



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Clairmont, 9:30 am
Friday January 26, 2024

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
	Karen Rosvold	County of Grande Prairie
	Tony Van Rootselaar	MD of Spirit River
	Tanya Skinner	Town of Wembley
Joanne Chelick	Village of Rycroft	

Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	Hilary Head	Administrative Coordinator/H & S Lead
	Shari Hrehoruk	Director of Operations
	Ryan Mysko	Director of Finance

Absent	Chris Thiessen	City of Grande Prairie
--------	----------------	------------------------

1. CALL TO ORDER

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

2. CHANGES AND OR ADDITIONS TO AGENDA:

3. APPROVAL OF AGENDA

RESOLUTION # 1666 – Moved by D. Skoworodko to accept the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Organizational Meeting December 8, 2023

Amendment to the organizational meeting minutes to include that nominations were called three times, before the motion to cease nominations.

RESOLUTION # 1667 – Moved by D. Joudrey to approve the Organization Meeting minutes from December 8, 2023, as amended. CARRIED

Regular Board Meeting December 8, 2023

RESOLUTION # 1668 – Moved by A. Hubert to approve the Regular Board Meeting minutes from December 8, 2024, as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – P3 Smith Lands Partnership

Before Christmas, a Request for Proposal for partnership opportunity went out. It was for those interested to send in what they see for the development in Smith Lands. This process provided two proponents, Ellis Don and B.A Holdings/B.A Leasing. There was a committee of six, three Grande Spirit Foundation staff and three from P3 Partners that completed the review process of the package, along with the interview. This was an extensive process, but it was done well.

B.A Holdings is recommended by the review committee to enter into negotiations. This is just to start discussion on what things will look like. The building committee will be taking a deep dive into this item with recommendations coming to the board. This will be a quick moving item and may need to look at having special board meetings to keep up. This is a good company to look at as they have done a number of projects within the City of Grande Prairie already. They are also an approved supplier for the City of Edmonton. This would be one of their biggest projects to date but not outside of their realm of expertise.

RESOLUTION # 1669 – Moved by J. Siggelkow to approve moving into negotiations for partnership with B.A Holdings/B.A Leasing for the Smith Lands community housing project. CARRIED

6.2. RFD – Rate Sheet

This is a standard item that gets adjusted once a year. When the Canada Revenue Agency makes changes to the mileage rate, it is brought to the board for approval.

RESOLUTION # 1670 – Moved by A. Hubert to approve the amended 2024 Rate Sheet as presented. CARRIED

6.3. RFD – Policies to Rescind

Administration has been working through the review of all of the policies that are currently in place. With this review, several policies have been identified to rescind due to over ranking government acts and outdated policies that are no longer needed. The business plan policies are no longer needed as it is a legal requirement through the Alberta Housing Act. Canteen Services and Petty Cash policies have been identified and vetted through the finance committee as ones to rescind.

RESOLUTION # 1671 – Moved by T. Van Rootselaar to approve rescinding three policies 4-1800 Petty Cash, 4-1300 Canteen Services, and 6-0400 Business Plan as presented. CARRIED

6.4. RFD – Health and Safety Policy

Historically, the Health and Safety policy was a document that was approved each year and posted on the wall in all facilities. With the change in policy formatting, the Health and Safety policy needed to be redone. The policy has not changed its intent but rather added more information to match what was needed due to industry standards. This policy should be approved every three years.

RESOLUTION # 1672 – Moved by K. Rosvold to approve the Health and Safety Policy as presented and for it to be updated every three years. CARRIED

6.5. RFD – Violence and Harassment Policies

The Violence Prevention and Harassment Prevention policies are two policies that are needed as there were already procedures in place, however no policies. The procedures are in a revamping stage since they needed to be separated out from the policies when the policies were drafted. In the future the board would like to see any policies that are brought to the board, have a procedure included with it before being approved.

RESOLUTION # 1673 – Moved by T. Burton to defer the Violence Prevention Policy and the Harassment Prevention Policy to the next meeting with attached procedures. CARRIED

6.6. RFD – Capital Budget 2024

The finance committee and department have determined that the capital budget of \$640,000 will be needed for all the projects with funds coming from reserves. The items on this list are priorities for the lodges that are related to health and safety needs or other priorities that need to be done. There will be enough in the accumulated surplus to replace both reserves at the end of the year. The capital budget was discussed at length at the finance committee before being recommended to the board.

There is a possibility that there are items on the list that could fall under the funding coming in from CMHC. There will be a rough period of about six months before there is any information on previous projects that could fall under the funding as well.

RESOLUTION # 1674 – Moved by J. Chelick to approve the use of \$602,472 from Building Reserve and \$25,000 from Equipment Replacement Reserve for Capital Expenditures in 2024. CARRIED

6.7. RFD – Event Committee Request for Funds

Grande Spirit Administration is asking the board to look at funding the grand opening event for the new Spirit River Lodge. The committee is looking at different headliners which range in cost from \$35,000 to \$100,000 and up. There is a possibility to look at local performers over a big headliner, but more discussion is needed from the committee on this item. The Town of Spirit River is going to coordinate their Spirit Days to coincide with the grand opening. Administration will need to reach out to all member municipalities regarding the event as an invite and sponsorship possibilities which can include gifts in kinds; along with reaching out to the Minister's office with a request for attendance. Along with performer(s) there will be BBQ's going to offer free hamburgers and hotdogs to those who are there. A letter could go out as an invite to other municipal officials, without asking for sponsorship or gifts in kind and just requesting their attendance at the event.

RESOLUTION # 1675 – Moved by T. Burton to approve Grande Spirit Foundation providing \$25,000 for the 2024 grand opening event for the New Spirit River lodge with funds to come from accumulated surplus. CARRIED

RESOLUTION # 1676 – Moved by K. Rosvold to approve sending a letter to member municipalities to join the celebration and sponsorship opportunities. CARRIED

RESOLUTION # 1677 – Moved by D. Skoworodko to approve administration send a letter for attendance to MLA's, provincial Ministers, and MP. CARRIED

RESOLUTION # 1678 – Moved by K. Rosvold to approve having the Grand Opening Committee create a VIP list and to send letters for attendance. CARRIED

*Break at 11:04 am
Resume at 11:13 am*

H. Head left at 11:13 am

6.8. RFD – Pleasant View Lodge Telecom System

There have been several discussions surrounding the telecom system at the new lodge in Spirit River. The last discussion, December 2023, brought forward a change in cost with TELUS to bring services to the building. When contacting TELUS, they stated that they can bring the cost down and renew the other 4 lodge contracts at the same time with the renewal staying at the existing rate for 18 months. There are other options that could be considered for the new lodge but it would not be a bundle of residential TV, internet and phone services. Would need to look at more than one provider to get all those services into the building.

Could look at commercial Starlink but this is not designed for high density residential buildings. Another possibility would be Might Peace Wireless and Canadian Fiber. There is a possibility of Bell Canada being a provider as well since they do provide more than wireless internet services.

There is a lower cost at going to Bell Canada but there are some limitations of needing newer TVs in order to use the system. TELUS is still the all-in-one solution for all services with a cost of \$142,000 capital cost and then a \$5,000 per-month service fee.

Residents will be responsible for phone line costs once they are in the building while the rest is part of their technology package as a month's cost. TELUS is the better option as it is the same provider for all locations and could give more leverage in the future with other properties.

RESOLUTION # 1679 – Moved by D. Skoworodko to approve the execution of a contract with TELUS for a total of \$142,257.08 to provide copper phone lines and fiberoptic service to the Spirit River Lodge under construction for residential TV, internet and telephone services. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – Account Change Policy

This policy was designed to account for security measures when vendors and staff are making changes to accounts. This is to ensure that there are no errors with payments and banking information. Any changes that come in are verified with the contact that is on file by using a method that was not used to make the change. This item was taken to the finance committee where it was discussed and established that it meets the needs and is appropriate for Grande Spirit Foundation. The procedure has been included with the policy for review.

RESOLUTION # 1680 – Moved by T. Skinner to approve the Account Change Policy as presented. CARRIED

7.2 RFD – CMHC Not for Profit Offer Approval Requirement

This is a procedural item that is needed from CMHC. They need this specific motion in order to move onto the next step of the process for the money that has been offered.

RESOLUTION # 1681 – Moved by T. Burton to authorize the execution, delivery and performance of the National Housing Co-Investment Fund Contribution Agreement, the Officers Certificate and the Vendor Information Form as provided by CMHC. CARRIED.

8. CORRESPONDENCE:

8.1 Letter from Assistant Deputy Minister re: COVID Funding

8.2 Interim 2024 PNP Budget Letter

8.3 2022 Audit Letter

8.4 Interim 2024 HMB Budget Letter

8.5 ASCHA Convention

T. Burton, T. Skinner and K. Rosvold have stated they would like to attend the ASCHA convention in March 2024.

RESOLUTION # 1682 – Moved by A. Hubert to approve the participation of T. Burton, T. Skinner, K. Rosvold to attend the ASCHA Convention. CARRIED

8.6 2023 DORF Reserve Funding

Administration spoke with the executive director of Seniors, Community and Social Services regarding use of the funding could be used for the provincial side. The province indicated it could be used for operations, if needed.

8.7 2024 Income Support Core Shelter Benefit and Lodge Disposable Income

RESOLUTION # 1683 – Moved by J. Chelick to accept 8.1 to 8.7 as information. CARRIED

9. REPORTS

9.1 CAO Report

All the executive directors put in a summary of the previous year in their reports to show how things went. No changes or additions to the report.

9.2 Portfolio Report

There are some concerns with the report showing that Pleasant View Lodge is not full. Units can change over very quickly from the time the report is sent to the day of this meeting. Currently there is a stall with people wanting to move in to Pleasant View Lodge as they do not want to move twice in a short amount of time. Current residents of Pleasant View get first choice of units at the new lodge. There is a delay with units in DeBolt but there is still a waitlist for those units.

9.3 Director of Finance Report

No questions or concerns with the report. There is no update on the fraud case as of today. There have been some talks that residents are not happy about the two \$100 rent increases in one year.

9.3.a Finance Committee Update

Everything that was discussed at the finance committee meeting was brought to the board meeting. Could look at making the committee updates higher in the agenda as there is a lot of information that is covered at the committees that is brought to the board meetings. The next meeting day is February 29, 2024.

9.4 Maintenance Report

No questions or concerns with the report.

9.5 Director of Human Resources Report

No questions or concerns with the report.

9.6 Director of Operations Report

Operations is working on all the Spirit River items and getting things organized. Will be heading up to Spirit River to do an employee engagement to try and answer any questions or concerns that the employees may have. Communication around the moving plan will be going to residents as well.

9.7 Project Manager Report

Back in November 2023, Krawford sent a change order request for landscaping for the new lodge. The original approval amount for change orders was \$75,000, with the change order coming in at \$102,949. This was missed when checking invoices and will need to be approved by the board.

RESOLUTION # 1684 – Moved by A. Hubert to approve a change order request for \$102,949, excluding GST, for landscaping for the new Spirit River Lodge. CARRIED

9.8 Action List

No questions or concerns with the action list.

10. ROUND TABLE

RESOLUTION # 1685 – Moved by J. Chelick to accept 9.1 to 9.6 as information. CARRIED

RESOLUTION # 1686 – Moved by J. Siggelkow to accept 9.8 as information. CARRIED

11. CLOSED SESSION

11.1 Personnel

RESOLUTION # 1687 – Moved by T. Burton to move into closed session at 1:01 pm. CARRIED

RESOLUTION # 1688 - Moved by T. Burton to come out of closed session at 1:44 pm. CARRIED

RESOLUTION # 1689 – Moved by K. Rosvold to proceed as discussed in closed session. CARRIED

12. NEXT MEETING:

12.1 Board Meeting – February 23, 2024

13. ADJOURNMENT: Adjourned at 1:51 pm.

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager