



Mountain View Seniors' Housing  
Board Meeting Minutes  
Thursday March 17, 2016  
Sundre Seniors Supportive Living Facility, Sundre AB

**APPROVED**

**Members:** Director Bruce Beattie, Director Judy Dahl, Alternate Director Tim Hagen, Director Terry Leslie, Director Kimberly Moore, Director Lance Colby (via tele-conference), Director Jeremy Sayer

**Regrets:** Director Meg Bigelow

**Administration:** Ralene McCulloch, Sam Smalldon

**Guests:**  
Joyce Wicks, Health Care Consultant  
Wayne Milaney, MVSH Project Manager  
Heather Mac Pherson, MVSH CFO  
Kristi Gingrich, MVSH Director of Human Resources  
Stacey Dick, Sundre General Manager and Sundre Project Operations

**1. CALL TO ORDER at 6:32pm by Chair Bruce Beattie**

**2. APPROVAL OF AGENDA-** add under New Business, Olds Report by Director Judy Dahl.

**16-018 Moved by Director Terry Leslie to accept the March 17, 2016 Agenda as amended.  
CARRIED**

**3. PRESENTATIONS-**

- a. Joyce Wicks- Health Care Consultant**
- b. Wayne Milaney- MVSH Project Manager**
- c. Heather MacPherson- MVSH CFO, speaks on Items 7a-e**

7a) Appointment of Auditor- Heather presents the information. Recommended by Finance Committee to use Collins and Barrow as 2016 Auditor.

**16-019 Moved by Director Jeremy Sayer to appoint Collins Barrow as our 2016 Auditors as recommended by the Finance Committee. CARRIED**

7b) 2015 Auditor Report- Heather presented the information.

**16-020 Moved by Director Jeremy Sayer to accept the 2015 Auditors Report as presented.  
CARRIED**



7c) Audited 2015 MVSH Financial Statements and Notes- Heather presented the information.

**16-021 Moved by Director Jeremy Sayer to accept the Audited 2015 MVSH Financial Statements and Notes as presented. CARRIED**

7d) 2015 Audit Report on Specified Procedures –Alberta Seniors- Heather presented the information.

**16-022 Moved by Director Terry Leslie to accept the 2015 Audit Report on Specified Procedures- Alberta Seniors as presented. CARRIED**

7e) Update on 2016 Budget Issues- Heather presented the information

**16-023 Moved by Director Kim Moore to accept the Update on 2016 Budget Issues as information. CARRIED**

**d. Kristi Gingrich- MVSH Director of Human Resources**

**16-024 Moved by Alternate Director Tim Hagen to accept Kristi Gingrich, MVSH Director of Human Resources Report as information. CARRIED**

**e. Stacey Dick- Sundre General Manager and Sundre Project Operations**

**16-025 Moved by Director to accept Stacey Dick, Sundre General Manager and Sundre Project Operations report as information. CARRIED**

10 minutes break at 7:36pm back at the meeting at 7:46pm.

#### **4. APPROVAL OF MINUTES**

**a. Regular Meeting January 28, 2016**

**16-026 Moved by Director Terry Leslie to approve January 28, 2016 Minutes as presented. CARRIED**

#### **5. BUSINESS ARISING FROM MINUTES**

- a. MVSH- Sundre Project and Transition Planning Update-** Stacey gave that update in her report.
- b. Sundre Project Tour, Gala, Open House and Grand Opening Events-** Ralene and Sam presented the information.
- c. Life Lease Model- information for Board-** Sam presented the information and opened it up to questions.



- d. **Summary and Follow-up for November 14, 2015 Board Planning Retreat-** Sam recommends we have another retreat. Sam will send it out on Doodle.
- e. **Board Meeting with Minister and MLAs-** Assistant Deputy Minister of seniors meeting March 30 at 2pm to determine the future of the old Foothills Lodge.
- f. **Application for new Horizons for Seniors –Federal Program Grant-** still waiting
- g. **Application for CMHC Planning Grant – 2015 and 2016-** we were approved for \$20,000 interest free for Demand Studies.

## 6. COMMITTEE REPORTS

- a. **Building Committee – last met February 25, 2016-** Director Judy Dahl presented the report.

**16-027 Moved by Director Terry Leslie to accept the Building Committee Report as information. CARRIED**

- b. **Finance Committee- last met March 3, 2016-** Director Jeremy Sayer presented the report.

**16-028 Moved by Director Kim Moore to accept the Finance Committee Report as information. CARRIED**

- c. **Personnel Committee – last met February 1, 2016-** Director Terry Leslie presented the report with Kristi Gingrich- Director of Human Resources.

**16-029 Moved by Director Terry Leslie to approve the new MVSH Organization Management Structure as presented. CARRIED**

**16-030 Moved by Director Terry Leslie to accept the Personnel Committee report as information. CARRIED**

- d. **Foundation Report- last met January 13, 2016-** Ralene and Sam presented the information.

**16-031 Moved by Director Kim Moore to accept the Foundation Report as information. CARRIED**

## 7. NEW BUSINESS

- a. **Appointment of MVSH Auditor for 2016-** discussed earlier on in the meeting.
- b. **2015 Auditor Report-** discussed earlier on in the meeting.
- c. **Audited 2015 MVSH Financial Statements and Notes-** discussed earlier on in the meeting.
- d. **2015 Audit Report on Specified Statements and notes-** discussed earlier on in the meeting.



- e. **Update on 2016 Budget Issues-** discussed earlier on in the meeting.
- f. **New MVSH Organization Management Structure-** discussed earlier on in the meeting
- g. **Capital Planning Activities-** Sam presented the information.
- h. **Staff Appreciation Night May 5, 2016- Didsbury Memorial Complex at 5:30pm-** Please attend.
- i. **Olds Report-** Smoking at the entrance at Mount View Lodge. What is the process, what is to be done? Tell us about it by phone or written concern.

**8. CHAIRMAN'S REPORT-** nothing to report. Sprinklers in the CWL will be done in this calendar year.

**9. CAO'S REPORT (written report on Share Point)-** please read on SharePoint

**16-032 Moved by Director Kim Moore to accept the CAO's Report as information. CARRIED**

#### **10. POLICY REVIEW**

- a. **No reviews presented at this time**

#### **11. CORRESPONDENCE**

- a. **Two Letters of Concern about Annual Rent Increases in Seniors Self Contained Program**

**16-033 Moved by Director Lance Colby to request Management to review rents for 2016 and consider this appeal in their recommendation to be presented at the next Board meeting. CARRIED**

- b. **Two Letters of Appointments to MVSH Board from Municipalities**

**16-034 Moved by Director Kim Moore to accept Correspondence as information. CARRIED**

#### **12. PENDING**

- a. **MVSH Resident and Family Satisfaction Surveys**
- b. **Response from Management (in-progress)**
- c. **Draft MVSH Governance Bylaws and Committee Terms of Reference**
- d. **Recommended Board Package Format Revisions**
- e. **Draft Communications Policy**
- f. **Board Policy Reviews**

#### **13. IN-CAMERA**

**16-035 Moved by Director Jeremy Sayer to go in-camera at 8:54pm. CARRIED**



**16-036 Moved by Director Kim Moore to come out of in-camera at 9:23pm. CARRIED**

**14. KEY MESSAGES-** See on Sharepoint

**15. NEXT MEETING DATE-** Thursday June 16 at 6:30 at the Sundre Supportive Living Facility,  
Sundre, AB

**16. ADJOURNMENT by Director Lance Colby at 9:29pm**

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**Chair Bruce Beattie**