



BOARD MEETING MINUTES

April 17, 2023

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Monday, April 17, 2023 at 9:57 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Deb Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Donna Stelmachovich: Vice-Chairperson, Cathy Painter: Board Member, Shelley Price: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager,

ABSENT: Marlene Ancil: Board Member, Susan Demchuk: Board Member, Shannon Harker: HR

Minutes recorded by Shelley Price

1. CALL TO ORDER

- 1.1 Deb Ruzek called the meeting to order at 9:57a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Addition of 13.4 – Linens and Towels
- 2.2 Resident Association update

3. APPROVAL OF AGENDA

- 3.1 Motion #51/23 to approve the agenda as amended. — Dean Ward – cd.

4. APPROVAL OF PRIOR MINUTES

- 4.1 Motion # 52/23 to approve the minutes of the meeting held March 20, 2023, as presented. — Dave Filipuzzi – cd.

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Review and approval of Fee Schedule for WW, TMM and P2P
Motion #53/23 to approve schedule with noted changes - Dean Ward – cd.

There was a discussion regarding resident parking in the front of the building, and staff parking on the front street.

6. CORRESPONDENCE

- 6.1 No correspondence.

7. MANAGEMENT REPORTS

- 7.1 #54/23 Motion to approve the Report from Management as presented – Cathy Painter – cd.

BOARD MEETING AGENDA

Date: Tuesday, May 23, 2023
Time: 1300hr
Type of Meeting: Regular Board Meeting at Peak to Pines
Meeting facilitator: Board Chair/Co-Chair – Debi Ruzek/Donna Stelmachovich
Absent: Donna Stelmachovich

1. Call to order.
2. Additions/Changes to Agenda
3. Approval of Agenda
4. Approval of Prior Minutes
Regular Board meeting April 17, 2023.
5. Business Arising from the Minutes
 - Parking follow-up
6. Correspondence – no report
7. Management Report
8. Finance Report Dee-Anna
9. Board Chairperson Report – Debi
10. Other Board Reports
11. Old Business
12. Delegate – none
13. New Business
 - 13.1 Review/approval of Electricity and Gas for 2024
 - 13.2 Approval of Applicant for West Winds
 - 13.3 Policies
 - 5.11 Mileage-Travel
 - 4.02 Resident Request, Complaint and Concerns Resolution – housekeeping & addition to form
 - 5.15 Out of scope employees
 - 13.4 Mission, Vision, and Values – correct version in question
 - 13.5 Board Matrix Competency – draft for review – submission required June 30
 - 13.6 One-year Anniversary Peak to Pines June 14 – 2:30 p.m. cake and beverages – Board invite
 - 13.7 Resident Association Letter – Request for purchases
14. In Camera
 - 14.1 Negotiations

Adjournment

The next regular board meeting – June 19, 2023, 1000hr

8. FINANCIAL REPORTS

8.1 #55/23 Motion to approve the financial statement as presented – Donna Stelmachovich – cd.

9. BOARD CHAIRPERSON REPORT

There was a discussion regarding needing to have a Preventative Maintenance program.

10. OTHER BOARD REPORTS

10.1 No Report

11. OLD BUSINESS

11.1 P2P warranty in CAO report

12. DELEGATE

12.1 None

13. NEW BUSINESS

13.1 Review/approval for Rent Ceiling rate for WW and TMM for Sept 1, 2023

Motion #56/23 to approve rent ceiling in SCUs at \$723 – Dean Ward – cd.

Motion #57/23 to approve the new budget with amendments – Dean Ward – cd.

13.2 Board Skills Matrix – Completed.

13.3 Policies – Board approval

- New policy – Alcohol Intoxication – Resident - Motion # 58/23 to approve – Dean Ward – cd.
- New policy – Alcohol Consumption - Resident - Motion # 59/23 to approve – Dave Filipuzzi – cd.
- Update – Health and Safety Policy – Motion #60/23 to approve – Cathy Painter – cd.

- New Policy – First Aid Training Requirements – Motion # 61/23 to approve – Dean Ward – cd.
- New Policy – Working Alone – Motion # 62/23 to approve – Dean Ward – cd.
- New policy – Nurse call system interruption – Motion # 63/23 To Approve – Cathy Painter – cd.
- New Policy – Telephone Interruption final – Motion 64/23 to approve – Dave Filipuzzi – cd.

13.4 Linens and Towels – Discussion regarding sale of inventory.

14. IN CAMERA

No Camera

15. ADJOURNMENT

15.1 Motion #65/23 to adjourn at 1:32pm – Dave Filipuzzi - cd



Debi Ruzek – Board Chairperson