-2022	Comfort Uche	0.30	61.20	Issue Cheques.
29-Jun-2022	Angela DeWolfe	0.50	107.50	Site Visit
04-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
06-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
07-Jul-2022	Karen Aylward	0.50	260.00	discussion with relator re status of property
07-Jul-2022	Comfort Uche	0.10	20.40	Call back CRA agent, leave voice message.
11-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
12-Jul-2022	Maha Shah	0.30	100.50	Prepared and filed June 2021 GST return
12-Jul-2022	Maha Shah	0.30	100.50	Prepared and filed July 2021 GST return
12-Jul-2022	Maha Shah	0.30	100.50	Prepared and filed Aug 2021 GST return
12-Jul-2022	Maha Shah	0.30	100.50	Prepared and filed Sept 2021 GST return
12-Jul-2022	Maha Shah	0.30	100.50	Prepared and filed Oct 2021 GST return
13-Jul-2022	Maha Shah	2.20	737.00	Interim RD from Sept 2021 - June 30. Reviewed previous RDs to find variance of \$4k
13-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
14-Jul-2022	Karen Aylward	0.50	260.00	email to TD re options and recommendations with property
14-Jul-2022	Comfort Uche	0.10	20.40	Return call from CRA GST compliance department.
15-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
18-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
18-Jul-2022	Comfort Uche	0.10	20.40	Call back CRA GST compliance officer.
20-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
21-Jul-2022	Eric Sirrs	0.20	142.00	Review and auth payments
21-Jul-2022	Comfort Uche	0.20	40.80	Bank Rec June.
21-Jul-2022	Comfort Uche	0.30	61.20	Issue Cheques.
22-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
25-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
26-Jul-2022	Comfort Uche	0.10	20.40	Issue Cheque.
27-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
27-Jul-2022	Comfort Uche	0.40	81.60	Call to CRA re status of account, outstanding GST returns and balance.
28-Jul-2022	Maha Shah	0.50	167.50	Prepared and filed GST return for Nov 2021
28-Jul-2022	Maha Shah	0.50	167.50	Prepared and filed GST return for Dec 2021
28-Jul-2022	Maha Shah	0.50	167.50	Prepared and filed GST return for Jan 2021
28-Jul-2022	Maha Shah	0.50	167.50	Prepared and filed GST return for Feb 2021
29-Jul-2022	Angela DeWolfe	0.50	107.50	Site Visit
29-Jul-2022	Comfort Uche	0.80	163.20	File outstanding GST returns for periods between 2017 to 2022.
04-Aug-2022	Eric Sirrs	0.20	142.00	Review and auth pmt
04-Aug-2022	Comfort Uche	0.10	20.40	Issue Cheque.
09-Aug-2022	Karen Aylward	0.20	104.00	review and sign bank rec
10-Aug-2022	Karen Aylward	0.20	104.00	email to TD Bank

Date	Description	Units	Amount	Notes
11-Aug-2022	Karen Aylward	1.00	520.00	call with TD/Email to NAI Commercial/call with realtor/review assessment/email to CS re stat returns/
11-Aug-2022	Comfort Uche	0.40	81.60	Issue Cheques.
12-Aug-2022	Eric Sirrs	0.20	142.00	Review and auth payments
15-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
17-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
19-Aug-2022	Karen Aylward	0.20	104.00	letter from tax assessor, email to MS to compile relevant data
19-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
22-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
22-Aug-2022	Comfort Uche	0.20	40.80	Prepare and mailout outstanding T2 with Request to close account.
22-Aug-2022	Comfort Uche	0.20	40.80	Bank Rec July.
24-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
26-Aug-2022	Karen Aylward	0.20	104.00	review and sign July bank rec
26-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
29-Aug-2022	Eric Sirrs	0.20	142.00	Review and auth payments
29-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
30-Aug-2022	Comfort Uche	0.20	40.80	Issue cheques.
31-Aug-2022	Angela DeWolfe	0.50	107.50	Site Visit
02-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
02-Sep-2022	Comfort Uche	0.60	122.40	File GST returns for three periods.
07-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
08-Sep-2022	Comfort Uche	0.10	20.40	Issue Cheque.
09-Sep-2022	Eric Sirrs	0.20	142.00	Review and auth payment
09-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
12-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
14-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
16-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
16-Sep-2022	Comfort Uche	0.20	40.80	Bank Rec August.
19-Sep-2022	Maha Shah	0.20	67.00	Reviewed invoice and emailed to Comfort for payment
19-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
20-Sep-2022	Eric Sirrs	0.20	142.00	Review and auth pmt
20-Sep-2022	Karen Aylward	0.20	104.00	review and sign august bank rec
20-Sep-2022	Comfort Uche	0.20	40.80	Issue Cheques.
21-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
23-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
26-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
26-Sep-2022	Comfort Uche	0.20	40.80	Call to CRA re outstanding T2 returns.
27-Sep-2022	Karen Aylward	0.30	156.00	call with NAI commercial re update on ABC property
27-Sep-2022	Comfort Uche	0.30	61.20	Print invoice and Issue Cheques.
28-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
28-Sep-2022	Comfort Uche	0.20	40.80	Prepare and mail amended T2.
30-Sep-2022	Angela DeWolfe	0.50	107.50	Site Visit
24-Oct-2022	Karen Aylward	0.50	265.00	draft interim srd/email to TD re borrowings
26-Oct-2022	Karen Aylward	0.20	106.00	issue request for borrowings.
26-Oct-2022	Comfort Uche	0.20	41.00	File September GST return.
27-Oct-2022	Comfort Uche	0.20	41.00	Issue cheques.
31-Oct-2022	Angela DeWolfe	6.50	1,397.50	Oct 3, 5, 7, 10, 12, 14, 17, 19, 21, 24, 26, 28, 31 Site Visits
04-Nov-2022	Eric Sirrs	0.20	145.00	Email with staff re HVAC system.
04-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Ignite Heating to set up an appt
07-Nov-2022	Karen Aylward	0.20	106.00	email exchange with TD Bank
07-Nov-2022	Angela DeWolfe	0.20	43.00	left v/m Ignite to come look at furnace
07-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Ignite Heating
07-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Palace Heating, made an appointment for Monday evening
07-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Canuck Heating, made appointment for Tuesday in the day
07-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Palace Heating to cancel appointment
08-Nov-2022	Angela DeWolfe	2.50	537.50	met at building with Canuck Heating, they need to order some parts and come back to fix
09-Nov-2022	Comfort Uche	0.20	41.00	Enter wire credit in ascend.
14-Nov-2022	Eric Sirrs	0.20	145.00	Review and auth pmts.
14-Nov-2022	Karen Aylward	0.50	265.00	call to NAI commercial/email to TD Bank4
14-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Canuck heating RE: When are they coming to fix heaters
14-Nov-2022	Comfort Uche	0.30	61.50	Issue cheques.
15-Nov-2022	Angela DeWolfe	0.20	43.00	ph call Canuck Heating to schedule appt for Thursday
16-Nov-2022	Comfort Uche	0.20	41.00	Bank Rec October
17-Nov-2022	Karen Aylward	0.20	106.00	email from/to TD/follow up with NAI
17-Nov-2022	Angela DeWolfe	2.30	494.50	Met Canuck Heating Contractor to install parts they had ordered, was supposed to meet at 3:00, they were really late
17-Nov-2022	Comfort Uche	0.10	20.50	Issue cheque
17-Nov-2022	Comfort Uche	0.30	61.50	Call CRA for update on RC account.

Date	Description	Units	Amount	Notes
18-Nov-2022	Karen Aylward	0.30	159.00	call with realtor/email to TD
21-Nov-2022	Comfort Uche	0.20	41.00	File GST, update tracker.
21-Nov-2022	Comfort Uche	0.40	82.00	Call CRA, file outstanding T2.
22-Nov-2022	Comfort Uche	0.10	20.50	Issue cheque.
25-Nov-2022	Eric Sirrs	0.20	145.00	Review and auth pmt.
25-Nov-2022	Karen Aylward	0.20	106.00	review and sign October bank rec
25-Nov-2022	Karen Aylward	1.00	530.00	email/call from and to realtor and provide update to lender./call with realtor to discuss offer/review and provide recommendation to bank
28-Nov-2022	Comfort Uche	0.20	41.00	Issue Cheques.
29-Nov-2022	Eric Sirrs	0.40	290.00	Call with TD Bank re offer. Emails to and from NAI re counter offer.
30-Nov-2022	Angela DeWolfe	6.00	1,290.00	November 2,4,7,9,14,16,18,21,23,25,28,30 Site Visits
01-Dec-2022	Karen Aylward	0.30	159.00	call with M Parsons
13-Dec-2022	Comfort Uche	0.10	23.10	Check with Angela re property checks over the holidays.
13-Dec-2022	Comfort Uche	0.20	46.20	Bank Rec November.
13-Dec-2022	Comfort Uche	0.20	46.20	Issue cheques
14-Dec-2022	Eric Sirrs	0.20	145.00	Review and auth pmts.
14-Dec-2022	Karen Aylward	0.20	106.00	email from/to M Parsons
14-Dec-2022	Karen Aylward	0.20	106.00	emails with realtor and provide details on utility costs.
14-Dec-2022	Comfort Uche	0.50	115.50	Prepare schedule of heating costs at the building over a period of 12 months.
22-Dec-2022	Karen Aylward	0.20	106.00	review updated marketing report and recommended list price.
22-Dec-2022	Comfort Uche	0.10	23.10	Issue cheque
29-Dec-2022	Karen Aylward	0.20	106.00	November bank rec
31-Dec-2022	Angela DeWolfe	7.00	1,505.00	Site Visits Dec 2,5,7,9,12,14,16, 19,21, 23, 25, 27, 29, 31
04-Jan-2023	Karen Aylward	0.50	265.00	email to NAI commercial/review market update, email to TD Bank
05-Jan-2023	Eric Sirrs	0.20	145.00	Review and auth pmts.
05-Jan-2023	Comfort Uche	0.10	23.10	Issue cheque.
10-Jan-2023	Karen Aylward	0.20	106.00	email to NAI Commercial
10-Jan-2023	Comfort Uche	0.20	46.20	Bank Rec December 2022.
11-Jan-2023	Karen Aylward	0.20	106.00	email exchange with realtor
17-Jan-2023	Isobel Smith	0.30	61.50	Post disbursements to Ascend. Print cheques for the same; Arrange mailing;
18-Jan-2023	Comfort Uche	0.20	46.20	Email exchanges with Angela and Karen re site visit.
19-Jan-2023	Karen Aylward	0.30	159.00	call with NAI commercial
20-Jan-2023	Karen Aylward	0.50	265.00	review offer/email to lender/email to realtor
23-Jan-2023	Karen Aylward	0.50	265.00	emails and calls with lender/emails to NAI
24-Jan-2023	Karen Aylward	0.40	212.00	execute and return counter/email exchange with counsel
25-Jan-2023	Karen Aylward	0.50	265.00	discussion with realtor/review counter/email to lender/execute and return final counter offer
26-Jan-2023	Isobel Smith	0.30	61.50	Post disbursement to Ascend. Process cheques for the same; Arrange mail;
31-Jan-2023	Eric Sirrs	0.20	145.00	Review and auth pmts.
31-Jan-2023	Angela DeWolfe	6.00	1,290.00	Site Visits Jan 3,5,7,9,11,13,16,19,23,25,27,30
31-Jan-2023	Megan Schafer	0.10	13.90	verified deposit
31-Jan-2023	Comfort Uche	0.10	23.10	Email exchanges with Eric and Angela re property checks.
31-Jan-2023	Isobel Smith	0.30	61.50	Post disbursements to Ascend. Print cheques for the same; Arrange mail/courier;
03-Feb-2023	Angela DeWolfe	0.40	86.00	2 phone calls w Canuck Plumbing and Heating to negotiate a time to come to the building today
03-Feb-2023	Angela DeWolfe	1.50	322.50	On site while Canuck worked on the sump pump leak and repairing the ducts
07-Feb-2023	Karen Aylward	0.20	106.00	bank rec
13-Feb-2023	Karen Aylward	0.20	106.00	approve invoice for pmt
13-Feb-2023	Comfort Uche	0.40	92.40	Review invoice for payment and give to Karen for approval./Bank Rec January.
15-Feb-2023	Karen Aylward	0.20	106.00	update from realtor on offer
15-Feb-2023	Comfort Uche	0.20	46.20	Bank Rec January 2023.
16-Feb-2023	Isobel Smith	0.30	61.50	Post disbursement to Ascend. Prepare cheque for the same; Arrange mailing;
21-Feb-2023	Comfort Uche	0.10	23.10	Review invoice for payment.
22-Feb-2023	Comfort Uche	0.10	23.10	Review invoice for payment.
23-Feb-2023	Eric Sirrs	0.20	145.00	Review and auth pmt
23-Feb-2023	Angela DeWolfe	6.00	1,290.00	Site Visits Feb 1,3,6,8,10,13,15,17,20,22,24,27
23-Feb-2023	Isobel Smith	0.40	82.00	Post disbursements to Ascend. Prepare cheques for the same. Arrange mailing;
24-Feb-2023	Comfort Uche	0.20	46.20	File GST.
27-Feb-2023	Karen Aylward	0.50	265.00	Jan bank rec/sign and return condition waiver/extension/email to TD Bank
02-Mar-2023	Karen Aylward	0.30	159.00	email exchange and call with realtor re permit application, review and execute permit
02-Mar-2023	Comfort Uche	0.10	23.10	Review invoice for payment.
07-Mar-2023	Isobel Smith	0.30	61.50	Post disbursements to Ascend. Prepare cheques for the same; Arrange mailing;
09-Mar-2023	Isobel Smith	0.20	41.00	Post disbursement to Ascend. Prepare cheque for the same; Arrange mailing;
10-Mar-2023	Karen Aylward	0.20	106.00	email re site checks
10-Mar-2023	Comfort Uche	0.10	23.10	Email exchanges with Angela and Karen re site visits.
10-Mar-2023	Comfort Uche	0.20	46.20	Bank Rec February.
13-Mar-2023	Karen Aylward	0.20	106.00	review/sign Feb. bank rec
13-Mar-2023	Isobel Smith	0.10	20.50	Review GL in Ascend. Advise Karen Aylward that I will monitor the account;
15-Mar-2023	Angela DeWolfe	0.20	43.00	forwarded Canuck Plumbing e-mail to Comfort and returned ph call to Canuck advising that we did receive the invoice and it will be paid soon

Date	Description	Units	Amount	Notes
15-Mar-2023	Comfort Uche	0.10	23.10	Review and request invoice for payment.
16-Mar-2023	Isobel Smith	0.20	41.00	Post disbursement to Ascend. Prepare cheque for the same; Arrange mailing;
17-Mar-2023	Karen Aylward	0.20	106.00	discussion with realtor re request for extension.
20-Mar-2023	Karen Aylward	0.40	212.00	email to lender/sign and return extension request.
23-Mar-2023	Karen Aylward	0.20	106.00	approve expense for payment
24-Mar-2023	Comfort Uche	0.10	23.10	Review and request payment for invoice.
27-Mar-2023	Comfort Uche	0.10	23.10	Review bill for payment.
28-Mar-2023	Karen Aylward	0.20	106.00	follow up with comfort re: CRA release of refund
28-Mar-2023	Comfort Uche	0.10	23.10	Call CRA re credit on account. Left a message.
28-Mar-2023	Isobel Smith	0.30	61.50	Post disbursements to Ascend. Prepare cheques for the same; Arrange mailing;
29-Mar-2023	Comfort Uche	0.20	46.20	Call CRA to follow up with credit on account.
30-Mar-2023	Karen Aylward	0.20	106.00	call with realtor
30-Mar-2023	Comfort Uche	0.10	23.10	Email Karen with update on credit in GST account.
31-Mar-2023	Karen Aylward	0.30	159.00	email with realtor/email to counsel/email to td bank
31-Mar-2023	Angela DeWolfe	5.00	1,075.00	Site Visits March 1,3,6,8,10, 13,15,17, 20, 31
03-Apr-2023	Karen Aylward	0.40	212.00	email to counsel to secure court date./approve invoice for payment
04-Apr-2023	Eric Sirrs	0.20	145.00	Review and auth prmts.
04-Apr-2023	Megan Schafer	0.10	13.90	Entered deposit
04-Apr-2023	Isobel Smith	0.20	41.00	Post disbursement to Ascend. Prepare cheque for the same; Arrange mailing;
05-Apr-2023	Karen Aylward	0.40	212.00	call with realtor/emails re locksmith and access
06-Apr-2023	Karen Aylward	0.40	212.00	email to counsel/email to MS.
10-Apr-2023	Comfort Uche	0.20	46.20	Pull Corporate Search.
11-Apr-2023	Maha Shah	0.20	67.00	Phone call with locksmith to schedule site visit
11-Apr-2023	Angela DeWolfe	0.20	67.00	Ph call Maha RE: Meeting Locksmith
11-Apr-2023	Angela DeWolfe	0.70	234.50	Site Visit to check for locked doors and take pics of the key location. e-mail the pics to Maha
12-Apr-2023	Karen Aylward	1.00	530.00	begin drafting second report to court
12-Apr-2023	Angela DeWolfe	0.20	67.00	e-mail Maha RE: Garbage Lock
12-Apr-2023	Comfort Uche	0.20	46.20	Bank Rec March.
13-Apr-2023	Karen Aylward	2.50	1,325.00	drafting report to court/review and comment on annual return/request billing/email to TD re payout
13-Apr-2023	Comfort Uche	0.80	184.80	Complete annual return forms for 2020, 2021, and 2022.
		665.95	164,544.00	

# SCHEDULE "C"

**PThe Toronto Dominion Bank v. A.B.C. Afterschool Ltd. et al.**

**Court of King's Bench of Alberta Action Number: 2003 04652**

**A.B.C. Afterschool Ltd. in Receivership**

**Receiver's legal fees incurred to date (Duncan Craig LLP)**

<b>No.</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Fees</b>	<b>Disbursements and Other Charges</b>	<b>GST</b>	<b>Total Invoice Amount</b>
1.	238018	April 29, 2020	\$1,320.00	\$25.00	\$67.25	\$1,412.25
2.	238654	May 26, 2020	\$680.00	\$0.00	\$34.00	\$714.00
3.	240285	July 28, 2020	\$1,880.00	\$56.00	\$96.80	\$2,032.80
4.	240945	August 28, 2020	\$200.00	\$0.00	\$10.00	\$210.00
5.	241866	September 24, 2020	\$560.00	\$0.00	\$28.00	\$588.00
6.	342477	October 29, 2020	\$3,682.50	\$66.00	\$187.43	\$3,935.93
7.	343325	November 30, 2020	\$2,165.00	\$272.89	\$112.99	\$2,550.88
8.	344287	December 16, 2020	\$592.50	\$69.00	\$33.08	\$694.58
9.	345462	January 27, 2021	\$837.50	\$49.80	\$43.62	\$930.92
10.	345987	February 25, 2021	\$80.00	\$0.00	\$4.00	\$84.00
<b>Total:</b>			<b>\$11,997.50</b>	<b>\$538.69</b>	<b>\$617.17</b>	<b>\$13,153.36</b>