



## BOARD MEETING MINUTES February 16, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Tuesday, February 16, 2021 at 10:00 am via Zoom.

**ATTENDEES:** Joanne Drain: Chairperson, Marlene Anctil: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Sharon Groat: Board Member, Cathy Painter: Board Member, Debi Ruzek: Board Member; Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

**ABSENT:** Donna Stelmachovich: Vice-Chairperson

Minutes recorded by Dee-Anna Strandquist

### 1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 9:56 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 No additions or changes brought forward.

### 3. APPROVAL OF AGENDA

- 3.1 *Motion #10/21 to approve the agenda as presented – Sharon Groat – cd.*

### 4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #11/21 to approve the minutes of the meeting held January 18, 2021 as presented. – Debi Ruzek – cd.*

### 5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log
  - 5.1. a See Attachment #1

### 6. REPORT FROM MANAGEMENT

- 6.1 Annie Lok, Chief Administrative Officer, provided a written report. Said report will be maintained on file and contained information on the following:
  - 6.1. a Lodge
  - 6.1. b Self-Contained Apartments
- 6.2 York Creek Lodge Occupancy should be stated as 45.
- 6.3 *Motion #12/21 to accept the Report from Management as amended – Sharon Groat – cd*

**7. FINANCIAL STATEMENTS – January 2021**

- 7.1 Financial Statements for Self-Contained and Lodge as of January 31, 2021 were presented.
- 7.2 *Motion #13/21 to approve the Financial Statement for January 2021 as presented. – Cathy Painter - cd*

**8. CORRESPONDENCE**

- 8.1 Municipality Capital reserve letter
  - 8.1.a The \$74,809 remaining in reserve has been received.
  - 8.1.b Intent is to use funding to purchase nightstands and beds for the Dementia Units.

**9. BOARD CHAIRPERSON REPORT**

- 9.1 York Creek Residents' Association's (YCRA) new bus will be arriving on Thursday. Meeting at Volker Stevin for an Orientation.

**10. OTHER BOARD REPORTS**

- 11.1 Nothing to Report

**11. OLD BUSINESS**

- 11.1 Standing Item: Peaks to Pines Building
  - 11.1.a Construction is moving at a good pace. Still estimating late June/July for handover.
  - 11.1.b Hoping to set a date in March for another Board tour once all the walls are up.
  - 11.1.c Joanne requested YCRA be invited for a tour.
  - 11.1.d Executive Director of Crowsnest Community Services is interested in acquiring York Creek Lodge to carry out programming using college/university students.
- 11.2 AHS Funding proposal update
  - 11.1.a Instead of 20 SL3 beds, counter proposed 12 SL3 and an additional 8 SL4.

**12. NEW BUSINESS**

- 12.1 Approval of new Vision. Mission & Goal Statement
  - 12.1.a *Motion #14/21 to approve the new Vision. Mission & Goal Statement. –Debi Ruzek-cd.*

12.2 Approval of Policy 4.94 – Staff Meal Program

12.2.a *Motion #15/21 to approve Policy 4.94 – Staff Meal Program as amended. – Dave Filipuzzi – cd.*

12.3 Staff Job Satisfaction Survey

12.3.a Management to work on ways of improving Mental health of employees.

12.4 Staff Appreciation – Mar 5, 2021

12.4.a Annie to let Joanne know the number of employees receiving Long Service Awards

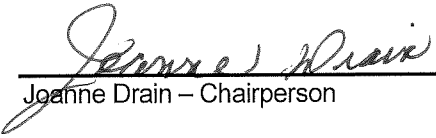
13. IN CAMERA

13.1 *Motion #16/21 to go in Camera at 11:23 P.M. – Marlene Anctil – cd*

13.2 *Motion #17/21 to come out of Camera at 11:31 P.M.– Debi Ruzek – cd*

14. ADJOURNMENT

14.1 *Motion #18/21 to adjourn at 11:36 P.M.- Dave Filipuzzi - cd*

  
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Joanne Drain – Chairperson