



BOARD MEETING MINUTES February 27, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, February 27, 2023 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager, Shannon Harker: Office Manager

ABSENT: Donna Stelmachovich: Vice-Chairperson, Marlene Anctil: Board Member, Cathy Painter: Board Member

Minutes recorded by Shannon Harker

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:00 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 No changes

3. APPROVAL OF AGENDA

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

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 24/23 to approve the minutes of the meeting held January 23, 2023, as presented. – Susan Demchuck – cd.

5. BUSINESS ARISING FROM THE MINUTES

There needs to be a policy regarding alcohol service created for resident functions.

6. CORRESPONDENCE

- 6.1 No correspondence

7. MANAGEMENT REPORTS

- 7.1 #25/23 motion to approve the Report from Management as presented – Dean Ward – cd.

8. FINANCIAL REPORTS

- 8.1 #26/23 Motion to approve the financial statement as presented – Dean Ward – cd.

9. BOARD CHAIRPERSON REPORT

9.1 No Report

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUSINESS

11.1 Phone issues are almost resolved, focusing on better training for calls.

11.2 Warranty walk-thru rescheduled due to inclement weather.

12. NEW BUSINESS

12.1 Policy 4.94 Staff Meal Program

#27/23 motion to accept Policy 4.94 as presented – Dave Filipuzzi – cd.

12.2 Policy 4.92 – Tabled

#28/23 Motion to table Policy 4.92 until next meeting – Dave Filipuzzi - cd

12.3 Policy 1.10 contingency for extreme heat #29/23 motion to accept as presented – Dave Filipuzzi – cd.

12.4 Policy 1.11 Contingency for insufficient heat #30/23 motion to accept as presented – Susan Demchuck – cd.

12.5 Policy 7.01 Operating Reserve and Capital Reserve #31/23 motion to accept as presented - Dean Ward - cd.

12.6 Policy 6.02 Distribution of T4 slips - #32/23 motion to accept as presented – Susan Demchuck – cd.

12.7 Policy 3.08 Workplace Harassment and Violence – #33/23 motion to accept as presented – Dean Ward – cd.

12.8 Discussions and policies on Towels and Linens and Fee increases were tabled until the next meeting on March 20, 2023.

13. IN CAMERA

13.1 No Camera

14. ADJOURNMENT

14.2 Motion #34/23 to adjourn at 11:55am – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson