



## BOARD MEETING MINUTES August 23, 2021

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, August 23, 2021 at 10:00 a.m. in the meeting room at the Kanata Inn in Blairmore, Alberta.

**ATTENDEES:** Debi Ruzek: Board Chairperson, Marlene Ancilil: 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:** Donna Stelmachovich: Vice-Chairperson

Minutes recorded by Dee-Anna Strandquist

### 1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:05 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add "Teck Advisory Committee Appointment" as Item 12.6

### 3. APPROVAL OF AGENDA

- 3.1 *Motion #81/21 to approve the agenda as amended. – Cathy Painter – cd.*

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

- 4.1 *Motion #82/21 to approve the minutes of the meeting held July 27, 2021 as amended. – Marlene Ancilil – 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 #83/21 to accept the Report from Management as presented. – Dave Filipuzzi – cd.*

**7. FINANCIAL STATEMENTS – July 2021**

- 7.1 Financial Statements for Self-Contained and Lodge as of June 30, 2021 were presented.
- 7.2 *Motion #84/21 to approve the Financial Statement for July 2021 as presented. – Marlene Ancil - cd*

**8. CORRESPONDENCE**

- 8.1 Letter from Sharon Groat
  - 8.1.a For informational purposes. Sharon will not be reapplying for another term. The board thanks her for her many years of service.

**9. BOARD CHAIRPERSON REPORT**

- 9.1 York Creek Residents' Association (YCRA) Update
  - 9.1.a A motion has been made that CPSH will be the beneficiary if the YCRA were to dissolve.
  - 9.1.b The YCRA would like to donate \$5,000 to the art project, with the stipulation the art must be from local artists.
- 9.2 Art work
  - 9.2.a Working on local artwork pricing and mural for dementia exit doors.
  - 9.2.b Annie working on donation letters for Health Art. Will go out soon. Suggested to give to Chamber of Commerce for posting and inquire about municipal newsletter.
  - 9.2.c The YCRA can give out tax receipts for any donations over \$20.

**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 Updated timeline – early to mid-November for handover. At least 5 more weeks before the first-floor ceiling will be put up.
    - 11.1.1.b Leased a 500 gallon tank for P2P for use as a backup (2-3 days of propane). Estimated costs are \$12-1500 for the initial fuel and \$125 per year for the lease. Propane has roughly a 30-year life.
    - 11.1.1.c Vinyl sheet flooring hasn't been installed correctly so pattern doesn't match up. Replacement would cause significant delays.
    - 11.1.1.d First commissioning meeting was on August 18. Most items cannot be completed yet
    - 11.1.1.e Board to re-visit tour date at September meeting.

11.1.2 Capital Reserve Update

- 11.1.1.b Updated reserve expenditure budget provided. Variance from Financial Report as financial capital spending report only includes items for which invoices have been received, some of which are only part-payments.

**12. NEW BUSINESS**

12.1 Policy #2.26 – Choking Prevention and Management

- 12.1.a See Item # 12.4

12.2 Policy #2.27 – Continuing Care Health Service Standards Compliance Audit

- 12.2.a See Item # 12.4

12.3 Policy #3.07 – Emergency Response Codes

- 12.3.a See Item # 12.4

12.4 Policy #4.18 – Guest Suite

- 12.4.a *Motion #85/21 to approve Policy #2.26 – Choking Prevention and Management, Policy #2.27 – Continuing Care Health Service Standards Compliance Audit, Policy #3.07 – Emergency Response Codes, and, Policy #4.18 – Guest Suite with amendment as presented. – Dave Filipuzzi*

Friendly amendment to policy #4.18 to limit the number of people to 4. – Debi Ruzek- cd.

12.5 Approval of P2P Information Technology transition and installation

- 12.5.a *Motion #86/21 to approve the estimate from Isosceles for \$13,601.00. –Cathy Painter–cd.*

12.6 Teck Advisory Committee Appointment

- 12.6.a Committee has had a vacancy since Joanne's resignation. It meets quarterly; the next meeting is in November.

- 12.6.b Tabled to next meeting.

**13. IN CAMERA**

- 13.1 Not required.

**14. ADJOURNMENT**

- 14.2 *Motion #87/21 to adjourn at 12:10 P.M.- Dave Filipuzzi - cd*



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Debi Ruzek – Board Chairperson