



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

**Thursday March 27, 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:** Rae-Lee Doll, CPA, Leon Pfeiffer, CPA, CA, & Winson Co RSM Canada LLP

**Agenda 1 – CALL TO ORDER**

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

**Agenda 2 - APPROVAL OF AGENDA**

**25-018 Moved by Director Dorothy Moore to approve the agenda as presented. CARRIED**

**Agenda 3 – APPROVAL OF MINUTES**

a) Regular Board Meeting February 20, 2025

**25-019 Moved by Director Darren Wilson to approve the minutes from the Regular Board Meeting on February 20, 2025 as amended. CARRIED**

*Rae-Lee Doll, Leon Pfeiffer & Winson Co – RSM Canada LLP Auditors joined the meeting at 1:04pm.*

**Agenda 4 – PRESENTATIONS**

a) RSM- 2024 Audit Exit – Rae-Lee presented the information and went through both items attached in the Board meeting agenda. Board members were free to ask questions throughout the presentation

- a. 2024 Audited Financial Statements
- b. 2024 Audit Findings Report to the Board

**25-020 Moved by Director Dorothy Moore to move into an In-Camera session at 1:36pm. CARRIED**

**25-021 Moved by Director Dorothy Moore to move out of the In-Camera session at 1:44pm. CARRIED**

**25-022 Moved by Director Richard Warnock to approve the audit report and audited financial statements as presented, and direct management to sign. CARRIED**

**Agenda 5 - BUSINESS ARISING FROM MINUTES**

- a) \$5000 Capital Threshold – Stacey presented the information. We may not require advocacy on this item. It has been brought up during the CMR Review by many organizations.
- b) Southridge Property – We are in the process of obtaining an appraisal and market evaluation on this property.

**25-023 Moved by Director Richard Warnock to follow the analysis and list the Southridge property in Didsbury up for sale, following the appraisal and market evaluations. CARRIED**

**Agenda 6 – RISK**

**Agenda 7 –NEW BUSINESS**

- a) 2024 Board Renumeration Summary – Debra presented the information for Director review and comment.

**25-024 Moved by Director Angie Fricke to approve the 2024 Board Renumeration Summary and direct management to post publicly on the company website. CARRIED**

- b) 2025 RAB Maximum Benefit – Federal & provincial funding is received and dispersed through the Rental Assistance Benefit (RAB) program to eligible individuals of the municipalities in Mountain View County and Kneehill County. This program continues to grow in capacity. The Board reviewed the current maximum rate for the program. Management's recommendation would be to maintain the current set amount.

**25-025 Moved by Director Greg Harris to maintain the current Maximum Benefit for the Rental Assistance Benefit Program. CARRIED**

2025 Housing Maximum Rent – Annually, the Board is required to set a maximum rental rate amount for the Seniors-Self Contained program. The Board discussed both the market rate research presented as well as the demographics of the residents and the 30% RGI requirement the income-based program is intended to support. It was noted market rent and maximum rent for the MVSH Seniors-Self Contained program are not intended to be equal.

**25-026 Moved by Director Darren Wilson to set the Maximum Rent Rate for the Seniors Self-Contained to \$1315 effective September 1, 2025. CARRIED**

- c) MVM ASHC 2025 Budget letter – To summarize the letter the Lodge Assistance Program (LAP) grant has seen a funding increase, and the RAB program received an increase. The GoA has expanded our administration of the RAB program to include Kneehill County. If applicable, housing program surplus carryovers can be transferred directly into the deferred operating reserve fund (DORF).

**25-027 Moved by Director Richard Warnock to accept the MVM ASHC 2025 Budget letter as information. CARRIED**

d) Village of Cremona (changes) – Due to the current council situation, the Cremona Director position will remain vacant until otherwise notified.

**Agenda 8 – KEY PERFORMANCE INDICATORS**

- a) Dashboard – Debra reviewed the information including budget variances.
- b) Debt Summary – Debra reviewed the information.
- c) Debt Trend – Debra presented debt trend information graphical representation.
- d) Statement of Financial Position (Housing) – Debra presented a year-over-year comparison of the housing portfolio highlighting some key areas for information.

**25-028 Moved by Director Greg Harris to accept the Key Performance Indicators as information.**

**CARRIED**

**Agenda 9 – BOARD CHAIR'S REPORT**

- a) Dwayne presented a verbal report. He noted that he will be attending the Foundation meeting on behalf of Director Warnock who serves as Ex-Officio on the Foundation Board. In preparation of the spring planning retreat, please consider brainstorming on what the future looks like for those communities where needs assessment have been completed. MVSH has had discussions with the Minister in both 2023 and 2024 regarding future financial risks. It is time to follow up with the Minister or Assistant Deputy Minister as no resolution has been achieved.

**25-029 Moved by Chair Dwayne Fulton to accept the Board Chair Report as information. CARRIED**

**Agenda 10 - CAO'S REPORT** – In addition to the written report Stacey highlighted the following:

- Procurement remains a priority as well as purchasing Canadian products from Canadian companies.
- Before and after photos of the renovation of the Aspen Ridge Lodge Kitchen funded through capital, were provided in the report. The staff and residents are very happy and appreciative of the renovations and upgrades.
- Stacey thanked the Board for the nomination for the Women in Non-profit business and Women of Influence awards.

**25-030 Moved by Director Angie Fricke to accept the CAO's Report as information. CARRIED**

**Agenda 11 - POLICIES**

- a) BP016-23 Board Renumeration – The submission of payroll information prior to MVSH paying members expenses has been added to the policy as a requirement.
- b) OP210-24 Rent Assistance Benefit (RAB) Program – This has been updated to include Kneehill County.
- c) HR101-25 Violence and Harassment – This is a new policy.

**25-031 Moved by Director Richard Warnock to approve the BP016-23 Board Renumeration Policy as presented. CARRIED**

**25-032 Moved by Director Greg Harris to approve the OP210-24 Rent Assistance Benefit Policy as presented. CARRIED**

**25-033 Moved by Director Darren Wilson to approve the HR101-25 Violence and Harassment Policy as presented. CARRIED**

**Agenda 12 – CORRESPONDENCE**

- a) Change of Director to GOA
- b) Budget Letter to Ministry
  - a. ADM letter to Mountain View Seniors' Housing
- c) Notice from Village of Cremona
- d) RAB Thank You Letter

**25-034 Moved by Director Dorothy Moore to accept the Correspondence as information. CARRIED**

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

**25-035 Moved by Director Dorothy Moore to move into the In-Camera Session at 3:11pm. CARRIED**

**25-036 Moved by Director Dorothy Moore to move out of the In-Camera Session at 3:24pm. CARRIED**

**Agenda 14 - KEY MESSAGES**

**Agenda 15 – NEXT MEETING**

- a) Strategic Planning Retreat Thursday April 24, 2025 @ 8:45 AM at the new Carstairs Fire Department.
- b) Regular Meeting Thursday June 19, 2025 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

**Agenda 16 – ADJOURNMENT**

The meeting was adjourned at 3:25pm by Board Chair Dwayne Fulton.



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**Board Chair, Dwayne Fulton**