



BOARD MEETING MINUTES January 23, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, January 23, 2023 at 10:05 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filpuzzi: Municipal Councillor, Susan Demchuk: Board Member, Donna Stelmachovich: Vice-Chairperson, Marlene Anctil: Board Member, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

ABSENT: None

Minutes recorded by Shannon Harker

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 Move 12.1 Bargaining update into camera

3. APPROVAL OF AGENDA

- 3.1 Motion #01/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 02/23 to approve the minutes of the meeting held December 19, 2022 as presented. — Cathy Painter – cd.

5. BUSINESS ARISING FROM THE MINUTES

Parking lot burnt out lights are fixed at SCU Techumseh
YCL repair delayed due to ice build-up.
New Board of Directors expense form complete.

6. CORRESPONDENCE

- 6.1 Funding letter
#03/23 Motion to accept as information – Susan Demchuck – cd.

7. GUEST ATTENDANCE

- 7.1 Pauline from the Residents Association attended to speak on:
 - Fundraising Goals – eliminate buss fees, purchasing planters, shading and seating
 - Obtaining a liquor license – where is the liability, more information is required from Pauline

8. MANAGEMENT REPORTS

8.1 #04/23 motion to approve the Report from Management as presented – Dean Ward – cd.

9. FINANCIAL REPORT

9.1 #05/23 Motion to approve the financial statement as presented – Susan Demchuck – cd

9.2 #06/23 motion to requisition \$150000.00 for operating reserve – Susan Demchuck – unanimous

9.3 #07/23 motion to accept municipal grant as per municipal budget \$440929.00 – Susan Demchuck – unanimous

10. BOARD CHAIRPERSON REPORT

10.1 No Report

11. OTHER BOARD REPORTS

11.1 No Report

12. OLD BUSINESS

12.1 Cell Phone issues are in the process of being resolved, Emergency call system still experiencing issues, landlines are cutting in/out. There will be a walk-thru and extra training done with the provider company

13. NEW BUSINESS

13.1 Emergency Response Plan approved.

13.2 Policy 4.01 Resident: Rental Rate, Payment and Refund Policy
#08/23 Motion to accept Policy 4.01 as amended removing dollar amounts – Dean Ward - cd

13.3 Policy Programs 1.0 Resident and Family Council
#09/23 motion to accept policy Programs 1.0 – Dean Ward – cd

13.4 Policy Resident Care 2.02 Fall Prevention and Management
#10/23 motion to accept as amended including calling families in the checklist – Dean Ward – cd

13.5 Contingency Plan for Interruption of Services Policies

1.0 #11/23 motion to accept Fire Alarm/Sprinkler Systems – Cathy Painter – cd

1.1 #12/23 motion to accept Natural Gas – Dave Filipuzzi – cd

1.2 #13/23 motion to accept Loss of Water – Dean Ward – cd

1.3 #14/23 motion to accept Boil Water Advisory – Dean Ward – cd

1.4 #15/23 motion to accept Power – Dave Filipuzzi – cd

1.5 #16/23 motion to accept Food Services – Cathy Painter – cd

1.6 #17/23 motion to accept Food – Cathy Painter – cd

- 1.7 #18/23 motion to accept Laundry – Marlene Anctil – cd
- 1.8 #19/23 motion to accept Elevator – Dean Ward – cd

13. IN CAMERA

- 13.1 Motion #20/23 to go In Camera at 1:01P.M. –Marlene Anctil – cd
- 13.2 Motion #21/23 to come out of Camera at 1:08PM – Cathy Painter - cd

14. ADJOURNMENT

- 14.2 Motion #22/23 to adjourn at 1:08pm – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson