



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Clairmont, 9:30 am
Friday February 23, 2024

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

1. CALL TO ORDER

J. Kokotilo-Bekkerus called the meeting to order at 9:31 am.

J. Kokotilo-Bekkerus called for someone to chair the meeting due to being virtual and needing to leave early.

C. Thiessen nominates T. Burton to chair the meeting with T. Burton accepting.

2. CHANGES AND OR ADDITIONS TO AGENDA

Documents were sent out by email to assist items in the agenda. There were minutes for item 6.1.b. Building Committee and 7.3 Request for Interest document.

3. APPROVAL OF AGENDA

RESOLUTION # 1690 – Moved by J. Chelick to approve the agenda as amended. CARRIED

4. APPROVAL OF MINUTES – January 26, 2024

RESOLUTION # 1691 – Moved by D. Skoworodko to approve the minutes as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

5.1 BA Holdings/BA Leasing

This presentation was provided to the building committee which provides some highlights of the building. There have been a couple changes to the drawings. There have been requests for a decrease in the number of parking stalls to leave space for green space or future parking spaces if needed in the future. There were also charging stations added in to the drawings.

Overview of the floor plans for all units which include the three-bedroom units becoming barrier free. There is still flexibility in the building to include more barrier-free units. There was discussion at the building committee meeting about having all unit's barrier free, but this poses some negatives and positives to the units. Having all the units as barrier free poses negatives for those who do not need them as the units are modified to accommodate those in wheelchairs, which means shorter counters and no bathtubs.

There are updated renderings of the exterior of the building with finishes that include gardens and parking. To date, the city has been providing data and information on the lands and layout with grading plans being started.

There is an ambitious and aggressive timeline to get things done by submitting the CMHC application and getting approval. So far, the progress has been good and looking at the next steps of the proceed.

RESOLUTION # 1692 – Moved by J. Chelick to accept this as information. CARRIED

J. Kokotilo-Bekkerus left at 9:54 am.

6. REPORTS

6.1. CAO Report

The unanimous Shareholder Agreement will be forwarded to the board in mid-March, and this is needed for the CMHC application for the Smith Lands. The application is required to be under the owner of the land. The USA will be going to the building committee for discussion before coming to the board for approval. Covenant Care meetings are just idea sharing currently with no definite timelines yet. The MOU has not been updated and this is in their court. There are 700 beds needed for the north zone. There is no word on the location of the building or where the funds would be coming from but there has been talk about it being close to the regional hospital for ease of access for students.

6.1.a Grand Opening Committee

June 1st, 2024 is the grand opening event for the new Spirit River Lodge. The committee met on January 31, with a couple sub-committees being created for food, entertainment, and volunteers. Letters to all member municipalities have been sent out with Saddle Hills County and MD of Spirit River committing to funds contribution. The next meeting will be on February 28th with the budget being discussed. They have looked at having large ticket entertainment that runs from \$35,000 to \$100,000. The committee has since decided to focus on local talent for the event.

April 20th, 2024 is the spring event where funds will be going to the new lodge. Tickets are on sale now for \$40 per ticket and available at different places in Spirit River. Weaver Auction is doing the auction and there will be weekly ads in the local newspaper to gain attention on the event.

6.1.b. Building Committee

Minutes were sent out by email prior to this meeting. There are no questions or concerns.

6.2. Portfolio Report

The current waitlist is back up to roughly 800 applicants. Everyone is working to try and get this number down. No other questions or concerns.

6.3. Finance Report

The finance department is working on the audit and finishing up year-end items. As mentioned in the report, one finance member is on leave with a temporary member being hired. The finance department will also hire on a temporary position to help assist with the CMHC funding and will be starting in the coming week.

6.4. Maintenance Report

Maintenance has been very busy working on projects with many capital projects underway. Wild Rose Manor, Heritage Lodge and Pioneer lodge are receiving new tubs. No other questions or concerns.

6.5. Director of Human Resources Report

Attended a job fair, which had a good turnout. Will be looking at heading to Fairview to the college to attend a job fair up there.

6.6. Director of Operations Report

Things are busy with the Spirit River opening day coming up. One lodge site has been having some issues with home care and there is concern about other sites as well. There is a higher level of needs than our home care can provide at one site, and it is putting pressure on the home care capacity. There is worry about underserving our residents with stretching home care abilities. This is something that AHS will need to address.

6.7. Project Manager Report

The new Spirit River Lodge budget does not account for residential laundry, but this is an item that is needed with the cost being close to \$40,000. There are funds available for this and adding in this cost will get that budget very close to the allotted amount but hoping to keep it on par.

There was an increase on the insurance, with it going from \$67,000 to \$111,000. The insurance is due to something missing from the initial quote package and the insurance company brought back that the item was missing. The second building in DeBolt has been delivered and on piling with the 3rd and 4th buildings being delivered in the month couple of months. There is still more work to be done at the site, but development permits have been issued so work can continue.

Air conditioning for Pioneer will be done this summer as all funds are committed for work to start in 2023 and completed in 2024.

6.8. Action Listing

No questions or concerns with the action listing.

RESOLUTION # 1693 – Moved by C. Thiessen to accept reports 6.1 to 6.8 as information. CARRIED

7. NEW BUSINESS

7.1 RFD – Feasibility Study – Energy, Accessibility and Building Condition Assessments

This study is needed to create a base like for the CMHC study so that things are ready when it comes to reporting. This will help with maintenance keeping up on building assessments so that items are not falling to the wayside. Hoping to get ahead of the CMHC and a five-year capital plan as the old capital plan is still being used.

RESOLUTION # 1694 – Moved by J. Siggelkow to approve \$66,000 from the Building Reserve and \$44,000 from the CMHC Not-For-Profit Repair funding to proceed with a feasibility study on GSF lodge buildings that includes building conditions, building accessibility and energy audits. CARRIED

7.2 RFD – Policy Committee Terms of Reference

This is a draft copy of the Terms of Reference for a new committee policy of the board with administration looking for three board members who would like to volunteer for the committee. This is a new governance committee that is needed to help with reviewing new and current policies.

RESOLUTION # 1695 – Moved by J. Siggelkow to appoint K. Rosvold, J. Chelick and T. Burton to the new Policy Committee. CARRIED

7.3 RFD – Present Pleasant View Lodge Future Considerations

This item was brought to the building committee for discussion where it was recommended to the board for approval. Currently, looking to see what interest there is in the old lodge, with the MD of Spirit River already expressing interest in the space. There is asbestos in the building which means that abatement will be needed if someone were to keep the building instead of demolishing it. Administration will be sending back a letter to the MD of Spirit River regarding the expression of interest that will be going out. The board does have knowledge that the garage that is on the current lodge property will be needed for the new lodge until the garage can be constructed.

RESOLUTION # 1696 – Moved by K. Rosvold to approve proceeding with a Request for Expression of Interest for the old Pleasant View Lodge. CARRIED

8. UNFINISHED BUSINESS

8.1 RFD – Smith Lands P3 Partnership – Letter of Intent

This item was discussed with the building committee where it was recommended to the board for discussion and approval. This is designed to start forming partnership conversations and to provide more clarity and an exit if needed.

RESOLUTION # 1697 – Moved by C. Thiessen to approve taking next step towards partnership on the Smith Lands Housing Project with BA Holdings/BA Leasing by accepting the presented letter of intent with the board chair and CAO to sign. CARRIED

RESOLUTION # 1698 – Moved by C. Thiessen to approve \$15,000 from deferred grant funding received from the City of Grande Prairie to assist development of the Unanimous Shareholder Agreement. CARRIED

8.2 RFD – Harassment and Violence Presentation Policies

These two policies were first brought to the January 2024 meeting where it was recommended that the two policies be brought back with the procedures that accompany them. Administration is not looking for the procedures to be approved as they are just for information purposes. There is a working change in the Harassment Prevention policy that needs to be changes in Section 1 to state, “including but not limited to”. No other questions or concerns surrounding the policies.

RESOLUTION # 1699 – Moved by D. Joudrey to approve the Harassment Prevention Policy as amended. CARRIED

RESOLUTION # 1700 – Moved by C. Thiessen to approve the Violence Prevention Policy as presented. CARRIED

9. CORRESPONDENCE

9.1 Letter from MD of spirit River 133 re: Grand Opening Event

Letter from the MD of Spirit River regarding their contribution to the grand opening event for the new Pleasant View Lodge. There have been a few others that have come in but in time to be included in the package. Administration will draft a thank you letter to those who are donating their time or money.

RESOLUTION # 1701 – Moved by J. Chelick to accept this letter as information. CARRIED

10. ROUND TABLE

J. Siggelkow – Will be gone for the next month but will try and attend the board meeting on Zoom.

C. Thiessen – Province will be announced on February 29th. The City of Grande Prairie will be having a GP day on the 29th as well and will confirm with CAO to see if GSF can come. Would like to say thank you to the board for their

confidence in the abilities to run for President of ASCHA but will have to turn down the nomination due to the possibility of no longer being on the board in the fall.

RESOLUTION # 1702 – Moved by J. Siggelkow to accept this as information. CARRIED

11. CLOSED SESSION

11.1 Spirit River Item

RESOLUTION # 1703 – Moved by K. Rosvold to move into closed session at 11:17 am. CARRIED

RESOLUTION # 1704 – Moved by D. Skoworodko to move out of closed session at 11:28 am. CARRIED

12. NEXT MEETING:

12.1 Board Meeting – March 22, 2024

13. ADJOURNMENT: Adjourned at 11:30 am

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager