

## APPROVED MINUTES

Thursday June 19, 2025 – 1:00PM

MVSH Administration Offices Boardroom, Olds Alberta or Microsoft Teams

**Directors:** Dwayne Fulton, Greg Harris, Dorothy Moore, Angie Fricke, Darren Wilson, Richard Warnock

**Administration:** Stacey Stilling (CAO), Chayla Bjorkman (Board Secretary), Debra Steiger (CFO)

**Regrets:**

**Guests:**

### Agenda 1 – CALL TO ORDER

The meeting was called to order at 1:01pm by Board Chair Dwayne Fulton.

### Agenda 2 - APPROVAL OF AGENDA

**25-037 Moved by Director Richard Warnock to approve the agenda as presented. CARRIED**

### Agenda 3 – APPROVAL OF MINUTES

a) Regular Board Meeting March 27, 2025

**25-038 Moved by Director Dorothy Moore to approve the minutes from the Regular Board Meeting on March 27, 2025 as presented. CARRIED**

### Agenda 4 – PRESENTATIONS

a) There were no presentations for this meeting.

### Agenda 5 - BUSINESS ARISING FROM MINUTES

### Agenda 6 – RISK

a) Q1 Management Confirmation – Stacey provided a review of the confidential document.

**25-039 Moved by Director Angie Fricke to approve the Q1 Management Confirmation as presented. CARRIED**

### Agenda 7 –NEW BUSINESS

Approval of 2026-2028 Business Plan – The presented plan was a culmination of the work done with the Board and senior leadership team at the strategic retreat hosted on April 24, 2025. The Board had the opportunity to discuss and ask questions regarding the draft plan. It was noted the plan contains a high-level strategic road map as an overarching summary. The Board indicated the plan was an easy read and clearly captured the community needs, backed up by data and the industry reputation of the organization with the Government. It is to be noted this plan is for the period of 2026-2028, but all financial information/requests will be updated annually.

**25-040 Moved by Director Greg Harris to approve the 2026-2028 Business Plan as amended. CARRIED**

- a) 2025 Reserve Top-Ups – Debra presented the information. With year end now complete there is opportunity to top up balances in some reserve accounts. We may want to consider reviewing the targets that were previously set to ensure they are sufficient for potential future needs. The Board requested that this agenda item be brought back to the next meeting, with the reserve policy for more in-depth review.

**25-041 Moved by Director Richard to bring the 2025 Reserve Top-Ups back to the next meeting, with the reserve policy for further review. CARRIED**

- b) 2025 Budget Revision (Housing) – Due to a budget increase from the provincial government, a revised budget was presented. Debra reviewed the proposed changes to the budget, highlighting several key areas.

**25-042 Moved by Director Darren Wilson to approve the 2025 budget revision as presented. CARRIED**

- c) ATB Discussion – It may be beneficial to initiate a relationship with ATB by opening an account, as it would streamline future administrative requirements. The board inquired about what accounts would be proposed for moving over to ATB; the Housing Reserve account is a potential option. There was also discussion about the possibility of refinancing the line of credit for the Lifestyle program to obtain a lower interest rate.

**25-043 Moved by Director Richard Warnock to create a profile with ATB by opening an account. CARRIED**

**25-044 Moved by Director Greg Harris to direct administration to explore other lending institutions for competitive rates. CARRIED**

**Agenda 8 – KEY PERFORMANCE INDICATORS**

- a) Operations Dashboard – Debra presented the information. We are starting to receive some invoices where the carbon levy is no longer being charged.
- b) Debt Summary – Debra presented the information and noted that one debenture has been paid in full.
- c) Draft Q1 Financials – Debra presented the information to the end of March 2025. Stacey and Debra review the financial position on a monthly basis. The Board noted that these numbers are clear and easy to understand.
- d) 2025 Capital Budget Variance -April 30 – Debra noted items that were unbudgeted have been added lawn mower, hot water tank (ARL), vacuum (CWL).
- e) 2025 Lodge Subsidy Breakdown – Debra presented the information. This was in response to a question brought forth by the Board Directors at the strategic planning retreat in April.

**25-045 Moved by Director Angie Fricke to accept Key Performance Indicators as information. CARRIED**

- a) **Agenda 9 – BOARD CHAIR'S REPORT** Chair Dwayne presented the information. Both he and Vice Chair Angie attended the FCM annual conference which overlapped with Seniors Week and MVSH's 65<sup>th</sup> Anniversary celebrations this year meaning they were unable to attend many of the Lodge events. Other MVSH Directors and Municipal Council members were present to celebrate with

residents and staff throughout the week. The Chair and CAO also recently attended the Carstairs Policies and Priorities Committee meeting.

**25-046 Moved by Chair Dwayne Fulton to accept the verbal report as information. CARRIED**

#### **Agenda 10 - CAO'S REPORT**

- a) Stacey provided a quick review of the written report.
  - a. Debra and Stacey are awaiting the insurance renewal information. Our insurer Northbridge has offered to do thermal-imaging of the main electrical panels in the Lodges to identify any potential hotspots at no cost to MVSH. We hope that this imaging work will be completed over the summer.
  - b. Save the date for the Foundation's 15<sup>th</sup> Annual Golf Classic, which will be held at the Carstairs Community Golf Club on Thursday September 11, 2025. Director Dorothy mentioned she would love to volunteer again, along with Directors Greg, Dwayne, and Richard who also expressed interest in volunteering.

**25-047 Moved by Director Darren Wilson to accept the CAO's report as information. CARRIED**

#### **Agenda 11 - POLICIES**

- a) HR001-25 Attendance Management

**25-048 Moved by Director Dorothy Moore to approve HR001-25 Attendance Management policy as presented. CARRIED**

- b) HR010-25 Progressive Discipline

**25-049 Moved by Director Dorothy Moore to approve HR010-25 Progressive Discipline policy as presented. CARRIED**

- c) HR015-25 Substance Abuse

**25-050 Moved by Director Dorothy Moore to approve HR015-25 Substance Abuse policy as presented. CARRIED**

- d) HR018-25 Accommodation

**25-051 Moved by Director Dorothy Moore to approve HR018-25 Accommodation policy as presented. CARRIED**

- e) Signing Authority Matrix – updates – Job titles updated and added Maintenance Managers at each site.

**25-052 Moved by Director Dorothy Moore to approve the Signing Authority Matrix updates as presented. CARRIED**

f) OP211-25 Community Housing Program

**25-053 Moved by Director Dorothy Moore to approve OP211-25 Community Housing Program policy as presented. CARRIED**

g) OP025-25 Outbreak Management

**25-054 Moved by Director Dorothy Moore to approve OP025-25 Outbreak Management policy as presented. CARRIED**

h) OP026-25 Infection Prevention & Control

**25-055 Moved by Director Dorothy Moore to approve OP026-25 Infection Prevention & Control policy as presented. CARRIED**

i) Policies to be Rescinded:

- i. PP010 Progressive Discipline
- ii. IPC001 Outbreak Management
- iii. IPC003 Infection Prevention & Control

**25-056 Moved by Director Dorothy Moore to rescind PP010 Progressive Discipline, IPC001 Outbreak Management, IPC003 Infection Prevention & Control policies. CARRIED**

#### **Agenda 12 – CORRESPONDENCE**

- a) Letter from Minister McIver- Cremona
- b) CSLA Letter to PM Carney
- c) TK Elevator Notice

**25-057 Moved by Director Greg Harris to receive the correspondence as information. CARRIED**

#### **Agenda 13 - IN-CAMERA (As Needed)**

**25-058 Moved by Director Angie Fricke to move into the In-Camera Session at 2:34pm. CARRIED**

**25-059 Moved by Director Richard Warnock to move out of the In-Camera Session at 3:28 pm. CARRIED**

#### **Agenda 14 - KEY MESSAGES**

#### **Agenda 15 – NEXT MEETING**

- a) Regular Meeting Tuesday August 26, 2025 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

## Agenda 16 – ADJOURNMENT

The meeting was adjourned at 3:30pm by the Board Chair, Dwayne Fulton.



Board Chair, Dwayne Fulton