



Mountain View Seniors' Housing  
Organizational Board Meeting

**APPROVED MINUTES**

**Thursday November 6, 2025 – 1:00pm to 1:30pm**

MVSH Administration Offices Boardroom, Olds Alberta or Teams

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

**Regrets:** Eric Martin

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

**Guest(s):** none

**Agenda 1 – CALL TO ORDER**

The meeting was called to order at 1:25pm by MVSH CAO, Stacey Stilling

**Agenda 2 – APPROVAL OF THE AGENDA**

**25-097 Moved by Director Darren Wilson to approve the organizational meeting agenda as presented. CARREID**

**Agenda 3 – LETTERS OF APPOINTMENT**

- a) Mountain View County
- b) Town of Carstairs
- c) Town of Didsbury
- d) Town of Olds
- e) Town of Sundre – not yet received – Town of Sundre Council is reviewing the HMB Director Competencies and has deferred this decision to the strategic planning session. Those currently on committees/boards will remain until after the session on Monday November 10, 2025.
- f) Village of Cremona – Director Eric Martin was unable to attend this meeting.

**25-098 Moved by Director Darren Wilson to approve the municipal letters of appointment as presented. CARRIED**

**Agenda 4 – ELECTION OF MVSH BOARD CHAIR & VICE CHAIR**

- a) MVSH Board Chair: Nominations to be called for the position of Board Chair.
  - a. CAO, Stacey Stilling opened the election for the position of Board Chair and made the first call for nominations.
  - b. Director Angie Fricke nominated Director Dwayne Fulton, who accepted the nomination.
  - c. CAO, Stacey Stilling made second and third calls, resulting in no further nominations.



**25-099 Moved by Director Angie Fricke to cease nominations for the position of Board Chair. Director Dwayne Fulton was appointed as the Board Chair by acclamation. CARRIED**

*Dwayne Fulton took over leadership of the meeting as the Board Chair.*

- b) MVSH Vice Chair: Nominations to be called for the position of Board Vice Chair.
  - a. Board Chair, Dwayne Fulton opened the election for the position of Board Vice Chair and made the first call for nominations
  - b. Director Greg Harris nominated Director Angie Fricke, who accepted the nomination.
  - c. Board Chair, Dwayne Fulton made second and third calls for nominations, resulting in no further nominations.

**25-100 Moved by Director Greg Harris to cease nominations for the position of Board Vice Chair. Director Angie Fricke was appointed as the Board Vice Chair by acclamation. CARRIED**

**Agenda 5 – ELECTION OF COMMITTEE CHAIRS & MEMBERS**

- a) Board: Currently there are no active committees.
- b) Appoint delegate to MVSH Foundation

**25-101 Moved by Director Greg Harris to appoint Mayor Richard Warnock to the MVSH Foundation. CARRIED**

**Agenda 6 – SIGNING AUTHORITY**

- a) Signing Authority Policy
- b) To give financial and bank signing authority to three MVSH Board Directors and reconfirm the current three MVSH Management signatories.

**25-102 Moved by Director Angie to appoint Director Greg Harris and re-confirm Director Dwayne Fulton, Director Darren Wilson, CAO Stacey Stilling, CFO Debra Steiger and DoO Susan Read as financial and bank signing authorities. CARRIED**

**Agenda 7 – Board Calendar**

- a) 2026 Board Calendar: Draft calendar to be provided at the December meeting for review and approval

**Agenda 8 – ADJOURNMENT**

**Meeting was adjourned at 1:37pm by Chair Dwayne Fulton.**

A handwritten signature in black ink, appearing to read "Dwayne Fulton", is written over a horizontal line.

Board Chair, Dwayne Fulton



Mountain View Seniors' Housing  
Regular Board Meeting

**APPROVED MINUTES**

**Thursday November 6, 2025 – 1:30PM**

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:** Eric Martin (Cremona)

**Guests:** Leon Pfeiffer and Winson Co, RSM Canada (MS Teams)

**Agenda 1 – CALL TO ORDER**

The meeting was called to order at 1:00pm by Chair Dwayne Fulton.

**Agenda 2 - APPROVAL OF AGENDA**

25-093 Moved by Director Greg Harris to approve the agenda as presented. CARRIED

**Agenda 3 – APPROVAL OF MINUTES**

a) Regular Board Meeting October 9, 2025

25-094 Moved by Director Angie Fricke to approve the minutes from the Regular Board Meeting on October 9, 2025 as presented. CARRIED

*Leon Pfeiffer and Winson Co joined the meeting at 1:01pm*

**Agenda 4 – PRESENTATIONS**

a) RSM- 2025 Audit Entrance – Leon presented a review of the preliminary audit plan. Audit includes an understanding of internal controls but does not rely solely upon them. The auditors are independent of Mountain View Seniors' Housing and RSM continues to monitor this status throughout the process. The final audit report will be presented to the Board following the completion of the audit in March of 2026.

*Leon Piffer and Winson Co left the meeting at 1:24pm*

25-095 Moved by Director Darren Wilson to accept the 2025 Audit Entrance presentation from RSM Canada as information. CARRIED

25-096 Moved by Director Richard Warnock to recess the meeting at 1:25pm. CARRIED

25-103 Moved by Director Angie Fricke to reconvene the meeting at 1:37pm. CARRIED

**Agenda 5 - BUSINESS ARISING FROM MINUTES**

- a) Final 2026 Requisitions – Debra presented the information. The province has published the 2026 equalized assessment. This is the final allocation for the 2026 Requisitions. There was discussion on continuing to investigate alternate strategies for offsetting rising costs.

**25-104 Moved by Director Richard Warnock to approve the Final 2026 requisitions as presented. CARRIED with one in opposition.**

#### **Agenda 6 – RISK**

- a) No items

#### **Agenda 7 –NEW BUSINESS**

- a) 2026 Capital Budget – Debra presented the information for the MVSH owned assets. This budget is in relation to MVSH owned properties. Capital projects for provincially owned properties are determined by the provincial government but would be brought forward for the Board's information. It was highlighted that Administration is starting to be able to use information identified from the reserve fund study to inform priority projects. The asset management committee has started mapping out information for equipment over a 10-year forecast. There was discussion regarding investigating potential eco-upgrade funding which may align with some of the noted projects.

**25-105 Moved by Director Greg Harris to approve the 2026 Capital Budget as presented. CARRIED**

#### **Agenda 8 – KEY PERFORMANCE INDICATORS**

- a) Draft Q3 Financial Statements – Debra presented the information showing the financial position as of the end of the third quarter.
- b) Operations Dashboard September – Debra presented the information and noted that trends continue to stabilize.
- c) Debt Summary September – This summary was included for information.
- d) Sept 2025 Operating Budget Variance – Debra presented the information and provided additional details as we move towards year end.
- e) Revised 2025 Capital Budget – Debra provided an update to the approved capital budget and noted that the added items were highlight in orange (emergent).

**25-106 Moved by Director Greg Harris to approve the Revised 2025 Capital Budget as amended. CARRIED**

**25-107 Moved by Director Darren Wilson to accept the Key Performance Indicators as information. CARRIED**

#### **Agenda 9 – BOARD CHAIR'S REPORT**

- a) Dwayne presented a short report. The ADM meeting was positive, will continue to keep conversations open.

**25-108 Moved by Chair Dwayne Fulton to accept the Board Chair's Report as information. CARRIED**

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

- a) Stacey highlighted a few of the items in her report and answered associated questions.

**25-109 Moved by Director Richard Warnock to accept the CAOs report as information. CARRIED**

**Agenda 11 - POLICIES**

**Agenda 12 – CORRESPONDENCE**

- a) Assisted Living & Social Services Mandate Letter

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

**25-110 Moved by Director Darren to move into the In-Camera Session at 2:59pm. CARRIED**

**25-111 Moved by Director Richard Warnock to move out of the In-Camera Session at 3:12pm. CARRIED**

**Agenda 14 - KEY MESSAGES**

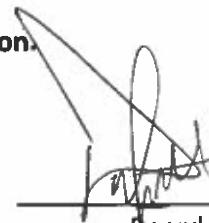
- a) Draft for review

**Agenda 15 – NEXT MEETING**

- a) Regular Meeting Thursday, December 11, 2025 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

**Agenda 16 – ADJOURNMENT**

**The meeting was adjourned at 3:18pm by the Board Chair Dwayne Fulton.**



Board Chair, Dwayne Fulton