



Mountain View Seniors' Housing  
Regular Board Meeting

## **APPROVED MINUTES**

**Thursday February 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, Craig Lamb

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

**Regrets:**

**Guests:** Susan Read, Director of Operations & AI Smart, Director of Facilities

### **Agenda 1 – CALL TO ORDER**

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

### **Agenda 2 - APPROVAL OF AGENDA**

**26-005 Moved by Director Darren Wilson to approve the agenda as presented. CARRIED**

### **Agenda 3 – APPROVAL OF MINUTES**

a) Regular Board Meeting December 11, 2025

**26-006 Moved by Director Will Stevens to approve the minutes from the Regular Board meeting on December 11, 2025, as presented. CARRIED**

b) Special Confidential Board Meeting January 29, 2026

**26-007 Moved by Director Angie Fricke to approve the confidential minutes from the Special Board Meeting on January 29, 2026, as presented. CARRIED**

### **Agenda 4 – PRESENTATIONS**

- a) Susan Read, Director of Operations - Operations team has focused on several items in 2025. Most notably on human resource policies and processes, staffing and volunteers. MVSH is now better utilizing tools within the electronic systems we have, where historically many processes have been paper-based. These tools are scalable for growth, being set up for success now and in the future. Susan provided the Board with staff statistics and noted that staffing trends are stable. The Housing and Admissions department has been in the process of updating lease agreements, with one program left to complete. Susan also provided occupancy and waitlist statistics for all housing programs.
- b) Al Smart, Director of Facilities – Al reviewed the year to date (Dec 31) maintenance work order program report which highlights all buildings, where time was allocated and how much time maintenance spent per unit. Al further noted a breakdown of areas/work such as painting, snow removal, plumbing and after hours call outs.

Board Members were encouraged to ask questions for understanding and clarification throughout the presentation.

*Al Smart and Susan Read left the meeting at 2:04pm.*

**26-008 Moved by Director Darren Wilson to accept the presentations from Susan Read, Director of Operations and Al Smart, Director of Facilities as information. CARRIED**

#### **Agenda 5 - BUSINESS ARISING FROM MINUTES**

##### **Agenda 6 – RISK**

- a) 2025 Q4 Management Confirmation – Stacey presented the information in this confidential report.

**26-009 Moved by Director Angie Fricke to accept the 2025 Q4 Management Confirmation as information. CARRIED**

**26-010 Moved by Director Greg Harris that management confirmation report be changed to a bi-annual report to the Board. CARRIED**

##### **Agenda 7 –NEW BUSINESS**

- a) 2026 RAB Maximum – Debra presented the information. Recommending a tiered/scaled maximum funding concept to better serve and support the communities. Discussed some of the statistics and logistics of how the benefits are calculated. The program is now serving over 40 households across two counties. There is no expected increase to program funding at this time.

**26-011 Moved by Director Will Stevens to approve the 2026 Rental Assistance Benefit Maximum as presented. CARRIED**

- b) 2026 Maximum Rent for SSC – Debra presented the information. We are required to complete a market rent analysis annually. This information assists with the annual review of the maximum rent for this program, which we are also required to review.

**26-012 Moved by Director Greg Harris to approve the 2026 Maximum Rent for Seniors' Self-Contained Housing Program as presented. CARRIED**

- c) Asset Transfer – Carry Manor, Carstairs, Letter from ADM Williams – Stacey presented the information and reviewed the following documents with the Board.
  - a. Crosswalk Document 24/26 Agreement Changes – It was noted that the agreements are fundamentally the same as past asset transfer agreements. There have been some updates which were highlighted.
  - b. Agreement of Purchase and Sale for Real Property
  - c. Restrictive Land Use Agreement
  - d. Affordable Housing Strategy Maintenance Reserve Capital Funding Agreement
  - e. Building Condition Assessment – the BCA in the package has a few errors; there are a few corrections required which have already been noted to the GoA. Note: Direction given to management to inquire about the roof condition.

**26-013 Moved by Director Richard Warnock to accept the Asset Transfer of Carry Manor in Carstairs, Alberta, and direct management to connect with the Government regarding the roof condition. CARRIED**

- d) Administration Office Lease Renewal– Intent due by March – Stacey presented the information. Board inquired about possibility of a 3-year renewal instead of the offered 2-year term.

**26-014 Moved by Director Craig Lamb to approve the renewal of the Office Lease between Mountain View Seniors' Housing and Servus Credit Union for 2 years and direct management negotiate for a potential third year. CARRIED**

- e) Request from MVSH Foundation – Stacey and Richard presented the information.

**26-015 Moved by Director Darren Wilson to approve the MVSH Foundation request as presented. CARRIED**

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

- a) Debt Summary as at January 31, 2026 - Debra presented the information and answered questions of the Board
- b) Draft 2025 Operating Budget Variance – these are drafted for December 31. We are still working on the audit so there may be some minor adjustments. Overall, financial health is good.
- c) Draft 2025 Capital Budget Variance – Only change is at ARL for the firewall which has been completed.
- d) 2025 Occupancy Statistics – These trends do not show much change/are steady lines on graph as the occupancy is stable at almost 100%, except for the RAB program which has been growing.

**26-016 Moved by Director Will Stevens to accept the Key Performance Indicators as information. CARRIED**

**Agenda 9 – BOARD CHAIR'S REPORT** – Chair Dwayne noted he was happy to attend the recent Board site tour and expressed his appreciation to the MVSH staff for their support in organising and conducting the tour.

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

- a) Build Canada Homes Webinar Summary – This will be discussed further under agenda item 13 of this meeting.

**26-017 Moved by Director Greg Harris to accept the Chief Administrative Officer's Report as information. CARRIED**

*Director Richard Warnock left the meeting at 3:30pm.*

#### **Agenda 11 - POLICIES**

- a) OP001-26 Emergency Preparedness – This is replacing a prior policy to better align and tighten up with our current processes.

**26-018 Moved by Director Darren Wilson to approve the policy OP001-26 Emergency Preparedness as presented. CARRIED**

- b) BP010-26 IT Equipment & Technology Systems – This is a new policy to fill a key gap.

**26-019 Moved by Director Will Stevens to approve the policy BP010-26 IT Equipment & Technology Systems as presented. CARRIED**

- c) OP210-24 Rent Assistance Benefit (RAB) Program – This policy was updated with some fine tuning. Amendment to wording was highlighted.

**26-020 Moved by Director Angie Fricke to approve the policy OP210-24 Rent Assistance Benefit (RAB) Program as amended. CARRIED**

- d) BP004 Yearly Planning – Board decision requested. – The Board reviewed and determined this policy is not needed.

**26-021 Moved by Director Angie Fricke to rescind policy BP004 Yearly Planning. CARRIED**

- e) BP007 Naming – Board decision requested – Direct administration to review and come back with an all-encompassing donation policy for the Board's consideration.

**26-022 Moved by Director Angie Fricke to direct administration to review policy BP007 Naming and come back with an all-encompassing donation policy for the Board's consideration. CARRIED**

- f) BP008 Contracts – Board decision requested – The Board noted this reads more as a procedure than policy and does not feel this policy is needed.

**26-023 Moved by Director Greg Harris to rescind policy BP008 Contracts. CARRIED**

- g) Policies to be Rescinded:  
a. EP001.1 Emergency Preparedness (2003)  
b. LP019 Service Dog Policy (found after last meeting)

**26-024 Moved by Director Darren Wilson to rescind policies EP001.1 Emergency Preparedness and LP019 Service Dog. CARRIED**

#### **Agenda 12 – CORRESPONDENCE**

- a) Letter of Appointment – Cremona  
b) ASCHA Acronym List  
c) Synapse Data Center

**26-025 Moved by Director Will Stevens to accept the correspondence as information. CARRIED**

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

a) ATIA – Section 29 – Advice from Officials

**26-026 Moved by Director Angie Fricke to move into the In-Camera Session at 3:51pm. CARRIED**

**26-027 Moved by Director Darren Wilson to move out of the In-Camera Session at 4:25pm. CARRIED**

**26-028 Moved by Director Greg Harris to direct administration to consult with a lawyer to prepare appropriate communication as discussed in closed session. CARRIED**

**26-029 Moved by Director Angie Fricke to direct administration to communicate with Assisted Living Alberta (ALA) as discussed in closed session. CARRIED**

**Agenda 14 - KEY MESSAGES**

a) Draft for review

**26-030 Moved by Director Angie Fricke to approve the key messages as presented. CARRIED**

**Agenda 15 – NEXT MEETING**

a) Regular Meeting Thursday, March 19, 2026 @ 1:00 PM at MVSH Administration Office Boardroom or by Microsoft Teams

**Agenda 16 – ADJOURNMENT**

**The meeting was adjourned at 4:26pm by the Board Chair, Dwayne Fulton.**



Board Chair, Dwayne Fulton