



## BOARD MEETING MINUTES July 27, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Tuesday, July 27, 2021 at 10:00 a.m. in the meeting room at the Kanata Inn in Blairmore, Alberta.

**ATTENDEES:** Debi Ruzek: Board Chairperson, Donna Stelmachovich: Vice-Chairperson, Marlene Ancil: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Sharon Groat: Board Member, Cathy Painter: 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 Debi Ruzek called the meeting to order at 10:07 a.m. and it was determined that a quorum of directors was present.

### **2. ADDITIONS/CHANGES TO AGENDA**

- 2.1 Add "Related Party" as Item 12.9
- 2.2 Add "Underage Resident Approval" as Item 12.10

### **3. APPROVAL OF AGENDA**

- 3.1 *Motion #66/21 to approve the agenda as amended. – Cathy Painter – cd.*

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

- 4.1 *Motion #67/21 to approve the minutes of the meeting held June 21, 2021 as presented. – Marlene Ancil – 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
- 6.3 *Motion #68/21 to accept the Report from Management as presented. – Sharon Groat – cd.*

**7. FINANCIAL STATEMENTS – June 2021**

- 7.1 Financial Statements for Self-Contained and Lodge as of June 30, 2021 were presented.
- 7.2 *Motion 69/21 to approve the Financial Statement for June 2021 as presented. – Marlene Ancilil - cd*

**8. CORRESPONDENCE**

- 8.1 Notice of sub-division application
  - 8.1.a For informational purposes
- 8.2 Municipal Presentation
  - 8.2.a Request to provide presentation and budget on Oct 14 at 11 a.m.
  - 8.2.b Management may not be able to attend due to impending move to P2P.
  - 8.2.c The board advised management to provide draft budget based on 2021 with projections as budget process will not start until October or November.
  - 8.2.d Discussion regarding requisition. Hoping new Ministerial Order for Peaks to Pines is clear.
- 8.3 Alberta Health COVID support funding
  - 8.3.a Received one-time payment of \$5128.57 for increased staffing, additional cleaning supplies, and PPE from March 2020 to March 2021.
- 8.4 Board Terms & Ad
  - 8.4.a The following board terms expire December 31, 2021: Donna, Sharon, Debi, in addition to an existing vacancy.
  - 8.4.b Deadline to apply is Sept 15, 2021.

**9. BOARD CHAIRPERSON REPORT**

- 9.1 The board chair requested the board maintain the board meeting schedule if we have quorum.
- 9.2 Board meeting start time to be changed back to 10:00 a.m.

**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 Expected Interim date is September 17, with October 1 as final hand-over.
- 11.1.1.b Tentative Furniture delivery is September 20.
- 11.1.1.c Working on a move team and plan.
  - 5 days to 10 days for assembly of new furniture
  - suggestions for movers: high school students, volunteer ad, service clubs, request help from municipality for a day or two.

**12. NEW BUSINESS**

12.1 Approve GP Update

- 12.1.a *Motion # 70/21 to approve the update to the accounting system as quoted at \$7,875. – Donna Stelmachovich– cd.*

12.2 Approve P2P other service charges

- 12.2.a Remove telephone as an extra charge. Residents will continue to be required to arrange phone services on their own.
- 12.2.b Medication Assistance program is only for regular lodge, Not SL3 or higher.
- 12.2.c *Motion #71/21 to approve the P2P other service charges as amended. –Cathy Painter–cd*

12.3 Approve DSL rent rate

- 12.3.a The current maximum accommodation charge for designated supportive living (DSL) is \$2132 per month, effective July 1, 2021.
- 12.3.b *Motion #72/21 to set the DSL rate for P2P at \$2132 per month. – Sharon Groat – cd.*

12.4 Move Plan

- 12.4.a Discussed plan for moving residents.
- 12.4.b Surveyed family and residents to see if they would move on their own or pay \$100 towards the cost of the moving company; 60% willing to pay for mover. Residents will be provided with plastic tote boxes.

12.5 P2P Soft opening or Grand Opening plan

- 12.5.a Discussed the difference between a soft opening and a grand opening.
- 12.5.b Annie to inquire as to whether there's a preferred guideline for the grand opening timeframe.

12.6 Tour of P2P

- 12.6.a Tabled to next meeting
- 12.7 Policy #2.24 – Access to Designated Living Option
  - 12.7.a See #12.8.a
- 12.8 Policy #2.25 – Advance Care Planning
  - 12.8.a *Motion #73/21 to approve Policy #2.24 – Access to Designated Living Option and Policy #2.25 – Advance Care Planning as presented. – Marlene Ancil – cd.*
- 12.9 Related Party
  - 12.9.a *Motion #74/21 that the board is aware the organization has paid for services provided by Sweet Results, a related party to Annie Lok. – Marlene Ancil – cd.*
- 12.10 Underage Resident Approval
  - 12.10.a *Motion #75/21 to approve an underage applicant for residency in the lodge. – Dave Filipuzzi – cd.*

**13. IN CAMERA**

- 13.1 *Motion #76/21 to go in Camera at 12:45 P.M. – Marlene Ancil – cd*
- 13.2 *Motion #77/21 to come out of Camera at 1:46 P.M.– Dave Filipuzzi – cd*
- 13.3 *Motion #78/21 to open discussions with the union regarding wages for the new classifications for P2P. –Sharon Groat -cd.*
- 13.4 *Motion #79/21 to increase the operating budget for 2021 by \$20,000 to accommodate two new positions, if required. – Dave Filipuzzi – cd.*

**14. ADJOURNMENT**

- 14.2 *Motion #80/21 to adjourn at 1:49 P.M.- Dave Filipuzzi - cd*



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Debi Ruzek – Board Chairperson