



Mountain View Seniors' Housing  
Regular Board Meeting  
**APPROVED MINUTES**

**Thursday February 20, 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, Derald Anderson

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

**Regrets:**

**Guests:** Director of Facilities, Al Smart; Director of Operations, Susan Read

**Agenda 1 – CALL TO ORDER**

The meeting was called to order at 12:59pm by Board Chair, Dwayne Fulton.

**Agenda 2 - APPROVAL OF AGENDA**

**25-001 Moved by Director Darren Wilson to approve the agenda as amended. CARRIED**

**Agenda 3 – APPROVAL OF MINUTES**

a) Regular Board Meeting December 12, 2024

**25-002 Moved by Director Dorothy Moore to approve the minutes from the regular Board Meeting on December 12, 2024 as presented. CARRIED**

**Agenda 4 – PRESENTATIONS** – Stacey provided a verbal introduction of Susan Read and Al Smart to the Board of Directors.

a) MVSH Director of Facilities, Al Smart - Introduction

i) Overview of 2024 Maintenance Data/Operations – Two reports were provided in the agenda package for the Board to review.

(1) Overall statistics for the maintenance program. There was a total of 19,679 jobs completed in 2024, this includes routine tasks, assigned tasks, work orders.

(2) Overall statistics provided for hours spent on lawn maintenance, snow removal, painting, plumbing, construction/drywalling, on-call hours as well as a listing of capital projects completed.

b) MVSH Director of Operations, Susan Read – Introduction

i) All four lodge Site General Managers, Volunteer Coordinator, HR Manager and the Housing & Admissions Coordinators report to Susan. There have been numerous operational/process successes and updates over 2024 including key items such as:

(1) New shift rotations, increasing appeal to candidates both internally and externally and directly supporting retention efforts

(2) Increase in occupancy levels in all program areas.

- (3) Using technology to enhance the recruitment functions for all parties streamlining the process and making it more efficient.
- (4) Currently working on staff education and performance management, with succession being one of the key focus areas.

Directors had the opportunity to ask questions and provide comments following the discussion.

**25-003 Moved by Director Darren Wilson to accept the presentations as information. CARRIED**

*Al Smart and Susan Read left the meeting at 1:37pm.*

**Agenda 5 - BUSINESS ARISING FROM MINUTES**

- a) Write Down of Capital Assets – This was presented at the last Board meeting in December, which was accepted as information. The Auditors have requested that this be brought back for Board approval.

**25-004 Moved by Director Richard Warnock to approve the capital write down and disposals as presented for the net book value of \$24,715.64. CARRIED**

**Agenda 6 – RISK**

- a) 2024 Q4 Management Confirmation – Stacey presented a verbal review of this confidential report.

**25-005 Moved by Director Angie Fricke to accept the 2024 Q4 Management Confirmation as information. CARRIED**

**Agenda 7 –NEW BUSINESS**

- a) Risk Management Framework (For Initial Feedback) – Managing risk is a part of our strategic priorities. Several items from the Framework will be included in the April strategic planning Board retreat. Suggestions and recommendations included the addition of financial plan continuance based on potential Board changes which could result based on municipal elections; and providing a risk committee flexibility on meetings.

**25-006 Moved by Director Greg Harris to accept the Risk Management Framework as information. CARRIED**

- b) Auditor General Report – Processes to Manage the Condition of Affordable Housing (Nov 2024)
  - This report was provided for information only to highlight the recent review of the Capital Maintenance and Renewal Process and how funding is allocated to support assets owned by Alberta Social Housing Corporation (ASHC). MVSH has been invited to participate in a review of the CMR process expected to last until June 2025. There is a potential opportunity for Board advocacy regarding the ASHC policy of a \$5000 capital threshold which has not been changed over many years to keep up with the changing value of a dollar.

**25-007 Moved by Director Dorothy Moore to investigate when the \$5000 threshold was put in place for the CMR Grant process for information. CARRIED**

Community Housing Asset (Didsbury) – Vacant (requires significant repairs) –There is currently no waitlist demand in Didsbury. The Board discussed the potential options to ensure MVSH is considering how to use its resources to best support Albertans who need housing.

**25-008 Moved by Director Dorothy Moore to direct administration to explore the options for getting the best value and community impact by proposing the sale of the property. CARRIED**

- c) 2025 MVSH Stakeholder Engagement Presentation -Final Draft – This is an updated version that we intend to present to All Council next week. Board members provided some final suggestions.
- d) Foundation Board Request – Director Richard presented. The Foundation Board has expressed interest in meeting/having an introduction between the MVSH Board and them.

**25-009 Moved by Director Darren Wilson to invite the Foundation Board of Directors to the April 24, 2025 Strategic Planning retreat for Breakfast/coffee. CARRIED**

**Agenda 8 – KEY PERFORMANCE INDICATORS**

- a) 2024 Dashboard – Debra presented the information.
- b) Debt Summary – Debra reviewed the summary.
- c) Draft 2024 Operating Budget Variance – Debra presented the information and highlighted items from each program.
- d) Draft 2024 Capital Budget Variance – Debra presented the information.
- e) 2024 Occupancy Stats – This is a first draft for presenting this information in a new format.
- f) 2024 Marketing & Engagement Report – Stacey presented the information highlighting the significant positive impact and community engagement MVSH has achieved over the past year.

**25-010 Moved by Director Richard Warnock to accept the key performance indicators as information. CARRIED**

**Agenda 9 – BOARD CHAIR'S REPORT** – Dwayne provided a brief verbal report. Angie and Stacey met with Dwayne on February 14 to discuss the plan for the strategic planning day.

**25-011 Moved by Board Chair Dwayne Fulton to accept the verbal report as information. CARRIED**

**Agenda 10 - CAO'S REPORT** - Stacey provided a verbal highlight of the written report. Board members were invited to attend a very special birthday celebration for 6 residents (highlighting 97 years of age to 104) in Olds on March 7<sup>th</sup>.

**25-012 Moved by Director Dorothy Moore to accept the CAO's Report as information. CARRIED**

**Agenda 11 - POLICIES**

- a) OP020-25 Crisis Communications – This policy is new and will be supported with a crisis communications plan. Suggestion made to cross reference the public communication policy noting the approved spokesperson for MVSH.

**25-013 Moved by Director Angie Fricke to approve OP020-25 Crisis Communications policy as amended. CARRIED**

**Agenda 12 – CORRESPONDENCE**

- a) MVSH Celebrates 65 Years of Service – Press Release 02.10.25
- b) Kind Words to Share
- c) Letter from Minister Nixon

**25-014 Moved by Director Dorothy Moore to accept the correspondence as information. CARRIED**

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

**25-015 Moved by Director Dorothy Moore to move into the In-Camera Session at 3:14pm. CARRIED**

**25-016 Moved by Director Dorothy Moore to move out of the In-Camera Session at 3:26pm. CARRIED**

**25-017 Moved by Director Greg Harris that the Board approve and support the nomination of the CAO, Stacey Stilling for two award categories, Women of Influence and Women in Business non-profit, at this year's Mountain View & Neighbours Women in Business event. CARRIED.**

**Agenda 14 - KEY MESSAGES**

**Agenda 15 – NEXT MEETING**

- a) Regular Meeting Thursday March 27, 2025 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

**Agenda 16 – ADJOURNMENT**

**Meeting adjourned at 3:37pm**



MVSH Board Chair, Dwayne Fulton