



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Hearthstone Manor, 10:23 am
Friday December 9, 2023

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Alvin Hubert	Saddle Hills County
	Jonathan Siggelkow	Town of Sexsmith
	Tom Burton	MD of Greenview
	Denise Joudrey	Birch Hills County
	Denise Skoworodko	Town of Spirit River - Virtual
	Karen Rosvold	County of Grande Prairie – Virtual
	Tony Van Rootselaar	MD of Spirit River - Virtual
	Tanya Skinner	Town of Wembley
	Chris Thiessen	City of Grande Prairie
Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	Hilary Head	Administrative Coordinator/H & S Lead
Absent	Joanne Chelick	Village of Rycroft

1. CALL TO ORDER

J. Kokotilo-Bekkerus called the meeting to order at 10:23 am.

2. CHANGES AND OR ADDITIONS TO AGENDA:

Add 11.4 Contract/land and 11.5 Media Releases

3. APPROVAL OF AGENDA

RESOLUTION # 1648 – Moved by T. Skinner to approve agenda with additions.

CARRIED

4. APPROVAL OF MINUTES – October 27, 2023

There is a spelling error to a motion, Canadian Mortgage and Housing Corporation name is incorrect.

RESOLUTION # 1649 – Moved by A. Hubert to approve the October 27, 2023 minutes with amendments.

CARRIED

November 20, 2023

RESOLUTION # 1650 – Moved by C. Thiessen to approve the November 20, 2023 minutes as presented.

CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Needs Assessment

The needs assessment has been updated with information from the 2021 census results. The report that was created helped get the Spirit River project up and running and Gary Gordon has been working with Grande Spirit Foundation over the last couple of years since then.

There is a focus on core needs and the gaps in the housing market. There is a lack of market options for smaller households. There is a need for smaller households in the rural areas for seniors. 24% of all housing units in the Grande Spirit Foundation region are one- or two-bedroom units. 64% of the households are one or two people households. This points to the issue that households who do not need the larger units are renting them due to availability. There is an opportunity to remove housing from core needs with more units.

Due to CERB, Canada Emergency Response Benefit, it shows that change in core needs, higher than previous year and it can be significantly higher in the coming years as well. The numbers quoted are lower due to this than what the actual situation is like. Housing costs have risen over the last few years which in turn makes those who received CERB are worse off now than before the pandemic hit. Lower income housing, food banks and worst-case scenario the MAID program are going to have much high need and usage in the coming years.

Single person households are the most impact with seniors not being the largest group that are in need. Seniors make up 29% of households. The Grande Spirit Foundation portfolio is skewed towards seniors, especially outside of the City of Grande Prairie, with the city being a more diverse mix. There is also a absence of options for indigenous households.

There is new growth in the core need for those who are 65 and older, with more needing coming in the next few years.

The top three priorities, based on the information where it is, are continuing care in Beaverlodge, seniors continuing care east of Lakeview in Clairmont and affordable housing for long term single households. These do not address all needs, but they are top priority.

Grovedale and DeBolt are lumped in together in the report, but they are vastly different. The data is now showing a great need for seniors housing in the Grovedale area, with the residents now wanting social housing in the area. If you are not below the threshold, it will be difficult getting into the housing that is needed.

RESOLUTION # 1651 – Moved by D. Joudrey to accept the Needs Assessment as information.

CARRIED

6.2. RFD – Labour Management Terms of Reference

The Terms of Reference were approved at the last Labour Management meeting and have been brought forward to the board for final approval.

RESOLUTION # 1652 – Moved by C. Thiessen to approve the Terms of Reference for the Labour Management Committee.

CARRIED

6.3. RFD – **Bank Account Signatures**

This item is a clean up item to the process internally when it comes to signing authority. The Director of Finance has provided a recommendation to add the Director of Operations to the approved signatories list and to remove both Accounting Technicians from the list. The Finance Department wants to separate some of the responsibility where possible, so that staff are more approving an item and then signing the item. The board would like to see the motion include the title/position next to the name on the listing of approved signers.

RESOLUTION # 1653 – Moved by T. Burton to approve the updated signatory list that will include Judy Kokotilo-Bekkerus, Board Chair; Alvin Hubert, Vice Board Chair; Stephen Madden, Chief Administrative Officer; Ryan Mysko, Director of Finance; Paula McGregor, Finance Controller; with the addition of Shari Hrehoruk, Director of Operations and removing Terril Olson, Payroll and Benefits Specialist and Darlene Keeping, Accounting Technician AR and AP.

CARRIED

6.4. RFD – Account Change Policy

The Finance Department was looking to get this policy to the board to help bridge the gaps in account changes. The board could look at reviewing this as a draft item, with the administration bringing it to the next meeting, or the board can move forward with the policy. There are questions around the policy being brought to the finance committee before the board makes a final decision on it.

This policy is to prevent any missteps in the future when account changes are needed. This isn't a current policy for account changes so the finance department was trying to get something in place.

RESOLUTION # 1654 – Moved by T. Burton to defer the policy to the Finance Committee for discussion and review and bring for to the board for approval.

CARRIED

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 Finance Committee Terms of Reference

This is the Terms of Reference for the Finance Committee. It was approved by the finance committee and just in the package for review by the board.

RESOLUTION # 1655 – Moved by A. Hubert to accept as information.

CARRIED

8.2 Building Committee Terms of Reference

There needs to be an amendment to the agenda to change the item to say Grande Spirit Foundation Building Committee from Spirit River Building Committee as this will cover more than just Spirit River buildings. There is also a change to the Terms of Reference from three members to four members.

RESOLUTION # 1656 – Moved by A. Hubert with amendment of four members on the committee instead of three.

CARRIED

8.3 Grande Spirit Foundation Bylaw

This was included in the package to assist with the organization meeting, if needed. There could be things brought forward to the board in the future regarding updates to the bylaw. This is just for information at this meeting, with a updated to Schedule A to be looked at.

RESOLUTION # 1657 – Moved by K. Rosvold to accept as information.

CARRIED

8.4 Establishing Committees of the Board Policy

This was included in the package to assist in the organizational meeting if there was an issue. Looking to accept this as information at this meeting.

RESOLUTION # 1658 – Moved by D. Joudrey to accept as information.

CARRIED

8.5 Letter from Alberta Seniors, Community and Social Services

A letter was received from Alberta Seniors, Community and Social Services about funds for reserve accounts.

8.6 ASCHA President Nomination

This item was included in the package for review. C. Thiessen is the current board member that is serving on the ASCHA Board of Directors and had discussions with ASCHA regarding their bylaws and the potential to run for president. The board agrees that if there is interest in running, then they support it. There will be another update on the presidency at the January meeting.

C. Thiessen was asked to chair the ASCHA conference in the spring.

RESOLUTION # 1659 – Moved by K. Rosvold to approve supporting Chris Thiessen from the City of Grande Prairie in the ASCHA President nomination.

CARRIED

8.7 ASCHA Resolution Deadline

This is the chance to bring concerns forward for ASCHA. One concerns that has been noted is that there is very little private members on the board and the chances of having someone from the private sector elected to the board are small.

RESOLUTION # 1660 – Moved by C. Thiessen to accept as information.

CARRIED

8.8 ASCHA Spring Registration

Spring ASCHA conference information. If anyone is interested, please let administration know to get tickets and accommodations book. This will be in the package again in January and February.

RESOLUTION # 1661 – Moved by D. Joudrey to accept as information.

CARRIED

8.9 Northwestern Alberta Foundation Letter

8.10 Seniors Income Amount

RESOLUTION # 1662 – Moved by T. Burton to accept 8.9 and 8.10 as information.

CARRIED

9. REPORTS

Moved forward to 9.7 to provide updates first.

9.7 Project Manager Report

Some updates on Spirit River, including issues with TELUS connection to the new building. At the beginning of 2023, the options to bring in services to the new lodge were reviewed. A proposal was submitted to extend the highspeed hub to the new lodge and in November 2023, there was a call from TELUS to communicate that due to the wildfire in the area there would be an increase of costs to bring the services in. The increase would be \$83,000 as services would be strung on ATCO poles to the lodge. The services will still provide TV, internet and phones which will extend beyond the residents and to Alberta Health Services. Currently looking at other options for alternative support and funding to for the TELUS fiber to get into the building. There could be issues with not having high speed connection for contracting logging in remotely to help assess and fix any issues, as well as for AHS to have their information accessible. Could look at Canadian Fire as an option to the lodge, as well as Starlink. Looking at taking this back and going over more research to provide more options for the board and not currently looking for a decision today.

There have been some stalls with DeBolt with some things being brought forward from the planning department at the MD of Greenview. When starting the project, DeBolt was going to be one building but it changed to have multiple modular units. Superior Safety Codes brought forward the issue of the development permit expiring and having to resubmit for a permit in the fall of 2023. The site plan was the same as the one previously submitted, for up to four modular homes on site, with no revisions made at the time of development permit being resubmitted. There was a request from the MD of Greenview planning department for the Geotechnical report to be submitted, with the report being completed in 2020. The geotechnical report was for relocating the previous units to the new location with a setback of 10 meters from the creek due to the slope. There have been concerns brought forward from the MD of

Greenview about not adhering to the geotechnical report. Could look at preparing an amendment or addendum to the report that the design process and 10-meter setback were used for the site. The next building to be delivered has been pushed into January 2025, with piling moved to the new year with building three and four, until the permit is resolved. This is a risk item that the board needed to be made aware of.

*Break at 12:51 pm
Resume at 1:31 pm*

9.1 CAO Report

No questions or concerns.

9.2 Portfolio Report

Some concerns around getting the Sexsmith units filled and advertising in the Sexsmith area. No other questions or concerns.

9.3 Director of Finance Report

There have been some changes to the processes with account changes, included with the report. There is nothing impacting people in the room, mainly vendors. All vendors have been put on hold with zero payments until the payment information can be verified verbally by each vendor. Emails have gone out to vendors who do not have a phone number on file.

9.3.a Finance Committee Update

There have not been any new updates since the last meeting. Will need to see who is chairing at the next meeting and there will be some policies for review, along with starting on the next budget.

9.4 Maintenance Report

No questions or concerns.

9.5 Director of Human Resources Report

No questions or concerns.

9.6 Director of Operations Report

No questions or concerns.

9.8 Action List

RESOLUTION # 1663 – Moved by J. Siggelkow to accept 9.1 to 9.8 as information.

CARRIED

10. ROUND TABLE

11. CLOSED SESSION

RESOLUTION # 1664 – Moved by D. Joudrey to move into closed session.

CARRIED

11.1 External Organization

11.2 Financial

11.3 Personnel

11.4 Contract/Land

11.5 Media Releases

RESOLUTION # 1665 – Moved by C. Thiessen to move out of closed session at 3:21 pm.

CARRIED

12. NEXT MEETING:

12.1 Board Meeting – January 2024

13. ADJOURNMENT: Adjourned at 3:22 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager