

Foothills Lodge

Planning and Repurposing Committee

Terms of Reference

The Terms of Reference is for the Foothills Lodge Planning and Repurposing Committee to assemble recommendations through a Strategic Development Plan for future use(s) for the vacant Foothills Lodge building and site.

The Foothills Lodge is located in the town of Sundre, Alberta at 124 – 1 Street. The provincially owned facility currently comprises 43 units with meal service amenities.

All residents of the Foothills Lodge were relocated to the new Sundre Seniors' Supportive Living Facility by June 3, 2016. The purpose of the Committee is to develop recommendations of potential repurposing opportunities for the Foothills Lodge which are then forwarded to Alberta Seniors and Housing, Housing Division via Mountain View Seniors' Housing for consideration.

It is understood that Seniors and Housing's decision for the repurposing of the lodge facility will be on the basis of housing clients' needs as per the Government of Alberta priorities; local community priorities; renovation costs to the facility; tenant use, viability and sustainability, compatible land uses and potential financial investment opportunities. Decisions relating to proposed building renovations will take into consideration the condition of the building and constraints that exist with the current structure. Determination of community groups/organizations that lease, all or portions of the facility, will be required to provide assurance of their sustainability and their ability to pay rent with no financial assistance from either Mountain View Seniors' Housing or Seniors and Housing.

Mountain View Seniors' Housing, in its role in sub-regional planning, will lead this activity as they will be managing the building on behalf of the province. A process whereby community groups/organizations are invited to submit an Expression of Interest may be utilized. Submissions received by the Committee may form part of the Committee's recommendation, via a Strategic Development Plan, to Seniors and Housing.

Membership Composition

- The Committee shall be composed of a minimum of seven voting members,

- The Board Chair from Mountain View Seniors' Housing will Chair the Committee, and
- A majority of Committee members shall consist of the following:

Voting Members

- Mountain View Seniors' Housing Board Chair appointed by Mountain View Seniors' Housing
- Chief Administrative Officer Mountain View Seniors' Housing
- One (1) member appointed by the Town of Sundre (Member may not have Mountain View Seniors' Housing affiliation),
- Four (4) Town of Sundre community representatives will be appointed by Mountain View Seniors' Housing and the Town of Sundre.

Non-Voting Members

- Regional Maintenance Manager (Mountain View Seniors' Housing)
- Project Manager (Mountain View Seniors' Housing)
- Government of Alberta, Alberta Seniors and Housing, Technical personnel (as required)
- One (1) member appointed by Government of Alberta, Seniors and Housing
- Consultant (i.e. Needs Assessment)

Resources

- Internal staff resources will be provided for the Committee through the Mountain View Seniors' Housing and Seniors and Housing.
- Mountain View Seniors' Housing will provide funds for a portion of the proposed needs assessment.
- Mountain View Seniors' Housing will fund the required advertising and Expression of Interests to be solicited from the community.

Accountability

The Committee will report to the Mountain View Seniors' Housing Board following each Committee meeting.

Confidentiality

Given the discussions of options and recommendations will be exploratory in nature, the Committee members are required to comply with the confidentiality of information requirements as it relates to options and decisions being considered.

Decision Making

- Decision making will be by vote and the Chair has the deciding vote in case of a tie.

Meetings

- The Committee shall meet monthly and may meet more frequently if required.
- Extraordinary meetings to address specific items may be held at the call of the Chair.
- Time-limited sub-committees may be formed to address specific issues.
- The Committee will meet with other Committees (i.e. Government of Alberta), or the Chairs of other committees, as required.

Deliverable

- The Committee is tasked with the development of recommendations, through a Strategic Development Plan, for potential repurposing opportunities for Foothills Lodge to Seniors and Housing, the Housing Division through Mountain View Seniors' Housing Board.
- Strategic Development Plan should identify and outline:
 - Sundry housing client needs,
 - Local community priorities,
 - Renovation cost implications to the facility,
 - Viable and sustainable tenant uses,
 - Compatible land uses, and
 - Feasible real estate investment opportunities.

Functions and Responsibilities

1. The Committee shall review and recommend to the Mountain View Seniors' Housing Board the Strategic Development Plan for potential repurposing opportunities for Foothills Lodge.
2. The Committee shall advise the Mountain View Seniors' Housing Board of existing and future repurposing opportunities for the Foothills Lodge facility.
3. The Committee shall monitor the following to ensure adherence to Mountain View Seniors' Housing and Alberta Seniors and Housing policies and report to the Mountain View Seniors' Housing Board:
 - a. Local client housing demand and need assessments,
 - b. Seniors and Housing priorities,
 - c. Government of Alberta priorities,

- d. Sundre Municipal Development Plan, Area and Neighbourhood Plans and Land Use Bylaws for land use development
- e. Local interest groups (i.e. Expression of Interest),
- f. Investment or development groups (Non-public Uses),

to ensure compliance with local, provincial and board policies and priorities.

Tenure

1. By early 2017, it is anticipated that the Strategic Development Plan for potential repurposing opportunities for the Foothills Lodge will be complete and submitted to Alberta Seniors and Housing for review and consideration.
2. The Committee will disband either upon the approval of a Strategic Development Plan for the future use of the Foothills Lodge and/or as directed by Alberta Seniors and Housing.