

---

**PRESENT:**

**Directors**

Member at Large	T. Mills
Town of Turner Valley	B. Crane
Foothills County	A. Alger
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
Program Manager – CTR, SPI/SOD	K. Dinning
Program Manager – Medicine Tree Manor	T. Bristow

---

**CALL TO ORDER AND INTRODUCTIONS OF WESTWINDS REPRESENTATIVES**

Chairperson – T. Mills called the meeting to order at 7:09 p.m. The Chairperson facilitated introductions of the Board members and management to the eight guests in attendance.

**1. OPEN RESIDENT AND TENANT MEETING**

A resident of Medicine Tree Manor had a question regarding fire alarms and how the handicapped people will be evacuated from the building if they live on the second or third floor. T. Bristow, Program Manager at Medicine Tree Manor, explained that they have practice fire drills every second month. The fire department has asked that residents go into the stairwells, which have a fire-proof door, then wait for a Centre Coordinator or firefighter. Firefighters do carry an override key for the elevators.

Gloria Patterson from Spitzee House commented that she thoroughly enjoys living at Spitzee House. She is very happy to be a member of Westwinds.

Jack Regan from Coal Trail Residences indicated he has no complaints.

A resident of Medicine Tree Manor asked about Millennium Park and if Westwinds was going to get rid of the old farm machinery. L. Ingalls responded that yes, the machinery will be disposed. Medicine Tree Manor and Soderberg House returned a total of 33 surveys to Westwinds and the tenants requested a fire pit, individual seating, umbrellas and recliners. There will be a propane fire pit and the park will be maintained in the winter months. Solar lighting will be placed on the pathways, weather resistant patio furniture, as well as a two person swing will be added. L. Ingalls also explained there were a few items that were not feasible:

- No BBQ in the gazebo;
- A bathroom area is too cost prohibitive;
- A new designated smoking area will be on the west side of the patio primarily for Soderberg House; and

- Soderberg house will not be getting a covered smoking shelter as the housing management body does not accommodate it.

A resident from Medicine Tree Manor asked what the financial assumptions were for Millennium Park. L. Ingalls responded that Westwinds has developed a capital budget and allocated \$10,000 to furniture. Westwinds budget is \$96,000. \$47,000 was from casino fundraising, \$20,000 was a donation from Wawanesa Insurance, \$5,000 was donated from Western Financial and the rest will come from reserves. Structural, electrical and paving will be done by a professional contractor.

A resident of Spitzee House wondered where all the 80 year olds are? It seems to her that the new tenants are much younger. K. Dinning explained that there is an ongoing waitlist in Spitzee House and Soderberg House and the majority of the vacant units that become available are studios. Most seniors are not looking for a small unit. To be eligible for Spitzee House you have to be 60 years old and for the larger one bedroom units you have to be 65 years old. Homecare has also been encouraging seniors to stay in their own homes longer. K. Dinning mentioned that V. Scott and B. Bell, the other program managers for High Country Lodge and Sandstone Lodge, all work together to provide the best location for everyone. T. Mills explained that at a recent ASCHA convention this topic also came up regarding seniors staying in their homes longer, how they are by themselves, and family members are the primary caregivers.

A resident of Medicine Tree Manor asked how much more it costs to keep a couple in their own home compared to Medicine Tree Manor? L. Ingalls responded that a senior couple on basic pension will receive \$3,200.00 per month:

A Lodge costs approximately:

- \$1900/month for rent
- \$17/ month for parking
- Cable and telephone
- Housekeeping, food and laundry are all incorporated into the rent at Medicine Tree Manor

In their own homes showers can be inaccessible, the laundry can be downstairs, water and sewer rates are going up astronomically. In a condo utilities and condo fees can range from \$450-\$800/month.

A resident asked what assumptions impact the UCP government may have on operations. L. Ingalls responded with the following:

- Changing existing operating and capital funding or seniors social assistance programs funding;
- Potential restrictions – rescinding of legislation regarding carbon tax;
- The Residential Council currently in place may be changed and the Lodges will not be required to have one;
- Community resource employee may be rolled back;
- LAP pension inflation to \$322 rule may be rescinded;
- Could see housing stock of provincially owned buildings divested;
- There could be a substantial reduction in department mandate and a frozen capital budget for 4 years; and
- The operating budgets for all social housing including: Spitzee House, Soderberg House and Coal Trail could be frozen for 4 years;

There were no further questions from the residents. T. Mills thanked the residents for attending the meeting and reminded them that they were welcome to stay for the regular board meeting.

NOTE: 5 minute break at 7:47 p.m.

## **2. CALL TO ORDER**

The regular board meeting was called to order at 7:52 p.m.

## **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 March 26, 2019 Regular Board Meeting**

There were no additions or changes to the meeting minutes.

### **5.2. Executive Committee**

Meeting minutes from April 8, 2019.

### **5.3. Strategic Planning Committee**

Meeting minutes from April 5 and April 12, 2019.

### **5.4. Finance Committee**

Meeting minutes from March 26, 2019.

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

No report.

### **5.6. Chairperson**

No report.

### **5.7. Chief Administrative Officer Report and Policies**

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

- a. Item 1.f. Started relocation provisions of two tenants in affordable housing so the units can be sold for the Okotoks affordable housing project.
- b. Item 2.b. – Centre Coordinator retro-pay for January 1, 2018-March 16, 2019 for paid lunch breaks as they cannot leave the communities. Missed by management as not in legislation, regulation or employment handbook – request made to correct compliance provision confirmed with Alberta Labour. Westwinds cost for the retro-active pay to employee's is \$15,000 (accommodated in existing budget). Lodge Program Managers finalized strategy to adjust Centre Coordinator hours to not incur overtime due to paid lunch breaks for implementation May 19, 2019.
- c. Item 3.p. –Inventory disposal – Program managers compiled a list of items that are no longer being used at the communities.
- d. Item 6. Policy Amendments:
  - 7.160 Smoking and Cannabis - Added provision for no consumption of cannabis edibles or cannabis beverage consumption in common areas for all communities.

- 7.162 Operations Pet Policy - Includes grandfathering of pet program in Sandstone and High Country Lodges until 2022. Further specification of suites that may be considered pet friendly and overall identification of the maximum number of units.
- 8.130 Supportive Living Common Area Liquor and Cannabis consumption- new policy - In the fall 2018, AGLC changed supportive living common areas restrictions permitting unlicensed consumption of alcohol in common areas. Westwinds surveyed residents to gather their opinion and identified two areas (meal and exterior) where residents expressed interest in being able to consume their own alcohol.
- In anticipation of cannabis edibles being legalized, management also integrated provisions to not provide these products at events at this time.

MOTION: By B. Crane that the Board of Directors approve disposal of the above noted items at High Country Lodge, Coal Trail Residences and Medicine Tree Manor. CARRIED.

MOTION: By K. Robson that the Board of Directors approve policies 7.160, 7.162 and 8.130 as presented. CARRIED.

MOTION: By C. MacMillan that the Board of Directors receive consent agenda items 5.1 to 5.7 as presented. CARRIED.

#### **5.8. PROGRAM MANAGERS REPORT AND PRESENTATIONS**

K. Dinning gave an overview of the properties she manages:

Coal Trail Residences:

- She explained that last year the occupancy was at 45 units and there are currently 62 units occupied now, as of March 1, 2019 Coal Trail is fully occupied. K. Dinning recently placed an ad on Rent Faster for one of the units and it received 503 views.
- Telus has been much better regarding their service and wait times to receive service.
- There is a banner and signage out front.
- Maintenance and housekeeping are doing a really good job keeping everything up to date and clean.
- There have been complaints of smoke and cannabis smells on the property, but that could be due to the make-up air unit.
- Parking has been limited as most residents have two vehicles.

Spitzee House:

- Smoking in the units has been a concern – there have been swab tests done but they came back negative.
- There have been complaints from residents that there are not enough plug-ins outlets for each of the parking stalls. J. Brown, Maintenance Manager is trying to get more outlets installed.
- Three of the bachelor units have been completely renovated with new cabinets and vanities.
- Occupancy – there were two vacancies in April and one for May.

Soderberg House:

- Tenants have been visiting Medicine Tree Manor and going to the hairdresser and participating in food service and different activities.

- The smoking area has been moved.
- There are no vacancies at Soderberg House.

T. Bristow gave an overview of Medicine Tree Manor operations:

- Signage is up at the front of the building and there will be two more signs coming.
- Renovations are being done regarding the kitchen flooring where there is a gap and the flooring in the dining room where there is a gap in the subfloor.
- There have been issues regarding hot water- it is a new building and new technology so it takes time to figure it all out. Because High River has such hard water the screens on the boiler were plugging up, but if they are rinsed on a regular basis the problem can be avoided.
- The plumbing in some of the rooms needs to have the temperature adjusted, and if that doesn't solve the problem then the mixing valves will have to be adjusted removed. (Arising: mixing valves removed in May).
- Occupancy – there have been a number of residents moving on to a higher level of care, but some are waiting a very long time to get into another care centre. The default centre in High River is Seasons, and sometimes an eviction is necessary to make the resident and the family members realize that Medicine Tree Manor cannot provide the level of care that they need. Home care is only on site from 7 a.m. until 7 p.m. and only for scheduled services. B. Crane asked how much is it for an ambulance when they are called to the manor. T. Bristow explained that once a patient is over 65 there is no charge.
- Some of the residents participated in a 3 day trip to Kananaskis and the Casino – it was a really big hit.
- There have been some parking issues, such as the spaces are too small, the loading dock parking is in the way, and some areas of the parking lot are uneven and has water pooling and/or freezing in certain spots.

MOTION: By T. Mills to receive the Program Managers reports and presentations as presented. CARRIED.

## 6. NEW BUSINESS

### 6.1. 2019-11 High Country Lodge Fire Alarm Grant Report

Through the Ministry of Seniors and Housing, Westwinds Communities successfully secured funding for the installation of a sprinkler (fire suppression) at High Country Lodge, which was completed in 2018.

Westwinds request for re-designation of the grant balance, of \$115,719.94 along with project timeline extension to end of 2019, has been communicated to the ministry of Alberta Seniors and Housing and remains unresolved at this time.

MOTION: By S. Hart that the Board of Directors approve the High Country Lodge Fire and Safety Program Grant audited Financial Statements for the period ended December 31, 2018 as presented. CARRIED.

### 6.2. 2019 – 12 Glen Mead Park Pathway

Westwinds has been working with the Town of Black Diamond to redevelop the Glen Mead Pathway from downtown following the formal closure of the pathway in fall 2018. The existing pathway remains closed but is still used by the community routinely.

The Town of Black Diamond assisted Westwinds in developing a project budget which includes 220m of excavation and installation of an asphalt pathway to Town standards, installation of two benches and waste disposal bins, private property signage, and post and tension fencing on the Glen Mead Park side of the property (to help keep animals off leash).

MOTION: By S. Hart that the Board of Directors approve management submitting an application for a provincial Community Facility Enhancement Program Grant for \$48,000 and approves a project budget of \$96,000 for the replacement and redevelopment of the Glen Mead Park Pathway. The Glen Mead Park Pathway project includes Westwinds designated funding of \$38,000 and \$10,000 Capital Maintenance renewal grant. CARRIED.

### 6.3. 2019-13 Okotoks Affordable Housing

The Town of Okotoks has confirmed the purchase of the land for the Okotoks Affordable Housing project triggering the start of the project activities. Management has identified a tentative timeline including decision making points (\*):

Tentative	Component Activity Timeline		
04-09/19	Municipal	1. Master Planning	
		2. Land negotiation	
		3. Land Purchase (fee simple, condominium)*	
06-12/2020		4. Explore additional partnership options with municipality to increase innovation of project.	
2020		5. Potential for Development Permit execution	
05/19		Financing	1. CMHC Seed Funding \$350K*
08/19-08/20			2. Westwinds House Sale*
03-05/19			2.1 Tenant notification meetings (7 tenants, 3 communities)
03/19-04/20	2.2 Tenant housing options		
06/19-08/20	2.3 House renovations and sale		
06/19	3. Alberta Seniors and Housing Business Plan – Redefine project to use rent supplement*		
08/19	4. CMHC Capital Funding*		
2020	5. Traditional Financing*		
05-06/19	Building Design	1. Market research	
07-08/19		2. Research on efficient projects	
06-08/19		3. Research on building methods (traditional construction, module, etc.), energy efficiency options and products	
06-12/19		4. Partnerships (check with Town of Okotoks,	
08-12/19		5. Conceptual design & potential Nimby*	
01-03/20		6. Community consultation	
03/20		7. Verification of need (determine unit mix - # bedrooms, amenities)	
03-09/20		8. Building design*	
07/20-12/21		9. Project management*	
12/20	Building Construction and Commissioning	1. Project Budget and Permits*	
2021		2. Tenders and construction*	
08-12/21		3. Marketing & Open Houses	
10-11/21		4. Commissioning – hiring, training, systems training	
01/22		5. Move-in	
2022		6. Operational standardization and warranty	
06/22		7. Routine operations	

The CAO has requested informally that the Town of Okotoks integrate into the sale price of the site, the development permit and completion of the site infrastructure which would allow both operators to proceed with building and reduce the implications of no development occurring (as infrastructure costs for both parties would need to be done in the development of the first project on site) should Westwinds and Rowan House are not able to proceed at the same time. Proceeding in 2019 with a development permit would also decrease site Nimby and increase project awareness.

S. Hart asked if Westwinds heard from Rowan House regarding their plans for the Okotoks site. L. Ingalls responded that she has not heard anything yet. L. Ingalls explained that there would be a savings if Rowan House and Westwinds could share contracts. Previously, Rowan House had asked how much it would cost to have their own building.

S. Hart asked if the Town of Okotoks is holding Westwinds to partnering with Rowan House on the project. L. Ingalls said the Town of Okotoks is not, but they would like us on the same site. The Town of Okotoks needs to support Rowan House because they do not have the resources to do the development plan and then Rowan House can just focus on building on the site.

MOTION: By C. MacMillan that the Board of Directors approve:

1. Arrange the relocation of seven affordable housing single family home tenants, to alternate Westwinds affordable or near market housing, or access to rent supplement by June 2020. The relocation will include personal tenant meetings, the waiving of one month's rent, and at least one alternate housing option and rental accommodation overlap at a reduced rate, if required. The financial impact for the relocation will be accommodated within the affordable housing program budget and cost the near market housing program an estimated impact of \$7,000 over the fiscal years 2019-2020.
2. The capital renovation and sale of seven single family affordable housing units by June 2020. The estimated net cash flow for all seven units is \$1.86M. All renovation expenses are projected to be accommodated in existing capital maintenance renewal grants and or affordable housing operating funding.
3. An application to CMHC for up to \$350,000 in SEED program funding for the shared development infrastructure for Westwinds and Rowan House on the D'Arcy Site and Westwinds Communities design, consultation and building permit of a 62 unit affordable and mixed market stacked town house. The project will reflect design elements recommended by the Strategic Planning Committee. CARRIED.

**6.4. 2019-14 Sandstone Lodge Kitchen and Spa Room Renovation**

The Sandstone Lodge renovation project represents the second phase in renovating the lodges common area living, dining, kitchen, spa room and common area secondary rooms to be more functional and accommodate walkers and wheelchairs.

Project Committed Contracts:

Signed Contracts	Contract Remaining from	Change Orders	Remaining Contract
\$202,287.00	\$125,408.	\$11,373.00	\$136,781.00

Change Orders to Scope of Work:

1. Additional siding to area where window needs to be removed in dining room.
2. The addition of aqua board, shower surround and safety flooring for new spa room shower.
3. Repairing, patching, degreasing and painting of kitchen ceiling.

4. Reduced kitchen door due to structural beam.
5. Millwork changes in spa room.
6. Electrical and mechanical changes to accommodate new kitchen equipment.

MOTION: By K. Robson that the Board of Directors approve a maximum reserve allocation of \$45,000 for the Sandstone Lodge kitchen and spa room renovation. CARRIED.

**6.5. 2019- 08 Westwinds Communities Unaudited Financial Statements for the period ending March 31, 2019**

- 6.5.1. Supportive Living
- 6.5.2. Affordable (Formerly Management Agency)
- 6.5.3. Near Market (Formerly Affordable Housing)

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

Supportive Living – is performing above budget. The cash on hand is higher than 2018 because Westwinds received all requisitions earlier in this year. Each portfolio's utilities are higher than budgeted due to the carbon tax. The overall financial trend is positive.

Affordable Housing – There is \$570,000 due to intercompany which will be transferred to the Lodge portfolio. Utilities are under expensed.

Near Market Housing – Administrative expenses are low because of how Westwinds budgeted for the Yardi maintenance fee (\$30,000) and that savings directly offsets the fee.

MOTION: By K. Robson that the Board of Directors receive the unaudited financial reports for the period ending March 31, 2019 for information. CARRIED.

**7. MUNICIPAL REPORTS**

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

**8. CORRESPONDENCE/INFORMATION**

- 8.1. Brand Refinement and Initial Messaging Draft

MOTION: By R. Watrin to file correspondence for information. CARRIED.

**9. NEXT MEETING DATE**

The next Regular Board meeting is scheduled for May 28, 2019 at 7:00 p.m. at the Westwinds corporate office, 833 – 9<sup>th</sup> Street SW, High River.

**10. ADJOURNMENT**

MOTION: By A. Alger to adjourn the meeting at 9:50 p.m. CARRIED.



---

T. Mills, Chairperson