



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Multi-Purpose Room, 9:30 am
Friday August 25, 2023

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|-----------------|------------------------|-------------------------------|
| Present: | Judy Kokotilo-Bekkerus | Town of Beaverlodge |
| | Alvin Hubert | Saddle Hills County - Virtual |
| | Joanne Chelick | Village of Rycroft |
| | Jonathan Siggelkow | Town of Sexsmith |
| | Tom Burton | MD of Greenview |
| | Denise Joudrey | Birch Hills County |
| | Tanya Skinner | Town of Wembley |
| | Denise Skoworodko | Town of Spirit River |
| | Chris Thiessen | City of Grande Prairie |
| | Karen Rosvold | County of Grande Prairie |
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| Absent: | Tony Van Rootselaar | MD of Spirit River |
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| Guest | Monica Barclay | P3 Capital Partners (Virtual) |
| | Doug Horner | P3 Capital Partners (Virtual) |
| | Jeff Johnson | P3 Capital Partners (Virtual) |
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| Administration: | Steve Madden | CAO |
| | Kelsey Edginton | Executive Assistant |
| | Hilary Head | Administrative Coordinator |
| | Ryan Mysko | Director of Finance |
| | Scott McFadyen | Project Manager |
| | Shari Hrehoruk | Director of Operations |
| | Wes Jacobs | Facilities Manager |

1. CALL TO ORDER
J. Kokotilo-Bekkerus called the meeting to order at 9:30 am.
2. CHANGES AND OR ADDITIONS TO AGENDA:
Addition 11.2 Financial
3. APPROVAL OF AGENDA
RESOLUTION # 1600 – Moved by J. Chelick to approval the agenda with additions. CARRIED
4. APPROVAL OF MINUTES – June 23, 2023
RESOLUTION #1601 – Moved by D. Skoworodko to approve the minutes as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

5.1 P3 Capital Partners

The board was joined by Monica, Jeff and Doug virtually to provide an update on the P3 projects for Grande Spirit Foundation. Back in May, they recognized that the Park Avenue project was not going to proceed so they met with the city and talked about the Smith Lands. The City was asked to transfer the lands to Grande Spirit Foundation, with a letter being sent to the city about this transfer and the conditions around it. There will be an RFP drafted and circulated once the land transfer has gone through. A copy of the RFP will be brought to the board for approval and P3 Capital Partners will be sending it out. It will be a 60 to 90 day turn around on the RFP. There are many private developers who are interested in these lands and to work with Grande Spirit Foundation; and once the right partner is chosen with site plans, proformas and funding being developed it will be roughly 6 to 9 months but possible for shorter timing with the lands. There are a number of projects for Grander Spirit Foundation, including the one with

Covenant Care and Northwestern Polytech, adding on to Lakeview and Beaverlodge with Smith Lands holding top priority.

If the city transfers the land to Grande Spirit Foundation in the next 30 days, it is possible for construction to start in 2024. The RFP can go out as soon as the land transfer has gone through with the RFP stating the land if there if the land has not been transferred yet. From here the board will have 60 days to decide on a partner to go with. If it is a private partner, they will want to get things moving quickly with 2025 as the completion year. If there is no government money that is needed, things will move at a much quicker pace.

RESOLUTION # 1602 – Moved by T. Burton to accept as information as presented.

CARRIED

5.2 Director of Operations – Food Menu

Back in 2022 it was decided to revamp the lodge menus. There were many meetings, including with other housing management bodies, on how to go about gathering the data from the residents and menu ideas. There was feedback from site management and kitchen staff to use menu likes from residents to create a 10 week cycle fall/winter menu in October of 2022. From here with the information received, there was a 4-week menu that was developed. Once this menu was finalized, it was sent to a dietician for approval then sent out to site for implementation. By March of 2023, all sites had the new menu. There was a food services committee created with the cooks, special projects manager and 3 site assistant managers to sit on the committee. The committee reviewed the 2023 spring/summer menu and developed a menu that is based on the resident preferences and expectations. From here there was a resident focus group created to provide feedback from all the facilities to help develop a menu that is resident focused. The spring/summer menu was reviewed and sent to the dietician for approval with a rollout of May 2023.

RESOLUTION # 1603 – Moved by C. Thiessen to accept as information as presented.

CARRIED

Break at 10:30 am

Return at 10:38 am

6. NEW BUSINESS

6.1. RFD – New Bank Account

Finance is looking at adding a new bank account to the ones that Grande Spirit Foundation currently has. This account will not be accessible to any payments or cheques and will be to transfer out of only. This will add an extra layer of protection to the accounts. This is also a recommendation from the bank to have this added security as well. There are no service fees associated with this account.

RESOLUTION # 1604 – Moved by J. Siggelkow to approve the creation of a new bank account with ATB as presented.

CARRIED

6.2. RFD – DeBolt Building Purchase

Building one is in place with 4 being discussed. Building 2 has been purchased and is waiting on land construction, with Reco out on site getting the land ready. Buildings 3 and 4 are next to purchase with a noticed posted to Alberta Purchasing Connection. The RFQ is for the supply of the duplexes. There was a total of 7 quotes received with Best Buy Homes providing the lowest price for the buildings. There will need to be a deposit submitted after approval which secures the order and delivery, with receipt of deposit within 8 weeks. Can look at removing the carpet in the units for vinyl sheet flooring to make it more accessible and this can be substituted for no extra cost. With the units being prefabricated, need to make sure that all doors are wider to accommodate wheelchairs and walkers. Would like to see screen doors on all exterior doors instead of the storm doors that are on the units that are currently there.

RESOLUTION # 1605 – Moved by T. Burton to approve the purchase of two duplexes from Best Buy Homes for a total of \$544,640, \$272,320 per unit.

CARRIED

6.3. RFD – Spirit River Apartment Insurance Coverage

Administration worked with Alberta Municipalities to identify the appropriate insurance coverage for the Spirit River Seniors Apartment to cover construction liabilities. The recommended coverage is an Owner Controlled Insurance package for Wrap Up liability and Builders Risk. The Wrap Up Liability coverage protects the project from gaps in the owner's, contractors and subcontractors' commercial liability coverage. Builders Risk Liability coverage protects the project from damages such as flood, fire, weather events or acts of god that cause significant damage while the building is under construction.

The estimated cost for both coverages is \$104,475. It is recommended to go with the Builders Risk Insurance from Lloyds of London as it is the lower cost options and the Wrap Up Liability Coverage from March Facility as the higher deductible align with the original recommendation provided by Alberta Municipalities.

RESOLUTION # 1606 – Moved by J. Siggelkow to approve the purchase of Owner Controlled Insurance Package through Alberta Municipalities for Builder's Risk and Wrap-up Liability for a total of \$104,475.

CARRIED

6.4. RFD – Pioneer Air Conditioning

Two years ago, it was approved to start on the Pioneer Air Conditioning project as the whole building doesn't have air conditioning throughout. Residents provide their own window units during the summer that maintenance installs. At that time the rough cost of the project was in the range of \$650,000 but with inflation that cost has gone up. Tender was issued in Spring 2023 with many vendors attending the site visit and submitting bids. LSM's original bid exceeded the original budget but negotiations and design modifications were held to reduce the construction cost. The proposed revised gas heat pump/low efficient furnace lowered the bid down to \$799,822 from \$1,071,679. With this amount being over the originally estimated amount, administration is looking for approval to transfer funds from the accumulated surplus to the building reserve to help with the overage costs.

RESOLUTION # 1607 – Moved by C. Thiessen to approve the transfer of \$132,000 from Accumulated Surplus Reserve to Building Reserve to assist with 2023 projects. CARRIED

RESOLUTION # 1608 – Moved by C. Thiessen to approve a contract with LSM of Grande Prairie, AB for \$799,822 to install air conditioning at Pioneer Lodge on the make-up air system and to approve using \$244,022 from the Building Reserve to adjust for the project's cost overage. CARRIED

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 Seniors Income Amount

This is quarterly amount for July to September 2023. There has been an increase in the amounts for 2023.

8.2 CUPE Local 3623 Notification of Officers'

Letter of notification from the union on who has been elected for the officers' positions.

8.3 Letter from MD of Spirit River re: Board Membership

Letter from the MD of Spirit River regarding the change in board member representing the MD.

8.4 Letter from Minister LaGrange re: Thank You

Received a letter from Minister LaGrange thanking Grande Spirit Foundation for the letter of congratulations on her appointment after the provincial election.

8.5 Letter to MLA Dyck re: Thank You

Letter to MLA Dyck for the visit with the Minister. The Minister came by Wild Rose Villa's for a brief visit, with the Mayor of the City of Grande Prairie in attendance as well as Grande Spirit Foundation Board members.

8.6 Letter to MLA Wiebe re: Thank You

Letter to MLA Wiebe for the visit with the Minister.

RESOLUTION #1609 – Moved by T. Burton to accept 8.1 to 8.6 as information. CARRIED

9. REPORTS

9.1 CAO Report

Maintenance and Facilities Manager, Wes Jacobs, had his 10-year anniversary with Grande Spirit Foundation this last week. The sign for Spirit River will need to be discussed along with a date for a tour of the facility before it snows. The tour invite will be extended the local MLA's and the Minister. Will send out dates of the tour to the board when decided.

9.2 Portfolio Report

There are vacancies but the Directors are working on getting these units filled. There are currently 750 applicants on the waitlist for both seniors housing and family housing.

Break for lunch at 12:22 pm

Return from lunch at 12:49 pm

9.3 Finance Report

Have included a due diligence report with this month's report. This is something that is best practice is something that should be in place for the board.

Currently ahead of budget means that we are doing better than budgeted or under budget. The capital budget is included with the update to Pioneer Air Conditioning process, with the 5-year capital plan included as well.

There is a significant deficit and finance is currently working on ways to catch up to the budget without raising requisitions or pulling from reserves.

There is currently a motion on the floor with Alberta Municipalities regarding COVID funding as this is something that helps offset vacancies for all housing management bodies. The province has continued with providing the funding, but it could be canceled at any time.

9.4 Maintenance Report

Amisk Court backsteps are about to start. These were a hazard and residents went to the Minister to point out the hazard, which helped secure funding. Roofing is being completed at Sunset Homes and the Fourplexes in Sexsmith. The roofing on the Fourplexes is not part of the insurance claim from 2022 rather is coming from the funds provided by the town of Sexsmith for renovations needed. Aurora Court exhaust system should be completed by the end of next week. Maintenance was able to participate in a few parades in the region and hoping to participate in them again next year.

9.5 Director of Human Resources Report

There have been conversations around new hires. WCB statistics are included with the report. Infection and Prevention controls are something that could be looked at being implemented. Looking at being proactive over being reactive.

9.6 Director of Operations Report

Pleasant View Lodge has hired the new site manager, Sheryle Runhart, who will be at the next meeting to provide an introduction.

The picture provided to the board is what the signage will look like on the front of the new lodge. There is a concern around the logo being on the building in case the logo changes in the future. The sign can be changed as it is not permanently on the side of the building.

Beef and Bouquets is a newsletter that is circulated for residents to have a say and that we have heard the concerns and what is being done to fix them. It is part of the results from last year's resident survey to strengthen communication.

9.7 Project Manager Report

Grande Spirit Foundation has a total of 124 units under construction at this time. The minister has reached out about the Ministers name being on the apartments but since it is a Grande Spirit Foundation owned building, the name will not be on the sign. If the province really wants the minister names on the building, they could provide funding towards the apartment.

9.8 Action List

All actions that have been completed have been removed.

RESOLUTION #1610 – Moved by D. Skoworodko to accept 9.1 to 9.8 as information.

CARRIED

10. ROUND TABLE

11. CLOSED SESSION

11.1 External Organization – Hythe

11.2 - Financial

RESOLUTION #1611 – Moved by T. Burton to move into closed session at 2:11 pm.

CARRIED

RESOLUTION #1612 – Moved by C. Thiessen to move out of closed session at 2:31 pm.

CARRIED

RESOLUTION # 1613 – Moved by J. Siggelkow to approve administration write a letter to the Pioneer Home Advisory Committee requesting clarification of their intention to dissolve and transfer assets by providing a motion to Grande Spirit Foundation that indicates this intention.

CARRIED

12. NEXT MEETING:
12.1 Board Meeting – September 22, 2023

13. ADJOURNMENT: Adjourned at 2:33 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager