



Mountain View Seniors' Housing
Regular Board Meeting

APPROVED MINUTES

Thursday March 19, 2025 – 1:00PM

MVSH Administration Offices Boardroom, Olds Alberta or Microsoft Teams

Directors: Dwayne Fulton, Greg Harris, Angie Fricke, Darren Wilson, Richard Warnock, Will Stevens

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

Regrets: Craig Lamb

Guests: Leon Pfeiffer, CPA, CA, Rae-Lee Doll, CPA, and Winson Co, RSM Canada LLP

Agenda 1 – CALL TO ORDER

The meeting was called to order at 1:02 pm by Board Chair Dwayne Fulton.

Agenda 2 - APPROVAL OF AGENDA

26-031 Moved by Director Darren Wilson to approve the agenda as amended. CARRIED

Agenda 3 – APPROVAL OF MINUTES

a) Regular Board Meeting February 19, 2026

26-032 Moved by Director Will Stevens to approve the minutes from the Regular Board Meeting on February 19, 2026, as presented. CARRIED

Agenda 7 – New Business – Auditor Appointment Only

a) 2026 & 2027 Auditor Appointment – Debra presented the information. RSM provided a quote for both fiscal years for the Board's consideration.

26-036 Moved by Director Richard Warnock to appoint RSM Canada as the Audit Team for the 2026 and 2027 fiscal years. CARRIED

Leon Pfeiffer, Rae-Lee Doll and Winson Co of RSM Canada LLP joined the meeting at 1:34pm.

Agenda 4 – PRESENTATIONS

a) RSM Canada – Leon presented the information and reviewed the 2025 audited financial statements and audit findings. Board Directors were able to ask questions throughout the presentation.

26-037 Moved by Director Richard Warnock to move into an in-camera session at 2:12pm. CARRIED

Leon Pfeiffer, Winson Co and Rae-Lee Doll left the meeting at 2:22pm.

26-038 Moved by Director Will Stevens to move out of the in-camera session at 2:23pm. CARRIED

Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) Operational Review Summary Update – Stacey presented the information. This is the summary of highlighted identified items and includes the MVSH response. One remaining outstanding item regarding is a cyber security policy, of which management is in progress of addressing. Concern expressed about Board Chair signing financial reconciliations as this is an operational item.

26-033 Moved by Director Greg Harris that MVSH Board suspends permanently the role of the board in signing cheque registers, reconciliations, and financial documents that are the responsibility of the CFO and CAO. CARRIED

- b) Asset Transfer Update – To be addressed under the CAO report.
- c) Office Lease Renewal Update – To be addressed under the CAO report.
- d) History of MVSH – Stacey presented the information. The Board had inquired about this during their recent site tours, and administration noted they would provide the history document for reference.

26-034 Moved by Director Angie Fricke to accept the History of MVSH as information. CARRIED

Agenda 6 -- RISK

- a) Office Phones (see CAO report) – The O-NET internet contract will expire soon. Risk has been addressed by securing services through an alternate provider (TELUS). Anticipate that the service changeover will occur mid to late April.

26-035 Moved by Director Darren Wilson to accept the Office Phones Risk as information. CARRIED

Agenda 7 –NEW BUSINESS

- a) 2026 & 2027 Auditor Appointment –This item was moved up to occur prior to the 2025 Audit Presentation.
- b) 2025 Board Remuneration Summary – Board remuneration came in under budget for 2025. Directors requested to bring the policy back for board review.

26-039 Moved by Director Greg Harris to approve the 2025 Board Remuneration Summary as amended to include rates, identifying chair roles and direct management to post publicly on www.mvsh.ca. CARRIED

- c) 2025 Audited Financials – These were included and reviewed during the Audit Presentation by RSM Canada.

26-040 Moved by Director Greg Harris to approve the 2025 audited financial statements as presented by RSM Canada LLP. CARRIED

- d) Stakeholder Update- Lodge Program – This email communication from the Ministry of Assisted Living and Social Services provided confirmation and clarification for a number of key operational

requirements currently in effect for all Housing Management Bodies administering Lodge accommodation.

- e) Ministerial Order 2026-005 – The Board was provided a copy of the ministerial order, which relates to the updated Priority Rating Criteria as approved by the Minister.
- f) MVM 2026 Budget (Housing) (2025 provided as year over year reference) – Stacey presented the information. Funding has been increased for the Lodge Assistance Program (LAP) grant, as well as funding for the Rental Assistance Benefit (RAB) Program. It was also noted that the threshold for LAP funding is expected to decrease in 2027.

26-041 Moved by Director Richard Warnock to accept the Stakeholder Update-Lodge Program, Ministerial Order 2026-005 and the MVM 2026 Housing budget as information. CARRIED

- g) Board Retreat Location – The Board was presented with information from Heritage Centre in Cremona for consideration for this year's strategic planning retreat.

26-042 Moved by Director Will Stevens to approve the Board Retreat location and catering as presented. CARRIED

- h) MVL Elevators – Stacey presented the information. MVSH has been notified that the opening system for the elevators at Mount View Lodge will require an upgrade at some point. A cost breakdown for the required upgrade has been requested. There is expected down time while the elevator upgrade occurs (when this is completed, only one elevator shall be done at a time).

26-043 Moved by Director Darren Wilson to accept the MVL Elevators update as information. CARRIED

Agenda 8 – KEY PERFORMANCE INDICATORS

- a) 2025 Key Financial Ratios – Debra presented the confidential information.
- b) February 2026 Debt Summary – Debra presented the information.

26-044 Moved by Director Richard Warnock to accept the Key Performance Indicators as information. CARRIED

Agenda 9 – BOARD CHAIR'S REPORT

- a) Dwayne presented a verbal report to the Board. He recently, through Rural Municipalities of Alberta, had an opportunity to meet with Minister Nixon and ADM, David Williams. Dwayne expressed a quick thank you for the increased provincial funding. He also provided a highlight of MVSH's current waitlists. Dwayne noted that he confirmed MVSH is still interested in potential future asset transfers. The Assisted Living access agreement was also a topic of discussion.

26-045 Moved by Director Greg Harris to accept the Board Chair's Report as information. CARRIED

Agenda 10 - CAO'S REPORT

- a) Stacey presented the information in her confidential report. The CAO, Stacey and Board expressed their appreciation to the CFO, Debra and her finance team for all their work on the 2025 Audit.

26-046 Moved by Director Will Stevens to approve the CAO's Report as presented. CARRIED

Agenda 11 - POLICIES

- a) BP013-26 Video Surveillance Equipment – This is a new policy. The Board discussed whether there should be a disclaimer about audio recording not being active.

26-047 Moved by Director Richard Warnock to approve policy BP013-26 Video Surveillance Equipment as amended. CARRIED

- b) FP009-24 Lodge and Housing Rents and Security Deposits – This policy has been updated to reflect wording change for NOA income results that result in a change in rent, and when that change will be effective for lodge tenants.

26-048 Moved by Director Darren Wilson to approve policy FP009-24 Lodge and Housing Rents and Security Deposits as presented. CARRIED

- c) OP213-25 Waitlists and Prioritization – The policy was updated to reflect the 10 points that can potentially be awarded to applicants, residing in acute care beds, who are lodge appropriate.

26-049 Moved by Director Angie Fricke to approve policy OP213-25 Waitlists and Prioritization as presented. CARRIED

Agenda 12 – CORRESPONDENCE

- a) Municipal Affairs Re: Cremona

26-050 Moved by Director Richard Warnock to accept the Correspondence as information. CARRIED

Agenda 13 - IN-CAMERA (As Needed)

- a) ATIA – Section 29 – Advice from Officials

26-051 Moved by Director Angie Fricke to move into the In-Camera Session at 3:42pm. CARRIED

26-052 Moved by Director Darren Wilson to move out of the In-Camera Session at 4:11pm. CARRIED

26-053 Moved by Director Angie Fricke to pay out the smaller mortgage up for renewal on May 1, 2026, as discussed in closed session. CARRIED

26-054 Moved by Director Greg Harris to renew the mortgage up for renewal on May 1, 2026, as discussed in closed session. CARRIED

Agenda 14 - KEY MESSAGES

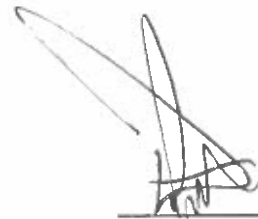
- a) Draft for review

Agenda 15 – NEXT MEETING

- a) Strategic Planning Session Thursday April 23, 2026 @ 8:45AM in the Long Branch Saloon of the Heritage Centre, Cremona, AB
- b) Regular Meeting Thursday, June 25, 2026 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

Agenda 16 – ADJOURNMENT

The meeting was adjourned at 4:13pm by Board Chair, Dwayne Fulton.



Board Chair, Dwayne Fulton