
PRESENT:

Directors

Member at Large	T. Mills
Foothills County	A. Alger
Town of Okotoks	R. Watrin
Village of Longview	K. Wight
Member at Large	K. Robson
Member at Large	M. Boake
Member at Large	D. Zabloski
Town of High River	C. MacMillan
Foothills County	Alternate – R. Siewert

Management

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

Regrets:

Town of Black Diamond	S. Hart
Town of Turner Valley	B. Crane

1. OPEN PUBLIC BOARD MEETING WITH HIGH COUNTRY LODGE TENANTS & RESIDENTS– Tabled until the board meeting on January 28, 2020 at High Country Lodge.

2. CALL TO ORDER

Chairperson – T. Mills called the meeting to order at 10:56 a.m.

3. ADDITIONS/DELETIONS TO THE AGENDA

No additions were made to the agenda.

4. APPROVAL OF AGENDA

MOTION: By D. Zabloski to approve the agenda as presented.

CARRIED.

5. PRESENTATIONS OF MANAGERS – Tabled until the regular and public board meeting January 28, 2020 at High Country Lodge.

6. CONSENT AGENDA ITEMS

6.1. Minutes of the September 23, 2019 Regular Board Meeting

There were no additions or changes to the meeting minutes.

6.2. Executive Committee

Meeting minutes from November 1st, 8th and 18th, 2019.

6.3. Strategic Planning Committee

Meeting minutes from October 18, 2019

6.4. Finance Committee

Meeting minutes from October 22, 2019

6.5. Chairperson

No report.

6.6. Chief Administrative Officer Report and Policies

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

- a. Item 2.f – CAO attended NAHRO conference in Texas to enhance affordable housing best practices and design principles.
- b. Item 3.c - External Health and safety audit certification received. Westwinds passed with 89% - excellent work by front line staff and management.
- c. Item 3n. - Rent supplement program communication to waitlist clients (waitlist cancelled) and letter with Q&A to current clients about program cutbacks in provincial budget 2020/21, program will be reduced by 17%.

MOTION: By K. Robson that the Board of Directors receive consent agenda items 6.1 to 6.6 as presented. CARRIED.

7. NEW BUSINESS

7.1. 2019-32 Westwinds Communities 60th Anniversary

MOTION: By K. Robson that the Board of Directors approve Westwinds Communities 60th Anniversary celebrations as presented and resurrect the Ad-hoc Call to Action Committee with members K. Robson, C. MacMillan, A. Alger and D. Zabloski to determine the full extent of the 60th anniversary celebrations and planning. CARRIED.

7.2. 2019-33 Government of Alberta 2020 Budget Implications

As expected in the 2019 provincial budget delivery the province is working diligently to balance the books and while no impact is projected for 2019; 2020 has very material impacts to Westwinds programs and services.

- Funding for the lodge program (Westwinds Communities – 3 lodges representing 187 units) remains frozen for 2019 and 2020.
- Housing Management Bodies (HMB's - Westwinds Communities being one of approximately 90 entities in the province) will experience small reductions to their current budgets with an average 3.5% reduction in 2020.
- As many HMBs anticipated, rent supplement funding will be significantly impacted (160 households served monthly). A 24% reduction overall translates into approximately \$0.5 million in the current fiscal year, \$11 million in 2020-21 and \$16 million in 2021-22. HMBs have been advised not to process any new applications, effective immediately.

K. Robson inquired if L. Ingalls could correspond with the red tape committee and perhaps suggest the Province release the budgets earlier, instead of 2:00 p.m. on December 24th. L. Ingalls responded that she could try, but not sure if they would take it into consideration.

MOTION: By D. Zabloski that:

- The Board of Directors approve a reduction in the management body 2020 budget to correspond to a provincially approved budget for Westwinds Communities.
- The Board of Directors allow the CAO to implement the proposed cost savings strategies in consultation with the Executive Committee if provincial direction permits.
- That the Board of Directors approve the increase to parking fees in all programs from \$17 to \$20 per month effective for January 1, 2020. CARRIED.

7.3. 2019-34 Affordable Housing Sale

MOTION: By R. Watrin that the Board of Directors approve the sale of 411 Sunset Boulevard in Turner Valley for \$236,500. CARRIED.

MOTION: By R. Watrin that the Board of Directors approve the sale of 131 Thorson Crescent in Okotoks for \$298,400. CARRIED.

NOTE: 12:35 p.m. R. Watrin had to leave the meeting to attend council meeting in Okotoks.

7.4. 2019-35 2019 ASCHA Survey

The Alberta Seniors Communities and Housing Organization produces an industry specific compensation and benefit report every second year for members. Westwinds Communities has adopted a compensation and benefit program which positions the organization at the high average level of the wage survey (75 percentile).

The salary ranges become effective for January 12, 2020 and will be adjusted by the 1.4% economic adjustment for 2020.

Positions to Adjust	Recommended Strategy
Chief Administrative Officer	Adjust salary range & develop steps to \$64.05-\$99.67
Dietary Aid, Housekeeper	Keep both positions together for salary ranges. Change salary range to \$18.25 -\$20.77.
General Accountant, H&S Coordinator, Program Coordinator, Administrative Coordinator	Adjust salary range to \$28.26-\$32.26
Maintenance Coordinator	Adjust Maintenance Coordinator salary range to \$32.85 to \$37.29.
Maintenance Worker	Divide position into trade/boiler certification and no relevant formal training certification. No certification adjust range \$24.60 to \$28.29. Certification range \$27.33-\$31.66.
Program Manager	Adjust salary range to \$37.02-\$42.58
Program Manager MTM	Increase step 5 to \$45.69
Receptionist, Cook	Adjust Receptionist salary range to \$21.55-\$24.47. Adjust Cook salary range to 20.61 to \$23.65.
RSA/Administrative Assistant	Adjust RSA and Administrative Assistant salary range to \$22.80 to \$25.91.

Shift Differentials	Westwinds Rates	ASCHA Survey	Assessment per Hour
Stat Holiday Weekend Day	-	-	Introduce at \$1.00 only for weekend stat holidays to mirror current coverage (max. 3 stats per year).
Stat Holiday Evening	-	1.68	Introduce at \$1.55. Employees have requested this compensation as well. Introduce in increments.
Stat Holiday Nights	-	2.17	Introduce at \$2. Employees have requested this compensation as well. Introduce in increments.

The Board of Directors discussed the implementation of the salary adjustments. D. Zabloski had a concern regarding the timing of the adjustments and the possible implications on the budget in a year's time when Westwinds may have to do a wage roll back or staff reductions. K. Robson also commented that the best employees are the ones that are leaving for other positions, the re-hiring and training costs are substantial. Managers also take at least two days away from their regular duties to train a new employee.

D. Zabloski would like a memo to go to all staff that changes are occurring and there will be tough economic times ahead, and alert staff of the changes that are coming. L. Ingalls will send out a memo.

Consideration for increases to the existing shift differentials and introducing the statutory holiday pay shift differentials for evenings and nights was tabled. Only the shift differentials for stat holiday weekend day was integrated into the proposed salary adjustment. No changes to the benefits program were identified.

MOTION: By K. Robson that:

- The Board of Directors delay the Corporate Office renovations for 2020 and allocate the \$61,000 of that capital towards lodge wages for 2020.
- The Board of Directors increase the affordable housing 2020 maintenance, housekeeping and administration budgets by \$12,000 and reduce operating expenditures by \$12,000 for 2020.
- The Board of Directors increase the Coal Trail Residences 2020 maintenance, housekeeping and administration budget by \$5,000. These adjustments are anticipated to be captured in the new 2020 operating contract. CARRIED.

7.5. 2019- 36 Westwinds Communities Unaudited Financial Statements for the period ending September 30, 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 by K. Ogada.

R. Siewert asked where the requisitions are included on the financial statements. K. Ogada responded that it is in the Lodge Operational Funding in the amount of \$164,730, which Westwinds will receive in 2020. R. Siewert also inquired if insurance is also under operating. L. Ingalls responded that Westwinds insurance is through AUMA and they have started to pull reserves for the next three to four years as notified by the CAO of AUMA.

MOTION: By K. Robson that the Board of Directors receive the unaudited financial reports for the period ending September 30, 2019, for information. CARRIED.

8. MUNICIPAL REPORTS

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

9. CORRESPONDENCE/INFORMATION

9.1. Alberta Seniors & Housing, 09/16/19, Amending Agreement to Conditional Grant Funding Agreement.

9.2. Alberta Seniors & Housing, 10/02/19, HMB Business Plan 2020-2022

9.3. Westwinds, Summer 2019, Above & Beyond Recipients

9.4. ASCHA, 11/1/19, Budget Summary

MOTION: By K. Robson that the Board of Directors receive the correspondence for information. CARRIED.

10. IN CAMERA:

MOTION: By K. Robson to go into camera at 1:00 p.m. CARRIED.

MOTION: By K. Robson to come out of camera at 1:16 p.m. CARRIED.

MOTION: By C. MacMillan to approve the recommendations of the Executive Committee for the CAO and salary benefits adjustment. CARRIED.

11. NEXT MEETING DATE

The next Regular and Public Board meeting is scheduled for January 28, 2020 at 7:00 p.m. at High Country Lodge, 707 Government Road, Black Diamond.

12. ADJOURNMENT

MOTION: By K. Robson to adjourn the meeting at 11:46 a.m. CARRIED.



T. Mills, Chairperson