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**ATTENDEES VIA TELECONFERENCE:**

**Directors**

Member at Large	T. Mills
Town of Turner Valley	B. Crane
Foothills County	A. Alger
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
Member at Large	D. Zabloski

**Management**

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

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**1. CALL TO ORDER**

Chairperson – T. Mills called the meeting to order at 7:04 p.m.

**2. ADDITIONS TO THE AGENDA**

No additions were made to the agenda.

**3. APPROVAL OF AGENDA**

MOTION: By B. Crane to approve the agenda as presented.

CARRIED.

**4. CONSENT AGENDA ITEMS**

**4.1. Minutes of the January 28, 2020 Regular Board Meeting**

There were no additions or changes to the meeting minutes.

**4.2. Executive Committee**

Meeting minutes from March 9, 2020.

**4.3. Strategic Planning Committee**

Meeting minutes from March 13, 2020 (originally was recorded as March 14, 2020).  
Minutes will be changed to reflect the correct date.

**4.4. Finance Committee**

Meeting minutes from January 28, 2020.

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

No report.

**4.6. Chairperson**

No report.

**4.7. Chief Administrative Officer Report**

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

- a. Item 2.d. – Formal announcement of Val Scott’s retirement as Program Manager effective May 6, 2020, and appointment as the Health and Safety Coordinator. Donna Sefton will be the new Program Manager at High Country Lodge effective May 7, 2020, and Andrea Demarino will be the new Assistant Program Manager at Medicine Tree Manor, effective April 17, 2020. The transition between the three roles commencing April 1, 2020.

MOTION: By C. MacMillan that the Board of Directors receive the consent agenda items 4.1 to 4.7 as presented. CARRIED.

## 5. NEW BUSINESS

### 5.1. 2020-10 Audited Financial Statements for the fiscal period ended December 31, 2019

- 5.1.1. Supporting Living Lodges
- 5.1.2. Affordable Housing
- 5.1.3. Near Market Housing
- 5.1.4. Consolidated
- 5.1.5. Audit Findings Report

K. Ogada joined the meeting 7:20 p.m.

L. Ingalls and K. Ogada provided an overview of each of the audited financial statements, highlights from the Audit Findings Report and reported on the Finance Committees meeting with financial auditors, Avail LLP. There were no arising questions from the Board. K. Ogada thanked Avail LLP and his team for all their work.

K. Ogada exited the meeting at 8:04 p.m.

MOTION: by K. Robson that the Board of Directors approve:

1. Westwinds Communities – Supportive Living Lodges Financial Statements for the fiscal period ended December 31, 2019 as presented.
2. Westwinds Communities – Affordable Housing Financial Statements for the fiscal period ended December 31, 2019 as presented.
3. Westwinds Communities – Near Market Housing Financial Statements for the fiscal period ended December 31, 2019 as presented.
4. Westwinds Communities – Consolidated Financial Statements for the fiscal period ended December 31, 2019 as presented.
5. The allocation of \$217,109 in unrestricted net assets within Supportive Living Lodges, from the donation fund.
6. The allocation of \$243,715 in replacement reserves, from the unrestricted net assets in the Near Market Housing portfolio. CARRIED.

### 5.2. 2020-11 Affordable Housing Property Sale

12 Hunters Crescent, Okotoks

The property was placed on the market March 5, 2020 and sold on March 9, 2020 for \$298,000 (listing price \$309,900) and the property sale closes April 2, 2020. Awaiting for conditions to be waived.

44 Hunters Crescent, Okotoks

The property was placed on the market March 18, 2020 and sold the same day for \$300,000 closing April 17, 2020. The list price was \$304,900.

MOTION: by A. Alger that the Board of Directors approve the sale of both 12 Hunters Crescent in Okotoks for \$298,000; and 44 Hunters Crescent in Okotoks for \$300,000. CARRIED.

### 5.3. 2012-12 - 2021-2023 Business Plan Strategies

The board discussed the following business plan strategies and made the following comments:

#### 1. Plan for Targeted Growth

Objective: Ensure sound planning models to position the organization to capitalize on viable business opportunities and targeted growth.

- 1.1. Investigate alternative methods of funding for operational sustainability and capital development.
  - The Strategic Planning Committee proposed reducing outcome measures to reflect new provincial reality and adding exploring cost saving mechanisms and or service scope enhancements that generate revenue e.g. explore bus reduction.
  - The Board supported this direction.
- 1.2. No change in the initiative.
- 1.3. Develop options to increase long term viability at High Country Lodge with a range of supported living options.
  - S. Hart commented that the Black Diamond community has seen an increase of seniors retiring and needing accommodation primarily seniors independent living. Local residents do need to transition from rentals to the lodge, S. Hart liked the idea of a combination lodge and assisted living suites.
  - S. Hart commented there could be a possibility of acquiring land to the south and west of the hospital if it becomes available. The CAO indicated the only better location is close to downtown shopping amenities with the current location being acceptable but residents would like improved access to downtown. No arising action of exploring alternative sites.
  - The board agreed to explore the option of less lodge units and adding assisted living.
- 1.4. Develop partnership options with local municipalities, agencies and community groups to increase the supply of affordable senior's independent living throughout the Foothills Region up to 50 units.
  - The Strategic Planning Committee proposed the following revised priority: Develop partnership options with local municipalities, agencies and community groups to increase the supply of affordable housing in Black Diamond and High River.
  - The Board agreed to investigate this option.
- 1.5. Develop a 20-30 unit affordable housing project in Okotoks for families and non-senior households.
  - The Strategic Planning Committee proposed the following revised priority: In Partnership with the Town of Okotoks, develop a 60 unit mixed market rental apartment in Okotoks where the focus is on affordable housing for families, seniors and non-senior households.

- The Town of Okotoks is exploring partnership options for the site including a third party developers and possible other Not for Profits who would have a specific housing focus. A. Alger asked who the third party is, L. Ingalls replied that an RFI will be sent out.
  - The Board agreed to revise this initiative.
2. Invest for Success, Cooperative Partners  
Objective: Maintain and enhance communication with key stakeholders. Promote a broad based understanding of the affordable housing sector including municipal opportunities, community investment, best practices and partnerships.
- 2.1. No change in the initiative.
  - 2.2. Expand partnerships to increase community housing options and provide community housing education.
    - The Strategic Planning Committee proposed retaining the initiative and shift the focus on partnerships for ready to rent education and advocacy for a tenant support worker.
    - The Board agreed to shift this initiative.
  - 2.3. No change in the initiative.
  - 2.4. No change in the initiative.

B. Crane mentioned that Okotoks FCSS will be integrated in Calgary as they are following the provincial directive. FCSS should be giving the same treatment to every client no matter what community they are from. FCSS created a list of who could provide services, but did not consider the trading areas. L. Ingalls will try to get more information regarding the Okotoks FCSS and determine if they will still be conducting inter-agency meetings.

MOTION: By C. MacMillan that the Board of Directors, approve in principle the proposed initiatives corresponding to the strategic initiatives for development into a new 2021-2023 Business Plan. CARRIED.

#### **5.4. 2020-13 Coronavirus Report & Verbal Update**

The board reviewed the restrictions occurring at Westwinds Communities Supportive Living Lodges, Independent Living properties and the Corporate Office. L. Ingalls had the following comments:

- The province anticipates the outbreak could last 120 days.
- There has been no COVID-19 outbreak at any Lodge.
- 20% of the residents selected a designated visitor, the others would rather have no visitors.
- Games and select activities are still occurring but with social distancing and limited participants.
- Westwinds is asking residents not to leave the lodge unless it is absolutely necessary (i.e. doctor's appointment).
- Westwinds will allow two people to assist for a move-in or a move-out.
- Risk to staff if outbreak occurs, CAO is concerned employees will not come to work;
- Seniors Independent Living has less restrictions, but there are no common area activities (i.e. cards, games).
- Westwinds has suspended taking applications until March 30, 2020.
- Supplement email info:
  - E-transfer's will be set up for - rental payment, meals on wheels payment and any other payment to minimize cash handling.

- Rent payment relief
  - Taking tenants off of EFT temporarily if they cannot pay their rent. Request received via email or in writing from tenant. Tenant still receives a statement of late rent.
  - For tenants who provide a record of employment layoff.
  - Waiving late payment fees.
  - Waiving administration fees for utilities disconnections.
  - Accommodating rent re-payment options for a period of six months (trying not to extend outside our fiscal year).
- Rent Supplement relief:
  - Will allow rent supplement payments to go through without clients paying their portion of the rent (must provide records of employment layoff) for three months, then evaluate client continuation if rent receipt is provided.

T. Mills asked how we test the residents if they have symptoms of COVID-19. L. Ingalls replied that as soon as a resident is feeling unwell, they would be isolated in their unit and monitored for fever or respiratory issues. If symptoms continue, EMS is called to check them, and then Alberta Health Services will come in or provide the test with a swab. Results are usually available within 48 hours. Staff would continue to work and wear necessary PPE if entering an isolated unit.

T. Mills asked about employee morale. L. Ingalls replied that they are doing really well and taking extra precautions because they realize the risk to the residents. There are no visitors allowed in the common areas. Westwinds is trying to be reasonable and flexible (i.e. offering modified work schedules to help with the loss of childcare and having to homeschool where possible). Westwinds is trying to use local businesses to support local economy.

MOTION: By C. MacMillan that the Board of Directors approve the rent reduction provisions and receive the update for information. CARRIED.

MOTION: By C. MacMillan that the Board of Directors approve implementation of the above strategies for a period up to three months with applicable operational protocols and communication. CARRIED.

#### **5.5. 2020-14 Draft Unaudited Benchmark Financial Statements for the period ending February 29, 2020**

- 5.5.1. Supportive Living
- 5.5.2. Affordable (Formerly Management Agency)
- 5.5.3. Near Market (Formerly Affordable Housing)

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 29, 2020, for information. CARRIED.

#### **5.6. 2020-15 Future Board Meetings**

MOTION: by S. Hart that the Board of Directors suspend Westwinds Communities public board meetings until the Alberta Public Health Emergency declaration is lifted. CARRIED.

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MOTION: By S. Hart that the Board of Directors suspend in person committee and board meetings until the Alberta Public Health Emergency declaration is lifted and conduct the meetings via teleconference or videoconferencing. CARRIED.

**6. MUNICIPAL REPORTS**

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

**7. CORRESPONDENCE/INFORMATION**

- 7.1. Alberta Seniors and Housing Letter, 03/05/20 regarding surplus funds carryover
- 7.2. ASCHA – 2020 Alberta Budget Summary
- 7.3. Westwinds Above and Beyond Winter 2019 Recipients
- 7.4. Westwinds letter to Residents and Tenants regarding Val Scott's Retirement
- 7.5. Ministry of Seniors and Housing, Schedule "A" Amendments, 01/30/20
- 7.6. Ministry of Seniors and Housing, HMB Operations, Coal Trail Residences transition - 01/30/20

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

**9. NEXT MEETING DATE**

The next Regular Board meeting is scheduled for April 28, 2020 at 7:00 p.m. via teleconference.

**10. ADJOURNMENT**

MOTION: By B. Crane to adjourn the meeting at 9:30 p.m. CARRIED.



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T. Mills, Chairperson