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**PRESENT:**

**Directors**

Member at Large	T. Mills
Member at Large	D. Zabloski
Town of Black Diamond	S. Hart
Town of High River	C. MacMillan
Town of Okotoks	R. Watrin
Village of Longview	K. Wight
Member at Large	M. Boake
Member at Large	K. Robson

**Management**

Chief Administrative Officer	L. Ingalls
Controller	K. Ogada
Administrative Assistant	J. Robinson

**Regrets:**

Foothills County	A. Alger
Town of Turner Valley	B. Crane

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**1. CALL TO ORDER**

Chairperson – T. Mills called the meeting to order at 7:20 p.m.

**2. PRESENTATION – 2018 AUDITED FINANCIAL STATEMENTS**

D. Adamson from Avail presented his summary report on the 2018 audited financial statements. There were no issues to report to the Board. He commented on the great cooperation Avail received from the accounting team at Westwinds. From his perspective the only thing to work on for next year is audit readiness, they will have their documents ready one week in advance for review.

M. Boake asked what RORF and DORF meant under Affordable Housing – D. Adamson explained the RORF means Restricted Operating Reserve Fund and DORF means Deferred Operating Reserve Fund. The province wanted to ensure cashflow and \$200/unit was kept aside. These related to two capital grants that Westwinds still has to spend (see page 10 and 11 of the financial statements for more detail).

K. Ogada explained that this audit relied on two accounting systems and there was a tremendous amount of work done by each team, Westwinds and Avail. K. Ogada thanked Avail and his team for all their work. D. Adamson thanked Westwinds for all their cooperation and team work. D. Adamson left the meeting.

**3. ADDITIONS TO THE AGENDA**

No additions were made to the agenda.

**4. APPROVAL OF AGENDA**

MOTION: By C. MacMillan to approve the agenda as presented.

CARRIED.

**5. CONSENT AGENDA ITEMS**

**5.1. Minutes of the February 26, 2019 Regular Board Meeting**

There were no additions or changes to the meeting minutes.

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**5.2. Executive Committee**

No report.

**5.3. Strategic Planning Committee**

Meeting minutes from March 1, 2019.

**5.4. Finance Committee**

Meeting minutes from February 26, 2019.

**5.5. Ad Hoc Call to Action Committee**

No report.

**5.6. Chairperson**

No report.

**5.7. Chief Administrative Officer Report**

L. Ingalls highlighted a number of items for the Board's consideration including the following:

- a. Item 2.b. – Barb Bell is the new Program Manager of Sandstone Lodge.
- b. Item 3.i. – Accommodation standards review – Sandstone Lodge and High Country Lodge were both cited for not documenting resident vote/tallies on items of discussion.
- c. Item 4.c. – Town of Okotoks Westwinds and Rowan House planning session – Westwinds will see how Town of Okotoks proceed with the site development and design.
- d. Item 4.f. – Proceeding with legal lawsuit for \$1.2M related to the loss of business continuity as a result of the Medicine Tree Manor fire. All parties have been served (Clark Builders, NORR).
- e. Item 5.a. – Projects – Parking lots at High Country Lodge – Glen Mead Park 1, 2, & 3 has been delayed due to substrate issues. It is \$40,000 over budget, but CAO is asking for a motion to approve the overage of \$40,150.

MOTION: By K. Robson that the Board of Directors approve the award of the High Country Lodge parking lot to Professional Excavators for \$205,150 which will result in a capital budget overage of \$40,150. CARRIED.

C. MacMillan had arising questions regarding the CAO report:

1.c. – Regarding eviction of a long-term tenant due to smoking on the premises. L. Ingalls explained that the tenant has been reported smoking in the unit. Westwinds has performed inspections of the unit on numerous occasions and smelled smoke. The unit has been swabbed for smoke and it came back negative but a toilet installed during the tenant's residency was found extremely discoloured due to smoking. The tenant has appealed the eviction under the Residential Tenancies Act.

1.d. – Regarding tenant non-renewal of lease in affordable housing unit – Westwinds has had many issues with the tenant over the last couple of years and the lease was only renewed on a three month term basis due to on-going non-compliance concerns with occupancy. Social Services recently notified Westwinds of other occupants and will not be renewing the lease, but will offer rent supplement option.

3.b. – Coal Trail occupancy stats – Coal Trail has 62 units and but there are only 61 available for rental as one unit is used for appliance and supply storage. This spring the Program Manager's office is being renovated to accommodate building storage to be able to rent the two-bedroom main floor unit.

## 6. NEW BUSINESS

### 6.1. 2019- 08 Westwinds Communities Audited Financial Statements for the period ending December 31, 2018

- 6.1.1. Supportive Living
- 6.1.2. Affordable (Formerly Management Agency)
- 6.1.3. Near Market (Formerly Affordable Housing)
- 6.1.4. Consolidated
- 6.1.5. Audit Findings Report

K. Robson gave an overview of the audited financial statements.

L. Ingalls explained that the reserve allocation of \$1M is for High Country Lodge renovations. The building is 42 years old and the resident rooms need to be upgraded.

K. Robson asked if there is enough room within the suites to make the necessary changes. L. Ingalls explained that there are a couple of options including combining the suites, exploring adding a wing of assisted living and or changing the roofline and expanding the units outward. M. Boake asked if the tenants will need to be relocated during the renovations. L. Ingalls explained that yes residents will need to be relocated within the building and occupancy will drop to around 50%. An occupied renovation takes 25-50% longer.

MOTION: By K. Robson to approve the:

1. Westwinds Communities – Supportive Lodge Financial Statements for the fiscal period ended December 31, 2018 as presented.
2. Westwinds Communities – Affordable Housing (formerly Management Agency) Financial Statements for the fiscal period ended December 31, 2018 as presented.
3. Westwinds Communities – Near Market Housing (formerly Affordable) Financial Statements for the fiscal period ended December 31, 2018 as presented.
4. Westwinds Communities – Consolidated Financial Statements for the fiscal period ended December 31, 2018 as presented.
5. Allocation of \$1 Million in restricted reserves, from the unrestricted net assets within Supportive Living Lodges program.
6. Allocation of \$287,179 in replacement reserves, from the unrestricted net assets within Near Market Housing (formerly Affordable Housing). CARRIED.

### 6.2. 2019-09 Ford F-250 Truck Purchase

MOTION: By K. Wight that the Board of Directors approve the purchase of the 2019 Ford F-250 for the Westwinds Communities owned near market housing program. Expense recovery for the truck's operation will be shared with the affordable housing program, near market housing (22 units) and Coal Trail Residences. CARRIED.

### 6.3. 2019-10 Unaudited Financial Statements for the period ending February 28, 2019

- 6.3.1. Supportive Living
- 6.3.2. Affordable (Management Agency)
- 6.3.3. Near Market Housing

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Dashboards of the above financial statements were presented and explained by K. Robson.

MOTION: By K. Robson that the Board of Directors receive the unaudited financial reports for the period ending February 28, 2019 for information. CARRIED.

**7. MUNICIPAL REPORTS**

Each municipal councilor in attendance provided information on current community activities.

**8. CORRESPONDENCE/INFORMATION**

8.1. Westwinds Communities Above & Beyond Award Recipients, Winter 2019

8.2. Rowan House and Westwinds meeting notes, 02/26/19

MOTION: By S. Hart to file correspondence for information. CARRIED.

**9. NEXT MEETING DATE**

The next Regular and Public Board meeting is scheduled for April 23, 2019 at 7:00 p.m. at Soderberg House, 901B Macleod Trail, High River.

**10. ADJOURNMENT**

MOTION: By D. Zabloski to adjourn the meeting at 9:07 p.m. CARRIED.



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T. Mills, Chairperson