



BOARD MEETING MINUTES April 19, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, April 19, 2021 at 9:00 am via Zoom.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson, Marlene Ancil: 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:

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 9:03 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add "Joanne's issue" to In-Camera.

3. APPROVAL OF AGENDA

- 3.1 *Motion #30/21 to approve the agenda as amended – Sharon Groat – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #31/21 to approve the minutes of the meeting held March 22, 2021 as presented. – Sharon Groat – 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 Dave and Marlene will raise an amendment to the municipal budget to increase CPSH funding by \$1141 to match the approved CPSH budget. The amount received was based on the draft budget. They will also inquire about the status of a grant agreement.

6.3 *Motion #32/21 to accept the Report from Management as presented. – Cathy Painter – cd*

7. FINANCIAL STATEMENTS – March 2021

7.1 Financial Statements for Self-Contained and Lodge as of March 31, 2021 were presented.

7.2 Dave requested "Requisition" be changed to "Grant"

7.3 Note: budget deficit is "combined" deficit; YCL deficit is higher than P2P

7.4 The Board would like to see a list of P2P donations and what they are used for.s

7.5 *Motion #33/21 to approve the Financial Statement for March 2021 as presented. – Donna Stelmachovich - cd*

8. CORRESPONDENCE

8.1 SCU 2020 Surplus Carry Over to 2021

8.1.a Approved to Carry over \$3052 for replacing windows in the second floor hallway at Tecumseh.

8.2 KPMG letter

8.2.a Letter of concern from KPMG regarding the current funding relationship between CPSH and the Municipality of Crowsnest Pass. Formalization of a funding agreement is recommended.

9. BOARD CHAIRPERSON REPORT

9.1 Coleman Lion's Club agreed to donate \$7000 for P2P common room T.V. They will advance the funds upon receipt of our invoice.

10. OTHER BOARD REPORTS

10.1 Nothing to Report

11. OLD BUSINESS

11.1 Standing Item: Peaks to Pines Building

11.1.1 Summary of Build Committee Meeting

11.1.1.a Sharon & Debi toured the new building. It's looking very nice. A more reasonable timeline for the handover date has been requested

11.1.2 P2P Shed/Garage

11.1.2.a The shed for the Duet bikes has been ordered and will be moved to P2P when the site is handed over. The shed was funded by a Federal grant through the New Horizon's Program.

- 11.1.2.b Quotes have been requested for a 20 x 20 garage for comparative. Many Contractors were reluctant to give quotes due to the high lumber prices. Estimated cost is \$48,000.

11.2 AHS Funding proposal update

- 11.2.a AHS has increased proposed funding. By increasing homecare portion. Crystal still feels staffing in insufficient. They are unwilling to negotiate further.
- 11.2.b DLIP funding can be utilized for low income residents to cover the difference between their income and the rent rates.
- 11.2.c RN funding can be utilized to increase HCA direct care funding.
- 11.2.d *Motion # 34/21 to accept the funding model proposed by AHS for Peaks to Pines. – Donna Stelmachovich – cd.*

12. **NEW BUSINESS**

12.1 Requisition 2021 motion

- 12.1.a *Motion #35/21 to requisition the Municipality of Crowsnest Pass for \$386,275 for 2021. – Sharon Groat – cd.*
- 12.1.b Discussed requisitioning for the capital and operating reserves due to their depletion during 2021. A letter will be sent to the Municipality to provide notice of the intent to start requisitioning for reserves in 2022. CPSH discussed requisitioning a set amount per year of an amount agreeable to both parties.

12.2 2021 Resident Survey

- 12.2.a Discussed survey results and follow through.

12.3 Parking for SCU

- 12.3.a Existing parking at Tecumseh is insufficient; a number of residents are using the YCL parking lot but they will not be able to continue to do so after the move.
- 12.3.b Additional Parking is costly due to electrical and asphalt. Annie to include expansion of parking as part of the business plan.

12.4 Motion to approve purchase of plate-ware for P2P

- 12.4.a Received a 3 for 1 promotion for plate-ware.
- 12.4.b *Motion #36/21 to approve the purchase of plate-ware for P2P in the amount of \$9666.. – Sharon Groat – cd*

12.5 P2P Rent Analysis

12.5.a Reviewed analysis of Rent-Geared-to-Income (RGI) as compared to three potential levels of base rates, taking into consideration the number of residents affected and the impact from their current rates as well as remaining disposable income, and the overall revenue change.

12.5.b *Motion #37/21 to move to an RGI rent calculation process based on an \$800 Lodge Service Plan (LSP) for single studio suites and 30% of Income for base rent, effective the month of move in, and, to give as much notice as possible. – Donna Stelmachovich –cd.*

12.6 Policy 4.18-Guest Suites

12.6.a *Motion #38/21 to approve Policy #4.18-Guest Suites as amended. – Cathy Painter - cd.*

13. IN CAMERA

13.1 *Motion #39/21 to go in Camera at 11:31 A.M. – Cathy Painter – cd*

13.2 *Motion #40/21 to come out of Camera at 11:37 A.M.– Dave Filipuzzi – cd*

14. ADJOURNMENT

14.1 *Motion #41/21 to adjourn at 11:37 A.M.- Dave Filipuzzi - cd*



Donna Stelmachovich – Interim Chairperson