



Mountain View Seniors' Housing  
Regular Board Meeting

**Thursday March 28, 2019 – 6:30pm to 9:00pm**  
**MVSH Administration Offices, Olds AB**

**Members:** Director Bruce Beattie, Director Lance Colby, Director Duncan Milne, Director Dorothy Moore, Director Heather Ryan, Director Richard Warnock

**Regrets:** Director Sonia Temple

**Administration:** Leslie Clarke, Sam Smalldon, Al Smart, Debra Steiger, Shauna Urbanowski, Chayla Zelasek (Board Secretary)

**Guests:** Colleen Sharp, Partner, RSM Canada

## **APPROVED MINUTES**

**Agenda 1 – CALL TO ORDER** at 6:33p.m. by Director Dorothy Moore, chairing on behalf of Bruce Beattie.

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

**19-025 Moved by Director Heather Ryan to approve the agenda, as amended.**  
**CARRIED**

### **Agenda 3 – PRESENTATIONS**

- a) Shauna Urbanowski, COO/Director of Care (written report on Share Point) - Shauna presented the information. Stat from new EMAR system implemented 1656 pills per day. Looking for direction regarding MAID and possible policy development. Requesting more research and information regarding impact for residents and staff from other facilities.
- b) Leslie Clarke, Director of Employee Engagement (written report on Share Point) - Leslie presented the information. Volunteer Appreciation events occurring at the sites in April. Staff Appreciation on Friday June 14, 2019 at the Pomeroy Inn and Suites in Olds.
- c) Wayne Milaney, Capital Development and Project Manager (Written Report) - Wayne presented the information.
- d) Al Smart, Director of Facilities and Infrastructure (written report on Share Point) - Al presented the information. Clarified wants vs needs for repairs, updates, etc at the sites. Wants are logged in the system for prioritization. Discussed the Snow Removal issue at the Seniors Self-Contained in Sundre.
- e) Debra Steiger, Chief Financial Officer (written report on Share Point) - Debra presented a verbal review of the information. Two highlights. Received a refund for the CWL insurance claim deductible, meaning the claim was successfully mitigated. LAP Grant submission, resulted in a return of information and opening additional ways to recoup



**19-026 Moved by Director Richard Warnock to the presentations as information. CARRIED**

**Agenda 4 – APPROVAL OF MINUTES**

a) Regular Meeting February 7, 2019

**19-027 Moved by Director Lance Colby to approve the minutes from the regular Board Meeting on February 7, 2019 as amended. CARRIED**

b) Special Meeting March 4, 2019

**19-028 Moved by Director Heather Ryan to approve the minutes from the Special Board Meeting on March 4, 2019 as presented. CARRIED**

*\*Directors Bruce Beattie and Duncan Milne joined the meeting at 6:50p.m.*

**Agenda 5 - BUSINESS ARISING FROM MINUTES**

- a) AHS Health Care Funding Concerns – Have set a meeting for April 25, 2019 to review the funding at MVL.
- b) Foothills Lodge/Community Housing Asset Disposals – Foothills Lodge Sale In progress.
- c) Update on ADM Meeting of February 4, 2019 - Minister recommended investigating financing options.
- d) Board Retreats – Strategic and Business Planning – Second session set for Saturday March 30, 2019.

**Agenda 6 - REPORTS**

- a) Building Committee – last met March 21, 2019 - Heather presented the information. Sundre Fiber should be completed by the end of April 2019. Developing a flag policy based on the Town of Olds current policy.

**19-029 Moved by Director Lance Colby to accept the Building Committee report as information. CARRIED**

- b) Finance Committee- last met March 19, 2019 – Richard presented the information. Directed Management to investigate long term financing options. Discussed the reserve policy.

**19-030 Moved by Director Dorothy Moore to accept the Finance Committee report as information. CARRIED**

- c) Human Resources Committee -- last met March 4, 2019 – Sam presented the information. Discussed Leadership and Supervisor development training which has gone well to date.



There were discussions of having student practicum placements at MVSH sites. An agreement is under legal review.

**19-031 Moved by Director Richard Warnock to accept the Human Resources Committee report as information. CARRIED**

- d) Foundation Report – Next meeting April 17, 2019 – AGM schedule for April 17, 2019. MVSHF Gala is on April 4, 2019.
- e) ASCHA Finance Working Committee Report – Next meeting has been set for May 28, 2019.

**19-032 Moved by Director Lance Colby to accept the Foundation & ASCHA Finance Working Committee reports as information. CARRIED**

**Agenda 7 - NEW BUSINESS**

- a) 2018 Auditor Report – Colleen presented the information and provided a printed handout during the meeting. Reviewed as a group.

**19-033 Moved by Director Dorothy Moore to move into In-Camera Session at 7:01p.m. for 2018 Audit Discussion. CARRIED**

**19-034 Moved by Director Lance Colby to move out of In-Camera Session at 7:10p.m. CARRIED**

**19-035 Moved by Director Richard Warnock to approve the 2018 Audit report as presented. CARRIED**

- b) 2018 Audited Statements and Notes – Colleen presented the information and provided a printed handout during the meeting. Reviewed as a group. Dorothy recommended slight wording change for the report.

**19-036 Moved by Director Richard Warnock to approve the 2018 Audited Financial Statements and Amended Notes and authorize signatures by the Board of Directors. CARRIED**

- c) 2018 Director Remuneration Statement – Richard presented the information.

**19-037 Moved by Director Duncan Milne to approve the 2018 Directors Remuneration Statement for disclosure on the MVSH website. CARRIED**

- d) Reserve Policy Contributions and Targets – Richard presented the information.



**19-036 Moved by Director Duncan Milne to approve the annual reserve contributions and targets to be added to the Reserve Policy and the 2020 budget and business planning assumptions. CARRIED**

e) 2020 Budget and Business Planning Assumptions – Richard and Sam presented the information.

**19-038 Moved by Director Richard Warnock to accept the 2020 Budget and Business Planning Assumptions as information. CARRIED**

f) Nominal Sum Disposal Agreement – Recommendations – Confirmation that the Didsbury duplex titles be split for selling purposes. Directed Management to obtain at least two Market Value Assessments and to review the agreement to ensure there are no constraining conditions.

**19-039 Moved by Director Richard Warnock to authorize the CAO to sign for the asset sale with stipulations (splitting the titles, 2 market value assessments, agreement review for conditions and obtaining for-sale signs). CARRIED**

g) Revised Life Lease Financing – Richard presented the information.

**19-040 Moved by Director Richard Warnock to approve the temporary excess over-limit financing for the current overdraft from \$2Million to \$3Million and the application for the separate authorized \$1Million overdraft facility for the financing of Life Lease deposits as presented with total overdraft authorization not to exceed \$3Million at any time. CARRIED**

h) 2019 Capital Budget Update - Sam presented the information.

**19-041 Moved by Director Richard Warnock to approve the updated 2019 Capital Budget subject to cash flow as presented. CARRIED**

i) MLAs – Heather presented the information. With Election season in progress, recommend sitting down with the MLAs to discuss our current position. Request to invite to our next Board meeting. Sam will reach out to both representatives.

**Agenda 8 - CHAIRMAN'S REPORT** - Staying in continuous communication with Sam.

**19-042 Moved by Director Duncan Milne to accept the Chairman's Report as information. CARRIED**



**Agenda 9 - CAO's REPORT** (written report on Share Point) - Highlighted the tracked occupancy, with over 100% occupancy at all Lodge sites and healthy waitlists. Extending Life Lease Marketing to a wider demographic. 106% is regarding Lodge not Life Lease.

**19-043 Moved by Director Richard Warnock to accept the Chief Administrative Officer's report as information. CARRIED**

**Agenda 10 - POLICY REVIEW**

**Agenda 11 – CORRESPONDENCE**

a) Letters from Residents – Reviewed letters as a group.

**19-044 Moved by Director Lance Colby to accept the Letters from Residents as information. CARRIED**

**Agenda 12 – PENDING**

- a) Draft Strategic Plan (Care, HR, Facilities, Finance) – Under Development
- b) Communications Policy – NEW – Under Development
- c) Policy on Non-Disclosure for Paid Information – Under Development
- d) Board Director Orientation/Committee Manuals – Under Development
- e) Provincial Legislative and Regulatory Reviews – Proposed Bill 26

**Agenda 13 - IN-CAMERA**

a) HR Matters – Mediation and Negotiations

**Agenda 14 - KEY MESSAGES**

**Agenda 15 – NEXT MEETING & 2019 BOARD MEETING SCHEDULE**

- a) Next meeting date Thursday June 20, 2019 @ 6:30 PM-9:00 PM  
at MVSH Administration Offices, Olds AB.
- b) 2019 Board Calendar

**Agenda 16 – ADJOURNED at 9:03p.m. by Chair Bruce Beattie.**

  
MVSH Board Chair, Bruce Beattie