



**GRANDE SPIRIT FOUNDATION BOARD MINUTES**  
**Lakeview, Clairmont, 9:30 am**  
**Friday August 23, 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 Skoworodko	Town of Spirit River - Virtual
	Joanne Chelick	Village of Rycroft
Absent:	Karen Rosvold	County of Grande Prairie
	Tony Van Rootselaar	MD of Spirit River
	Tanya Skinner	Town of Wembley
		Birch Hills County
Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	Ryan Mysko	Director of Finance
	Shari Hrehoruk	Director of Operations
	Tracy Bussiere	Director of Human Resources

1. CALL TO ORDER

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

*Before heading on to the agenda items, would like to acknowledge the absence of board member Denise Joudrey who has recently passed. There is a rose and chair not occupied in her honor. A moment of silence to honor her and who she was.*

2. CHANGES AND OR ADDITIONS TO AGENDA

*Add 7.4 CMHC Funding for Smith Lands Project*

3. APPROVAL OF AGENDA

**RESOLUTION # 1779 – Moved by T. Burton to approve the agenda with additions. CARRIED**

4. APPROVAL OF MINUTES – June 28, 2024

**RESOLUTION # 1780 – Moved by J. Siggelkow to approve the minutes as amended. CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

*The first item on the list is the vacancy on the board. Have had discussions with Birch Hills County and their next council meeting is on August 27 and they will know who will fill the position at that meeting. There is now a vacancy on the Friends of the Foundation and Labor Management committees. These positions are recommended to wait to be filled at the next organizational meeting later this year. For organizational meeting and selection of board members for committees, members please check that schedules are considered and that they can commit to those committees. The fundraising coordinator for the Friends of the Foundation is acting chair until the organizational meeting and the board can appoint new members to Friends.*

*Grande Spirit Foundation's 65<sup>th</sup> birthday is coming up in 2025. Staff would love to see something happen for this. The 60<sup>th</sup> birthday was canceled due to COVID. The board could look at renaming the committee from Grand Opening Committee to help with the planning of the 65<sup>th</sup> event. The first step is on the administrative side of things by updating the Terms of Reference for the committee, then approach who would like to be on the committee.*

*Administration will need to look at funding options for this event, which there is a funding opportunity with the City of Grande Prairie that is for public events. Will start looking at different options on how to celebrate this milestone with one big event or several events across all municipalities. The board discussed options to have celebrations at different communities.*

*Administration is looking at the foundations management software which has is aged, requiring extensive updates or replacement. Previously an RFP was created but it did not work out as it was something that would not fit with the foundation. The foundation has reached out to other housing management bodies and Yardi was a popular choice. Of note is the province has a Yardi license. The system we currently have in place was created for Grande Spirit Foundation and has not been updated to fully fit the needs the foundation has now. There are funds for the software for 2025 and administration gearing up to get started on a review of the system. A software coordinator has been hired to make sure the software review is moving forward. Administration has found many weak areas of the current program being used, with reporting being difficult or not the right reports needed for government reporting; it is also bottle-necking finance as the finance software does not work with the property management software that is in place. There is a higher chance of human error due to entries being done twice. Administration will be creating a listing of risks, savings, and a business case to show what we want, need and why we need it.*

**RESOLUTION # 1781 – Moved by J. Siggelkow to approve administration to continue with the evaluation of the management software needs and bring back a business case for review. CARRIED**

*Administration has been working with GSF legal and operations on the Alberta Health Services access agreement. After reviewing all the comments and speaking with legal, they believe that there is a deal but there is also one more meeting with legal and AHS. Administration might be looking at a special meeting of the board to approve the agreement when ready. The board will need to know there are vacant units in the lodge due to AHS not being in the building yet. There are current residents who need to move up to the higher levels of care but are waiting for placement from AHS. There is an option to use the higher-level rooms for lodge residents, but it is not a long-term solution to vacancies on the other levels. Before a special board meeting is booked administration will review the need for the meeting after the meeting with AHS, which is next week.*

#### 6.1.a Grand Opening Committee

*Break at 10:44 am  
Back at 10:53 am*

#### 6.1.b. Building Committee

*The building committee met on Wednesday August 21, in Sexsmith. It was a good meeting with legal there to discuss the land transfer agreement and USA items. With the shareholder agreement there are concerns around the risk for Grande Spirit Foundation. There was worry about GSF losing voting rights but legal clarified that would only happen if the rights were sold. BA Holdings/Leasing would like to get the project moving as soon as possible, with shovels in the ground in October. Once the land transfer is done then digging can start. The city would like to see the holes dug and piling in by May 2025. Can not move ahead until the land transfer is complete and waiting for CMHC approval. With CMHC timelines having a 60-to-90-day turnaround, if work were to start in October it would mean work would start ahead of CMHC funding. There was talk on the land taxes but that will wait until the land transfer has been completed. The committee agreed, the board will have final approval and not the building committee as they are an advisory board.*

#### 6.1.c Policy Committee

*The next policy committee is on September 16, 2024.*

#### 6.2. Portfolio Report

*The report was in the package. Would like to point out the name DeBolt has been fixed for the next report. There are only two DeBolt units occupied with the last six being worked on. The board would like to see the waitlist information presented differently to show the months and programs to see the changes month to month.*

#### 6.3. Finance Report

*Biggest thing that finance is working on is the CMHC grant. Have received about half of the building assessment report from the consultant, waiting on the energy reports which will be collectively used when working on the 2025 capital plan. There has been a lot of work done with this and more to come over the next month or so. There has been about \$1 million in previous projects identified that will qualify under the grant, and roughly \$500,000 from 2024 that will qualify as well. The finance department will create a list for the board of the qualified projects for the CMHC funding.*

*On the provincial side of things, it is up to the tenant to have air conditioning units. Not all lodges have air conditioning and that is something that should be evaluated at the management level.*

Summer students are finishing with most already being finished with the last one being done today. The lodge financials are doing better than budgeted. Maintenance is on the higher side but with projects being focused on, the finance department will utilize the CMHC funding when possible. Everything is on target so far. On the provincial side of things, it is better than budgeted, and everything is stable. Salaries are lower and that should be corrected by year end. There should be some savings in utilities this year. Overall things are looking good. There is \$216,000 of interest earned year to date.

#### 6.3.a. Finance Committee

*D. Skoworodko left at 11:35 am*

*A. Hubert joined at 11:38 am via phone.*

### 7. NEW BUSINESS

#### 7.1 RFD – Memorial Donation

*This RFD was sent out by email and administration is looking for ratification of this item. The RFD was asking for board approval to make a financial contribution in memory of Denise Joudrey to Compassion House as it was an organization near to her.*

**RESOLUTION # 1782 – Moved by C. Thiessen to ratify approving a memorial donation of \$1,000 to be made in honor of board member Denise Jodrey to Compassion House in Edmonton. CARRIED**

#### 7.2 RFD – DeBolt Final Landscaping

*This RFD was sent out by email and administration is looking for ratification of this item. This RFD was asking the board to approve a contractor to finish the final landscaping at the DeBolt site. There were three bids that were received with Castleridge coming in with the lowest bid. The work to be completed is construction of decks, entryways, ramps, garbage enclosure, sidewalks, maintenance shed and to finish the landscaping of the final three units.*

**RESOLUTION # 1783 – Moved by T. Burton to ratify the submission from Castleridge in the amount of \$158,500 to proceed with construction items for the DeBolt project. CARRIED**

#### 7.3 RFD – Spirit River Telecom Proposal

*This item is for the Spirit River seniors' apartments. TELUS installed at the lodge but with Canadian Fibre Optic doing installation in town, it is known that there is fibre to the front of the apartments. Administration would like to proceed with Canadian Fibre Optics for the seniors' apartments. There is also a need to figure out the TVs for the apartments as well. There is no clear agreement time in the information provided. This can be brought to the next meeting. Previously, TV was not provided to apartments unless it was a villa as it comes as part of the technology package as they are with the lodge residents. As there are more questions with the TV's, this will need more information with it as well. A lot of residents have contracts for TV services and may have fees for canceling services when moving to a new building that offers a TV package.*

**RESOLUTION # 1784 – Moved by T. Burton to defer this item to the next available board meeting. CARRIED**

#### 7.4 CMHC Funding for Smith Lands

*This item was not in the package. The building committee met and is looking for a motion to proceed with funding for the new Smith Landing project. There could be potential avenues for more funding and administration will need motions to cover all potential avenues to make it clear. The seed funding application is to be submitted but the amount is not large.*

**RESOLUTION # 1785 – Moved by J. Siggelkow to approve the application for CMHC funding for the Smith Lands Project. CARRIED**

*If there is a rejection from CMHC for funding, there will need to be approval to look at other financial institutions for funding. There are a few different avenues that could be pursued but there will need to be a more in-depth look.*

**RESOLUTION # 1786 – Moved by J. Chelick to approve administration pursue other applications for funding that may assist with the Smith Lands project. CARRIED**

*The last motion that administration is looking for is a letter of support for Smith Social Enterprises Ltd. As they are applying for the CMHC funding. Grande Spirit Foundation would write a letter of support for applying for funding and to show that the land is the contribution of the foundation. The member municipalities do not need to send a letter of support as this is not requisition money or increase as it is not a lodge.*

**RESOLUTION # 1787 – Moved by C. Thiessen to approve for Grande Spirit Foundation to provide a letter of support to Smith Social Enterprises Ltd. In support of the CMHC application for funding for Smith Lands project. CARRIED**

*A. Hubert left at 12:13 pm*

6. REPORTS

6.4. Maintenance Report

*The report was included in the package for review. Pioneer Lodge HVAC system is closing on completion. Lakeview is working on makeup air heading system updates, starting in October.*

6.5. Director of Human Resources Report

*This report was included in the package. Recruiting has been successful with the Maintenance Coordinator being hired. The new Director of Maintenance and Project Management has been successful and will be starting mid-September. The new director will join the next board meeting in September.*

*With the retirements that have happened, there has been some movement in the lodges and there are still gaps to be filled. The succession plan has worked in some positions with recruitment in others.*

*The health and safety audit are starting next week. Sitedocs is moving along nicely with more coming for it next month.*

*The HR department has a few policies that are being worked on and will be taken to the policy committee when ready.*

*The 2022 employee survey has been included in the package in a snapshot view for review.*

*Break at 12:36 pm*

*Back at 12:50 pm*

9. CORRESPONDENCE

*A. Hubert entered at 1:08 pm via phone.*

9.1 Letter from Town of Sexsmith re: Senior Housing

*The Town of Sexsmith has applied for housing accelerator funding and would like to use that towards more seniors' housing in Sexsmith. There have been talks around a mixed-use building, but the focus is seniors housing.*

9.2 Letter from Town of Wembley re: Family Houses

*This is a letter from the Town of Wembley indicating that they would like to keep the existing family housing properties as is and not wanting to proceed with anything else. They would like to see the program stay in the community.*

9.3 Letter to Minister of Housing, Infrastructure and Communities

*This is a letter of request to respond for federal funding.*

9.4 Letter for Minister of Health

*This is a letter regarding the financial implications of a deficit for Pleasant View Lodge for the DSL4 and DSL4D units if they are not filled. There is a new classification out for these units and there has been no response from the Minister as of this meeting.*

**RESOLUTION # 1788 – Moved by C. Thiessen to accept correspondence as information. CARRIED**

6. REPORTS

6.6. Director of Operations Report

*Looking at emergency evacuation response plans and looking at what can be improved on. Members of the senior housing management team did a workshop with other housing management bodies and learned a lot and found some items that will be implemented into the existing plans.*

*Things are going well with new Pleasant View lodge with the phones and TV's up and running. Top up channels will be done at the end of this coming week. Door closure installation has started but found that the same issue is happening the same as the old ones. Krawford is finding a better solution. The closures may not be defective, just not what will work for the seniors. There is work being done and the AC and makeup air units. There will be cookery training next week to help the Spirit River staff with the specialized diets of the higher levels of care. The wish list is being refined; the large amount of funding has opened the door for some amazing things that will benefit all levels of residents. Currently collaborating with a company on a sensory room which will be a remarkable thing for the residents. There will be an updated listing for the next meeting.*

6.7. Project Manager Report

*This report was included in the package. No questions or concerns with the report.*

6.8. Action Listing

*Listing was included in the package. Would like to see completed items to come off the list after a month.*

**RESOLUTION # 1789– Moved by C. Thiessen to accept 6.1 to 6.8 as information. CARRIED**

*A. Hubert left at 1:11 pm.*

8. UNFINISHED BUSINESS

10. ROUND TABLE

*J. Kokotilo-Bekkerus – October 5<sup>th</sup> is the Harvest Dinner. Letters to the municipalities will be going out next week with an email going out closer to the day of for help setting up. There will be a doctor touring Beaverlodge where a luncheon and dinner will be held for her.*

*T. Burton – There is a lodge topping ceremony for the new lodge in Grande Cache on August 29<sup>th</sup>.*

*C. Thiessen – ASCHA meeting on September 20<sup>th</sup>.*

11. CLOSED SESSION

12. NEXT MEETING:

12.1 Board Meeting – September 20, 2024 – Pleasant View Lodge

*Hoping for a tour of the new seniors' apartments, boots and hard hats will be required.*

13. ADJOURNMENT: Adjourned at 1:22 pm.

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*Judy Kokotilo-Bekkerus, Chair*

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*Date*

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*Steve Madden, CAO*