



## Mountain View Seniors' Housing Board Meeting Minutes

**Thursday November 24, 2016 – 6:30 pm to 9:00pm**  
**MVSH Administration Offices, Olds AB**

**Members:** Director Bruce Beattie, Alternate Director Lance Colby Director, Judy Dahl, Alternate Director Tim Hagen, Director Terry Leslie, Director Kimberly Moore, Director Jeremy Sayer, Director Sandi Roberts, Alternate Director Joyce McCoy

**Regrets:** Director Meg Bigelow

**Administration:** Ralene McCulloch, Sam Smalldon

**Guests:** Shauna Urbanowski, MVSH Director of Care  
Wayne Milaney, MVSH Project Manager  
Al Smart, MVSH Director of Facilities and Infrastructure  
Debra Steiger, MVSH Chief Financial Officer  
Kristi Gingrich, MVSH Chief Operating Officer

### **APPROVED**

#### 1. CALL TO ORDER

Meeting was called to order at 6:31pm by Chair Bruce Beattie

#### 2. APPROVAL OF AGENDA

**16-057 Moved by Alternate Director Tim Hagen to accept the Agenda as presented.**  
**CARRIED**

#### 3. PRESENTATIONS

- a) *Shauna Urbanowski, Director of Care*
- b) *Wayne Milaney, Project Manager*
- c) *Al Smart, Director of Facilities and Infrastructure*
- d) *Debra Steiger, Chief Financial Officer*
- e) *Kristi Gingrich, Chief Operating Officer*



**15-058 Moved by Director Terry Leslie to accept the reports from Shauna Urbanowski - Director of Care, Wayne Milaney- MVSH Project Manager, Al Smart- MVSH Director of Facilities and Infrastructure, Debra Steiger- MVSH Chief Finance Officer and Kristi Gingrich- MVSH Chief Operating Officer as presented. CARRIED**

4. APPROVAL OF MINUTES

- a) *Regular Meeting June 16, 2016-  
-amend next meeting date to November 24<sup>th</sup> not November 10<sup>th</sup>.*

**16-059 Moved by Director Judy Dahl to accept the Regular Board Meeting June 16, 2016 minutes as amended. CARRIED**

5. BUSINESS ARISING FROM MINUTES

- a) *Summary and Follow-up for May 28, 2016 Board Planning Retreat – Sam Smalldon presented the information.*
- b) *Board meeting with Minister of Seniors and MLAs- Sam Smalldon presented the information.*
- c) *Application for New Horizons for Seniors – Federal Program Grant- Sam Smalldon presented the information.*
- d) *Facility and Site Planning – CWL, MVL and ARL- Sam Smalldon presented the information.*
- e) *Application for CMHC Planning Grants – CWL, ARL and MVL- Sam Smalldon presented the information. CARRIED*

**16-060 Moved by Director Kim Moore to accept the summary and follow up from May 28, 2016 Board Planning Retreat, Board meeting with Minister of Seniors and MLAs, Application for New Horizon for Seniors-Federal Program Grant, Facility and Site Planning- CWL, ARL, MVL and Application for CMHC Planning Grants- CWL, ARL and MVL updates as information. CARRIED**

6. COMMITTEE REPORTS

- a. Building Committee – last met October 13, 2016
1. Concept designs for Olds and Didsbury.- information presented by Sam Smalldon



2. *Repurposing Foothills Lodge and Property Management Proposals- information presented by Sam Smalldon and Al Smart*
3. *Snow Removal Proposal- information presented by Sam Smalldon and Al Smart*
4. *Facility Life Cycle Studies- information presented by Sam Smalldon and Al Smart*
5. *2017 Maintenance Program Budget- information presented by Sam Smalldon and Al Smart*
6. *Didsbury Shantz Village (draft MOU) Site Option- information presented by Sam Smalldon.*

**16-061 Moved by Director Kim Moore to approve spending \$30,000-\$50,000 on building a concept design in Olds and Didsbury so we are ready if a grant is called. CARRIED**

**16-062 Moved by Alternate Director Tim Hagen to approve the spending of a maximum of \$60,000 on the Pilot Project Snow Removal for Olds/Sundre as presented. CARRIED**

**16-063 Moved by Director Terry Leslie to approve spending the presented \$21,475.00 on a Facility Life Cycle Study. CARRIED**

*b) Finance Committee- last met October 27, 2016*

1. *Q3 2016 Draft Financial Statements- Director Jeremy Sayer presented the information*
2. *2016 Budget Management- Sam Smalldon presented the information.*
3. *2017 Budget and 2017-2021 Business Plan- Debra Steiger presented the information.*
  - i. *2017 Operating Budgets of \$14,568,374*
  - ii. *2017 Lodge and Life Lease Prices with up to 5% Fee Increase for Lodge Residents effective January 1, 2017*
  - iii. *2017 Requisition of \$1,122,345*
  - iv. *1% Economic Wage Increase for Staff on January 1, 2017 and a 1% Merit Increase for July 1, 2017*
  - v. *\$250,000 demand loan as funding towards capital budget for 2017*
  - vi. *2017-2021 Business Plan*



**16-064 Moved by Director Kim Moore to accept the 2017 Budget as presented. CARRIED**

**16-065 Moved by Director Terry to accept the 2017-2020 Business Plan as presented. CARRIED**

4. *2017 Alberta Seniors and Housing Budget- presented by Debra Steiger*

**16-066 Moved by Director Jeremy Sayer to accept the 2017 Alberta Seniors and Housing Budget. CARRIED**

5. *2016 Audit Plan- presented by Jeremy Sayer*

**16-067 Moved by Director Sandi Roberts to accept the 2016 Audit plan as presented. CARRIED**

6. *Recommend approval of reserve targets and funding capital reserve by refinancing of remaining funds from Sundre \$17 Million Project Financing with MVCU.*

**16-068 Moved by Director Judy Dahl to accept the reserve targets and funding capital reserve by refinancing of remaining funds from Sundre \$17 Million Project Financing with MVCU as presented. CARRIED**

**16-069 Moved by Director Terry Leslie to that administration come up with the Board Budget process and Municipal Requisitions Policies and bring back in January for review. CARRIED**

b. *Human Resources Committee- last met October 31, 2016- presented by Director Terry Leslie*

1. *Minimum Wage Review*
2. *MVSH Market Wage Review*
3. *CAO Annual Review*
4. *Payroll/Benefits/Recruiting Volume Pressure Points*

**16-070 Moved by Director Tim Hagen to approve the Human Resource Committee report as information. CARRIED**



d. *Foundation Report – last met November 16, 2016*

1. *Sundre Seniors' Supportive Living Facility Capital Campaign "Naming Program"*

**16-071 Moved by Alternate Director Tim Hagen to accept the MVSHF capital campaign " Naming Program" as presented. CARRIED**

7. NEW BUSINESS

a) *2017 Board and Committee Calendar*

**16-072 Moved by Director Kim Moore to approve the 2017 Board and Committee Calendar as presented. CARRIED**

b) *Board Organization – Board Chair, Board Vice Chair, Board Committees*

**Sam Smalldon asks for nominations for Board Chair  
Director Terry Leslie nominates Director Bruce Beattie  
Director Bruce Beattie accepts  
Director Jeremy Sayer moves nominations cease. CARRIED**

**Chair Bruce Beattie asks for nominations for Vice Chair  
Director Kim Moore nominates Director Terry Leslie, Director Terry Leslie denies  
Director Terry nominates Judy Dahl  
Director Judy Dahl accepts  
Chair Bruce Beattie moves nomination cease. CARRIED**

**16-073 Moved by Alternate Director Tim Hagen to accept Director Kim Moore, Director Terry Leslie, Director Sandy Roberts as the Building Committee. CARRIED**

**16-074 Moved by Alternate Director Tim Hagen to accept Director Jeremy Sayer, Director Sandy Roberts, Director Kim Moore as the Finance Committee. CARRIED**

**16-075 Moved by Director Terry Leslie to accept Director Meg Bigelow, Director Judy Dahl, Director Terry Leslie as the Human Resources Committee. CARRIED**

c) *Provincial Legislative and Regulatory Reviews- Sam Smalldon presented the information.*

8. CHAIRMAN'S REPORT – Chair Bruce Beattie presented his report



9. CAO's REPORT (written report on Share Point)

10. POLICY REVIEW

a) *Municipal Requisitions*

b) *Reserves*

c) *Budget Process*

11. CORRESPONDENCE

a) *Letter on Pharmacy Contract in Sundre- Sam Smalldon presented the information.*

b) *Letter from Minister of Seniors and Housing on Capital Funding*

12. PENDING

a) *MVSH Resident and Family Satisfaction Surveys -Response from Management*

b) *Recommended Board Package Format Revisions*

c) *Draft Communications Policy*

d) *Board Policy Reviews*

*Wayne, Shauna, Al, Debra and Kristi leave the meeting at 9:07pm*

13. IN-CAMERA

**16-076 Moved by Director Judy Dahl to go in camera at 9:07. CARRIED**

**16-077 Moved Director Terry Leslie to come out of in camera at 9:11pm. CARRIED**

14. KEY MESSAGES

- Looking at the 2017-2020 Budget Forecast
- Foundation 2017 Calendar
- 2017 Budget is approved
- Carstairs is first priority
- Carstairs/ Didsbury/ Olds Project overview
- Great work that CFO has done and passing all our audits. GST Audit was triggered by new build rebate.



- 70 new employees relatively smooth transition
- New Vice Chair and new committee members

#### 15. 2017 BOARD MEETING SCHEDULE

- a)** *Next meeting date Thursday January 26, 2017 @ 6:30 PM-9:00 PM  
MVSH Administration Offices, Olds AB*

#### 16. ADJOURNMENT

Director Terry Leslie adjourns the meeting at 9:12pm.

---

Chair Bruce Beattie