

Westman Lions Manor Office Update



Friday, December 12, 2025

Christmas Greetings - The Westman Lions Manor Board of Directors extends heartfelt Christmas greetings to you and your family. We wish you a joyful holiday season and all the very best in the New Year!

The Board would also like to express our deep appreciation to all staff, and offer many thanks to the VSA for their ongoing commitment and dedication to the Manor throughout the year. Warm holiday wishes to all!

TAPS Program – Technology Access Program for Seniors - the TAPS Program offers hands-on technology support to help seniors navigate smartphones, tablets, iPads, and laptops. Sessions will run in partnership with Seniors for Seniors on the third Wednesday of each month, from 4:00 PM to 5:30 PM in the Coffee Lounge. The first session will be held on **Wednesday, December 17, 2025**. A sign-up sheet is available at the kiosk.



January/February 2026 Calendar – if you have any additions for the January & February events calendars, please have them to the office by Friday, **December 19, 2025** for inclusion in the calendars which will be distributed on **December 23, 2025**.

Garbage/Recycling – We are still monitoring the new garbage schedule. To help reduce the number of garbage and recycling pick-ups, we ask that:

- **Suites 113–118** use the **Phase 2 garbage and recycling bins**, and
- **Suites on floors 2–6 ending in 17–22** also use the **Phase 2 bins**.

Your co-operation will help us keep collection efficient and minimize service interruptions.

Exterior Doors - Please ensure that **all exterior doors are properly closed behind you**, especially during snowy or windy weather. This simple step will prevent the bottom of the doors from icing up and help avoid cold air from entering the building.

If you are using the loading dock doors, please remember that these doors **must be manned at all times when open**. After use, ensure that the doors are **properly locked** to maintain building security and energy efficiency.

Snow Plowing & Removal - our maintenance team works hard to ensure that entrances and pathways remain clear, but please be aware of the following details:

- **Ongoing Snow Clearing:** The maintenance team will clear the snow from entrances as frequently as possible, but due to continuous snowfall, they focus on clearing once the snow has stopped. This allows them to clear areas more efficiently and avoid repeating the work.
- **Snow Between Vehicles:** As a courtesy, after each snowfall, the maintenance team will shovel the snow between parked vehicles into the middle of the aisles. This helps to keep your vehicles in their parking spots and minimizes the need to park on the street, where you may face difficulties or risk getting stuck.
- **Snow Removal Company:** We have asked our snow removal service to arrive as early as possible after the snowfall has ended. However, due to their commitments with other clients, their arrival may be delayed, especially during heavy snowfalls. The plow service will return later to clear snow piles and fully clear the lots as soon as they are able. Please note, the plows typically will not come during active snowfall.

Thank you to the tenants who help with the snow shoveling and clearing. We appreciate the help!

Thank you for your patience and cooperation as we work to keep the property safe and accessible during winter weather.



Holiday Hours' Notice - as the holiday season approaches, our team will be taking a well-deserved break to celebrate with family and friends. We hope you understand that this time off is important for our staff to recharge and enjoy the season.

Our office will be closed on the following days:

- **Thursday, December 25, 2025** – Christmas Day (Public Holiday)
- **Friday, December 26, 2025** – Boxing Day (Public Holiday)
- **Monday, December 29 – Wednesday, December 31, 2025** – Staff Vacation
- **Thursday, January 1, 2026** – New Year's Day (Public Holiday)
- **Friday, January 2, 2026** – Staff Vacation

In the event of an emergency, please call the **Maintenance Emergency Number** at **204-717-8611**. For all other matters, we kindly ask for your patience and understanding and encourage you to reach out after our return.

We'll be back in the office **Monday, January 5, 2026**.

Thanks, Manor Staff