



BOARD MEETING MINUTES

November 9, 2022

A special meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Wednesday, November 9, 2022 at 11:00 a.m. at Country Encounters in Coleman, Alberta.

ATTENDEES: Debi Ruzek: Board Chairperson' Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Donna Stelmachovich: Vice-Chairperson, Marlene Anctil: Board Member, Cathy Painter: Board Member, Annie Lok: Chief Administrative Officer,

Minutes recorded by Annie Lok

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 11:11 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Additions 11.10 CAO Contract review

3. APPROVAL OF AGENDA

- 3.1 *Motion # 139/22 to approve the agenda as amended. — Dean Ward - cd*

4. APPROVAL OF PRIOR MINUTES

- 4.1 *Motion # 140 /22 to approve the minutes of the meeting held October 24, 2022 as presented. — Susan Demchuk— cd.*
- 4.2 *Motion #141/22 to approve the minutes of the meeting held October 28, 2022, as presented - Dean Ward — cd.*

5. BUSINESS ARISING FROM THE MINUTES

Action log as presented.

6. CORRESPONDENCE

- 6.1 Municipality Board terms 2023 – Debi Ruzek highlighted that 5 current board members may potentially be changed out in 2024 due to expiry terms. Board applications should be forwarded to CPSH Board for review by Municipality and recommendations can then be forwarded back to Municipality for considerations.

7. BOARD CHAIRPERSON REPORT

- 7.1 No other Board reports.

8. OTHER BOARD REPORTS

No Report

9. OLD BUSINESS

9.1 Peaks to Pines Building (P2P)- Standing Item

- 9.1.1 Suspected gas leak. 6 residents on level 1 evacuated from their suite toward the west side of the building. Fire Department attended to the emergency call out. No gas was detected by Atco. Further investigation ongoing. No staff or residents impacted.
- 9.1.2 Heat issues on the 3rd floor where hallways were at 17°C. Found drafty windows. Mechanical contractor came on site to rectify issues with controllers. Further probe to find the source of vent operation not aligning with the system controls. Calibration issues.

- 9.2 Recruitment status – Continued with LPN and HCA hiring. Engaged in contract workforce for a LPN hire.
- 9.3 Meet CUPE Nov 21. Coordinate web meeting with Janet Money Nov 18.
- 9.4 Snow removal tender issued to local contractor.

12. NEW BUSINESS

No new business

13. IN CAMERA

- 13.1 *Motion #142/22 to go In Camera at 11:46 AM. – Cathy Painter– cd*
- 13.2 *Motion #143/22 to come out of Camera at 11:55pm – Cathy Painter – cd*
- 13.3 *Motion #144/22 to accept new CAO contract and job description as presented.*

14. ADJOURNMENT

- 14.2 *Motion #145/22 to adjourn at 11:58pm – Dave Filipuzzi – cd.*

Next Board meeting Nov 28, 2022 at 10am; location Peaks to Pines Senior Lodge Board room.



Debi Ruzek – Board Chairperson