



Mountain View Seniors' Housing
Regular Board Meeting

APPROVED MINUTES

Tuesday August 26, 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), Debra Steiger (CFO), Chayla Bjorkman (Board Secretary)

Regrets:

Guests:

Agenda 1 – CALL TO ORDER

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

Agenda 2 - APPROVAL OF AGENDA

25-060 Moved by Director Greg Harris to approve the agenda as presented. CARRIED

Agenda 3 – APPROVAL OF MINUTES

a) Regular Board Meeting June 19, 2025

25-061 Moved by Director Dorothy Moore to approve the minutes from the Regular Board Meeting on June 19, 2025 as presented. CARRIED

Agenda 4 – PRESENTATIONS

a) No presentations at this time.

Agenda 5 - BUSINESS ARISING FROM MINUTES

a) Reserve Top Ups – Debra presented the information. The Board reviewed the proposed targets and the rationale behind the proposal.

- Reserve Policy (Provided for Reference Only) – This would need to be updated to reflect any change in reserve targets.

25-062 Moved by Director Angie Fricke to approve the proposed internally restricted reserves and request the policy be updated and brought back to the next meeting. CARRIED

Agenda 6 – RISK

a) 2025/2026 Insurance Renewal – Stacey presented the information. The insurance policy renewal has been completed with a modest 4% increase to cost.

25-063 Moved by Director Greg Harris to accept the 2025/2026 Insurance Renewal update as information. CARRIED

- b) Q2 Management Confirmation – Stacey presented the confidential information.

25-064 Moved by Director Richard Warnock to accept the Q2 Management Confirmation as information.
CARRIED

Agenda 7 –NEW BUSINESS

- a) 2026 Budget Assumptions – Debra presented the information. These assumptions provide the rationale for building the operating budget, which will be presented to the Board at the next meeting in October. The capital budget is also being drafted and will be presented to the Board in November, after the municipal elections.

25-065 Moved by Director Darren Wilson to accept the 2026 Budget Assumptions as information.
CARRIED

- b) Lodge Review Panel Report – Stacey presented the information and recommendations from the Lodge Review Panel. The Government of Alberta will be convening working groups as they consider some of the recommendations. The Board is looking forward to seeing the actions towards supporting the recommendations.

25-066 Moved by Director Dorothy Moore to accept the Lodge Review Panel Report as information.
CARRIED

Agenda 8 – KEY PERFORMANCE INDICATORS

- a) Operations Dashboard – Debra presented the information. Overall, operations are in good standing.
- b) Debt Summary – Debra presented the updated summary. The Board requested a simulation be drafted to show the impact of applying the operating variance toward the debt with the earliest renewals, to be brought to the next meeting.
- c) Draft Q2 Financials – Debra presented the updated information and reviewed each statement, up to the end of June.
- d) July 2025 Operating Budget Variance – Debra presented the information. All programs are in good position from a budget perspective at this time.
- e) July 2025 Capital Budget Variance – Debra presented the information. 2025 Occupancy Stats (first half) – Debra presented the information. It was noted that the occupancy increase to the Rental Assistance Benefit program is due to increased funding and the expansion of responsibilities to include Kneehill County.

25-067 Moved by Director Greg Harris to accept updates for the Key Performance Indicators as information.
CARRIED

Agenda 9 – BOARD CHAIR'S REPORT

- a) No report presented at this time.

Agenda 10 - CAO'S REPORT

- a) Stacey presented her report. The recent LAP grant threshold increase from the GoA is a huge win for all seniors living in the lodge program. Chinook Winds Lodge is no longer operating under generator

power as FORTIS has fixed this issue. It was noted that the Staff Appreciation event will be held on October 16, 2025 in Olds. Chayla will send an invite to the Directors to mark their calendars.

25-068 Moved by Director Dorothy Moore to accept the CAO's Report as information. CARRIED

Agenda 11 - POLICIES

- a) BP026-25 Access to Information Act (ATIA) – DRAFT – Following legislation changes.

25-069 Moved by Director Darren Wilson to approve the policy BP026-25 Access to Information Act (ATIA) as presented. CARRIED

- b) OP213-25 Waitlist and Prioritization – DRAFT – This aligns with provincial processes.

25-070 Moved by Director Richard Warnock to approve the policy OP213-25 Waitlist and Prioritization as presented. CARRIED

- c) HR201-25 Volunteer Program – DRAFT – This is a new policy and will be a key tool in rebuilding the volunteer program.

25-071 Moved by Director Angie Fricke to approve the policy HR201-25 Volunteer Program as presented. CARRIED

- d) OP212-25 Seniors' Self-Contained Program- DRAFT – This policy is an update that will replace an old policy. The update captures the new legislation and regulations. Minor wording change recommended for prioritization.

25-072 Moved by Director Greg Harris to approve the policy OP212-25 Seniors' Self-Contained Program as amended. CARRIED

- e) FP009-24 Lodge and Housing Rents and Security Deposits – REVISION – This was revised due to legislation changes. We are expecting another update for this to occur in 2027.

25-073 Moved by Director Darren Wilson to approve the policy FP009-24 Lodge and Housing Rents and Security Deposits as presented. CARRIED

- f) Rescind: AP003 – FOIP – This policy is no longer applicable due to the introduction of Access to Information Act and Protection of Privacy Act, which replaced FOIP legislation.

25-074 Moved by Director Greg Harris to rescind the policy AP003-FOIP. CARRIED

Agenda 12 – CORRESPONDENCE

- a) Ministry Letter – MVSH (MVM) Business Plan

25-075 Moved by Director Dorothy Moore to accept the Correspondence as information. CARRIED

Agenda 13 - IN-CAMERA (As Needed)

25-076 Moved by Director Greg Harris to move into the In-Camera Session at 3:09pm. CARRIED

Director Richard Warnock left the meeting at 4:00pm.

25-077 Moved by Director Greg Harris to move out of the In-Camera Session at 4:03pm. CARRIED

25-078 Move by Director Greg Harris to accept the CAO performance review as discussed and associated salary adjustment. CARRIED

Agenda 14 - KEY MESSAGES

- a) Draft for review

Agenda 15 – NEXT MEETING

- a) Regular Meeting Thursday October 9, 2025 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

Agenda 16 – ADJOURNMENT

The meeting was adjourned at 4:04pm by the Board Chair, Dwayne Fulton.

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