

MAYOR HAGEN REPORTS



Mountain View C O U N T Y

January 16, 2023

Via e-mail thagen@cremona.ca

Mayor Tim Hagen
Village of Cremona

Dear Mayor Hagen:

Re: All Council Annual Joint Meeting

In Mountain View County Councils annual review of the Intermunicipal Collaboration Framework Master Agreements, County Council would like to extend an invitation for an all-Council meeting with your Municipality, per Section 10.1:

MEETINGS

10.1 Councils. The full Councils of the Signatories are to meet together as required but no less than once a year in the first half of the calendar year (1 January - 30 June) with the primary intent of receiving the annual report of the Intermunicipal Cooperation Committee in accordance with Article 9.4 and of maintaining and building the relationship between the Town and the County.

It is our request that the Chair organize a meeting in early 2023. For Mountain View County Councils availability please contact our Executive Assistant, Laura McMillan, at lmcmillan@mvcountry.com.

We look forward to hearing from you.

Sincerely,

Angela Aalbers
Reeve

AA/lmc

CC Karen O'Conner CAO

COUNCILLOR GOEBEL REPORTS

COUNCILLOR SHI REPORTS



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #1 – CALL TO ORDER

Presenter – Chief Administrative Officer

Request - Decision

Recommendation - At the call of the Chair of the Board



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #2 – APPROVAL OF AGENDA

Presenter – Chair of the Board

Materials: Draft agenda attached

Request - Decision

Recommendation - To approve the agenda as presented (or as amended)



Mountain View Seniors' Housing
Regular Board Meeting

DRAFT AGENDA

Thursday February 2, 2023 – 1:00pm to 3:00pm

MVSH Administration Offices Boardroom, Olds Alberta or Zoom

Directors: Dwayne Fulton, Alan Miller, Dorothy Moore, Marty Ratz, Heather Ryan, Joseph Shi, Richard Warnock

Alternate Directors: Wanda Blatz, Angie Fricke, Tim Hagen, Rhonda Hunter, Gord Krebs, Chris Vardas

Regrets: Marty Ratz

Administration: Stacey Stilling (CAO), Chayla Zelasek (Board Secretary)

Guest(s): Al Smart (Director of Facilities)

Agenda 1 – CALL TO ORDER

Agenda 2 - APPROVAL OF AGENDA

Agenda 3 – APPROVAL OF MINUTES

- a) Regular Board Meeting December 1, 2022

Agenda 4 – PRESENTATIONS

- a) Director of Facilities
 - a. Insurance Site Visit (risk reports)
 - b. 2022 Maintenance Work Order Report

Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) Sale of #14 Southridge Crescent, Didsbury AB - Update
- b) Affordable Housing Asset Management Framework

Agenda 6 – FINANCIAL SUSTAINABILITY/NEW BUSINESS

- a) Vacancy/Occupancy Management
- b) COVID 19 Funding Update
- c) Year End Statements (if available)
- d) Board Policy Draft – Organization Meeting – Update
- e) Board Succession
- f) 10-Year Debt Schedule – Included for Information
- g) Competency Based Board Information
- h) Social Housing Accommodation Regulation Update



Agenda 7 – KEY PERFORMANCE INDICATORS

- a) Digital Portal for Housing Waitlist & LAP Information
- b) Site Information sent to GAS AB Energy

Agenda 8 – BOARD CHAIR’S REPORT

- a) Meeting with MLA Jason Nixon
- b) MVSH Meeting with MV County
- c) MAP Meeting Update

Agenda 9 – ASCHA UPDATE – VICE CHAIR

Agenda 10 - CAO’S REPORT

Agenda 11 – CORRESPONDENCE

- a) Resident Request for Consideration – December 13, 2022
- b) MVSH Letter to Minister Nixon – January 9, 2023
- c) MVM Budget Letter 2023 – January 6
- d) Bethany Announcement – Leadership Team (Bethany/MVSH) - January 19, 2023

Agenda 12 - IN-CAMERA

- a) HR Matters

Agenda 13 - KEY MESSAGES

Agenda 14 – NEXT MEETING

- a) Board Strategic Planning Retreat: Thursday March 2, 2023 @10:00 AM-3:00 PM at Town of Olds Operations Centre
- b) Regular Meeting: Thursday, March 16, 2023 @ 1:00 PM-3:00 PM at MVSH Administration Office Boardroom or by Zoom

Agenda 15 - ADJOURNMENT



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #3 – APPROVAL OF MINUTES

- a) Regular Board Meeting December 1, 2022

Presenter –Chair of the Board

Materials: Attachment for 3a

Request – Decision

Recommendation –

- a) To approve minutes from the Regular Board Meeting on December 1, 2022 as presented (or as amended).



Mountain View Seniors' Housing
Regular Board Meeting

UNAPPROVED MINUTES

Thursday December 1, 2022 – 1:00pm to 3:00pm

MVSH Administration Offices Boardroom, Olds Alberta or Zoom

Directors: Dwayne Fulton, Alan Miller, Dorothy Moore, Marty Ratz, Heather Ryan, Joseph Shi, Richard Warnock

Alternate Directors: Wanda Blatz, Angie Fricke, Tim Hagen, Rhonda Hunter, Gord Krebs, Chris Vardas

Regrets: Wanda Blatz, Tim Hagen, Rhonda Hunter, Gord Krebs, Chris Vardas

Administration: Stacey Stilling (CAO), Chayla Zelasek (Board Secretary)

Guest(s): Leon Pfeiffer (RSM) and Rae-Lee Doll (RSM) via Zoom

Agenda 1 – BOARD ORGANIZATION – Alan adopts as amended carried

- a) Call the Board Organizational meeting to order

The Board Organizational Meeting was called to order at 1:03PM

- b) Approval of Organizational Meeting Agenda

22-128 Moved by Director Alan Miller to adopt the Board Organizational Meeting agenda as amended. CARRIED

- c) Letters of Appointment – attached to the agenda package as information.
- d) Election of MVSH Chair and Vice Chair
- a. MVSH Board Chair: Nominations to be called for the position of Board Chair. – Stacey called for nominations for the position of Board Chair. Director Marty Ratz nominated Director Heather Ryan, who accepted the nomination. Second and third calls resulted in no further nominations.
- Director Heather Ryan was appointed as the Board Chair by Acclamation.**

Re-Appointed Board Chair, Heather Ryan assumed meeting chair responsibilities for the remainder of the meeting.

- b. MVSH Vice Chair: Nominations to be called for the position of Board Vice Chair. – Chair Heather Ryan called for nominations for the position of Board Vice Chair. Director Dorothy Moore nominated Director Marty Ratz, who accepted the nomination. Second and third calls resulted in no further nominations.
- Director Marty Ratz was appointed as the Board Vice Chair by Acclamation.**



- e) Election of Committee Chairs and Committee Members
 - a. Foundation: Currently the chair is an Ex-Officio member of the Foundation.
Heather appointed Director Richard Warnock to maintain his position as Ex-Officio on the Foundation Board.
- f) Signing Authority: To give financial and bank signing authority to three MVSH Board Directors and three MVSH Management, with one signature each required for payments.

22-129 Moved by Director Richard Warnock to approve Stacey Stilling, Leslie Elliott and Debra Steiger as the 3 MVSH Management, and Heather Ryan, Alan Miller, and Marty Ratz as the 3 MVSH Board Directors to have financial and bank signing authority, with one signature each required for payments. CARRIED

- g) 2023 Board Calendar: To review and approve the proposed calendar. – The Board selected March 2, 2023, as their Spring Strategic Planning Retreat and noted that a retreat will also be held in late August 2023 for Budget and Financial planning.

22-130 Moved by Director Dwayne Fulton to approve the 2023 Board Calendar as amended. CARRIED

The Organizational meeting was adjourned at 1:20PM by Board Chair, Heather Ryan.

Agenda 2 – CALL TO ORDER

The Regular Board Meeting was called to order at 1:20PM by Board Chair, Heather Ryan.

Agenda 3 - APPROVAL OF AGENDA

22-1301 Moved by Director Joseph Shi to approve the agenda as amended. CARRIED

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Board Meeting November 3, 2022

22-132 Moved by Director Richard Warnock to approve the minutes from the Regular Board Meeting held on November 3, 2022, as presented. CARRIED

Leon Pfeiffer and Rae-Lee Doll of RSM Canada joined the meeting at 1:30PM.

Agenda 5 – PRESENTATIONS

- a) RSM – Audit Entrance – Rae-Lee and Leon conducted short introductions. Thanks were expressed to MVSH for the work and assistance provided during the interim audit. RSM



Canada is independent of MVSH. A \$337,000 materiality amount is utilized for assessing risks. It was noted that amounts below this value are not ignored. Testing is based on risk, with random samples being tested. Meet and greets will be scheduled with Stacey Stilling, CAO and the new Controller, Debra Steiger. The Board had no additional questions for the auditors at this time. A final audit presentation will be provided to the Board at the March 16, 2023, Board Meeting for approval prior to the March 30, 2023, government submission deadline.

22-133 Moved by Director Marty Ratz to accept the Audit Entrance Report as information. CARRIED

Leon Pfeiffer and Rae-Lee Doll left the meeting at 1:45PM.

Agenda 6 - BUSINESS ARISING FROM MINUTES

- a) COVID-19 Funding Update - Stacey presented the information. It was noted that the funding shortfall of \$382,322 is different than previously reported due to errors found in 2020.
- b) Insurance Site Visit Update – Received reports had some errors that Stacey has returned for their review. Stacey has a meeting scheduled for next week to address the errors and have them corrected.
- c) Sale of #14 Southridge Crescent, Didsbury AB – Two independent assessments have been submitted by realtors from Olds and Didsbury. It was noted that there was a substantial difference between the two assessments. It may be beneficial to bring in an appraiser to determine the value of the property prior to listing.

22-134 Moved by Director Richard Warnock to direct management to contact an appraiser to assess the value of 14 Southridge Crescent in Didsbury AB. CARRIED

- d) Affordable Housing Asset Management Framework – A group consisting of Board Directors and MVSH Management have met to review and discuss the asset transfers being proposed by the province. While this has some potential, a review of the legal requirements and restrictions would still need to be reviewed prior to any agreement. At the time of this meeting, the requirements were not yet available. The Ministry of Seniors, Community and Social Services has arranged to conduct building condition assessments starting December 6, 2022. There has been indication that operating funding will not fully be removed by the Government of Alberta. The MVSH group will continue to meet as needed.
- e) Meeting with MLA Nathan Cooper – Chair Heather Ryan, Vice Chair Marty Ratz and CAO Stacey Stilling were able to meet with MLA Nathan Cooper, who was very open to hearing our concerns. He inquired about what we would consider to be our biggest ask at this time. This was identified to be the LAP funding reductions due to vacancies as there are still operating expenses for vacant units. It was noted that we missed asking about the Foothills Lodge Funds and the restrictions on use of the community housing asset sales proceeds.
- f) MAP Meeting – Chair Heather Ryan, CAO Stacey Stilling, and Controller Rasbir Sekhon attended the MAP meeting on November 17 to answer financial questions. Rasbir had put



together a great presentation of information. There will be a meeting scheduled with Mountain View County for additional discussion.

- g) Utility questions response from November 2022 meeting – In the last board meeting there was a question about obtaining the usage for each site by end of year. This information can be obtained, and the numbers will be available by February 2023. There was also a question regarding early exit/renewal penalties, and we have confirmed that there would be penalties applied to exit contracts prior to expiry date. The gas contract ends in 2023 and the electricity contract ends in 2024. If gas usage has enough volume, there may be opportunity to access wholesale costs.

22-135 Moved by Director Dwayne Fulton to accept the updates on Business Arising from the Minutes as information. CARRED

Agenda 7 – FINANCIAL SUSTAINABILITY/NEW BUSINESS

- a) Vacancy/Occupancy Management – Lost Revenue Recovery Plan – Current Vacancies – Currently we are still seeing a fair amount of movement in and out of our facilities. The Housing team is working diligently in arranging admissions and is receiving inquiries. The Board discussed looking into ways to increase some financial benefits for the residents, such as trying to increase the guaranteed funds amount (currently set at \$322 by the government). This could result in encouraging more applicants and admissions if it is possible.
- b) Board Remuneration Policy Draft- Mileage Allowance Update – This was updated as per the discussion held during the November 3 meeting.

22- 136 Moved by Director Alan Miller to approve the Board Remuneration Policy as presented. CARRIED

- c) Board Policy Draft – Organization Meeting – The Board reviewed this draft policy and provided feedback. Need to update regarding Board committees and the bank and financial signing authorities. Policy to be updated and brought back to the next meeting.
- d) Board Succession – It was discussed that we should approach MAP regarding the idea of having non-voting members at large from the public communities serve on the board. This topic will be added as an agenda item to the Spring Retreat. We first need to check for any restrictions within the governing act.
- e) 10-Year Debt Schedule – The Board was provided a copy of the current 10-year debt schedule. Director Dwayne Fulton commented that this item could be included in the budgetary communication with municipalities for transparency purposes.
- f) MVSH Office Lease Update – The Board expressed thanks to MVSH management for their hard work in negotiating the office lease renewal and were pleased with the offer provided by the bank. It was also noted that notice has been provided to terminate the cleaning contract for the main office.



22-137 Moved by Director Dwayne Fulton to approve the Office Lease Renewal with ConnectFirst credit union for a term of 3 years, with a 2-year renewal option. CARRIED

- g) Capital Finance – There was discussion regarding potentially reviewing the original capital grant for the Sundre project, highlighting amounts not covered by the ALSI grant and submitting a request to bring funding to match the 80% covered in other similar projects.

22-138 Moved by Director Marty Ratz to accept the Financial Sustainability updates as information. CARRIED

Agenda 8 – KEY PERFORMANCE INDICATORS

- a) Utility Contracts – 8760 Fall Utility Update – Provided for Information Purposes
- b) Cable Contract – Information Update – We were able to confirm that we are not losing money on this contract despite having vacant units.
- c) Staff Appreciation – The HR department provided a video of highlights from the Staff Appreciation event held on November 17, 2022.

22-139 Moved by Director Alan Miller to accept the Key Performance Indicator updates as information. CARRIED

Agenda 9 – BOARD CHAIR’S REPORT

- a) Heather presented a verbal report. Most items have already been covered in the agenda. Heather and Stacey were able to have a zoom call with the ADM David Williams regarding the units at Mount View Lodge that were originally intended for Supportive Living levels 4 and 4D. An assessment would need to be conducted to confirm what may need to be updated for current standards. It was noted that COVID funding is very likely coming to an end in March 2023. A review of the LAP funding is also going to be taking place.

22-140 Moved by Director Dorothy Moore to accept the Board Chair’s Report as information. CARRIED

Agenda 10 – ASCHA UPDATE – VICE CHAIR

- a) Marty presented a verbal report. The ASCHA Board meeting has held of November 25 and has an informative presentation from the ADM of Continuing Care in Alberta Health, Corrine Schlam. A review of the roles and responsibilities of Alberta Health and Alberta Health Services is being conducted. There was a mention of modernization grants, adjustments to the Seniors Benefit for inflation, affordable housing and expanding lodges.

22-141 Moved by Director Joseph Shi to accept the ASCHA Update as information. CARRIED



Agenda 11 - CAO'S REPORT

- a) Stacey provided a verbal highlight of her written report. Meetings were held with the Life Lease tenants, who indicated they are incredibly happy and commented that the staff are amazing. The tenants did inquire about housekeeping monthly costs and possibility for flexibility based on timing and volume. There was also an inquiry on if they could see the landscaping plan in relation to memorial donation options. It was also noted that currently the accrued vacation time for employees is very high.

Agenda 12 – CORRESPONDENCE

- a) Municipal Requisition Letters – These letters have been sent to the respective municipalities.

The letters below have not been specifically with MVSH but provided to the Board for awareness/information purposes regarding provincial mandates in areas that effect MVSH operations.

- b) Premier Mandate Letter to Minister Nixon (Seniors and Community, Social Services) – for information purposes
- c) Premier Mandate Letter to Minister Copping (Alberta Health) – for information purposes
- d) Premier Mandate Letter to Minister Jones (Affordability and Utilities) – for information purposes
- e) MVSH Letter to MAP -November 22, 2022 – As indicated earlier in the agenda, this letter was sent to arrange for MVSH to return to MAP to discuss affordable seniors housing concerns.

22-142 Moved by Director Dwayne Fulton to accept the correspondence as information. CARRIED

Agenda 13 - IN-CAMERA

- a) HR Matters

22-143 Moved by Director Marty Ratz to move into the In-Camera Session at 3:15PM for a discussion on HR matters. CARRIED

22-144 Moved by Director Richard Warnock to move out of the In-Camera Session at 3:23PM. CARRIED

22-145 Moved by Director Alan Miller to accept the information arising from the In-Camera Session. CARRIED

Agenda 14 - KEY MESSAGES



Agenda 15 – NEXT MEETING

- a) Regular Meeting: Thursday, February 2, 2023 @ 1:00 PM-3:00 PM at MVSH Administration Office Boardroom or by Zoom

Agenda 16 – ADJOURNMENT

22-146 Moved by Director Marty Ratz to adjourn the meeting at 3:28PM. CARRIED

MVSH Board Chair, Heather Ryan



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda # 4– PRESENTATIONS

a) Director of Facilities

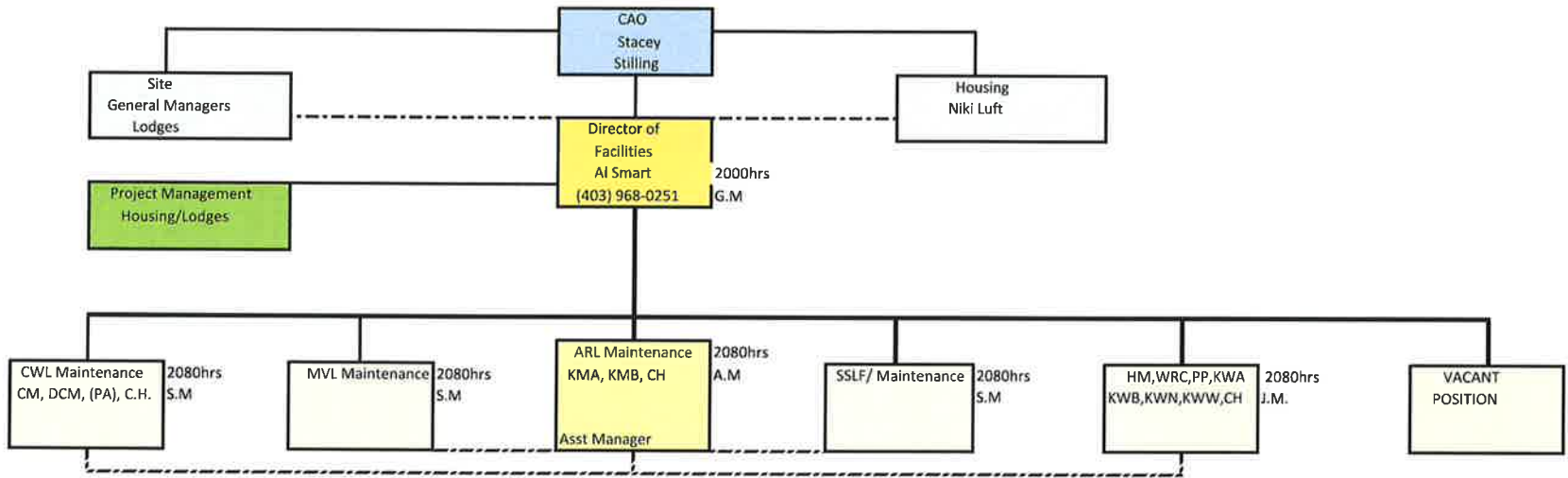
Presenter: Al Smart

Materials: Attachments 4a & 4b

Request – Information

Recommendation: To accept the presentation from the Director of Facilities as information.

Flow Chart 2023



NOTES:

- Increases front line workers by 80hrs/yr
- A.M. becomes Working Supervisor
- G.M. assists with Operations Management
- Savings \$49756

RISK SERVICES REPORT

CLIENT NAME	Mountain View Seniors Housing
LOCATION	1401 Gough Road Carstairs, AB
CONTACT	Al Smart, Director of Facilities Natalie Weisbrod Site GM
PHONE / EMAIL	Al.smart@mvsh.ca
REPORT BY	Jason Conway
SURVEY DATE	October 14, 2022

OPERATION OVERVIEW

Years in Business	Since 1960	No. of Employees	25 including: Maintenance, Housekeepers, kitchen staff and management
At this Location Since	1995	Annual Sales	See submission

Hours of Operation		
24/7	7 Days per week	No seasonality

MVSH Facility at 1401 Gough Road Carstairs, AB



OPERATIONS DESCRIPTION

Mountain View Seniors' Housing (MVSH) is a non-profit organization, and a registered charity, operating seniors' lodges, seniors' self-contained apartments and subsidized family housing in Carstairs, Sundre, Olds, Cremona and Didsbury Alberta. The mission of MVSH is to provide secure and comfortable facilities and other hospitality support services as needed to ensure all residents feel good about living in their facilities while promoting a healthy and independent lifestyle. MVSH operates their head office from a separate building in Olds, Alberta. Overall management of MVSH is governed by the Mountain View Seniors' Housing Board. The Board provides each site with a budget for annual operating, building and equipment upgrades and reviews projects submitted to them for upgrades to the sites. Funding for MVSH is provided via resident rental fees, subsidies through the municipalities and through the Lodge Assistance Program administered by the Government of Alberta. The Mountain View Seniors' Housing Foundation, also a registered charity, is a separate entity from Mountain View Seniors' Housing. Funds raised by the Foundation through donations and charity events such as galas and golf tournaments are provided to MVSH to obtain items to enhance and support the quality of life for the residents.

Alberta Health Services is responsible for health care services for MVSH residents at all locations. Alberta Health Services then contracts these services to Bethany Care at Olds, Sundre, and Didsbury. Bethany is also funded to provide some activities via a Recreation Therapist through the AHS Care Contract at the Sundre and Didsbury locations. Carstairs health care is provided by AHS Home Care, a publicly funded personal and healthcare provider. All health care at MVSH lodges is managed through an AHS Case Manager. AHS funding provides for RNs, LPNs, and Health Care Aides depending on site and level of care. Olds and Sundre locations are located within the Central Health Region than the Carstairs and Didsbury are located within the Calgary Health Region.

Maintenance for the MVSH locations is contracted to a numbered company owned/managed by AI Smart. AI manages seven staff who operate at each of the four properties.

Additional services offered by MVSH at this site include:

- 42 units including:
 - SL1 and 2 independent living suites subsidized by the municipality
- A beautiful seniors-friendly community that is barrier free, easy to navigate, and equipped with state-of-the-art technology and safety features
- Emergency Call System
- Exercise Room
- Hair Salon (contractor on site)
- Garden courtyard
- Ample Exterior parking
- Housekeeping
- Laundry
- 24/7 safety and security
- Meals and snacks
- Social activities

There is a formal hiring process in place which includes review of qualifications, a telephone interview followed by a formal personal interview, and a criminal record check. Following hiring, there is a formal orientation and training period. All staff are monitored through the probationary period to ensure they meet competencies outlined for their position.

The fully sprinkler protected building was built in 1991. The 1 storey building is wood frame construction. MVSH owns 40% of this property. The remaining 60% ownership is by the Government of Alberta. The original section of the building, owned by the Government of Alberta includes 30 suites. In 1995, MVSH

moved to this site and in 1997 added the West (T-shaped area) section of the building that includes 12 suites. Upgrades to this building are partially funded by AHS as part of a 5-year project plan cycle. The property is hydrant protected, provided with fire walls, answering volunteer fire department and full-scale emergency response plan in place. The property is in very good condition.

MVSH has developed and administered sound risk management programs, policies, and procedures. The facility is audited by governmental agencies and must abide by strict operating programs for H&S, Security, Guest services, Food Safety, Fire Prevention and Emergency Response planning. MVSH guidelines align with the Government of Alberta Supportive Living Act. Guidelines include but are not limited to: Housekeeping, maintenance, food safety and hazard assessments. Health care services are not within their scope.

As directed by Alberta Health, the company has had to implement and follow strict Covid 19 protocols. They have also been subjected to several audits from Alberta OH&S and AHS Public Health to ensure compliance to the rules/regulations. All sites continue appropriate protocols as required.

MVSH was found to have robust policies in place for property management, ongoing maintenance, emergency response planning, contractor controls and again aligns with Government of Alberta guidelines for accommodation standards as well as the Resident and Family Councils Act. MVSH has done an impressive job in assessing risk and implementing loss control programs. This property is fully sprinkler protected with a monitored fire alarm and should be considered an excellent risk.

PROPERTY / CRIME EXPOSURES / CONTROLS

Walls	Wood frame
Floors	Main floor is a combination of concrete on grade and concrete on reinforced concrete foundation
Roof	Asphalt shingle on wood truss (New roof 10 years ago)
Area	22,195 including the basement
Height	1 storey with partial basement
Year Built	1991 and 1997
Condition	Very good

Building Occupancy

100% occupied by MVSH

Fire Separations

This building should be considered one fire division.

Common Hazards and Controls

Heating Systems	Two natural gas package boilers
Electrical	1200-amp electrical system is well maintained. City supplied power with over current protection for all equipment. Electrical contractors utilized for major installations.
Housekeeping	Excellent housekeeping throughout the property. There are full-time housekeepers on staff.
Smoking Controls	No smoking permitted inside the building.
EDP	Daily back-up of data offsite.
Hot Work Program	Hot work is rare. A hot work permit system has been recommended to MVSH to be included in the formal Fire Safety Plan.
IR Scanning	None to date
Back-up Power	Yes, a diesel generator provides 100% power to the building. Semi-annual inspection and load test by a third party. Monthly in-house load tests and regular review of fuel levels. 72 hours of fuel available.
Refrigeration:	Package units provide cooling and freezing for commercial kitchen walk in cooler and freezer.

Special Hazards and Controls

- The maintenance manager has a valve directory in the maintenance office. Isolation valves for each unit. Valves are exercised as part of the maintenance plan.
- Each lodge has a detailed Emergency Training Booklet outlining details related to fire alarm procedures, call system protocols, emergency pullcords, maintenance emergencies, water and sprinkler shut off locations, emergency evacuation, contractor information and emergency procedures
- Call systems utilized by residents to initiate an alarm should the need arise – once the resident activates the pendant they are checked-on by appropriate staff
- Basement sump is alarmed for high water, pump run, and oil
- Back-up power provided to the entire property
- Regular review of roofing material condition by maintenance staff, leaf and debris removal, and condition of drains
- Semi-annual cleaning of commercial kitchen exhaust and ducting. Regular cleaning of filters in commercial kitchen ducting. All staff complete Food Safe training. The commercial kitchen, freezer and coolers are well maintained and very clean. Food is marked with dates and temperatures checked daily.
- Temperature monitoring in cooler and freezer
- Access controls for residents and visitors.
- Qualified third parties inspect the elevator
- Alberta Health Services is responsible for medications. Utilize a locking med cart and secure storage.
- The laundry room for the property is located on the main floor. Washers and dryers are inspected daily. Lint removed between each load. Ducting inspected monthly.
- Carbon monoxide detection in the basement boiler room – includes two boilers and three hot water tanks. Floor drain in boiler room

- Fixed suppression system for commercial cooking equipment – inspected semi-annually
- No transportation provided by MVSH for residents
- Business Continuity plan in place
- Joint emergency document shared with AHS
- Formal abuse policies in place
- Working with third parties to review water leak detection arrangements.
- Monthly Health and Safety Committee meetings that include AI Smart and GMs of each location
- Follow Continuing Care guidelines for incident reporting
- Vacant suites are visited weekly by maintenance
- Suites are renovated upon turnover. Turnaround on suite reno is between 48 and 72 hours depending on what needs to be updated.
- Open window checks from outside of the building during freezing weather

RISK MANAGEMENT PROGRAM, POLICIES AND PROCEDURES

Emergency Response Plan	The facility has a formal ERP that has been developed in collaboration with AHS, and the local Fire Departments. Protocols are in place for evacuation of all residents. Regular fire drills take place at each location. The drills are monitored and recorded. Annual review of the program by management and MVSH. All new staff and AHS staff are trained on the emergency response plan upon hire. MVSH provides additional training monthly to those who want to review.
Security	All main access points for the property are key controlled. Sign-in sheet at main reception to manage visitors to the property.
Fire Protection Equipment	Extinguishers located throughout the building, serviced yearly, and inspected monthly. All smoke/heat, sprinklers, alarms, and fire panel tested/inspected yearly by qualified contractor.
Maintenance Procedure	<p>MVSH has a dedicated maintenance team providing maintenance for the buildings. All critical building systems and components are checked daily as are all mechanical systems. They have dedicated maintenance check lists and a full-scale preventative maintenance program in effect that ensures scheduled tasks are completed daily, weekly, monthly, quarterly, semi annually and annually.</p> <p>Any major maintenance work is conducted by pre-approved contractors.</p> <p>Maintenance is tracked in software and data is saved indefinitely. All maintenance work completed by maintenance staff or contractors is updated in an app maintained by MVSH maintenance.</p>
Employees and Training	<p>The company has developed a full-scale employee hiring/orientation/training program for all positions.</p> <p>All employees have full background checks completed pre-hire with reference checks. New employees review their orientation package which includes facilities policies and procedures. Employees sign off</p>

	<p>on the orientation. Additional training is provided concerning SOP's relevant to their area. Health and Safety training provided internally.</p> <p>Full incident/accident investigation procedures in place with documentation forms and processes immediately available.</p> <p>Excellent programs in place.</p>
Contractor Controls	<p>Contractors utilized for mechanical equipment maintenance, fire protection and life safety equipment. A formal prequalification process is in place for hiring contractors which includes gathering copies of insurance.</p>

Private Protection

Extinguishers	<p>Yes, inspected annually</p> <p>Class K located in commercial kitchen</p>
Hand Hose	No
Smoke / Heat	<p>Yes, monitored fire alarm. Fire alarm was noted on with no troubles.</p> <p>Annual inspection by Legacy.</p>
Monitored	Yes - all locations monitored by Certified Alarm
Sprinklers	This property is by a wet sprinkler system. The system was installed in 2017
Water Supply	City Supply
Fixed Suppression	<p>Yes, wet chemical protection for commercial cooking equipment.</p> <p>Maintained semi-annually.</p>

Public Protection

Protection Class (FUS Grade)	FUS=7
Hydrants Within 150 ft.	Yes
Water Supplies	Adequate, City supply.
Fire Department Fire Dept Within 5km	Yes

Exposures

North	Open / volunteer fire hall
South	Residential buildings located 70 feet South
East	MacIntosh Drive
West	McCrimmon Drive

Security and Burglar Protection

Alarm System Installed	Staff onsite 24/7. Exterior vestibule doors at the front entrance are kept unlocked. Interior vestibule doors are accessible during the day where visitors are greeted by staff. Interior vestibule and all other exterior doors are kept locked at night, and visitors must request access to the building. Residents are provided keys for access to the building.
Monitored by Central Station	n/a
CCTV Surveillance	Cameras at all entrances at this location – footage saved by IT
Visitor Controls	Visitors access the building through the front vestibule and are greeted by staff at the administration desk. Sign-in and out protocols in place at the front entrance.
Yard Fencing and/or Gates	None
Target Stock	None
Outdoor Storage	None

All Other Perils

- ✓ The building is of conventional design, built upon natural land and is in good repair.
- ✓ No unusual flood, wind, earthquake, forest fire, collapse or other exposures were observed.

PREMISES / OPERATIONS LIABILITY HAZARDS / CONTROLS

Premises Maintenance and Condition

Exposure / Hazard	Acceptable
Fire and Life Safety (ERP, Alarms, Drills)	Formal ERP plan in place with regular drills and review of program. Regular training available for staff. Backup power for life safety systems
Stairwells and Handrails	Acceptable
Lighting	Acceptable
Exit Lights and Emergency Lighting	Acceptable
Parking Lots and Sidewalks (Slip / Fall Exposures)	Acceptable

Public Access

Fire Exits	Acceptable
Stairs / Elevators	Acceptable

AGENDA 4A.1

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Snow / Ice Removal	Snow removal is always recorded whether completed by contractors or by maintenance.
Yard Storage	None
Fencing	None

Special Comments Section or Additional information

Residents can arrange third party visits by health care professionals who meet with them in their rooms for appointments such as foot care, hearing care and physician visits.

This property was noted to be in excellent condition, well maintained with full fire protections systems, back-up power, and ERP systems in place. Management showed a very keen commitment and dedication towards risk management and loss control.

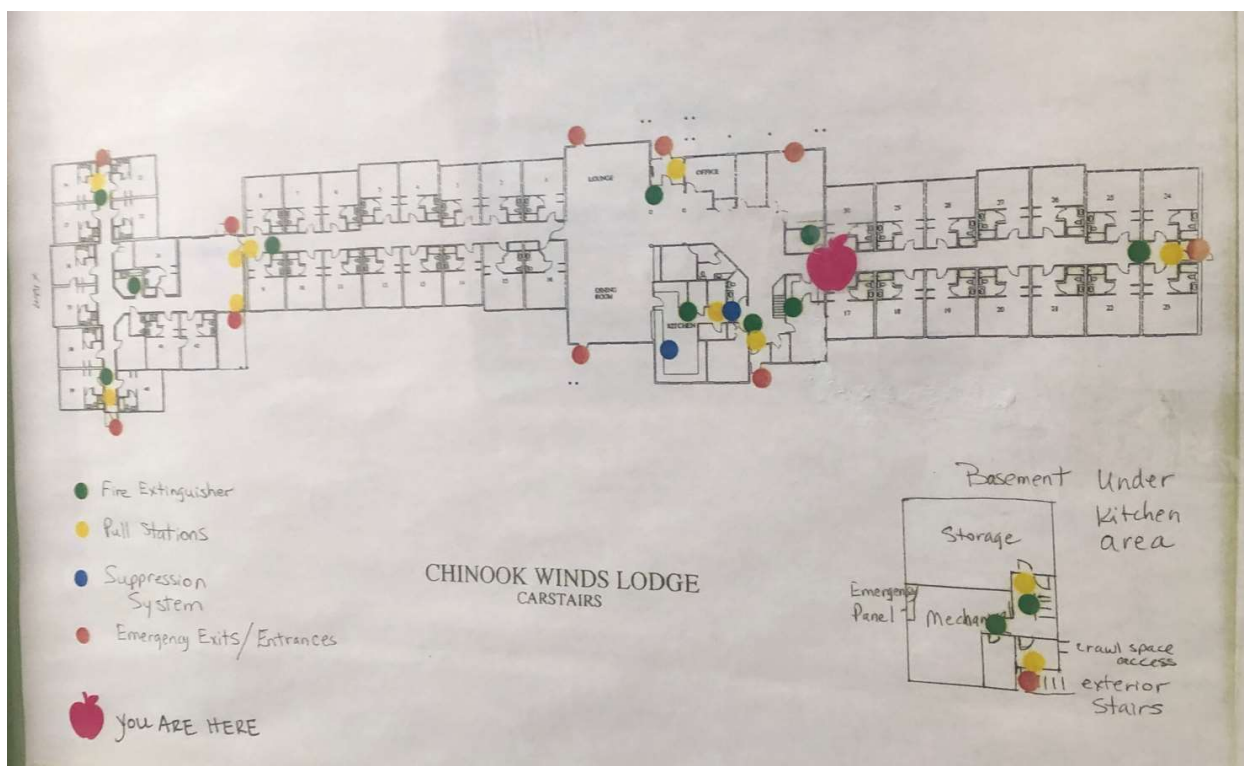
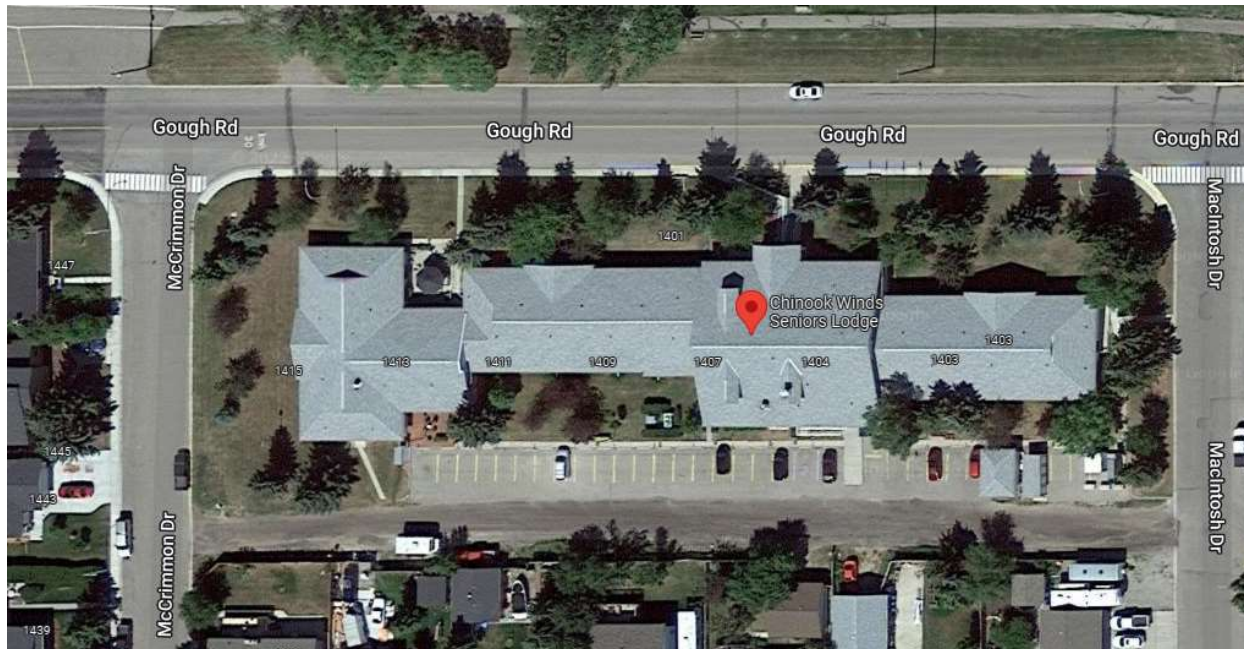
Suggestions for risk mitigation – see recommendations from Ecclesiastical. Also consider

- Leak sensors for areas subject to water overflow or leaks

AGENDA 4A.1

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Pictures



AGENDA 4A.1

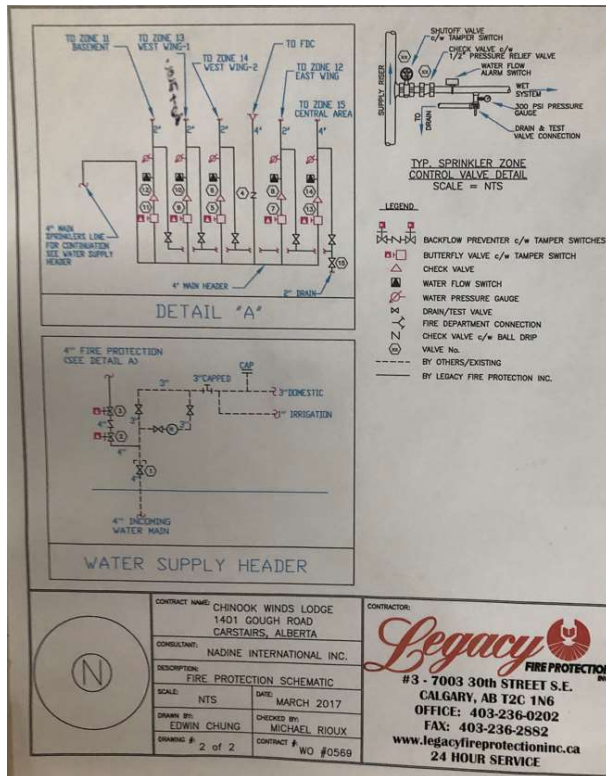
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NW corner of the building:



Sprinkler risers





Hydraulically Calculated System

This system as shown on Legacy Fire Protection Inc.
Company print no 2 of 2 Dated Sep. 2016
For Main Floor Zone #15
At Chinook Winds Lodge Contract No WO #0569

Is designed to discharge at a rate of 0.15 gpm
per sq ft of floor area over a maximum area
of 1613 sq ft when supplied
with water at the rate of 277.6 gpm
at 49.5 psi at the base of the riser.

An additional hose stream allowance of
250 gpm is included in the above.

Occupancy classification Ordinary Hazard Group #1
Commodity classification n/a
Maximum storage height 8'-0"

Legacy FIRE PROTECTION INC. 403 236 0202

Photo of b/u generator specs



RISK SERVICES REPORT

CLIENT NAME	Mountain View Seniors Housing
LOCATION	1100 20 Avenue Didsbury, AB
CONTACT	Al Smart, Director of Facilities
PHONE / EMAIL	Al.smart@mvsh.ca
REPORT BY	Jason Conway
SURVEY DATE	October 14, 2022

OPERATION OVERVIEW

Years in Business	Since 1960	No. of Employees	32 including: Maintenance, Housekeepers, kitchen staff and management
At this Location Since	2004	Annual Sales	See submission

Hours of Operation		
24/7	7 Days per week	No seasonality

MVSH Facility at 1100 20 Avenue Didsbury AB



OPERATIONS DESCRIPTION

Mountain View Seniors' Housing (MVSH) is a non-profit organization, and a registered charity, operating seniors' lodges, seniors' self-contained apartments and subsidized family housing in Carstairs, Sundre, Olds, Cremona and Didsbury Alberta. The mission of MVSH is to provide secure and comfortable facilities and other hospitality support services as needed to ensure all residents feel good about living in their facilities while promoting a healthy and independent lifestyle. MVSH operates their head office from a separate building in Olds, Alberta. Overall management of MVSH is governed by the Mountain View Seniors' Housing Board. The Board provides each site with a budget for annual operating, building and equipment upgrades and reviews projects submitted to them for upgrades to the sites. Funding for MVSH is provided via resident rental fees, subsidies through the municipalities and through the Lodge Assistance Program administered by the Government of Alberta. The Mountain View Seniors' Housing Foundation, also a registered charity, is a separate entity from Mountain View Seniors' Housing. Funds raised by the Foundation through donations and charity events such as galas and golf tournaments are provided to MVSH to obtain items to enhance and support the quality of life for the residents.

Alberta Health Services is responsible for health care services for MVSH residents at all locations. Alberta Health Services then contracts these services to Bethany Care at Olds, Sundre, and Didsbury. Bethany is also funded to provide some activities via a Recreation Therapist through the AHS Care Contract at the Sundre and Didsbury locations. Carstairs health care is provided by AHS Home Care, a publicly funded personal and healthcare provider. All health care at MVSH lodges is managed through an AHS Case Manager. AHS funding provides for RNs, LPNs, and Health Care Aides depending on site and level of care. Olds and Sundre locations are located within the Central Health Region than the Carstairs and Didsbury are located within the Calgary Health Region.

Maintenance for the MVSH locations is contracted to a numbered company owned/managed by AI Smart. AI manages seven staff who operate at each of the four properties.

Additional services offered by MVSH at this site include:

- 58 units including:
 - 28 independent living suites (SL 1 and 2)
 - 20 SL4 suites
 - 10 SL4D suites
- A beautiful seniors-friendly community that is barrier free, easy to navigate, and equipped with state-of-the-art technology and safety features
- Emergency Response System
- Exercise Room
- Hair Salon (contractor on site)
- Garden courtyard
- Ample Exterior parking
- Housekeeping
- Laundry
- 24/7 safety and security
- Meals and snacks
- Social activities
- Didsbury hospital is located across the parking lot

There is a formal hiring process in place which includes review of qualifications, a telephone interview followed by a formal personal interview, and a criminal record check. Following hiring, there is a formal orientation and training period. All staff are monitored through the probationary period to ensure they meet competencies outlined for their position.

The fully sprinkler protected building was built in 2004. The 1 and two storey building is wood frame construction. The property is hydrant protected, provided with fire walls, answering volunteer fire department within 1.4km and full-scale emergency response plan in place. The property is in very good condition.

MVSH has developed and administered sound risk management programs, policies, and procedures. The facility is audited by governmental agencies and must abide by strict operating programs for H&S, Security, Guest services, Food Safety, Fire Prevention and Emergency Response planning. MVSH guidelines align with Government of Alberta Supportive Living Act. Guidelines include but are not limited to: Housekeeping, maintenance, food safety and hazard assessments. Health care services are not within their scope.

As directed by Alberta Health, the company has had to implement and follow strict Covid 19 protocols. They have also been subjected to several audits from Alberta OH&S and AHS Public Health to ensure compliance to the rules/regulations. All sites continue appropriate protocols as required.

MVSH was found to have robust policies in place for property management, ongoing maintenance, emergency response planning, contractor controls and again aligns with Government of Alberta guidelines for accommodation standards as well as the Resident and Family Councils Act. MVSH has done an impressive job in assessing risk and implementing loss control programs. This property is fully sprinkler protected with a monitored fire alarm and should be considered an excellent risk.

PROPERTY / CRIME EXPOSURES / CONTROLS

Walls	Wood frame
Floors	Main floor is a combination of concrete on grade and concrete on reinforced concrete foundation Second floor is wood deck Third is wood deck
Roof	Torch on membrane on wood deck and asphalt shingle on wood truss (Shingles are three years old)
Area	44,160 including the basement
Height	1 and 2 storey with walk-out basement
Year Built	2004
Condition	Very good

Building Occupancy

100% occupied by MVSH

Fire Separations

This building should be considered one fire division.

Common Hazards and Controls

Heating Systems	Two natural gas package boilers
Electrical	1200-amp electrical system is well maintained. City supplied power with over current protection for all equipment. Electrical contractors utilized for major installations.
Housekeeping	Excellent housekeeping throughout the property. There are full-time housekeepers on staff.
Smoking Controls	No smoking permitted inside the building.
EDP	Daily back-up of data offsite.
Hot Work Program	Hot work is rare. A hot work permit system has been recommended to MVSH to be included in the formal Fire Safety Plan.
IR Scanning	None to date
Back-up Power	Yes, a diesel generator provides 100% power to the building. Semi-annual inspection and load test by a third party. Monthly in-house load tests and regular review of fuel levels. 72 hours of fuel available.
Refrigeration:	Package units provide cooling and freezing for commercial kitchen walk in cooler and freezer.

Special Hazards and Controls

- The maintenance manager has a valve directory in the maintenance office. Isolation valves for each unit. Valves are accessible through ceiling tiles or via closets are entry to unit. Valves are exercised as part of the maintenance plan.
- Each lodge has a detailed Emergency Training Booklet outlining details related to fire alarm procedures, call system protocols, emergency pullcords, maintenance emergencies, water and sprinkler shut off locations, emergency evacuation, contractor information and emergency procedures
- Call systems utilized by residents to initiate an alarm should the need arise – once the resident activates the pendant they are checked-on by appropriate staff
- Basement sump is alarmed for high water, pump run, and oil
- Back-up power provided to the entire property
- Regular review of roofing material condition by maintenance staff, leaf and debris removal, and condition of drains
- Semi-annual cleaning of commercial kitchen exhaust and ducting. Regular cleaning of filters in commercial kitchen ducting. All staff complete Food Safe training. The commercial kitchen, freezer and coolers are well maintained and very clean. Food is marked with dates and temperatures checked daily.
- Temperature monitoring in cooler and freezer
- Access controls for residents and visitors.
- Qualified third parties inspect the elevator
- Bethany is responsible for medications. Utilize a locking med cart and secure storage.
- Washers and dryers are inspected daily. Lint removed between each load. Ducting inspected monthly.

AGENDA 4A.2

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- Carbon monoxide detection in the basement boiler room – includes two boilers and three hot water tanks. Floor drain in boiler room
- Fixed suppression system for commercial cooking equipment – inspected semi-annually
- No transportation provided by MVSH for residents
- Business Continuity plan in place
- Joint emergency document shared with AHS and Bethany
- Formal abuse policies in place
- They plan on installing sinks in kitchenettes with overflow prevention
- Working with third parties to review water leak detection arrangements
- Monthly Health and Safety Committee meetings that include AI Smart and GMs of each location
- Follow Continuing Care guidelines for incident reporting
- Vacant suites are visited weekly by maintenance
- Suites are renovated upon turnover. Turnaround on suite reno is between 48 and 72 hours depending on what needs to be updated.
- Open window checks from outside of the building during freezing weather

RISK MANAGEMENT PROGRAM, POLICIES AND PROCEDURES

Emergency Response Plan	The facility has a formal ERP that has been developed in collaboration with AHS, Bethany and the local Fire Departments. Protocols are in place for evacuation of all residents. Regular fire drills take place at each location. The drills are monitored and recorded. Annual review of the program by management and MVSH. All new staff and AHS or Bethany staff are trained on the emergency response plan upon hire. MVSH provides additional training monthly to those who want to review.
Security	All main access points for the property are key controlled. Sign-in sheet at main reception to manage visitors to the property. Additional controls for memory care unit to prevent unauthorized entry and exit.
Fire Protection Equipment	Extinguishers located throughout the building, serviced yearly, and inspected monthly. All smoke/heat, sprinklers, alarms, and fire panel tested/inspected yearly by qualified contractor.
Maintenance Procedure	MVSH has a dedicated maintenance team providing maintenance for the buildings. All critical building systems and components are checked daily as are all mechanical systems. They have dedicated maintenance check lists and a full-scale preventative maintenance program in effect that ensures scheduled tasks are completed daily, weekly, monthly, quarterly, semi annually and annually. Any major maintenance work is conducted by pre-approved contractors. Maintenance is tracked in software and data is saved indefinitely. All maintenance work completed by maintenance staff or contractors is updated in an app maintained by MVSH maintenance.
Employees and Training	The company has developed a full-scale employee hiring/orientation/training program for all positions.

	<p>All employees have full background checks completed pre-hire with reference checks. New employees review their orientation package which includes facilities policies and procedures. Employees sign off on the orientation. Additional training is provided concerning SOP's relevant to their area. Health and Safety training provided internally. Full incident/accident investigation procedures in place with documentation forms and processes immediately available. Excellent programs in place.</p>
Contractor Controls	<p>Contractors utilized for mechanical equipment maintenance, fire protection and life safety equipment. A formal prequalification process is in place for hiring contractors which includes gathering copies of insurance.</p>

Private Protection

Extinguishers	<p>Yes, inspected annually Class K located in commercial kitchen</p>
Hand Hose	No
Smoke / Heat	<p>Yes, monitored fire alarm. Fire alarm was noted on with no troubles. Annual inspection by Legacy. Crawl space at this location is heated and includes smoke detection. Attic includes smoke detection.</p>
Monitored	Yes - all locations monitored by Certified Alarm
Sprinklers	This property is by a wet sprinkler system.
Water Supply	City Supply
Fixed Suppression	<p>Yes, wet chemical protection for commercial cooking equipment. Maintained semi-annually.</p>

Public Protection

Protection Class (FUS Grade)	FUS=7
Hydrants Within 150 ft.	Yes
Water Supplies	Adequate, City supply.
Fire Department Fire Dept Within 5km	Yes, Town of Didsbury volunteer fire department located within 1.4kms of the building

Exposures

North	Open
South	Open
East	Open
West	Open

AGENDA 4A.2

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Security and Burglar Protection

Alarm System Installed	Staff onsite 24/7. Exterior vestibule doors at the front entrance are kept unlocked. Interior vestibule doors are accessible during the day where visitors are greeted by staff. Interior vestibule and all other exterior doors are kept locked at night, and visitors must request access to the building. Residents are provided keys for access to the building.
Monitored by Central Station	n/a
CCTV Surveillance	Yes, cameras at this location – footage saved by IT if needed.
Visitor Controls	Visitors access the building through the front vestibule and are greeted by staff at the administration desk. Sign-in and out protocols in place at the front entrance.
Yard Fencing and/or Gates	None
Target Stock	None
Outdoor Storage	None

All Other Perils

- ✓ The building is of conventional design, built upon natural land and is in good repair.
- ✓ No unusual flood, wind, earthquake, forest fire, collapse or other exposures were observed.

PREMISES / OPERATIONS LIABILITY HAZARDS / CONTROLS

Premises Maintenance and Condition

Exposure / Hazard	Acceptable
Fire and Life Safety (ERP, Alarms, Drills)	Formal ERP plan in place with regular drills and review of program. Regular training available for staff. Backup power for life safety systems
Stairwells and Handrails	Acceptable
Lighting	Acceptable
Exit Lights and Emergency Lighting	Acceptable
Parking Lots and Sidewalks (Slip / Fall Exposures)	Acceptable

AGENDA 4A.2

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Public Access

Fire Exits	Acceptable
Stairs / Elevators	Acceptable
Snow / Ice Removal	Snow removal is always recorded whether completed by contractors or by maintenance.
Yard Storage	None
Fencing	None

Special Comments Section or Additional information

Residents can arrange third party visits by health care professionals who meet with them in their rooms for appointments such as foot care, hearing care and physician visits.

This property was noted to be in excellent condition, well maintained with full fire protections systems, back-up power, and ERP systems in place. Management showed a very keen commitment and dedication towards risk management and loss control.

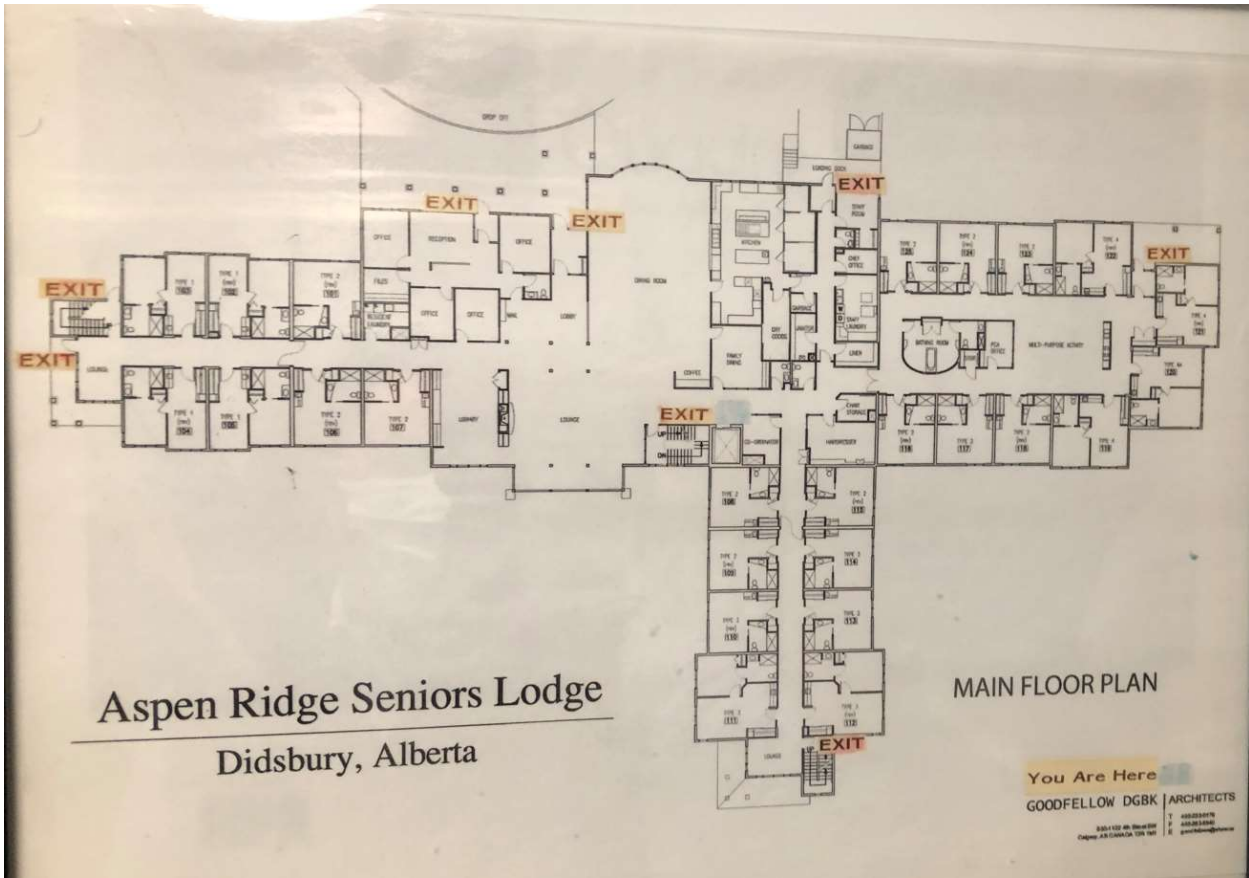
There was a sprinkler loss at this location due to a frozen sprinkler head near a poorly insulated area. The building has been inspected to ensure insulation is sufficient to prevent freeze-ups.

Suggestions for risk mitigation – see recommendations from Ecclesiastical. Also consider

- Leak sensors for areas subject to water overflow or leaks

AGENDA 4A.2
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Pictures



AGENDA 4A.2

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Partial view of the building:



Sprinkler risers



AGENDA 4A.2

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Photo of b/u generator



RISK SERVICES REPORT

CLIENT NAME	Mountain View Seniors Housing
LOCATION	5230 50 St Olds, AB
CONTACT	Susan Read, Site General Manager Al Smart, Director of Facilities
PHONE / EMAIL	Al.smart@mvsh.ca
REPORT BY	Jason Conway
SURVEY DATE	October 12, 2022

OPERATION OVERVIEW

Years in Business	Since 1960	No. of Employees	45 including: Maintenance, Housekeepers, kitchen staff and management
At this Location Since	2011	Annual Sales	See submission

Hours of Operation		
24/7	7 Days per week	No seasonality

MVSH Facility at 5230 50 Street Olds AB



OPERATIONS DESCRIPTION

Mountain View Seniors' Housing (MVSH) is a non-profit organization, and a registered charity, operating seniors' lodges, seniors' self-contained apartments and subsidized family housing in Carstairs, Sundre, Olds, Cremona and Didsbury Alberta. The mission of MVSH is to provide secure and comfortable facilities and other hospitality support services as needed to ensure all residents feel good about living in their facilities while promoting a healthy and independent lifestyle. MVSH operates their head office from a separate building in Olds, Alberta. Overall management of MVSH is governed by the Mountain View Seniors' Housing Board. The Board provides each site with a budget for annual operating, building and equipment upgrades and reviews projects submitted to them for upgrades to the sites. Funding for MVSH is provided via resident rental fees, subsidies through the municipalities and through the Lodge Assistance Program administered by the Government of Alberta. The Mountain View Seniors' Housing Foundation, also a registered charity, is a separate entity from Mountain View Seniors' Housing. Funds raised by the Foundation through donations and charity events such as galas and golf tournaments are provided to MVSH to obtain items to enhance and support the quality of life for the residents.

Alberta Health Services is responsible for health care services for MVSH residents at all locations. Alberta Health Services then contracts these services to Bethany Care at Olds, Sundre, and Didsbury. Bethany is also funded to provide some activities via a Recreation Therapist through the AHS Care Contract at the Sundre and Didsbury locations. Carstairs health care is provided by AHS Home Care, a publicly funded personal and healthcare provider. All health care at MVSH lodges is managed through an AHS Case Manager. AHS funding provides for RNs, LPNs, and Health Care Aides depending on site and level of care. Olds and Sundre locations are located within the Central Health Region than the Carstairs and Didsbury are located within the Calgary Health Region.

Maintenance for the MVSH locations is contracted to a numbered company owned/managed by AI Smart. AI manages seven staff who operate at each of the four properties.

Additional services offered by MVSH at this site include:

- 88 units including:
 - 12 life lease units in the NW section of the building.
 - No memory care suites within this building. SL I and II only
 - An estimate 40% of residents receive scheduled care
- A beautiful seniors-friendly community that is barrier free, easy to navigate, and equipped with state-of-the-art technology and safety features
- Emergency Call System
- Exercise Room
- Hair Salon (contractor on site)
- Garden courtyard
- Ample Exterior parking including covered parking on the West side of the building
- Housekeeping
- Laundry
- 24/7 safety and security
- Meals and snacks
- Social activities

There is a formal hiring process in place which includes review of qualifications, a telephone interview followed by a formal personal interview, and a criminal record check. Following hiring, there is a formal orientation and training period. All staff are monitored through the probationary period to ensure they meet competencies outlined for their position.

AGENDA 4A.3

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The original building at this property was built in 2011. An additional three storey section with 4 suites per floor was added to the NW section of the property in 2012. The building is fully sprinkler protected. The one, and three storey building is a combination of concrete and wood frame construction. The property is hydrant protected, provided with fire walls, answering fire department and full-scale emergency response plan in place. The property is in very good condition.

MVSH has developed and administered sound risk management programs, policies, and procedures. The facility is audited by governmental agencies and must abide by strict operating programs for H&S, Security, Guest services, Food Safety, Fire Prevention and Emergency Response planning. MVSH guidelines align with the Government of Alberta Supportive Living Act. Guidelines include but are not limited to: Housekeeping, maintenance, food safety and hazard assessments. Health care services are not within their scope.

As directed by Alberta Health, the company has had to implement and follow strict Covid 19 protocols. They have also been subjected to several audits from Alberta OH&S and AHS Public Health to ensure compliance to the rules/regulations. All sites continue appropriate protocols as required.

MVSH was found to have robust policies in place for property management, ongoing maintenance, emergency response planning, contractor controls and again aligns with Government of Alberta guidelines for accommodation standards as well as the Resident and Family Councils Act. MVSH has done an impressive job in assessing risk and implementing loss control programs. This property is fully sprinkler protected with a monitored fire alarm and should be considered an excellent risk.

PROPERTY / CRIME EXPOSURES / CONTROLS

Walls	85% concrete (Original building), 15% wood frame (Addition)
Floors	Main floor is a combination of concrete on grade and concrete on reinforced concrete foundation Main bldg.: Second floor is concrete on wood deck Third is concrete on wood deck Addition: Second floor is concrete on wood deck on wood joist Third floor is concrete on wood deck on wood joist
Roof	Combination of EPDM, built- up roof on wood deck and asphalt shingles on wood truss.
Area	Original Building (2011 construction): Partial basement: ~7500 sqft Main floor: 25,893 sqft Second floor: 24,631 sqft Third floor: 24,138 sqft Total: 82,162 New building (2012 construction): First floor 4000 sqft Second floor 4000 sqft

	Third floor 4000 sqft Total: 12000 Grand total: ~94,162 sqft
Height	1 and 3 stories in height
Year Built	2011 and 2012
Condition	Very good

Building Occupancy

100% occupied by MVSH

Fire Separations

This building should be considered one fire division. Note the addition on the NW corner of the building is separated from the main building by hollow concrete block walls and fire doors.

Common Hazards and Controls

Heating Systems	This property includes natural gas package boilers in the basement and roof top units.
Electrical	1200-amp electrical system is well maintained. City supplied power with over current protection for all equipment. Electrical contractors utilized for major installations.
Housekeeping	Excellent housekeeping throughout the property. There are full-time housekeepers on staff.
Smoking Controls	No smoking permitted inside the building.
EDP	Daily back-up of data offsite.
Hot Work Program	Hot work is rare. A hot work permit system has been recommended to MVSH to be included in the formal Fire Safety Plan.
IR Scanning	None to date
Back-up Power	Yes, Cummins diesel generator provides 100% power to the building. Semi-annual inspection and load test by a third party. Monthly in-house load tests and regular review of fuel levels. 72 hours of fuel available.
Refrigeration:	Package units provide cooling and freezing for commercial kitchen walk in cooler and freezer.

Special Hazards and Controls

- The maintenance manager has a valve directory in the maintenance office. Isolation valves for each unit. Valves are exercised as part of the maintenance plan.
- Each lodge has a detailed Emergency Training Booklet outlining details related to fire alarm procedures, call system protocols, emergency pullcords, maintenance emergencies, water and sprinkler shut off locations, emergency evacuation, contractor information and emergency procedures
- Call systems utilized by residents to initiate an alarm should the need arise – once the resident activates the pendant they are checked on by appropriate staff
- Basement sump is alarmed for high water, pump run, and oil
- Back-up power provided to the entire property
- Regular review of roofing material condition by maintenance staff, leaf and debris removal, and condition of drains
- Semi-annual cleaning of commercial kitchen exhaust and ducting. Regular cleaning of filters in commercial kitchen ducting. All staff complete Food Safe training. The commercial kitchen, freezer and coolers are well maintained and very clean. Food is marked with dates and temperatures checked daily.
- Temperature monitoring in cooler and freezer
- Access controls for residents and visitors.
- Qualified third parties inspect the elevator
- Bethany is responsible for medications. Utilize a locking med cart and secure storage.
- The laundry room for the property is located in the basement. Includes 4 dryers and 4 washers. Inspected daily. Lint removed between each load. Ducting inspected monthly.
- Balcony access is controlled
- Carbon monoxide detection in the basement boiler room – includes two boilers and three hot water tanks. Floor drain in boiler room
- Fixed suppression system for commercial cooking equipment – inspected semi-annually
- No transportation provided by MVSH for residents
- Business Continuity plan in place
- Joint emergency document shared with AHS and Bethany
- Formal abuse policies in place
- Installing sinks in kitchenettes with overflow prevention
- Grinder pump in lift stations to prevent clogging of plumbing
- Working with third parties to review water leak detection arrangements
- Monthly Health and Safety Committee meetings that include AI Smart and GMs of each location
- Follow Continuing Care guidelines for incident reporting
- Vacant suites are visited weekly by maintenance
- Suites are renovated upon turnover. Turnaround on suite reno is between 48 and 72 hours depending on what needs to be updated.
- Open window checks from outside of the building during freezing weather

AGENDA 4A.3

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RISK MANAGEMENT PROGRAM, POLICIES AND PROCEDURES

Emergency Response Plan	The facility has a formal ERP that has been developed in collaboration with AHS, Bethany and the local Fire Departments. Protocols are in place for evacuation of all residents. Regular fire drills take place at each location. The drills are monitored and recorded. Annual review of the program by management and MVSH. All new staff and AHS or Bethany staff are trained on the emergency response plan upon hire. MVSH provides additional training monthly to those who want to review.
Security	All main access points for the property are key controlled. Sign-in sheet at main reception to manage visitors to the property.
Fire Protection Equipment	Extinguishers located throughout the building, serviced yearly, and inspected monthly. All smoke/heat, sprinklers, alarms, and fire panel tested/inspected yearly by qualified contractor.
Maintenance Procedure	MVSH has a dedicated maintenance team providing maintenance for the buildings. All critical building systems and components are checked daily as are all mechanical systems. They have dedicated maintenance check lists and a full-scale preventative maintenance program in effect that ensures scheduled tasks are completed daily, weekly, monthly, quarterly, semi annually and annually. Any major maintenance work is conducted by pre-approved contractors. Maintenance is tracked in software and data is saved indefinitely. All maintenance work completed by maintenance staff or contractors is updated in an app maintained by MVSH maintenance.
Employees and Training	The company has developed a full-scale employee hiring/orientation/training program for all positions. All employees have full background checks completed pre-hire with reference checks. New employees review their orientation package which includes facilities policies and procedures. Employees sign off on the orientation. Additional training is provided concerning SOP's relevant to their area. Health and Safety training provided internally. Full incident/accident investigation procedures in place with documentation forms and processes immediately available. Excellent programs in place.
Contractor Controls	Contractors utilized for mechanical equipment maintenance, fire protection and life safety equipment. A formal prequalification process is in place for hiring contractors which includes gathering copies of insurance.

Private Protection

Extinguishers	Yes, inspected annually Class K located in commercial kitchen
Hand Hose	No

AGENDA 4A.3

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Smoke / Heat	Yes, monitored fire alarm. Fire alarm was noted on with no troubles. Annual inspection by Legacy.
Monitored	Yes - all locations monitored by Certified Alarm
Sprinklers	This property is 100% wet sprinkler protected.
Water Supply	City Supply
Fixed Suppression	Yes, wet chemical protection for commercial cooking equipment. Maintained semi-annually by Ultimate Safety out of Olds AB.

Public Protection

Protection Class (FUS Grade)	FUS=6
Hydrants Within 150 ft.	Yes
Water Supplies	Adequate, City supply.
Fire Department Within 5km	Yes, Town of Olds volunteer fire department located within 1.5kms of the building. The Fire Chief and Fire Inspector are full-time staff.

Exposures

North	Open
South	50 Street
East	Wood frame residential buildings 45 feet separation
West	3 storey wood frame habitational building 100 feet separation

Security and Burglar Protection

Alarm System Installed	Staff onsite 24/7. Exterior vestibule doors at the front entrance are kept unlocked. Interior vestibule doors are accessible during the day where visitors are greeted by staff. Interior vestibule and all other exterior doors are kept locked at night, and visitors must request access to the building. Residents are provided keys for access to the building.
Monitored by Central Station	n/a
CCTV Surveillance	Yes - footage saved by IT if needed to save beyond thirty days
Visitor Controls	Visitors access the building through the front vestibule and are greeted by staff at the administration desk. Sign-in and out protocols in place at the front entrance.
Yard Fencing and/or Gates	None
Target Stock	None
Outdoor Storage	Landscaping and snow removal equipment stored in a small wood frame, secured shed on the North end of the property.

All Other Perils

- ✓ The building is of conventional design, built upon natural land and is in good repair.
- ✓ No unusual flood, wind, earthquake, forest fire, collapse or other exposures were observed.

PREMISES / OPERATIONS LIABILITY HAZARDS / CONTROLS

Premises Maintenance and Condition

Exposure / Hazard	Acceptable
Fire and Life Safety (ERP, Alarms, Drills)	Formal ERP plan in place with regular drills. Backup power for life safety systems
Stairwells and Handrails	Acceptable
Lighting	Acceptable
Exit Lights and Emergency Lighting	Acceptable
Parking Lots and Sidewalks (Slip / Fall Exposures)	Acceptable

Public Access

Fire Exits	Acceptable
Stairs / Elevators	Acceptable
Snow / Ice Removal	Snow removal is always recorded whether completed by contractors or by maintenance.
Yard Storage	None
Fencing	None

Special Comments Section or Additional information

Residents can arrange third party visits by health care professionals who meet with them in their rooms for appointments such as foot care, hearing care and physician visits.

This property was noted to be in very good condition, well maintained with full fire protections systems, back-up power, and ERP systems in place. Management showed a very keen commitment and dedication towards risk management and loss control.

Suggestions for risk mitigation – see recommendations from Ecclesiastical. Also consider

- Leak sensors for areas subject to water overflow or leaks

AGENDA 4A.3
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Pictures



Partial view of roofing:



AGENDA 4A.3
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Sprinkler risers

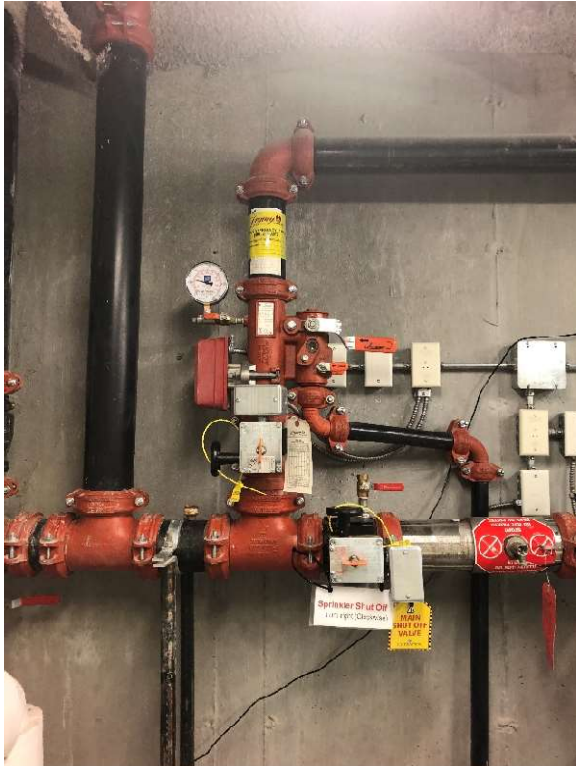
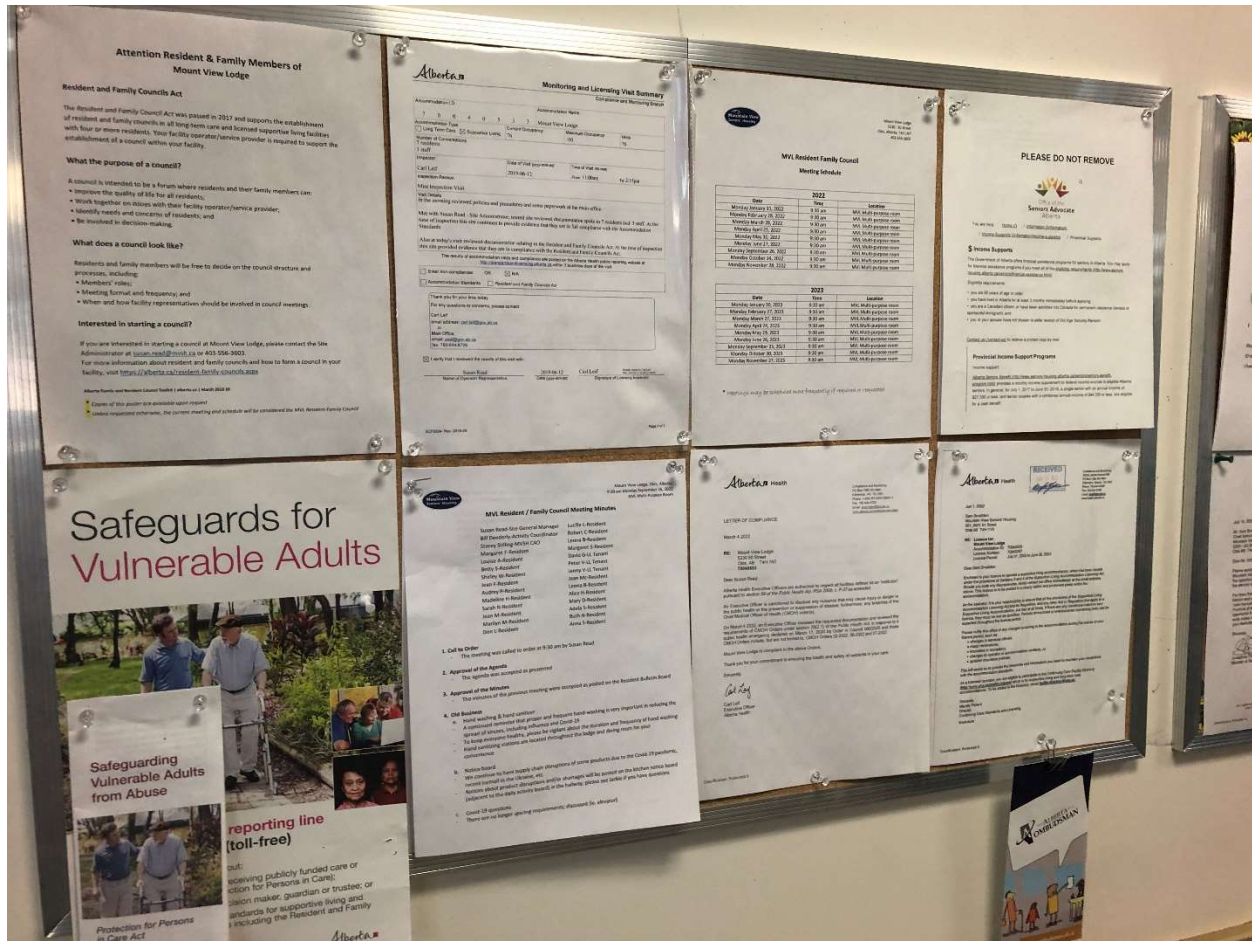


Photo of b/u generator located on the North end of the property (away from vehicle movement)



Policies posted for residents



RISK SERVICES REPORT

CLIENT NAME	Mountain View Seniors Housing
LOCATION	749 6 Street SW Sundre, AB
CONTACT	Jessica Chapman, Site General Manager Al Smart, Director of Facilities
PHONE / EMAIL	Al.smart@mvsh.ca
REPORT BY	Jason Conway
SURVEY DATE	October 12, 2022

OPERATION OVERVIEW

Years in Business	Since 1960	No. of Employees	53 including: Maintenance, Housekeepers, kitchen staff and management
At this Location Since	2016	Annual Sales	See submission

Hours of Operation		
24/7	7 Days per week	No seasonality

MVSH Facility at 749 6 Street SW Sundre AB



OPERATIONS DESCRIPTION

Mountain View Seniors' Housing (MVSH) is a non-profit organization, and a registered charity, operating seniors' lodges, seniors' self-contained apartments and subsidized family housing in Carstairs, Sundre, Olds, Cremona and Didsbury Alberta. The mission of MVSH is to provide secure and comfortable facilities and other hospitality support services as needed to ensure all residents feel good about living in their facilities while promoting a healthy and independent lifestyle. MVSH operates their head office from a separate building in Olds, Alberta. Overall management of MVSH is governed by the Mountain View Seniors' Housing Board. The Board provides each site with a budget for annual operating, building and equipment upgrades and reviews projects submitted to them for upgrades to the sites. Funding for MVSH is provided via resident rental fees, subsidies through the municipalities and through the Lodge Assistance Program administered by the Government of Alberta. The Mountain View Seniors' Housing Foundation, also a registered charity, is a separate entity from Mountain View Seniors' Housing. Funds raised by the Foundation through donations and charity events such as galas and golf tournaments are provided to MVSH to obtain items to enhance and support the quality of life for the residents.

Alberta Health Services is responsible for health care services for MVSH residents at all locations. Alberta Health Services then contracts these services to Bethany Care at Olds, Sundre, and Didsbury. Bethany is also funded to provide some activities via a Recreation Therapist through the AHS Care Contract at the Sundre and Didsbury locations. Carstairs health care is provided by AHS Home Care, a publicly funded personal and healthcare provider. All health care at MVSH lodges is managed through an AHS Case Manager. AHS funding provides for RNs, LPNs, and Health Care Aides depending on site and level of care. Olds and Sundre locations are located within the Central Health Region than the Carstairs and Didsbury are located within the Calgary Health Region.

Maintenance for the MVSH locations is contracted to a numbered company owned/managed by AI Smart. AI manages seven staff who operate at each of the four properties.

Additional services offered by MVSH at this site include:

- 104 units including:
 - 18 life lease units (include in-suite laundry)
 - 20 SL4 units
 - 20 SL4D suites within this building
- A beautiful seniors-friendly community that is barrier free, easy to navigate, and equipped with state-of-the-art technology and safety features
- Emergency Response System
- Exercise Room
- Hair Salon (contractor on site)
- Garden courtyard
- Ample exterior parking
- Housekeeping
- Laundry
- 24/7 safety and security
- Meals and snacks
- Social activities

There is a formal hiring process in place which includes review of qualifications, a telephone interview followed by a formal personal interview, and a criminal record check. Following hiring, there is a formal orientation and training period. All staff are monitored through the probationary period to ensure they meet competencies outlined for their position.

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The fully sprinkler protected building was built in 2016. The three-storey building is wood frame construction with gypcrete floors and wood deck and wood truss roof. The property is hydrant protected, provided with fire walls, answering volunteer fire department and full-scale emergency response plan in place. The property is in excellent condition.

MVSH has developed and administered sound risk management programs, policies, and procedures. The facility is audited by governmental agencies and must abide by strict operating programs for H&S, Security, Guest services, Food Safety, Fire Prevention and Emergency Response planning. MVSH guidelines align with the Government of Alberta Supportive Living Act. Guidelines include but are not limited to: Housekeeping, maintenance, food safety and hazard assessments. Health care services are not within their scope.

As directed by Alberta Health, the company has had to implement and follow strict Covid 19 protocols. They have also been subjected to several audits from Alberta OH&S and AHS Public Health to ensure compliance to the rules/regulations. All sites continue appropriate protocols as required.

MVSH was found to have robust policies in place for property management, ongoing maintenance, emergency response planning, contractor controls and again aligns with Government of Alberta guidelines for accommodation standards as well as the Resident and Family Councils Act. MVSH has done an impressive job in assessing risk and implementing loss control programs. This property is fully sprinkler protected with a monitored fire alarm and should be considered an excellent risk.

PROPERTY / CRIME EXPOSURES / CONTROLS

Walls	Wood frame with stone and hardy board finishes
Floors	Main floor is a combination of concrete on grade and concrete on reinforced concrete foundation Second floor is concrete on wood deck Third is concrete on wood deck
Roof	Torch on membrane on wood deck
Area	Main floor: 53,664 sqft Second floor: 40,484 sqft Third floor: 21,490 sqft Total: 115,638 sqft
Height	1, 2 and 3 stories in height
Year Built	2016
Condition	Excellent

Building Occupancy

100% occupied by MVSH

Fire Separations

This building should be considered one fire division.

Common Hazards and Controls

Heating Systems	Two natural gas package boilers
Electrical	800-amp electrical system is well maintained. City supplied power with over current protection for all equipment. Electrical contractors utilized for major installations.
Housekeeping	Excellent housekeeping throughout the property.
Smoking Controls	No smoking permitted inside the building.
EDP	Daily back-up of data offsite.
Hot Work Program	Hot work is rare. A hot work permit system has been recommended to MVSH to be included in the formal Fire Safety Plan.
IR Scanning	None to date
Back-up Power	Yes, a diesel generator provides 100% power to the building. Semi-annual inspection and load test by a third party. Monthly in-house load tests and regular review of fuel levels. 72 hours of fuel available.
Refrigeration:	Package units provide cooling and freezing for commercial kitchen walk in cooler and freezer.

Special Hazards and Controls

- The maintenance manager has a valve directory in the maintenance office. Isolation valves for each unit. Valves are accessible through ceiling tiles or via closets are entry to unit. Valves are exercised as part of the maintenance plan.
- Each lodge has a detailed Emergency Training Booklet outlining details related to fire alarm procedures, call system protocols, emergency pullcords, maintenance emergencies, water and sprinkler shut off locations, emergency evacuation, contractor information and emergency procedures
- Call systems utilized by residents to initiate an alarm should the need arise – once the resident activates the pendant they are checked-on by appropriate staff.
- Back-up power provided to the entire property
- Regular review of roofing material condition by maintenance staff, leaf and debris removal, and condition of drains
- Semi-annual cleaning of commercial kitchen exhaust and ducting. Regular cleaning of filters in commercial kitchen ducting. All staff complete Food Safe training. The commercial kitchen, freezer and coolers are well maintained and very clean. Food is marked with dates and temperatures checked daily.
- Temperature monitoring in cooler and freezer
- Access controls for residents and visitors.
- Qualified third parties inspect the elevator
- Bethany is responsible for medications. Utilize a locking med cart and secure storage.
- Laundry room washer and dryers are inspected daily. Lint removed between each load. Ducting inspected monthly.
- Balcony access is controlled
- Carbon monoxide detection in the boiler room. Floor drain in boiler room
- Fixed suppression system for commercial cooking equipment – inspected semi-annually

- No transportation provided by MVSH for residents
- Business Continuity plan in place
- Joint emergency document shared with AHS and Bethany
- Formal abuse policies in place
- Kitchenette sinks have overflow prevention
- Working with third parties to review water leak detection arrangements
- Monthly Health and Safety Committee meetings that include AI Smart and GMs of each location
- Follow Continuing Care guidelines for incident reporting
- Vacant suites are visited weekly by maintenance
- Suites are renovated upon turnover. Turnaround on suite reno is between 48 and 72 hours depending on what needs to be updated.
- Open window checks from outside of the building during freezing weather

RISK MANAGEMENT PROGRAM, POLICIES AND PROCEDURES

Emergency Response Plan	The facility has a formal ERP that has been developed in collaboration with AHS, Bethany and the local Fire Departments. Protocols are in place for evacuation of all residents. Regular fire drills take place at each location. The drills are monitored and recorded. Annual review of the program by management and MVSH. All new staff and AHS or Bethany staff are trained on the emergency response plan upon hire. MVSH provides additional training monthly to those who want to review.
Security	All main access points for the property are key controlled. Sign-in sheet at main reception to manage visitors to the property. Additional controls for memory care unit to prevent unauthorized entry and exit.
Fire Protection Equipment	Extinguishers located throughout the building, serviced yearly, and inspected monthly. All smoke/heat, sprinklers, alarms, and fire panel tested/inspected yearly by qualified contractor.
Maintenance Procedure	<p>MVSH has a dedicated maintenance team providing maintenance for the buildings. All critical building systems and components are checked daily as are all mechanical systems. They have dedicated maintenance check lists and a full-scale preventative maintenance program in effect that ensures scheduled tasks are completed daily, weekly, monthly, quarterly, semi annually and annually.</p> <p>Any major maintenance work is conducted by pre-approved contractors.</p> <p>Maintenance is tracked in software and data is saved indefinitely. All maintenance work completed by maintenance staff or contractors is updated in an app maintained by MVSH maintenance.</p>
Employees and Training	<p>The company has developed a full-scale employee hiring/orientation/training program for all positions.</p> <p>All employees have full background checks completed pre-hire with reference checks. New employees review their orientation package which includes facilities policies and procedures. Employees sign off</p>

	<p>on the orientation. Additional training is provided concerning SOP's relevant to their area. Health and Safety training provided internally.</p> <p>Full incident/accident investigation procedures in place with documentation forms and processes immediately available.</p> <p>Excellent programs in place.</p>
Contractor Controls	<p>Contractors utilized for mechanical equipment maintenance, fire protection and life safety equipment. A formal prequalification process is in place for hiring contractors which includes gathering copies of insurance.</p>

Private Protection

Extinguishers	<p>Yes, inspected annually</p> <p>Class K located in commercial kitchen</p>
Hand Hose	No
Smoke / Heat	<p>Yes, monitored fire alarm. Fire alarm was noted on with no troubles.</p> <p>Annual inspection by Legacy.</p>
Monitored	Yes all locations monitored by Certified Alarm
Sprinklers	This property is by 2 wet and 2 dry sprinkler systems.
Water Supply	City Supply
Fixed Suppression	<p>Yes, wet chemical protection for commercial cooking equipment.</p> <p>Maintained semi-annually.</p>

Public Protection

Protection Class (FUS Grade)	FUS=6
Hydrants Within 150 ft.	Yes
Water Supplies	Adequate, City supply.
Fire Department Fire Dept Within 5km	Yes, Town of Sundre volunteer fire department located within 1.3kms of the building

Exposures

North	Open
South	Open
East	Open
West	Open

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Security and Burglar Protection

Alarm System Installed	Staff onsite 24/7. Exterior vestibule doors at the front entrance are kept unlocked. Interior vestibule doors are accessible during the day where visitors are greeted by staff. Interior vestibule and all other exterior doors are kept locked at night, and visitors must request access to the building. Residents are provided keys for access to the building.
Monitored by Central Station	n/a
CCTV Surveillance	Yes
Visitor Controls	Visitors access the building through the front vestibule and are greeted by staff at the administration desk. Sign-in and out protocols in place at the front entrance.
Yard Fencing and/or Gates	None
Target Stock	None
Outdoor Storage	None

All Other Perils

- ✓ The building is of conventional design, built upon natural land and is in good repair.
- ✓ No unusual flood, wind, earthquake, forest fire, collapse or other exposures were observed.

PREMISES / OPERATIONS LIABILITY HAZARDS / CONTROLS

Premises Maintenance and Condition

Exposure / Hazard	Acceptable
Fire and Life Safety (ERP, Alarms, Drills)	Formal ERP plan in place with regular drills and review of program. Regular training available for staff. Backup power for life safety systems
Stairwells and Handrails	Acceptable
Lighting	Acceptable
Exit Lights and Emergency Lighting	Acceptable
Parking Lots and Sidewalks (Slip / Fall Exposures)	Acceptable

Public Access

Fire Exits	Acceptable
Stairs / Elevators	Acceptable

Snow / Ice Removal	Snow removal is always recorded whether completed by contractors or by maintenance.
Yard Storage	None
Fencing	None

Special Comments Section or Additional information

Residents can arrange third party visits by health care professionals who meet with them in their rooms for appointments such as foot care, hearing care and physician visits.

This property was noted to be in excellent condition, well maintained with full fire protections systems, back-up power, and ERP systems in place. Management showed a very keen commitment and dedication towards risk management and loss control.

Suggestions for risk mitigation – see recommendations from Ecclesiastical. Also consider

- Leak sensors for areas subject to water overflow or leaks

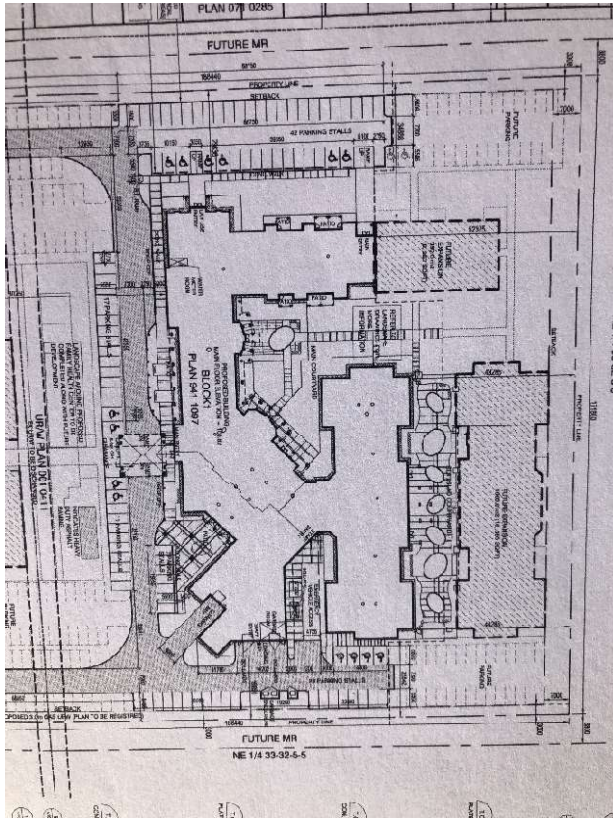
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Pictures



LEGAL DESCRIPTION: BLOCK 1, PLAN941 1097 N.E. 1/4 SEC.33-32-5-5 MUNICIPAL ADDRESS: 6th STREET S.W. SUNDREE, Alberta	SITE STATISTIC: LAND USE ZONING: GENERAL RESIDENTIAL DISTRICT (R-2) SITE AREA: 32374.00 SQ M BUILDING AREA: 4985.60 SQ M PARKING AND DRIVEWAYS: 5212.00 SQ M FLOOR AREA: MAIN - 4985.60 SQ M SECOND - 3761.10 SQ M THIRD - 1996.50 SQ M TOTAL - 10743.20 SQ M
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Partial view of roofing:



AGENDA 4A.4

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Sprinkler risers



Photo of b/u generator



AGENDA 4A.4

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Overflow prevention in kitchenette sinks



Additional view of the building



Monthly Maintenance Completed Work Report December 2022															
Location	Routine Tasks	Assigned Tasks	Work Orders	Total	Hours	# of Units	Hours/Unit		R/T YTD	A/T YTD	W/O YTD	Total YTD	HoursYTD	Hours/Unit/Month YTD	
MVL 01	114	73	90	277	180.5	77	2.34		1349	774	983	3106	2096.25	2.27	
CWL 03	92	74	29	195	124.25	42	2.96		1086	866	312	2264	1467.5	2.91	
ARL 04	92	70	112	274	201	58	3.47		1089	869	1010	2968	2179	3.13	
SSLF 05	136	75	108	319	171.25	86	1.99		1615	879	1191	3685	2185.25	2.12	
PA 11	4	23	2	29	15.25	6	2.54		52	266	38	356	207.5	2.88	
WRC 12	26	23	23	72	51.75	16	3.23		312	290	243	845	555	2.89	
PP 13	26	24	16	66	35.5	16	2.22		312	286	110	708	453.5	2.36	
HM 14	22	7	2	31	7.5	6	1.25		257	111	46	414	118.75	1.65	
KWA/B 15	48	34	19	101	43.5	16	2.71		572	413	230	1215	528.5	2.75	
KWN 16	26	19	15	60	41	16	2.56		311	235	241	787	523.25	2.73	
KWW 17	26	24	34	84	72.75	30	2.43		309	317	312	938	732.5	2.03	
KMA/B 18	48	41	27	116	48.75	16	3.05		577	475	185	1237	553.25	2.88	
CM 19	26	17	20	63	26.75	8	3.34		311	217	132	660	313	3.26	
DCM 20	26	23	17	66	39.25	20	1.96		311	291	172	774	440.5	1.84	
OCH#1 30	0	0	0	0	0	2	0.00		0	0	22	22	15	0.68	
OCH#2 31	0	0	2	2	0.75	3	0.25		0	0	12	12	3.5	0.15	
DCH 33	0	0	4	4	5	2	2.50		0	0	8	8	8	0.33	
CCH 34/35	0	0	0	0	0	1	0.00		0	0	0	0	0	0	
MVL LL	0	1	12	13	6.25	12	0.52		0	13	153	166	101	0.7	
SNL LL	0	1	10	11	4	18	0.22		0	12	113	125	57.5	0.27	
H/O	0	0	1	1	1.5	1	1.50		0	0	1	1	1.5	0.12	
Total	712	529	543	1784	1076.5	452	2.38		8463	6314	5514	20291	12540.25	2.3	
Maintenance Contractors Monthly Efficiency Report December 2022															
Contractor	R/T	A/T	W/O	Total	Hrs Worked	Hrs Billed	Efficiency %		R/T YTD	A/T YTD	W/O YTD	Total YTD	Worked YTD	Billed YTD	Efficiency YTD
Scott Puttick	0	0	2	2	14	14	100.00%		664	675	345	1684	923.25	937	99.00%
Trent Pettyjohn	48	0	2	50	141	172	82.00%		708	52	124	884	1829.75	1841	99.00%
Robert Bjorkman	154	132	118	404	169.25	164.25	103.00%		1843	1690	1173	4706	2122.75	2028.5	105.00%
Brian Clazie	0	0	0	0	0	0	0.00%		206	169	101	476	254.25	252	101.00%
Eric Matile	132	110	135	377	212	187.5	113.00%		1521	1096	1209	3826	2143.75	2019	106.00%
Steve Milaney	110	72	110	292	196.75	191	103.00%		1361	982	1127	3470	2280.75	2078	110.00%
Darcy Thomas	132	74	103	309	162	156.5	104.00%		1252	752	1079	3083	1887.25	1763.5	107.00%
Riley Loewen	136	141	69	346	182	172.75	106.00%		923	958	399	2280	1198	942.75	127.00%
Casual Labor	0	0	0	0	0	0	0.00%		0	0		0	0	0	0.00%
Total	712	529	539	1780	1077	1058	102.00%		8478	6374	5557	20409	12639.75	11861.75	107.00%



berry architecture
+associates



MVSH, ASPEN RIDGE LODGE
(ARL) SPRINKLER LINE
REPAIR

Prepared for Mountain View
Seniors' Housing

By Berry Architecture + Associates

January 2023



Berry Architecture was retained to review an issue at Aspen Ridge Lodge, located at 1100-20 Avenue in Didsbury, Alberta, managed by Mountain View Seniors' Housing (MVSH). The issue concerns a sprinkler line bursting where two wings of the existing building intersect.

During the Christmas period the existing sprinkler line froze and ultimately burst, causing significant damage to the existing drywall systems. It should be noted that this particular issue has occurred twice in the past.

Raymond Rogers from Berry Architecture + Associates visited the site on January 13th, 2023 and met with Al Smart and Eric Matile from MVSH to review the issues.

The issue stems from the joint between the two buildings and its lack of proper insulation at the joint, allowing cold air to penetrate the area above the ceilings and this, coupled with a lack of insulation cover to the sprinkler line, caused the line to freeze.

MVSH has already completed the removal of the drywall, ceilings, and insulation in the affected area, exposing the affected sprinkler line.

Recommendations:

- Remove the current sprinkler riser. Relocate a portion of the existing sprinkler line to pass straight through the wall and rise in the warm space in the adjacent area. (See Figures 1 and 2)
- Remove old blocking and remaining drywall ceiling from inside the closet. Bulkhead in the sprinkler line in the closet as required. (See Figure 3)
- Apply new drywall ceiling directly to the underside of existing trusses in the closet area. (See Figure 4)
- Spray foam ceiling space above the closet using a Closed-cell polyurethane spray foam. Foam should be approximately 150 mm thick and completely fill the area (See Figure 5)
- In the demising wall, provide blocking between the studs approximately 400mm below the suite ceiling level. Spray foam these stud spaces using Closed-cell polyurethane spray foam.
- Re-install batt insulation below blocking line.
- At the last stud space adjacent to exterior wall, completely fill stud space with Closed-cell polyurethane spray foam to seal joint between the exterior/interior wall. (See Figure 6)
- Provide new finished drywall and paint to affected walls. (See Figure 5)



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5



Figure 6



DYNAMIC
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practiced
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"BERRY ARCHITECTURE IS COMPLETELY
IMMERSED IN YOUR PROJECT'S SUCCESS."
- CLIENT QUOTE

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T. 250.421.3555

111-889 Vaughan Avenue, Kelowna, BC V1Y 0H8
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Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #5 – BUSINESS ARISING FROM MINUTES

- a) Sale of #14 Southridge Crescent, Didsbury AB – Update
- b) Affordable Housing Asset Management Framework

Presenter – Chair of the Board/Chief Administrative Officer

Request – Information

Materials: Attachment for 5a

Recommendation - To accept the updates on Business Arising from the Minutes as information.

NOTICE

(For waiver/satisfaction of conditions)

This document forms part of purchase contract #: _____

Seller Mountain View Seniors Housing Buyer LeAnn Margaret DeBruyn

Seller _____ Buyer _____

Municipal Address: 14 Southridge Cres, Didsbury, AB T0M 0W0

For giving notice, the Notice and Documents section of the contract applies.

WAIVER/SATISFACTION OF CONDITION(S)

I, the Buyer, unilaterally waive or have satisfied the following condition(s):
(seller or buyer)

8.1 (c) Property Inspection Condition before 9:00 p.m. on January 18, 2023.

All other terms and conditions in the contract remain unchanged.

Signed and dated at Didsbury at _____ .m. on 01/18/2023

LeAnn Margaret DeBruyn dotloop verified
01/18/23 11:34 AM MST
NDMQ-NDMS-PTIC-YKK7 _____
Buyer/Seller Signature Witness Signature Witness Name (print)

Signed and dated at Jan 18 Olds at 12 39 .m. on Jan 18/2023

[Signature] _____ Bonda Ranson
Buyer/Seller Signature Witness Signature Witness Name (print)



Session Id: 66aee11a-9659-4466-9427-e04cb9ac9fde

AMENDMENT

(For changing contract terms)

This document forms part of purchase contract #: _____

Seller Mountain View Seniors Housing Buyer LeAnn Margaret DeBruyn

Seller _____ Buyer _____

Municipal Address: 14 Southridge Cres, Didsbury, AB T0M 0W0

The contract is changed as follows:

Delete:

4.1 This contract will be completed, the Purchase Price will be fully paid and vacant possession will be available by 12 noon on the 25 day of January 2023 (the "Completion Day").

8.1 (b) Financing Condition before 9:00 p.m. on January 18, 2023 (the "Condition Day") the Buyer will pay for all costs associated with the Buyer's Financing.

Insert:

4.1 This contract will be completed, the Purchase Price will be fully paid and vacant possession will be available by 12 noon on the 9 day of February 2023 (the "Completion Day").

8.1 (b) Financing Condition before 9:00 p.m. on February 1, 2023 (the "Condition Day") the Buyer will pay for all costs associated with the Buyer's Financing.

Contract # RPC-2023-01 for the Residential Purchase Contract between LeAnn Margaret DeBruyn and Mountain View Seniors Housing for 14 Southridge Crescent in Didsbury, dated January 3, 2023.

All other terms and conditions in the contract remain unchanged.

Signed and dated at Didsbury at _____ .m. on 01/18/2023


Buyer Signature

Witness Signature

Witness Name (print)

Signed and dated at _____ at _____ .m. on _____

Buyer Signature

Witness Signature

Witness Name (print)

Signed and dated at Jan 18, 2023, 12:33 PM MST at _____ .m. on _____


Seller Signature

Witness Signature

Witness Name (print)

Signed and dated at _____ at _____ .m. on _____

Seller Signature

Witness Signature

Witness Name (print)



Session Id: 66aeef1a-a689-4466-a427-d04cb9acc9fde



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #6 – FINANCIAL SUSTAINABILITY

- a) Vacancy/Occupancy Management
- b) COVID-19 Funding Update
- c) Year End Statements (if Available)
- d) Board Policy Draft – Organization Meeting – Update
- e) Board Succession
- f) 10-Year Debt Schedule – Included for Information
- g) Competency Based Board Information
- h) Social Housing Accommodation Regulation Update

Presenter – Chief Administrative Officer/Board Chair

Materials: Attachment 6a, 6d, 6h – Additional Financial documents will be provided if available for agenda 6b, 6c & 6f

Request – Information/Decision

Recommendations:

- 1) To approve the Board Organization Meeting Policy as presented (or amended)
- 2) To accept the Financial Sustainability Updates as information.

2022 OVERALL TOTALS - 2nd HALF

SITE	JULY		AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER		YEARLY TOTAL		NET CHANGE	Internal Transfers
	move in	move out	move in	move out	move in	move out	move in	move out	move in	move out	move in	move out	move in	move out	+ / -	
ARL	2	1	0	0	1	3	2	1	2	4	4	4	11	13	-2	6
CWL	1	0	1	0	0	2	0	2	1	1	3	0	6	5	+1	0
MVL	3	1	3	1	6	3	1	2	2	0	1	1	16	8	+8	0
MVL LL	3	0	0	0	0	1	0	1	0	0	0	0	3	2	+1	0
SSL	3	1	2	2	3	3	3	3	1	3	3	3	15	15	0	1
SSL LL	1	1	0	0	2	0	0	0	1	0	0	1	4	2	+2	0
SSC	1	1	4	1	2	2	2	0	3	1	1	1	13	6	+7	2
MONTHLY TOTAL	14	5	10	4	14	14	8	9	10	9	12	10	68	51	+17	9

LEGEND - Reasons for VACATING		Total	Overall Percentage
Deceased	D	51	142%
Higher Level of Care	HLC	34	94%
Tenant Choice	TC	13	36%
Eviction	E	1	3%
Other	O	8	22%

MVSH Monthly Reporting

Unit Summary - December

	Units Occupied	Percentage	Units Available	Percentage	Units not Available	Percentage	Total Units
Aspen Ridge	55	95%	2	3%	1	2%	58
Chinook Winds	29	69%	13	31%	0	0%	42
Mount View	68	88%	8	10%	1	1%	77
Sundre Seniors'	77	90%	9	10%	0	0%	86
Lodge Total (A)	229	87%	32	12%	2	1%	263
Seniors Self Contained	147	98%	0	0%	3	2%	150
Community Housing	7	88%	0	0%	1	13%	8
Housing Total (B)	154	97%	0	0%	4	3%	158
TOTAL (A+B)	383	91%	32	8%	6	1%	421
Olds Life Lease	11	92%	1	8%	0	0%	12
Sundre Life Lease	16	89%	2	11%	0	0%	18
Overall Total:	410	91%	35	8%	6	1%	451

*Note - Unit not available at MVL is Guest Suite

Occupancy (Count of Current Residents)

PROGRAM	Under 65 years of age				65 years and over		Total Occupancy	Percentage Occupancy	
	Singles	Singles w/ Children	Couples/ (Residents)	Couples w/ Children	Singles	Couples/ (Residents)			
Aspen Ridge	2				50	3	58	100%	*2 - SL4 under 65
Chinook Winds	0				29	0	29	69%	
Mount View	0				66	2	70	91%	
Sundre Seniors'	2				74	1	78	91%	*2 - SL4 under 65
Lodge Total (A)	4				219	6	235	89%	
Seniors Self Contained	2	0	0	0	134	11	158	105%	
Community Housing	0	6	0	0	1	0	7	88%	
RAB	5	4	0	0	0	0	9	90%	
Housing Total (B)	7	10	0	0	135	11	174	110%	
Olds Life Lease	0				8	3	14	117%	
Sundre Life Lease	0				14	2	18	100%	
Overall Total:	11	10	0	0	376	22	441	98%	

Total Albertans Served

PROGRAM	Child (Under 18)	Adult	Senior (65 & over)	Total	
Aspen Ridge	0	2	56	58	* 2-SL4 Resident under 65
Chinook Winds	0	0	29	29	
Mount View	0	0	70	70	
Sundre Seniors'	0	2	76	78	* 2-SL4 Resident under 65
Lodge Total (A)	0	4	231	235	
Seniors Self Contained	0	2	156	158	
Community Housing	15	6	1	22	
RAB	7	9	0	16	
Housing Total (B)	22	17	157	196	
Olds Life Lease	0	0	14	14	
Sundre Life Lease	0	0	18	18	
Overall Total:	22	21	420	463	

MVL Guest Suite Record

*Note - Count beginning January 1st, 2022

# of Nights/Month	# of Nights/Year to Date
11	32

Sundre Seniors' Guest Suite Record

*Note - Count beginning January 1st, 2022

# of Nights/Month	# of Nights/Year to Date
9	59

Household Accessibility Requirements

PROGRAM	Wheelchair	Walker	Live in Aide	Cane	Unknown
Aspen Ridge	8	37	0	0	0
Chinook Winds	0	21	0	3	0
Mount View	4	53	0	3	0
Sundre Seniors'	12	39	0	3	0
Lodge Total (A)	24	150	0	9	0
Seniors Self Contained	2	28	0	3	0
Community Housing	0	0	0	0	0
RAB	0	0	1	0	0
Housing Total (B)	2	28	1	3	0
Olds Life Lease	1	6	0	1	0
Sundre Life Lease	1	4	0	1	0
Overall Total:	28	188	1	14	0

Movement By Program

Departing Households							
PROGRAM	New Households	No Longer Qualify	Tenant Choice	Eviction	Deceased	Higher Level of Care Required	Unknown
Aspen Ridge	4	0	0	0	2	3	0
Chinook Winds	3	0	0	0	0	0	0
Mount View	1	0	0	0	1	0	0
Sundre Seniors'	3	0	0	0	3	0	0
Lodge Total (A)	11	0	0	0	6	3	0
Seniors Self Contained	1	0	0	0	0	1	0
Community Housing	1	0	0	0	0	0	0
RAB	0	0	0	0	0	0	0
Housing Total (B)	2	0	0	0	0	1	0
Olds Life Lease	0	0	0	0	0	0	0
Sundre Life Lease	0	0	1	0	0	0	0
Overall Total:	13	0	1	0	6	4	0

Rent Supplement

Program	Clients that left the Program in the past month	New Clients this Month	Total Clients
Rent Assistance Benefit	0	0	9

Lodge Wait List Break Down

Lodge	Singles	Couples	Total Apps per Lodge	Total Ppl per Lodge	Ready to move	Not Ready to move	Internal Transfer
ARL	5	1	6	7	1	5	0
CWL	1	0	1	1	0	1	0
MVL	5	2	7	9	2	5	0
SSSL	1	0	1	1	1	0	0
Overall Total:	12	3	15	18	4	11	0

Lodge Wait List by Highest Source of Income

Income Source	Singles	Couples	Total Apps per Lodge	Total Ppl per Lodge
Pension	12	3	15	18
Notice of Assessment	12	3	15	18
Employed	0	0	0	0
Self-Employed	0	0	0	0
Income Support	0	0	0	0
AISH	0	0	0	0
Other	0	0	0	0
No Income	0	0	0	0
Overall Total:	12	3	15	18

Housing Wait List Break Down

Location	Under 65 years of age			65 years and over		Total Apps per location
	SSC Singles	SSC Couples	Community Housing	SSC Singles	SSC Couples	
Carstairs	0	0	0	1	0	1
Cremona	1	0	0	0	0	1
Didsbury	0	0	0	0	0	0
Olds	1	0	0	0	1	2
Sundre	2	0	0	2	0	4
Overall Total:	4	0	0	3	1	8

Housing Wait List by Highest Source of Income

Income Source	Under 65 years of age			65 years and over		Total Apps per location
	SSC Singles	SSC Couples	Community Housing	SSC Singles	SSC Couples	
Pension	0	0	0	3	1	4
Notice of Assessment	0	0	0	3	1	4
Employed	0	0	0	0	0	0
Self-Employed	0	0	0	0	0	0
Income Support	3	0	0	0	0	3
AISH	1	0	0	0	0	1
Other	0	0	0	0	0	0
No Income	0	0	0	0	0	0
Overall Total:	4	0	0	3	1	8

Life Lease Wait List Break Down

Location	Singles	Couples	Total	1 Bedroom	2 Bedroom
Olds	3	4	11	2	5
Sundre	0	1	2	0	1
Overall Total:	3	5	13	2	6

AGENDA 6A
PAGE 5/6

Community Housing - December 2022

Address		Building Type	# Bedrooms	# Occupants	Maintenance Comments / Concerns	
OH 1	7 Richards Crescent	Olds, AB	1/2 Duplex	3 Up	4	1 Adult / 3 under 18
OH 1	8 Richards Crescent	Olds, AB	1/2 Duplex	3 Up	3	1 Adult / 2 under 18
OH 2	5322 Alder Close	Olds, AB	House	3 Up	3	1 Adult / 2 under 18
OH 2	6129 - 53 Street	Olds, AB	1/2 Duplex	2 Down	3	1 Senior Adult / 2 under 18
OH 2	6131 - 53 Street	Olds, AB	1/2 Duplex	2 Down	2	1 Adult / 1 under 18
DH	14 Southridge Crescent	Didsbury, AB	1/2 Duplex	2 Up - 2 Down	0	Listed for Sale
DH	18 Southridge Crescent	Didsbury, AB	1/2 Duplex	2 Up - 2 Down	5	1 Adult / 4 under 18
RNHP	113 Meadow Park Drive	Carstairs, AB	House	3 Up	2	1 Adult / 1 under 18

NOTE:

Current Waitlist	
Community	# on Waitlist
Olds	0
Didsbury	0
Carstairs	0

Seniors Self-Contained Housing - December 2022

Address		Building Type	# Suites	# Vacant Suites	Maintenance Comments / Concerns	
KWA	5214 - 50 Street	Olds, AB	Single Level	8	0	
KWB	5214 - 50 Street	Olds, AB	Single Level	8	0	
KWN	5214 - 50 Street	Olds, AB	Single Level	16	1	# 10 - Bathroom Reno
KWW	5314 - 50 Street	Olds, AB	Multi Level	30	0	
KMA	2 Westhill Drive	Didsbury, AB	Single Level	8	0	
KMB	2 Westhill Drive	Didsbury, AB	Single Level	8	0	
WRC	205 - 1 Avenue NW	Sundre, AB	Single Level	16	0	
PP	418 Centre Street N.	Sundre, AB	Single Level	16	0	
HM	115 - 1 Street NW	Sundre, AB	Single Level	6	1	# 1 - Full Reno Required
DCM	1313 Gough Road	Carstairs, AB	Single Level	20	0	
CM	1335 Gough Road	Carstairs, AB	Single Level	8	0	
PA	211 - 1st Ave N	Cremona, AB	Single Level	6	1	# 5 - Full Reno Required

Current Waitlist			
Community	# of Singles on W/L	# of Couples on W/L	Under 65
Olds	0	1	1
Didsbury	0	0	0
Sundre	2	0	2
Carstairs	1	0	0
Cremona	0	0	1

MOUNTAIN VIEW SENIORS' HOUSING

SECTION: Board POLICY NO: BPXXX
SUBJECT: Organizational Meeting EFFECTIVE: January 1, 2023

Purpose:

The purpose of this policy is to outline the procedure for the organizational meeting of the Mountain View Seniors' Housing Board of Directors (MVSH).

Definitions:

Board: the Board consists of seven elected officials representing each member municipality (two from Mountainview County).

CAO: means the Chief Administrative Officer for MVSH.

Chair: means the individual selected to Chair the MVSH Board.

Directors: includes the Chair who comprises the MVSH Board.

Vice Chair: means the individual selected to act as the chair's deputy and to fill the chair role in the chair's absence.

Organizational Meeting: means a meeting of the Board to determine the chair and vice-chair for the next 12 months. The Organizational Meeting should be held annually at the Board's December meeting, following appointments by member municipalities.

PROCEDURE:

1. The CAO shall call the meeting to order and shall preside over the meeting until the election of the Chair is concluded.
2. The CAO shall call for nominations for the chair; nominations do not need to be seconded. A member can nominate themselves. Once all nominations are on the floor and the individuals nominated have agreed to let their name stand, the CAO will call for nominations to cease.
3. If a vote is necessary, nominees do not need to leave the room during voting. Voting will be done on paper slips handed out and collected by the Board secretary. The CAO will tally the votes and declare who will be Board Chair.
4. Once the Chair has been selected, the Chair will assume the role and conduct the remainder of the meeting.

MOUNTAIN VIEW SENIORS' HOUSING

SECTION: Board POLICY NO: BPXXX
SUBJECT: Organizational Meeting EFFECTIVE: January 1, 2023

5. The Chair will then follow the same selection procedure for the nomination and voting for the vice-chair position.
6. Once the Vice-Chair has been selected, the chair will call for nominations and for voting for director appointments to the Board committees. If there are currently no active committees and the Board does not wish to initiate any committees at this time, the Chair will proceed with the remainder of the organizational meeting. The election of any active committee Chairs will be done at the first meeting of that committee.
7. The Chair is the Board's ex-officio member of the MVSH Foundation Board, however, should the Chair choose, the Chair can appoint a director as an ex-officio member of the MVSH Foundation Board, which is done annually at the Organizational Meeting.
8. With the completion of the elections and committee appointments (if applicable), the Board will make a motion to appoint three (3) directors and three (3) members of MVSH management as bank and financial signing authorities for MVSH.
9. The Board will review and make a motion to approve the draft annual calendar as either presented or amended. This calendar sets the Board meeting and retreat dates, MVSH event dates, Foundation meetings and events, and includes important dates for external organizations, of which MVSH holds memberships including Seniors & Communities Housing Association (ASCHA), Alberta Public Housing Administrators' Association (APHAA), Rural Municipalities of Alberta (RMA) and Alberta Municipalities. If applicable, the calendar will also include municipal, provincial and federal election dates.
10. If there are no further organizational matters to be reviewed or discussed, the Chair will call for the adjournment of the Organizational Meeting.

Approved: XXX 2023

MVSH Board Chair

Review:

This policy will be reviewed on an annual basis.

CHANGES TO SOCIAL HOUSING RENTAL RATES AND SENIOR LODGE RATES

Questions and Answers for Indexing for Housing Operators Staff

Social Allowance Rate

1. What is changing under the Social Housing Accommodation Regulation (SHAR) due to the indexing of Income Support payments?

- SHAR Schedule B has been amended to address the indexing of Income Support financial assistance benefits for social housing shelter rates, including the minimum basic rent, by referring to the appropriate sections of the *Income and Employment Supports Act* which are now indexed for inflation annually.
- This means that as Income Support benefits for the social housing core shelter amount are increased over time, the SHAR rates will always move in alignment.

2. What does indexing mean?

- The Alberta government is indexing a number of benefit programs and payments to inflation, including Income Support payments. This means that benefit rates will be adjusted to match the rate of inflation each year. Benefits may increase every year, or stay the same. They will not be reduced.
- Annual benefit rate changes are calculated using the Alberta Consumer Price Index (CPI). The Alberta CPI is published monthly by Statistics Canada and measures the change in price for goods and services bought by Albertans.
- The Alberta CPI is calculated by comparing the cost of a fixed set of commodities purchased by Albertans across time. This set, of commodities includes food, shelter, clothing, transportation, and other average household expenditures.

3. How will indexing Income Support payments affect rent calculation and when will it be implemented?

- No changes are expected for most tenants and rent will continue to be calculated for social housing at 30 per cent of household income.
- For tenants whose rent is set using the Social Allowance Rental Rate Schedule or the minimum basic rent, their rent will increase with inflation. Some current tenants may see a small increase to rent in 2023 given the 6 per cent increase to income.
- While this change is effective as of January 1, 2023, HMB's may not be able to change rent immediately. If this is the case, the department strongly advises against charging any Income Support tenants for retrospective rent.

4. Is the government changing rent-geared-to-income?

- No, rent-geared-to-income (RGI) will continue to be set at 30 per cent of a household's total income in regulated social housing.

5. How will changes to indexing Income Support affect current tenants in affordable social housing?

- No current tenants are expected to be impacted due to indexing the Core Shelter - Social Housing rates provided by Income Support financial assistance benefits.
- The household's current rent matches the benefit amount, and will continue to do so; their disposable income will neither increase nor decrease as a result of the shelter payment change.
- Social housing core shelter payments are intended to cover rent payments for Income Support households living in regulated social housing.

6. How will changes to indexing Assured Income for the Severely Handicapped (AISH) affect current tenants in affordable social housing?

- Income Support social housing payments and social allowance rent rates do not apply to AISH tenants living in social housing.
- Up to \$735 and any personal benefits received under the AISH program are still exempt for the purposes of calculating rent in the Community Housing Program.
- The indexing increase to AISH clients will not be considered in the rent calculation until 2024 once the housing operators review a tenant's 2023 CRA NOA as the basis for rent calculation.

*Senior Lodge Program***7. How will indexing impact the Senior Lodge Program?**

- Seniors lodge operators are required to reduce the basic lodge rate to ensure each resident (65 years of age and up) is left with a minimum disposable income amount each month. In 2022, that amount was \$322.
- On January 1, 2023, the monthly disposable income amount was adjusted for inflation by six per cent. The new minimum disposable income amount each senior will be left with is \$342, up from \$322.
- This monthly disposable income amount will be indexed for inflation going forward and adjusted on January 1 annually.
- Lodge operators will be required to change the basic lodge rate to ensure each resident (65 years of age and older) has a disposable income amount of at least \$342.

8. Will there be any increases to the Lodge Assistance Program (LAP) to offset the increase to the minimum disposable income amount?

- The Government of Alberta will continue to monitor impacts and work with municipalities and HMB's around the details of the disposable income amount indexing increase.
- The lodge program is cost-shared with the municipalities who are responsible for operating deficits of the lodge operators through a requisition to property owners of the member municipalities.
- Please work with your organization's housing advisor if you have any questions regarding these changes.



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #7 – KEY PERFORMANCE INDICATORS

- a) Digital Portal for Housing Waitlist & LAP Informaiton
- b) Site Information Sent to GAS AB Energy

Presenter – Chief Financial Officer

Materials:

Request – Information

Recommendation: To accept the Key Performance Indicator updates as information.



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda # – BOARD CHAIR'S REPORT

- a) Meeting with MLA Jason Nixon
- b) MVSH Meeting with MV County
- c) MAP Meeting Update

Presenter – Chair of the Board

Materials:

Request – Information

Recommendation – To accept the Board Chair's Report as information.



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #9– ASCHA UPDATE – VICE CHAIR

Presenter – Board Vice Chair

Materials:

Request – Information

Recommendations – To accept the ASCHA Update as information.



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #10 – CHIEF ADMINISTRATIVE OFFICER'S REPORT

(Written report available on SharePoint).

Presenter – Chief Administrative Officer

Materials: The Chief Administrative Officer's written report is available on SharePoint

Request – Information

Recommendation - To accept the Chief Administrative Officer's Report as information.

Chief Administrative Officer's Report

February 2023 *Confidential*



INTRODUCTION & GENERAL UPDATES

Hello Everyone,

General Updates (including information from Jan 2023 – due to no scheduled Board Meeting):

- **Meetings with GOA** – Meeting with MLA Jason Nixon was conducted with Heather, Marty and Stacey in attendance. This was a very good meeting and allowed us to provide some detailed information to Jason regarding the multitude of cost pressures experienced by MVSH, further comment about the meeting will be provided by Heather in the Board Chair report. We are awaiting response from our last communication to Minister Jeremy Nixon.
- **Main Office Position Update** – after much review/evaluation and discussion with the executive team we will be looking to fill the Director of Employee Engagement with an operations position. This is the piece that has been missing for MVSH and where we have identified the largest number of gaps.
- **FHL Proceeds** – As per recent conversation I have had with the GOA in both December and January it is our understanding treasury is currently in the process of writing a contract for us to move forward with obtaining the net sale proceeds of the lodge. It is our understanding the proceeds will be for us to use on capital and maintenance projects. Additional updates will be provided at the meeting.
- **ASLI Grant from 2013** – I have found several versions of the financial business case for the ASLI which resulted in the ultimate grant of \$3.8M on the 40 designated beds in Sundre. There are areas within the business case portion of the grant which show errors but as of the time of this report I cannot yet, with any degree of conviction say the items would lend themselves to us going back on from the capital perspective as I am not sure if MVSH changed the “as built” because of a want or a need.
- **MAP Meeting** – As you are all aware our initial attendance at MAP was well received but we were unable to fully complete the presentation. We were invited back and attended the first 2023 meeting of this group on January 26th. We provided an updated slide presentation (no longer encompassing the original items for clarification). In addition to finishing answering prior questions, we also had discussion regarding some of our high-level move forward ideas to provide more understanding around transparency and sustainability.
- **Meeting with MVC** – Following our November attendance at MAP, representatives from Mountain View County requested an additional 1-1 meeting with MVSH. Heather, Stacey & Debra met with Reeve Angela A, CAO Jeff H and Director Lorianne M on January 20th. This was a very positive, collaborative meeting with the County noting they are able and willing to discuss how they can assist us if we have an ask to the province for funding that would best support the needs of MVSH. In addition to their support of the organization to help ensure it's long-term success. As is on everyone's mind they

CAO's Report – Confidential

asked about the future need to increase requisitions. Which we believe will be the case (based on debt-load). We noted that as we start to pull items apart and put them back together, we will have a better understanding of what this all looks like and how it all flows through from operations to capital spending.

- **Outbreaks** – Unfortunately ARL was in outbreak status for most of the month of December. While there was no on-site transmission and illness was likely community acquired, we were still required to follow all protocols for outbreak requested by Public Health. Additionally, we were placed into a GI outbreak at SSL in early January, this was quickly managed by the team in Sundre and the outbreak was rescinded Jan 18th. Our clear outbreak status was halted when ARL was placed into a GI Outbreak on Jan 23rd as of the time of this report the active outbreak status remains.
- **Asset Transfer** – Documentation from the GOA regarding the proposed asset transfer of community housing have been received and include:
 - Agreement of Purchase and Sale for Real Property;
 - Restrictive Land Use Agreement;
 - Affordable Housing Strategy Maintenance Reserve Capital Funding Agreement;
 - Asset Transfer FAQ

An update will be provided from the committee reviewing this initiative during the main Board meeting.

- **Technology** – In 2020, Onward Integrated Solutions provided MVSH a very substantial overview of our technology systems and hardware. Upon review, Onward has been requested to update this information and indicate priority rating to allow us to share some of the larger pieces of information with the Board to consider some of the more time sensitive items and allow us to plan for implementation and purchasing of other items from a pro-active perspective. One of the items driving some of the errors and inefficiencies for MVSH is the lack of a form of property management software. Most HMB's in Alberta have software in place to manage the high volumes of documents and tracking/reporting accountabilities. Currently most of the information in MVSH is manual, paper driven. In discussion with others in the industry there is an inclination to use a software known as Yardi. This is something we will be looking into as it is my understanding the GOA will support the cost of implementation of this software.
- **Increase to Disposable Income** – As part of the lodge program we have been provided direction from the Alberta Government to increase the monthly amount of disposable income which we are required to leave for lodge residents. The increase is from \$322/month to \$342/month (single person). At this time there is no indication of additional funding for the disposable income provision so this **will** fall directly to the requisition.
- **Increase to ASB & AISH** – as part of the Affordability Action Plan both ASB and AISH payments are being increased. The majority of our residents are in receipt of ASB, this benefit has been increase by 6% and will be indexed to inflation moving forward. Those tenants in the housing program will also see the 6% increase to AISH. These monies will be automatically provided to eligible residents.
- **Affordability Payments** – we have additionally been sharing with residents and families within the lodges about the \$600 available to seniors 65+. Seniors who receive ASB (noted above) will automatically receive the \$100/month for 6 months. Residents who do

not qualify will have to apply online/at a registry agent/or at the Alberta Support office located in Olds.

- **2023 Workload** – Just a note about a concern I have with the workload volume that we are starting to see very early in 2023 (as you can appreciate with the updates in this report). Between the updates within GOA items (with standards and legislation) as well as what we know we need to do internally to update operations the volume is significant. We certainly will do our best to manage the pieces and timelines but without a doubt the MVSH team is working above capacity at present. Part of this is fueled by the fact that our processes are more manually driven which is something we need to address over time but at this time people are doing ok and seem to be excited for what is to come in 2023.

Regulatory Compliance

- **Digital Portal Waitlist** – In years past waitlist information/status has been manually tracked and sent to the government. As of January 2023, the government is moving to a digital platform for this reporting. In the long-term this will be great to advance the technology, but it will be a process to learn it and add data into the system. We anticipate, as with all new systems there will be implementation challenges, but we hope it will create some efficiencies. Niki has started some of the training on this program and is excited about the functionality moving forward.
- **Legislation** - The GOA has provided updates to all of the below noted regulation/legislation. We anticipate it is going to take some time to become familiar with the changes and new direction and to make sure we are capturing all of the new requirements. Received so far:
 - Housing Management Body Handbook;
 - Social Housing Accommodation Regulation.
 - As part of these updates' implementation of a new priority rating scale is coming forward as well as changes to how line 15000 from the tax assessments are used;
 - Housing Accommodation Tenancies Regulation;
 - Housing Act; and
 - Management Body Operation and Administration Regulation
 - Including Board Competencies
- **Continuing Care Health Service Standards (CCHSS) Audit** - MVL/Bethany Group/AHS were audited to the continuing care health service standards at MVL in the fall. The audit accountabilities required of MVSH operations was in full compliance at the time of the audit. The audit noted some items from a charting perspective for which Bethany/AHS are responsible. These items were all finally complete and signed off as of Dec 23rd and the site is now in full compliance with that set of standards.
- **Operating Standards** – We await new continuing care standards which remain in development. These standards will amalgamate the current accountabilities for the lodges on the Accommodation Standards and Continuing Care Health Service Standards.

FOUNDATION

- Our meeting with the Foundation (Jan 18th) was one for information only purposes as they did not have enough members present for quorum.
- One of our Directors has some significant connections to the oil and gas sector and will be putting some thoughts together about how he can help to connect with those groups to increase the profile of the Foundation. I am looking forward to hearing more about his thoughts.
- MVSH operations has requested volunteers from the Foundation board to assist on the planning committee for the 2023 Golf Tournament. This will be helpful to spread the load as we move forward.
- MVSH noted the New Horizons for Seniors grant written and awarded to the Foundation in 2022 is currently not completed. There are some challenges to meeting the grant accountabilities from the operations perspective. Since the meeting we have spoken to the Government of Canada to inform them of the status of the grant and have requested additional consideration to retain the outstanding monies to be used within the 2023 year. Government has no issues with the changes as presented to them and will complete an amending agreement if needed.

Sincerely,
Stacey



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #11 – CORRESPONDENCE

- a) Resident Request for Consideration – December 13, 2022
- b) MVSH Letter to Minister Nixon – January 9, 2023
- c) MVM Budget Letter 2023 – January 6
- d) Bethany Announcement – Leadership Team (Bethany/MVSH) – January 19, 2023

Presenter – Chair of the Board/Chief Administrative Officer

Materials: Attachment for 12a, 12b, 12c, 12d

Request – Information

Recommendation – Accept the correspondence as information.





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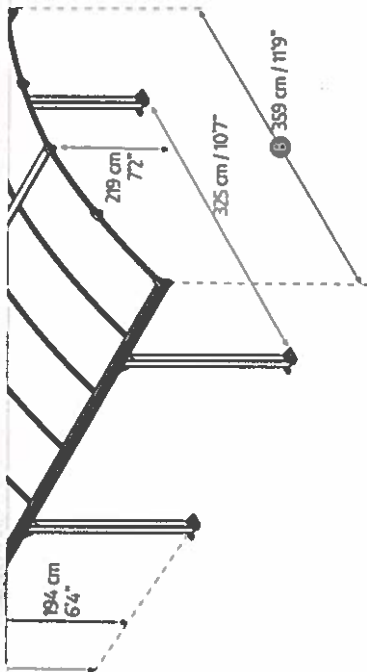
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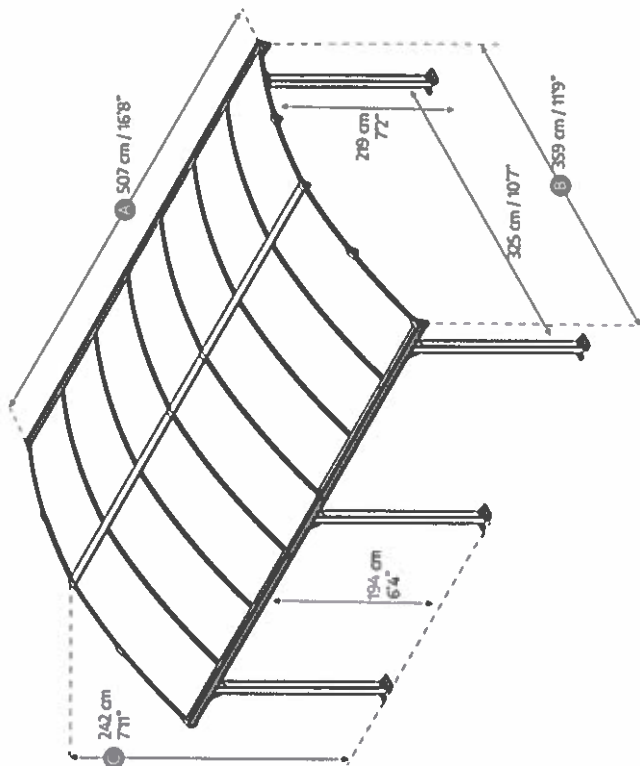


PREORDER FOR DECEMBER DELIVERY 2022

The Arcadia carport is a sleek and durable vehicle carport that



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11' 9" x 21' 2" Dimensions





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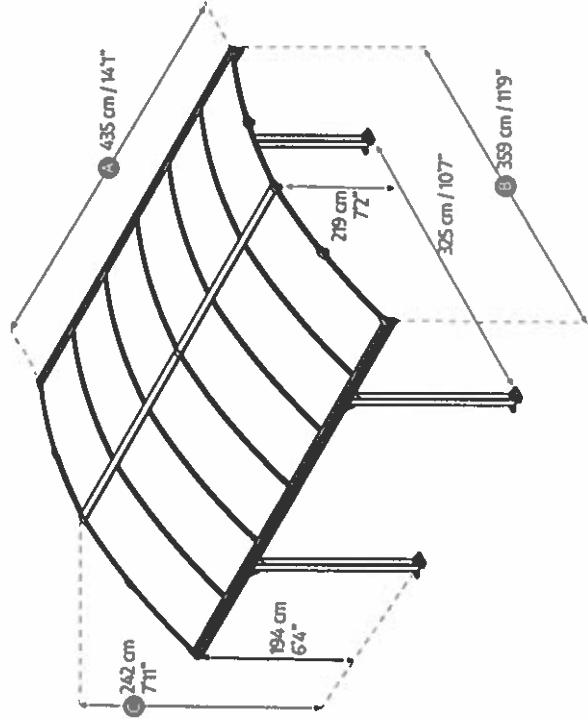
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11' 9" x 16' 6" Dimensions



Honourable Jeremy Nixon, MLA
Office of the Minister of Seniors, Community & Social Services
404 Legislature Building
10800 - 97 Avenue
Edmonton, Alberta
T5K 2B6

January 9, 2023

Minister Nixon,

Thank you for taking the time to meet with ASCHA to discuss seniors and community housing in Alberta. We are excited to support you and your Ministry, and continued implementation of the Stronger Foundation Strategy and Partnership program as well as other priorities set out by our government leadership. It was an informative and important discussion, as we are committed to look for ways to navigate the challenges our sector is experiencing that limit our ability to provide appropriate housing for Albertans.

In terms of immediate actions that would have a direct impact on to of your mandate letter commitments, we propose the following:

- Increase funding to Housing Management Bodies operating community housing (including seniors self-contained) to fund tenant support workers to help us support Albertans informed by awareness and sensitivity to the complexities of tenants in maintaining their housing and wellbeing as a worthwhile preventative measure, thus reducing those falling into homelessness.
- Given the funding for Government lodges has not increased since 2018 rates (representing a 14.5%* decrease with inflationary costs) to maintain at minimum COVID funded levels which have helped address the vacancies related to COVID and the related costs for cleaning and sanitation in addition to the historical deficit in LAP funding which has been covered by increasing municipal requisitions. Increased funding could be distributed by your current grant system – the Lodge Assistance Program (LAP) grant. To also fund all units that are occupied over the year, not just at the ‘head count’ in February. This funding is critical to the sustainability of the Seniors Lodge Program and recognizes inflationary increases and significant increases to municipal requestions to cover the growing deficits. This would also maintain strong infection prevention and control measures to maintain the wellbeing of Alberta’s seniors. This investment in 2023 would bridge the HMBs operating the lodge program while your Ministry initiates the Lodge Review to determine necessary funding models.
- Immediately secure support for additional homecare and/or HCA workers in lodge and other applicable supportive living settings. This will ensure there is 24/7 support to residents that will help avoid transfers to more expensive alternative levels of care and reduce the strain to EMS.
- Work with ASCHA to establish an approach for the Seniors Lodge Program Review proposed in Stronger Foundations and establish a cross-ministry advisory team with providers and representatives from both Ministries and AHS to develop a go-forward strategy. This is vital to realize coordinated approach that aligns changes to best harmonize with the current Continuing Care Review that is underway and being led by Alberta Health.



ASCHA looks forward to working with you and your Ministry on the proposed short-term solutions and welcomes the opportunity of looking at mid and long term solutions and preventative measures that involves all housing providers including not for profit and private providers that will support a stronger housing and support system for Albertans.

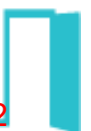
Sincerely,



Arlene Adamson,
President

Cc: Irene Martin-Lindsay, Executive Director, ASCHA

*14.5% is the cumulative increase of the Consumer Price Index year over year during this time period



January 6, 2023

Ms. Stacey Stilling
Chief Administration Officer
Mountain View Seniors' Housing
301, 6501 - 51 Street
Olds AB T4H 1Y6

Dear Ms. Stilling:

We are pleased to provide your 2023 Alberta Social Housing Corporation (ASHC) Social Housing and Rent Supplement Program budgets.

The Provincial Budget 2023 is expected to be formally approved in the first quarter of 2023 and should there be any impact on our targets, ASHC will provide updates relating to your Housing Management Body (HMB) budgets.

The ASHC recognizes the importance of the contribution from the Government of Canada to the social housing programs in Alberta. The funding provided in the Canada Community Housing Initiative and Canada Housing Benefit are part of the National Housing Strategy and provide funding to improve housing affordability.

For more information on the Canada Community Housing Initiative and the National Housing Strategy, please visit: <https://www.cmhc-schl.gc.ca/en/nhs>.

2023 Social Housing Operating Budget

Your 2023 operating program deficit budget of (\$101,743) remains consistent with your 2022 approved operating budget.

In prior years, site-level budgets templates were provided that required detailed project level basis budgets. In a continued effort to reduce administration, we are requiring HMBs to submit only overall "program-level" budget allocations for the community housing, municipally owned, and/or seniors self-contained programs, as applicable. Site-level budgets are not required at this time.

When Provincial Budget 2023 is formally approved in the new year, you will be provided with your program-level budget templates that are to be returned to your Housing Advisor by **June 30, 2023**.

.../2

Capital Maintenance & Renewal (CMR) Budget

Department staff reviewed your submitted CMR projects identified within your current business plan submission with you in November. The approvals considered age, condition, impact of failure and facility component priorities (i.e., life safety, building envelope, mechanical, electrical, environmental sustainability, etc.). As per our process, the CMR proposed projects are reviewed by Infrastructure and Treasury Board & Finance (TBF). Proposed CMR projects from other Ministries follow a similar process.

ASHC Owned Assets

At this time, the Provincial Budget 2023 has not be finalized. This includes potential CMR program funding that ASHC is requesting for the 2023/24 fiscal year. Without confirmation of program funding, we are unable to determine which requested CMR projects will be approved in our 2023/24 fiscal year.

You do not have any CMR projects forecasted to carry over into the 2023/24 fiscal year.

Non-ASHC Owned Assets

CMR funding for the non-ASHC owned portfolio is limited. If you operate a non-ASHC owned asset, you are strongly encouraged to investigate the availability of other funding sources for major maintenance of these locally owned assets. For emergent high cost projects outside of local capabilities, please contact the CMR team.

General CMR Program Information

Once the requested CMR project listing has been approved by TBF, we will notify each HMB of any impacts this will have for your ASHC owned or non-ASHC owned assets.

Maintaining safe, secure, affordable housing for Albertans with low income is a key priority that both the government and your organization shares. If you have any emergent capital issues, or any CMR-related questions, please email SH.CMR-Housing@gov.ab.ca

Rent Supplement Budget

Your 2023 Rent Supplement Program (RSP) budget is **\$56,000**. Your rent supplement funding is broken out as follows:

- Your 2023 Rental Assistance Benefit (RAB) rent supplement budget is **\$56,000**.
 - Starting January, you will receive monthly funding of **\$4,667**.

Your overall rent supplement monthly funding remains consistent with the amounts provided in 2022. If applicable, the only change to your monthly payments from 2022 is the funding allocation between your RAB and PLRS budgets.

.../3

Stronger Foundations – Affordable Housing Strategy

2022 was the first year of implementation of *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. For a review of the five key goals to be achieved over the next 10 years and a progress update, please go to <https://www.alberta.ca/stronger-foundations-affordable-housing-strategy.aspx#progress-to-date>.

Key achievements in 2022 include the new management body board skills matrix, the development of a housing needs assessment template, and release of the Affordable Housing Asset Management Framework and the launch of the Affordable Housing Partnership Program.

Overall

We appreciate your continued efforts in finding efficiencies within your organization to meet this budget, with minimal impact to the services provided to tenants and ensure that units remain operational.

Section 21 of the *Management Body Operation and Administration Regulation* notes that expenditures must be made within approved budgets. ASHC has limited funding for contingency and HMBs will be held accountable to manage operations within their budgets. Budget amendments will only be considered on an emergency basis for unforeseen events.

If you have any questions or concerns regarding your budget, please contact your Housing Advisor directly.

Yours truly,



Philip Henke, CPA, CGA
Director
HMB Operations and Compliance
Housing Division

cc: Heather Ryan, Board Chair, Mountain View Seniors' Housing
Kevin Trudel, Housing Advisor

Date: January 19, 2023
To: Mountain View Seniors Housing and Bethany Care Society Staff
From: Dana Penner, Executive Director, Clinical Operations, Bethany Care Society
Re: *Announcement – Leadership Team (Bethany/Mountain View Seniors' Housing)*

It is with mixed emotions that I announce the resignation of Joan Smyth, Site Administrator.

Joan started her journey with Bethany over 5 years ago, first as the Care Services Supervisor and then Site Manager for Bethany Didsbury. In April 2021 Joan assumed the Site Administrator role with oversight for the 3 MVSH sites (Aspen, Sundre and Mount View Lodge - Olds) in addition to Bethany Didsbury.

During her time with Bethany, Joan has been a valued member of our Operations team. Her dedication to provision of quality resident care has been unwavering; a commendable achievement given the challenges presented by the pandemic over the past 3 years. She is a highly respected leader and will be dearly missed by all.

Joan and her spouse are moving to Qualicum Beach, British Columbia where she has accepted a position as Director of Care at The Gardens, a continuing care facility. This is part of their transition plan to retirement on Vancouver Island.

Joan's last day with Bethany and MVSH will be Friday, February 17th.

Recruitment to fill the position will commence immediately.

Please join me in wishing Joan all the best in her new adventure!



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #12 – IN-CAMERA

Presenter – Chair of the Board

- a) HR Matters

Request – Discussion at the call of the Board Chair, or as required.

- 1) Recommendation - To move into In-Camera Session
- 2) Recommendation - To move out of In-Camera Session



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #13 – KEY MESSAGES

Presenter – Chair of the Board

Request – Discussion to communicate key messages identified throughout the meeting, to our stakeholders.

Recommendation - To circulate Key Messages to Key Stakeholders



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #14 – NEXT MEETING and BOARD MEETING SCHEDULE

Presenter – Chair of the Board

Request – Information/Decision

Materials – Attachment for 16a

Recommendation –

- a) Board Strategic Planning Retreat: Thursday March 2, 2023 @ 10:00 AM to 3:00 PM
at the Town of Olds Operations Centre
- b) Regular Meeting: Thursday, February 2, 2023, from 1:00 PM to 3:00 PM at MVSH
Admin Office or by Zoom Conference.



Mountain View Seniors' Housing Regular Board Meeting- February 2, 2023

ACTION SHEET

Agenda #15 – ADJOURNMENT

Presenter – Chair of the Board

Request – Decision

Recommendation - To adjourn.



BOARD MEETINGS | KEY MESSAGES

Mountain View Seniors' Housing (MVSH) Regular Board Meeting of February 2, 2023

Key Messages

- The Board held their scheduled meeting in-person at the MVSH Administration Office Boardroom in Olds, Alberta from 1:00-3:00 pm (with a Zoom option available).
- The Board noted the successful completion of the Insurance Risk Report Audits for the four (4) lodge facilities, conducted by Lloyd Sadd Insurance. The Board further notes there were no significant areas of concern highlighted through the audits.
- The Board confirmed they will continue to advocate to government regarding the significant negative impacts of the Carbon Tax on Housing Management Bodies.
- The Board was impressed by the presentation from the Director of Facilities, which included detailed information provided in the 2022 Maintenance Report and the updated workflow chart for the recent reorganization of the Maintenance Team. This restructuring resulted in a \$50,000 budget savings.
- The Board noted that effective January 1, 2023, the Government of Alberta directed a \$20 increase in the disposable income benefit, from \$322 to \$343 per month, for eligible seniors living in lodge facilities. There is, however, no additional funding to cover this increase, so it will have a cost impact on the municipal requisitions in order for MVSH to meet the new required amount.
- The Board noted the successful sale of the vacant Community Housing unit in Didsbury and was pleased about the sale process.
- The Board was pleased to hear that MVSH has been authorized to use the net proceeds from the sale of the former Foothills Lodge on capital maintenance projects for MVSH owned facilities. Community Housing sales proceeds will also be flexible for capital maintenance priority projects upon approval from the Government of Alberta.
- The Board expressed their appreciation for the updates to financial statements showing more details, making the information clear and defined.
- The Board was happy to note that the Lifestyle Suites (formally Life Lease Suites) are almost completely full in both Sundre and Olds. These suites continue to generate renewed interest for seniors in the community.

Next MVSH Board Meetings

The next regular Board meeting will be held on Thursday, March 16, 2023 @ 1:00- 3:00 PM at the MVSH Administration Offices boardroom in Olds, Alberta (or by Zoom Conference Call if required).

If you require any information or there are any questions related to this communication please contact a Board Director, Alternate Director or Stacey Stilling, CAO for MVSH at 403-556-2957 or by email at stacey.stilling@mvsh.ca

COUNCILLOR THOMPSON REPORTS

DEPUTY MAYOR CANADY REPORTS

CAO REPORTS



Town of Olds



Minutes of the Municipal Area Partnership (MAP) Committee Meeting
 held on Thursday, January 26, 2023, at 9:30 a.m. at the
 Mountain View County Council Chambers, 1408 – Twp. Rd. 320, Didsbury, AB

PRESENT:

Elected Officials:

- Judy Dahl, Mayor, Town of Olds (Chair)
- Lance Colby, Mayor, Town of Carstairs
- Rhonda Hunter, Mayor, Town of Didsbury
- Richard Warnock, Mayor, Town of Sundre
- Angela Aalbers, Reeve, Mountain View County
- Greg Harris, Deputy Reeve, Mountain View County
- Joseph Canaday, Deputy Mayor, Village of Cremona

Chief Administrative Officers:

- Rick Blair, Town of Carstairs
- Ethan Gorner, Town of Didsbury
- Jeff Holmes, Mountain View County
- Brent Williams, Town of Olds
- Linda Nelson, Town of Sundre
- Karen O-Conner, Village of Cremona

Regrets:

- Tim Hagen, Mayor, Village of Cremona*
- Jennifer Lutz, Councillor, Mountain View County*

Support Staff: Marcie McKinnon, Town of Olds

1. Call to Order

Chair, Mayor Dahl called the meeting to order at 9:32 a.m.
Welcomed new attendees, Cremona's Deputy Mayor Canaday & CAO Karen O'Conner.

2. Adoption of Agenda

Mayor Hunter requested Social Media be added as item 5.4 and Victim Services 5.5 under New Business.

The Committee accepted the agenda as amended for the January 26, 2023, Municipal Area Partnership Meeting.

CONSENSUS

3. Adoption of Previous Minutes

The Committee accepted the minutes of the November 17, 2022, Municipal Area Partnership meeting, as presented.

CONSENSUS

4. Presentations

Mountain View Seniors' Housing Board, Chair Heather Ryan, along with their Chief Administrative Officer, Stacey Stilling and Controller, Debra Steiger were in attendance and completed their presentation to the MAP Committee that was started at the November 17, 2022, MAP meeting. The presentation was contained in the agenda package.

Discussion ensued, topics included:

-Housing versus Care

-Seniors staying in their homes longer

-Demand Study

Mayor Hunter requested that CAO Gorner work with the other CAO's to determine interest on participation in the study and to bring back information for consideration to a future MAP meeting.

CONSENSUS

-Debt Reduction

Reeve Aalbers asked how MAP can lobby the Government of Alberta to help with the Capital Debt.

The MAP Members thanked the Mountain View Seniors' Housing Board Delegation for their attendance and accepted their report as information.

CONSENSUS

Chair Dahl recessed the meeting at 10:35 a.m.

Chair Dahl reconvened the meeting at 10:48 a.m.

5. New Business

5.1 M.A.P. Terms of Reference

Discussion ensued on proposed amendments to the Terms of Reference.

Under point 4. Meetings, subpoint (b) the following amendment was requested.

The MAP Committee will host all Councils at least once per year with the event being organized by the current Chair municipality. ~~The Managing Partner shall arrange and host the annual joint meeting at their location. (delete red)~~

Under Section 2 and Section 7 it was requested to use the same order of member municipalities.

The committee agreed to the Terms of Reference changes and will take back to their respective councils for acceptance.

CONSENSUS

The Committee requested that an option be added for “opting out” of the Chair, Vice-Chair or Recording Clerk roles due to limited municipality resources. CAO Holmes indicated he would provide some wording and obtain the MAP members consensus to the change via email.

CONSENSUS

5.2 Municipal Area Partnership (MAP) Appointments of the:
2023 MAP Chair, 2023 MAP Vice-Chair and 2023 MAP Recording Secretary

In following the member list in the Terms of Reference, the next Chair of Map will be the Town of Sundre, Mayor Warnock accepted the role of 2023 MAP Chair and to provide administrative support for the Recording Secretary.

The Vice Chair was determined to be the next MAP Member on the member list, after the Chair, which following the order would be Village of Cremona. Deputy Mayor Canaday will confirm with Cremona Council if Cremona can accept the role and advise the MAP Committee accordingly.

5.3 Parkland Regional Library (Mayor Hunter requested - November 17)
CAO Gorner noted that Director Sheppard from PRL sent an email out to the members advising they would be looking at the agreements in February.
CAO Gorner will send out that email to the members.

Added Item 5.4 Social Media (Mayor Hunter)

Mayor Hunter requested a discussion on Social Media, any issues...how member municipalities were handling and dealing with it; she wondered if there was any interest in a presentation on Social Media, for a joint meeting of all members of each Council.

Members felt it would be worthwhile, with the right presenter.

Mayor Hunter requested that CAO Gorner research and bring back information for consideration to a future MAP meeting.

Added Item 5.5 Victim Services (Mayor Hunter)

Mayor Hunter spoke on a very informative presentation that she recently attended on the current state of Victim Services in Alberta; the concerns she heard with the new model being rolled out. Mayor Hunter suggested they needed municipalities to advocate for the program and wondered if there was any interested in an information session for all members of each Council.

Discussion ensued. Most municipalities haven't heard any feedback.

Mayor Hunter requested that CAO Gerner work with the other CAO's to determine interest and to bring back information for consideration to a future MAP meeting.

6. Correspondence and Information

None received.

7. Financial/Budget Report

CAO Holmes provided printed report to members in attendance and advised that the MAP funds currently sit at \$23,917.21. *(Copy will be held with the minutes.*

CONSENSUS

8. Next Meeting Date

New Chair, Mayor Warnock will determine the need for a February meeting based on meeting agenda items.

CONSENSUS

9. Adjournment

Chair Dahl adjourned the Municipal Area Partnership Committee meeting at 11:32 a.m.

CONSENSUS

These minutes were approved on the _____ day of XXXX 2023.

Chair,
Mayor Richard Warnock

Vice-Chair,
XXXXX

CORRESPONDENCE

BULLETIN

01-2023

January 26, 2023

To all Authorized Employers of Community Peace Officers:

Re: 2023 CPOIP and APOIP Dates for PSES Training Academy

Alberta Public Safety and Emergency Services (PSES) Training Academy will be offering the following training courses for Community and Alberta Peace Officers in 2023. Information on courses offered by other training providers will be posted in separate Bulletins.

*The dates provided are tentative and subject to change but you are encourage to submit registrations as soon as possible.

Community Peace Officer Induction Program (CPOIP)

This course is for sponsored candidates currently employed by an Authorized Employer of Peace Officers or who have been offered employment contingent upon successful completion of training. There will be up to 24 spaces available, on a first-come first-served basis. The course is delivered over 7 weeks, Monday to Friday, in a single training block.

April 10 – May 26, 2023*

Location: PSES Training Academy, 1568 Hector Road, Edmonton

Registration: Email training.academy@gov.ab.ca with the name(s) of candidates. Joining instructions will be emailed prior to the start of the course.

Fees: \$3800 (does not include accommodations and meals).

Accommodation: Accommodations may be provided for those employed and residing outside of the Edmonton area. These individuals will also be provided with all of their meals Monday-Friday, with the exception of dinner on Friday. All weekend meals are the responsibility of the employer

Alberta Peace Officer Investigator Program (APOIP)

Priority for this course will be given to Alberta Peace Officers whose primary role is investigations or inspections for regulatory compliance. Other peace officers interested in attending this course may apply for remaining positions. There will be up to 24 seats available, on a first-come, first-served basis. The course is delivered over 3 weeks, Monday to Friday, in a single training block.

August 7 - 25, 2023*

Location: PSES Training Academy, 1568 Hector Road, Edmonton

Registration: Email training.academy@gov.ab.ca with the name(s) of candidates. Joining instructions will be emailed prior to the start of the course.

Fees: No fees.

Accommodation: Accommodations may be provided for those employed and residing outside of the Edmonton area. These individuals will also be provided with all of their meals Monday-Friday, with the exception of dinner on Friday. All weekend meals are the responsibility of the employer.

For further information and application forms, please contact the PSES Training Academy at training.academy@gov.ab.ca,

Sincerely,

Tammy L. Spink
Manager
Law Enforcement Oversight and Standards

Reminder, Bulletins are no longer posted on the Government of Alberta website.

ALBERTA SOCIAL ECONOMY DESIGN CAFE



A day of collaboration for Alberta's Social Enterprise and Social Finance Ecosystem

DETAILS

WHAT EXACTLY IS THIS THING?

The Alberta Social Economy Design Cafe is a one-day immersive experience for individuals and teams who are focused on building and growing Alberta's **social economy**. Part workshop, part collaboration, and part strategization, the Design Cafe is an opportunity for **projects and ideas** that are making Alberta the best place to build and grow.

WHAT IS THE SOCIAL ECONOMY?

The Social Economy consists of social enterprise and social finance organizations working towards increasing the scale of our impact and improving social outcomes for all Albertans.

IS THIS FOR YOU?

Do you have a project or idea that brings together different groups or people in support of the broader social enterprise space in Alberta?

Do you have an idea that addresses a gap or unmet need when supporting socially minded businesses in Alberta?

Do you have a way to help increase the understanding and participation of parts of our community in social enterprise and/or social finance?

Do you have something that we haven't even considered yet that you know will benefit the broader Social Enterprise and Social Finance space in Alberta?

If you answered yes, we invite you to submit your project for the Design Cafe!

WHEN WILL IT BE?

The Design Cafe is being held Early March, with the location to be determined based on the overall location of the selected projects. Travel bursaries will be available if required.

WHAT ARE THE BENEFITS TO ATTENDING?

The Design Cafe is an opportunity to:

- Build relationships with resource organizations.
- Gain insights from resource organizations. Come prepared to ask your questions.
- Develop a clear understanding of the three lenses of design and their role in your project or idea.
- Create a path forward with clear next steps.

WHAT DO YOU MEAN BY PROJECTS AND IDEAS?

The Design Cafe is intended for projects that are:

- **Collaborative in nature**, either by those doing the project or through the project participants.
- **Supports general social entrepreneurship** in Alberta (is not directly supporting a specific social enterprise or business).

I HAVE QUESTIONS, WHAT DO I DO?

- You can find more information on our website at www.ab-seed.ca/design-cafe
- Reach out directly to us with your questions at designcafe@ab-seed.ca
 - *Please note that it can take up to 2 business days for a response, please do not leave your questions until right before the application deadline.*

Q AND A SESSION

Attend our Q & A session on January 16, 2023 from 11am-12pm via zoom.

This session is your opportunity to ask questions and seek clarification on if your project is a good fit, and how to submit your project for consideration.



Register via [Eventbrite](#).

APPLICATION DETAILS

WHO SHOULD APPLY?

We welcome projects from all stages of readiness: from idea, prototype, or minimal viable product, to an initiative ready to scale. If you have a project that supports the capacity of the Alberta social enterprise and social finance ecosystem, you can apply. There is no requirement to have any level of incorporation or structure.

HOW DO I APPLY?

To apply to participate in the Design Cafe, please complete the expression of interest, via [google form \(https://forms.gle/xHtQpi7thonaA1fW8\)](https://forms.gle/xHtQpi7thonaA1fW8), by Wednesday January 25, 2023 at midnight.

WHAT HAPPENS AFTER I APPLY?

Selected projects will receive a letter of invitation early February, including the details of the event, the expectations for participation, and how to prepare. Attendees will be required to participate in a pre-interview in February, as well as a follow up session 3-6 months after the Design Cafe for updates and evaluation.

From: [RCMP Alberta](#)
To: cao@cremona.ca
Subject: Crime Watch Advisory - Rural Crime Watch, Citizens On Patrol
Date: January 16, 2023 10:48:37 AM


Project Lock Up is a unique program in that it allows the Crime Prevention Liaisons around the province to be in communication with a variety of unique businesses, all of whom have in common the issue of property safety and security. In talking with these business owners it is understood that some of these properties require a more specific set of safety suggestions that address their individual safety concerns. One of these unique industries is the multi-usage storage facility. Unlike a typical brick and mortar business, these properties have multiple users with a variety of goods stored both in exterior storage units, as well as interior ones. Often they also store work equipment and recreational vehicles, making them a target for break and enters. In speaking with the managers of these facilities, it was clear that although they do often utilize security equipment to secure their lots, they do not address safety best practices with their renters, often leaving renters unaware of the best ways to ensure their individual units stay as safe as possible. To address this issue, a storage facility checklist was created so that it could be included in our Project Lock Up materials and could be given to managers who would then share with their current renters, as well as any new renters who choose to use their facility.

Carolyn McTighe

Crime Prevention Liaison

Community Safety and Well-Being Unit

Attachments

 [Storage facility safety checklist.pdf](#)



Southern Alberta Energy from Waste Association

MEDIA RELEASE

Energy from Waste Project Heats Up

January 30, 2023

The Southern Alberta Energy from Waste Association – SAEWA is pleased to announce publicly that after a long and rigorous Expression-of-Interest and Evaluation Process – that the SAEWA Board on January 27, 2023 did approve the Steering Committee’s recommendation of an Energy-from-Waste Partner, identified as HITACHI ZOSEN INOVA - HZI with a view to establishing a formal project development agreement for implementation of SAEWA’s vision for an energy from waste facility in Southern Alberta.

Statement from the SAEWA Chair, Tom Grant -

“As Chair of SAEWA, I am extremely proud of the progress made and to have received the Boards Motion in approval to establish a formal partnership agreement with HZI. “The process has been long but rewarding to the Board and our members to finally get here”.

Statement from the SAEWA Vice Chair/Project Lead, Paul Ryan –

“It has taken a long time to get to where we are today, and we could not have done it without the full support of the SAEWA Board of Directors and the Steering Committee. I look forward to leading the Project with the Steering Committee to the next level and establishing a formal partnership agreement with HZI.”

Statement from HITACHI ZOSEN INOVA – HZI

“HZI is delighted to have been selected by SAEWA to deliver a cost effective world-class Energy from Waste facility for the communities, businesses and municipalities of Southern Alberta” said Stuart Mander, Director of Project Development at HZI.

“When operational the new plant will be equipped with HZI technologies such as HZI’s own reciprocating grate and our state-of-the art boiler whilst ultimately being designed to fully comply with the most stringent emission limit requirements to satisfy the high demands placed on modern Energy from Waste facilities”

SAEWA’s primary goals for development of an energy from waste facility are:

- To reduce southern Alberta’s long-term reliance on landfill disposal;
- To process non-recyclable solid waste from SAEWA communities and potentially private sector customers;
- To reduce greenhouse gas emissions from solid waste management; and,
- produce electricity, heat energy and potentially additional by-products for commercial sale.

For additional information contact:

Vice Chair & Project Lead, Paul Ryan

403-609-7465

Administration - Sherry Poole:

403-563-5759

HDR Project Manager – Michelle Blake (michelle.blake@hdrinc.com)

604.365.5037



Evaluation of Expressions of Interest for an Energy from Waste Development Partner - Update

Southern Alberta Energy from Waste Association

January 16, 2023



S A E W A

Southern Alberta Energy from Waste Association





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1 Introduction and Background

SAEWA has completed research, investigations, and studies to determine that development of an energy from waste facility in Southern Alberta offers advantages in terms of sustainability and the environment. In 2020, SAEWA was successful in identifying a preferred site with local government support for the proposed facility at the Newell County Regional Landfill.

SAEWA is planning to move forward with the development of a modern up to 300,000 tonne per year energy from waste facility incorporating proven state-of-the-art air pollution controls. SAEWA issued the “*Request for Expressions of Interest, Energy from Waste Development Partner*” (the Request for Expressions of Interest), in July 2021.

Three Expressions of Interest (EOIs) were received from the following well-established energy from waste companies (in alphabetical order):

- Covanta Energy
- Hitachi Zosen Inova
- Veolia (formerly known as SUEZ Canada)¹

2 Evaluation

2.1.1 *Evaluation Methodology*

An Evaluation Guide outlining the process, rules, and procedures to be followed by SAEWA in evaluating the EOIs was distributed to the Evaluation Committee. SAEWA’s Board appointed designated scoring evaluation committee members include:

- Tom Grant, SAEWA Chair and Mayor of Vulcan, Alberta
- Larry Wright, SAEWA Secretary and CAO Village of Caroline, Alberta
- Paul Ryan, SAEWA Vice Chair and Project Lead

Organization, administration, and communications of the evaluation process were managed in a non-scoring role by:

- Sherry Poole, SAEWA Executive Director

HDR had a non-scoring role to facilitate the process and provided technical guidance and support to SAEWA’s evaluation committee. HDR staff directly involved in facilitation of the evaluation process included:

- Neil MacDonald P.Eng., Associate and BES Business Group Manager
- Jordan Vallis P.Eng., Solid Waste Engineer
- Michelle Blake P,Eng., Vice President & Resources Business Group Director

¹ Suez was acquired by, and merged into, Veolia in January 2022

Only the above listed members of the evaluation team had access to the EOIs and the detailed evaluations. The evaluation team members are bound by agreements covering non-disclosure of information, conflict of interest, and anti-lobbying commitments specific to the SAEWA EOI evaluation. **It is the opinion of SAEWA's lawyer, Brownlee LLP, that details of the evaluation be kept confidential due to the commercially confidential nature of the EOI submissions, which could have trade pricing and practices contained within them.**

In accordance with the Evaluation Guideline, the following activities occurred:

1. EOI submissions were reviewed to confirm compliance with the defined mandatory requirements of the Request for Expressions of Interest and all submissions were found to be compliant with the mandatory requirements.
2. Each Expression of Interest was scored by the Evaluation Committee, individually and as a committee, according to the degree to which each submission met SAEWA's requirements.
3. HDR conducted technology and project team reference checks of references supplied by EOI respondents, compiled the responses received, and presented the results to the Evaluation Committee for evaluation and scoring.
4. Following review and scoring of the EOIs, the Evaluation Committee conducted and scored interviews with each of the candidates.
5. The Evaluation Committee provided SAEWA Executive with the initial evaluation results. Executive directed the Evaluation Committee to meet with the candidates to get more information and clarification regarding their expectations of SAEWA and what they bring to the partnership. Clarification meetings were held with each of the candidates, followed by a final Evaluation Committee consensus meeting to finalize the score and rank the Expressions of Interest according to their total overall score.

3 Next Steps

The objective of this evaluation was to identify one well-qualified and capable potential candidate project development partner(s). SAEWA may then choose to enter into negotiations with the candidate with a view to establishing a formal project development agreement with a single partner for implementation of SAEWA's vision for an energy from waste facility for Southern Alberta.

The next steps to conclude the evaluation phase would be:

1. Report final evaluation results to Executive and the Board for approval of the recommended preferred candidate.
2. Upon receiving Board approval of the preferred candidate, notify the successful candidate and enter into initial negotiations to develop an agreement that will outline the commitments of the parties until the Project Development Agreement is executed. The agreement applies to the feasibility phase and will include, but not be limited to, project governance, decision-making authority, structure, team, roles and responsibilities, funding commitments, schedule, and termination rights.

3. Secure funding to support SAEWA's activities required to develop the feasibility phase agreement.

If the project is viable at the end of the feasibility phase, the next phase (Phase 2) of the project includes negotiating commercial and contract terms with the successful candidate, developing the business case, and securing funding. Key activities include:

1. Retain a Project Director (and support team) with Alternative Project Delivery (APD) experience, preferably in the EfW sector, to lead the commercial negotiations, risk analysis, business case development, and funding. The Project Director would act on behalf of the project partnership.
2. Secure the following services to support project development. The project support team would act on behalf of the project partnership.
 - a. Technical and Regulatory Advisor
 - b. Commercial/ Business/ Financial Advisor
 - c. Legal Advisor
3. Retain independent legal counsel for SAEWA and potentially a SAEWA technical/ commercial representative.
4. Begin funding applications.

Potential Health Effects from HVP Products Exposure

Skin	Irritation of skin may occur and progress to dermatitis. One component, benzene, may be absorbed through the skin
Eyes	Irritation of eyes may occur.
Breathing	Breathing mists or vapours may cause accumulation in the lungs and/or central nervous system depression, dizziness, headaches, giddiness, drowsiness, fatigue, nausea, unconsciousness or death.
Swallowing	Swallowing mists or vapours may cause accumulation in the lungs and/or central nervous system depression, dizziness, headaches, giddiness, drowsiness, fatigue, nausea, unconsciousness or death.
Long-term Hazards	Defatting and drying of skin may occur and cause dermatitis. Inhalation of one component, benzene, has been associated with blood disorders including anemia and leukemia. Repeated exposure to high vapour concentrations may cause eye and respiratory irritation, giddiness, staggered gait, nausea, abdominal pain, loss of appetite, liver damage, kidney damage, and damage to the bone marrow including cancer.

Response Considerations

Health, Safety and Environment

Plains adheres to the highest health, safety and environmental standards throughout our organization. We provide a workplace that protects the health and safety of our employees, contractors and the communities surrounding our facilities.

Plains' operations are subject to stringent federal, provincial and local laws and regulations governing the discharge of materials into the environment or otherwise related to protecting the environment.

Our Health, Safety and Environment (HSE) Management Programs are at the core of our operations. These programs include management commitment and leadership, employee training and awareness, inspections and audits, performance and achievement recognition, emergency preparedness and response, communications and continuous improvement.

Notification

If you are contacted by Plains Midstream Canada to advise you of an emergency situation, the caller will:

Identify themselves by name.

- Announce that they are a Plains Midstream Canada representative.
- Describe the problem and what is being done.
- Give you instructions to protect your safety (shelter / evacuation).
- Verify the information you have provided.
- Address any concerns which you may have.
- Provide a telephone number which you can call to get additional information.

Emergency Contacts

If you suspect a problem at a Plains facility in your area, please call Plains Midstream Canada's 24-hour Emergency Response number:

1-866-875-2554

emergency.management@plainsmidstream.com

In the event of an emergency, Plains will be working with the AER and local authorities.

Alberta Energy Regulator (AER)

AER 24-hour Emergency Line 1-800-222-6514

Local Authorities

Clearwater County	403-845-4444
County of Wetaskiwin No. 10	780-352-3321
Brazeau County (Breton, Cynthia, Violet Grove)	780-542-7777
City of Edmonton	780-944-6420
.....	311 (Within city)
Lacombe County.....	403-782-6601
Lac Ste Anne County.....	780-785-3411
Leduc County	780-955-3555
Mountain View County	403-335-3311
Ponoka County	403-783-3333
Red Deer County	403-350-2150
Rocky View County.....	403-230-1401
Strathcona County	780-467-5216
Town of Calmar	780-985-3604
Town of Cochrane	403-851-2500
Town of Devon.....	780-987-8300
Town of Drayton Valley.....	780-514-2200
Town of Rocky Mountain House	403-845-2866
Village of Breton	780-696-3636
Village of Cremona	403-637-3762
Village of Thorsby.....	780-789-3935
Woodlands County	780-778-8400
Yellowhead County.....	780-723-4800

Ambulance/Police/Fire..... 9-1-1

Pipeline Safety

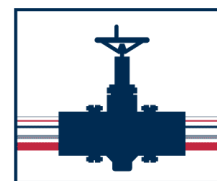
Keeping Pipelines Safe and Reliable



Public Awareness Information for landowners and area residents related to Plains Midstream Canada's Co-Ed pipeline.

- Emergency notification
- Public protection measures
- Pipeline safety: Call Utility Safety Partners (Click or Call Before You Dig)

FEBRUARY 2023



**PLAINS
MIDSTREAM**
C A N A D A

Notification

Plains Midstream Canada ULC (Plains) is the operator of the Co-Ed pipeline system. These pipelines are licensed as High Vapour Pressure (HVP) and forms part of Plains' Alberta pipeline network. The maximum Emergency Planning Zone (EPZ) is 1.1 km for the Co-Ed pipeline system. Refer to the map on the back of this brochure.

High Vapour Pressure (HVP) Products

HVP products include propane, butane, pentane, and Natural Gas Liquids (NGLs). At atmospheric pressure, HVP products are gases. Under pressure, HVP products exist in a liquid state. In humid air, a leak of an HVP product may form a visible white cloud of cold vapour considerably heavier than air. Under extreme conditions, pools of super-cooled liquid may briefly form. When HVP products vapourize, they expand (70 to 300 times) and can form a plume, which may drift downwind from the source under moderate wind speed conditions. Under higher wind speed conditions, the vapour would dissipate faster.

Main Hazards:

- Potential explosion hazards from delaying ignition of drifting vapour cloud.
- Fire hazard from burning gas and radiant heat. Critical hazard because of oxygen deficiency as expanding gas cloud or plume displaces air at ground level.

If You Suspect a Problem

Please call Plains Midstream Canada's 24-hour emergency number if you suspect a problem (1-866-875-2554).

While the chance of an uncontrolled spill or problem is remote, the Plains Emergency Response Plan (ERP) for this area is in place to ensure your safety. If a leak should occur, emergency crews will take immediate steps to minimize the risk to the public and environment.

Additional emergency response personnel will be notified and dispatched to the area to safely manage the emergency.

Public Protection Measures Evacuation, Shelter & Ignition Procedures

Evacuation Procedures

If it is necessary to evacuate, you will be contacted by telephone immediately. If there is no answer to our calls, we will proceed to your residence to inform you of the situation. The following steps should be taken if "Evacuation" procedures have been implemented:

- Gather all residents and bring any medicines required.
- Lock all windows and doors.
- Turn down thermostat and shut off any air exchange fans to outside.
- Drive safely on the route provided and proceed directly to the evacuation centre and check in with the representative.
- Wait for further instruction.

Shelter-in-Place Procedures

If you are advised to stay sheltered, do not leave your house or attempt to start any vehicles until a Plains representative advises you that it is safe to do so. The following steps should be taken if "Shelter-In-Place" procedures have been implemented:

- Immediately gather everyone indoors and stay there.
- Tightly close and lock all windows and outside doors, if convenient, tape any gaps around exterior door frames.
- Extinguish indoor wood-burning fires and close flue dampers if possible.
- Turn off appliances or equipment that either blows out or uses indoor air, such as:
 - Furnaces, built-in vacuum systems, gas stoves, kitchen fans, clothes dryers, air conditioning, bathroom fans, gas fireplaces, ventilators.
- Turn off appliances or equipment that suck in outdoor air, such as:
 - Heating, ventilation, and air conditioning (HVAC) systems
 - Fans for heat recovery ventilators or energy recovery ventilators
 - Turn down furnace thermostats to the minimum setting, turn off air conditioners
- Leave all inside doors open.
- Wait in an interior room upstairs for further instruction.
- Avoid using the telephone, except for emergencies, so that you can be contacted by Plains emergency response personnel.
- Call Plains if you are experiencing symptoms, smelling odours or have contacted government agencies (so the response can be coordinated).
- Stay tuned to local radio and television for possible information updates.
- Even if you see people outside, do not leave until told to do so.
- If you are unable to follow these instructions, please notify Plains emergency response personnel.

After the hazardous substance has passed through the area you will receive an "all-clear" message from Plains emergency response personnel. You may also receive, if required, instructions to ventilate your building by:

- Opening all windows and doors, turning on fans, turning up thermostats

During this time the air outside may be fresher and you may choose to leave your building while ventilating. Once the building is completely ventilated, return all equipment to normal settings and operation.

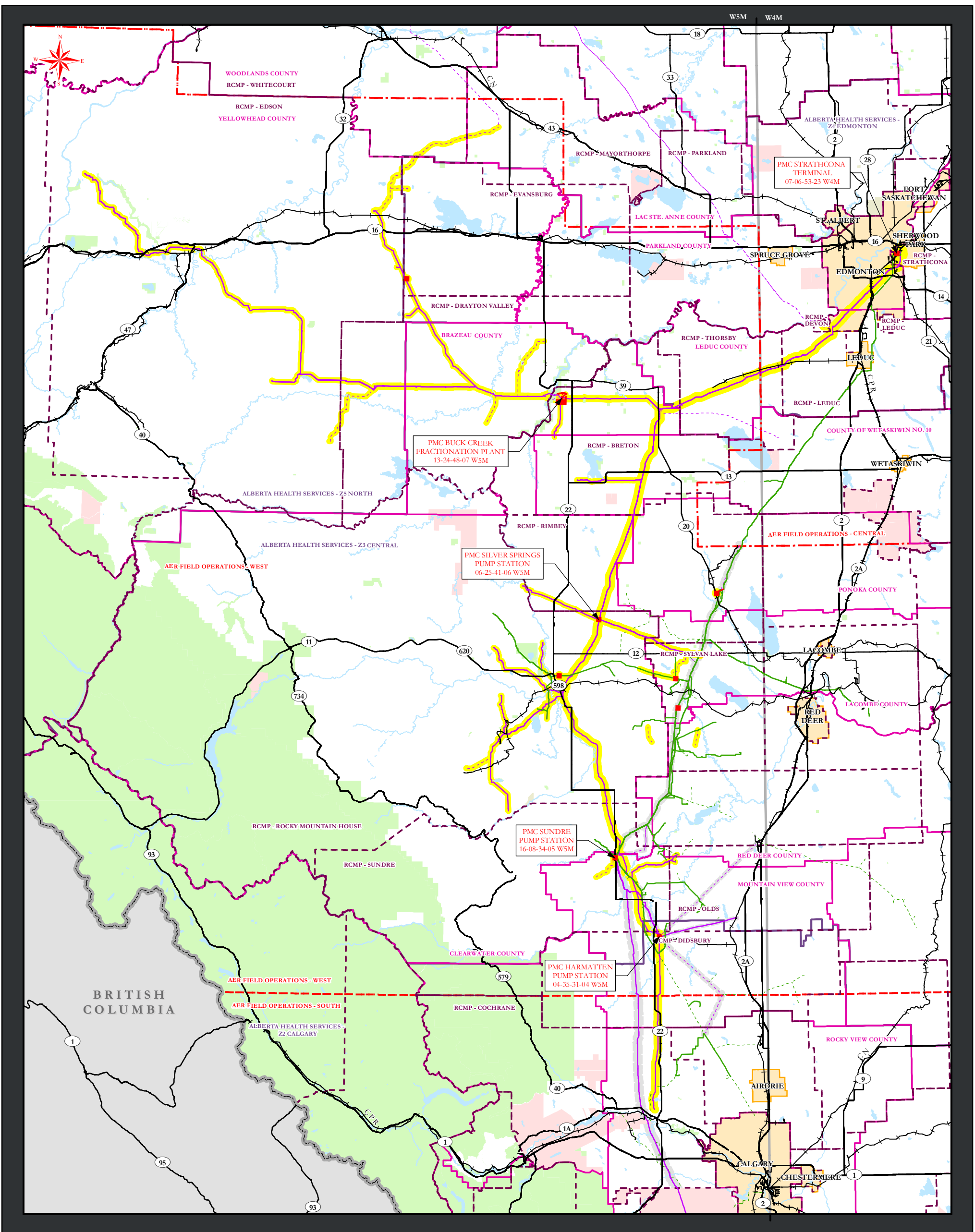
Ignition Procedures

If it is determined that ignition is required, the Incident Commander is fully authorized to ignite the release at the pipeline, facility or terminal. Ignition of the gas source would ensure your safety if evacuation was not practical.



Utility Safety Partners
(Click Before You Dig)
Call Toll Free: 1-800-242-3447
<https://utilitysafety.ca>

Plains Midstream Canada
24-hour Emergency Number
1-866-875-2554



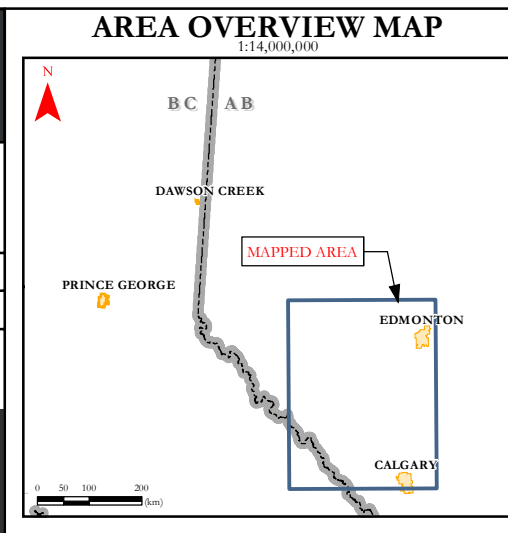
CO-ED PIPELINE SYSTEM
CO-ED / RANGELAND ERP

PLAINS MIDSTREAM CANADA

Draft Date: April 09, 2021 GLG Scale: 1:1,100,000 Map: 12180
Revision Date: March 30, 2022 AS UTM ZONE 11 NAD83

0 10 20 30 40 50 60 (km)

MAP PRODUCED BY **H2Safety** h2safety.ca



- Facility
- Gas Plant
- Gas Pipeline
- - - Discontinued Gas Pipeline
- Oil Pipeline
- - - Discontinued Oil Pipeline
- HVP Pipeline
- - - Discontinued HVP Pipeline
- - - Discontinued Misc. Fluids Pipeline
- Water Pipeline
- Major Highways_ALL
- Railway
- Waterbody
- First Nations Reserve
- Military Reserve
- Protected Area
- RCMP
- Local Authority
- AER Field Centre
- Health Authority
- EPZ
- Other EPZ