



**GRANDE SPIRIT FOUNDATION BOARD MINUTES**  
**Lakeview, Clairmont, 9:30 am**  
**Friday June 28, 2024**

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Alvin Hubert	Saddle Hills County - Virtual
	Chris Thiessen	City of Grande Prairie
	Jonathan Siggelkow	Town of Sexsmith
	Tom Burton	MD of Greenview
	Denise Joudrey	Birch Hills County
	Denise Skoworodko	Town of Spirit River
	Joanne Chelick	Village of Rycroft
	Tanya Skinner	Town of Wembley
	Tony van Rootselaar	MD of Spirit River
	Karen Rosvold	County of Grande Prairie - Virtual
Administration:	Steve Madden	CAO - Virtual
	Kelsey Edginton	Executive Assistant
	Ryan Mysko	Director of Finance
	Wendy Vandelaar	Acting Director of Operations

1. CALL TO ORDER

*J. Kokotilo-Bekkerus called the meeting to order at 9:36 am.*

*A long-standing employee is retiring this month. Wanted to express how grateful the board is for the example they have been to Grande Spirit Foundation. The board would like to thank you for the support of the Director of Operation over the last few months and with the opening of the new Pleasant View Lodge.*

2. CHANGES AND OR ADDITIONS TO AGENDA

*Addition of Closed Session 11.2 Finance*

3. APPROVAL OF AGENDA

**RESOLUTION # 1755 – Moved by D. Skoworodko to approve the agenda with changes. CARRIED**

4. APPROVAL OF MINUTES – May 24, 2024

**RESOLUTION # 1756 – Moved by D. Joudrey to approve the minutes as presented. CARRIED**

- April 15, 2024 -Special Board Meeting

**RESOLUTION # 1757 – Moved by J. Chelick to approve the minutes as presented. CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

*The report was included in the package that was sent out. Everyone was busy up to the grand opening on June 1, 2024. A lot of time since the grand opening has been spent on agreements. The Town of Wembley has sent a letter stating they do not want to pursue the family housing units in Wembley, which means they will be removed from the business plan. The Town of Sexsmith has sent a letter about more seniors housing in Sexsmith, which will be included in the August board package.*

*Met with Birch Hills County Council, which was a very positive meeting with a lot of good questions. Communications was brought up, communication is directly to board members. Other municipalities have communications, but those municipalities have a communications team whereas Grande Spirit Foundation does not. GSF could increase communication piece by increasing capacity if required to go out to the member municipalities. All minutes, a month behind to catch board approvals, will be posted on the website.*

*A huge thank you to everyone who attended and helped with the grand opening event for Pleasant View Lodge. It was a big success with a great turnout.*

*T. van Rootselaar – Was a great event and grateful for everyone who came, and all the hard work Grand Spirit Foundation put into the event.*

*D. Joudrey – Lot's of smiles to be seen that day and the Friends of the Foundation made 949 lemonades.*

*J. Chelick – Kids were excited to see the new building and everything going on that day.*

*Thank you to the Town of Wembley and the support they gave that day, and the cotton candy station.*

7.1 RFD – AHS Service Agreement

**RESOLUTION # 1758 – Moved by T. Burton to move into closed session at 10:04 am. CARRIED**

**RESOLUTION # 1759 – Moved by C. Thiessen to move out of closed session at 11:13 am. CARRIED**

**RESOLUTION # 1760 – Moved by T. Burton to defer this discussion until further review of AHS agreement by RMRP, Grande Spirit Foundation and Alberta Health Services. CARRIED**

#### 6.1.a Grand Opening Committee

##### 6.1.b. Building Committee

*CAO Madden chaired the last building committee meeting on June 17<sup>th</sup>. BA Holdings is very close to being complete with the design drawings for the underground parking. The development permit is ready for submission. Looking good with the city now. There are some concerns around cost if the Smith Lands project falls through as money has already been put not the project. There have been concerns around permit fees that have been paid. The City of Grande Prairie typically waives fees for non-profits but seeing as this a joint venture, it is a grey area on if it would happen. There is a city program that is up and running with fees being waived until \$1 million is spent for developers to get more doors in the city built.*

*With the old Pleasant View Lodge, there are concerns around the cost of the building and selling it for \$1. There was an expression of interest that was sent out with only one proposal coming back in from the MD of Spirit River. In their proposal they would like Grande Spirit Foundation's help with the asbestos that is in the building. There have been talks with the MD of Spirit River and there is a report that states where the asbestos is in the building, but the MD of Spirit River will have consultants come to examine the building further before there is any more progress on the old building. There is no information to bring back from the consultants currently.*

##### 6.1.c Policy Committee

*The policy committee had the first meeting on Jun 17<sup>th</sup>, with K. Rosvold being chosen as chair. It was a good meeting with some recommendations coming to the board and some items being sent back for more review.*

#### 6.2. Portfolio Report

*There are some changes in number from last month to this month. There is a waitlist for the Spirit River seniors' apartments, which will fill the vacant units.*

#### 6.3. Finance Report

*This report was included in the package. The biggest update is on the building condition assessment. Fire and Form were chosen for this project, with site reviews and drawings being drafted. An energy report should be following in the next couple of weeks.*

*On the finance side, doing better than what was budgeted. Rent is up and the provincial side is doing well this year. The sites that are high on the maintenance side are being looked at. Overall, the lodge budget is in deficit. Looking at two options to minimize losses, raise more money or spend less. If interest rates continue to stay high, the returns will be higher. Maintenance costs are either operational or capital and once the building assessment comes back, can find the capital items to reduce the operation side.*

##### 6.3.a. Finance Committee

*Copies of the minutes have been included in the package for the finance committee meetings. It is more information on the discussion sessions and the recommendations that are coming forward with the budget items.*

*K. Rosvold left at 11:40 am*

#### 6.4. Maintenance Report

*The biggest highlight on the maintenance side is replacement of the Facilities Maintenance Coordinator. The new coordinator was a maintenance tech at Lakeview and is doing well in this position so far. Spirit River was the biggest focus for maintenance as there are a lot of background items and training with the new building. There was a flood in the basement of the new lodge due to construction debris in the sewer line. There was some damage, but the province is handling this with the contractor. TELUS has been a struggle since the building opened but things are looking up with the phones now working. TELUS gave the end of June as a deadline to get the TV's up and running.*

#### 6.5. Director of Human Resources Report

*The report was included in the package. With positions opening, there is a timeline on how things go. The job posting must be posted for 10 days, with Operations working with district managers to make sure there is coverage while the position is open. The IT department has been transferred over to Operations.*

#### 6.6. Director of Operations Report

*Report included in the package with no questions or concerns.*

#### 6.7. Project Manager Report

*The report was not in the package but a brief update, DeBolt has had an RFP go out for access ramps and landscaping as it was over \$100,000. This is for six units and hoping it can be done by August but unsure on a timeline currently. Keeping the MD of Greenview updated on what is happening with DeBolt. ATCO has been a hold up, with the designed that were submitted being rejected. A different plan is being put in place with the added cost of \$15,000 to the project.*

#### 6.8. Action Listing

*One spelling item in the list, but it is nice to see a lot of completed items.*

**RESOLUTION # 1761– Moved by C. Thiessen to accept 6.1 to 6.8 as information. CARRIED**

### 7. NEW BUSINESS

#### 7.2 RFD – Internet Fiber – Spirit River Apartment Building

*The board would like to move this item to the August 2024 meeting.*

**RESOLUTION # 1762 – Moved by J. Siggelkow to defer this item to the August board meeting with more information. CARRIED**

#### 7.3 RFD – Cedar Point – Tenant Management Assistance Request

*Grande Spirit Foundation was approached by the City of Grande Prairie for tenant management of Cedar Point. The city would like tenant management of 42 units that are self-contained apartments, with the hopes Grande Spirit Foundation use the current waitlist to fill the units. The last meeting with the city, some questions were answered regarding rent and room size. The units will have small kitchenettes with a cost of \$850 per month. There are concerns over a higher turnover rate with Cedar Point and with a higher turnover rate would mean an additional position would be needed for the work being done. The amount that would be offered to the tenant management would barely cover the cost of another position so Grande Spirit Foundation would need to find the funds to cover that cost. Administration has not gone back to the city about this as it is information gathering right now. The board would like to see Grande Spirit Foundation stick to seniors and family housing and to not move forward with the city on this request.*

**RESOLUTION # 1763 – Moved by T. Burton to approve Grande Spirit Foundation taking no action on the City of Grande Prairie request for tenant management of Cedar Point. CARRIED**

#### 7.4 RFD – 2025 Lodge Budget

*Finance would like to thank the finance committee for all the help with the long process of the budget. Having the input of the committee is very helpful when planning the budget.*

*There is a projected \$3.15 million deficit before any municipal requisition money is considered. Finance would like a rental increase of \$25 for all residents and a 5% municipal requisition increase. With this increase it would leave the deficit at \$109,000 which would be funded by the accumulated surplus reserve.*

*On the rent side, something that was not anticipated with the 2024 increase was the classification or rate bracket of someone with provincial and federal increases to income. The increase from the government could move someone into a new bracket as the increase was higher than anticipated, and therefore the income brackets have been adjusted on the 2025 rate sheet. The Lodge Assistance Grant will see an increase this year. The occupancy rate used for the budget was 1%, with prior years using 3%. Finance is trying to use a reasonable vacancy rate when calculating these times.*

*Salaries are currently the big expenditure with union negotiations come up in 2025.*

C. Thiessen left at 12:30 pm  
Break at 12:30 pm  
Return at 1:00 pm

Finance has calculated that 2026 budget should break even but 2027 will slide back into a deficit. This is with a projected 5% municipal requisition increase and a \$25 rental increase. The rental rate sheet has been updated to reflect the minimum senior's income with the categories falling in line with the increase. This is meant to keep things stable. There have been small adjustments to other rate categories including resident rate services. This is updated to reflect the charges for replacing keys, fobs and nurse call pendants. These items are provided when the resident moves in so if they are damaged or lost the resident will be charged.

**RESOLUTION # 1764 – Moved by D. Skoworodko to approve the 2025 lodge budget as presented. CARRIED**

**RESOLUTION # 1765 – Moved by D. Joudrey to approve the 2025 rental rate schedule as presented. CARRIED**

**RESOLUTION # 1766 – Moved by T. van Rootselaar to approve the 2025 residential services schedule as presented. CARRIED**

**RESOLUTION # 1767 – Moved by J. Siggelkow to approve the 2025 municipal requisition increase as presented. CARRIED**

#### 7.5 RFD – 2024 Rent Ceilings

Rent ceilings are determined each year, using the household income limit that is provided by the province. The rent ceilings are on the senior self-contained units with no changes from last year. It is a requirement to have a rental cap for these units. The board would like to see an adjustment made so that the units in DeBolt, Eaglesham and Wanham are at a maximum of \$600. Administration will revise the sheet for 2025 as the current year is half over.

**RESOLUTION # 1768 – Moved by J. Siggelkow to approve the 2024 Seniors Apartment Rent Ceilings and review adjustments for 2025. CARRIED**

#### 7.6 RFD – Policy Committee Terms of Reference

The policy committee has reviewed the Terms of Reference and found some small changes that have been made. There are two different policy committees, one with the executive team which builds and updates the policies, and then those are taken to the board committee where the recommendations come from. The committee is recommending the board approve the Terms of Reference.

**RESOLUTION # 1769 – Moved by J. Chelick to approve the Policy Committee Terms of Reference as presented. CARRIED**

#### 7.7 RFD – Grande Spirit Foundation Bylaw

This has come to the board for discussion as this bylaw should be a policy. This needs to have an in-depth discussion so moving it to the August 2024 meeting would be beneficial.

**RESOLUTION # 1770 – Moved by A. Hubert to defer this item to the August board meeting. CARRIED**

#### 7.8 RFD – Death of a Resident Policy

This is an updated policy that has been reviewed by the policy committee. This is not a new policy and needs to be revised to be in the proper format and to add more information.

**RESOLUTION # 1771 – Moved by J. Siggelkow to approve the Death of a Resident policy as presented. CARRIED**

#### 7.9 RFD – Audited Financial Statements Policy

This policy has been reviewed by both the finance committee and the policy committee. This policy is a result of the board wanting to see an auditor process. This policy allows administration to start the process for an auditor with the selection criteria process. This policy provides more of a road map for future conversations.

**RESOLUTION # 1772 – Moved by D. Joudrey to approve the Audited Financial Statements policy as presented. CARRIED**

#### 7.10 RFD – Records Management and Retention Policy

This is a new policy that has been reviewed by the policy committee. It was created to combine both records management and retention. The policies that were in place are lacking information and the province made changes

*to the Management Body Handbook where housing management bodies can now determine their records management and retention. The policy covers all physical and electronic records that are used by Grande Spirit Foundation.*

**RESOLUTION # 1773 – Moved by T. Skinner to approve rescinding policies 6-0800 Records Management and 6-0820 Records Retention. CARRIED**

**RESOLUTION # 1774 – Moved by D. Skoworodko to approve policy 6-1940 Records Management and Retention as presented. CARRIED**

8. UNFINISHED BUSINESS

8.1 RFD – 2024 Business Plan Submission

*This item was presented to the board at the May 2024 meeting. This is not the full business plan that is submitted to the province, but rather an amendment to the appendixes that the province provides. Administration is looking for approval to get the business plan submitted by the June 30<sup>th</sup> deadline.*

**RESOLUTION # 1775 – Moved by J. Siggelkow to approve the 2023-2025 business plan as amended for submission to the province. CARRIED**

9. CORRESPONDENCE

9.1 ASCHA Summary & Analysis of 2024 Alberta Budget.

9.2 Seniors Income Amounts April – June 2024

9.3 2023 Annual Report

9.4 CMHC Federal Support for Spirit River

**RESOLUTION # 1776 – Moved by J. Chelick to accept 9.1 to 9.4 as information. CARRIED**

10. ROUND TABLE

11. CLOSED SESSION

**RESOLUTION # 1777 – Moved by T. Burton to move into closed session at 1:58 pm. CARRIED**

*T. van Rootselaar left at 2:11 pm*

**RESOLUTION # 1778 – Moved by J. Chelick to move out of closed session at 2:12 pm. CARRIED**

12. NEXT MEETING:

12.1 Board Meeting – August 23, 2024

13. ADJOURNMENT: Adjourned at 2:13 pm

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*Judy Kokotilo-Bekkerus, Chair*

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*Date*

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*Steve Madden, CAO*