



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Clairmont
Friday January 27, 2023

Present: Judy Kokotilo-Bekkerus Town of Beaverlodge
Denise Joudrey Birch Hills County
Alvin Hubert Saddle Hills County
Joanne Chelick Village of Rycroft
Jonathan Siggelkow Town of Sexsmith
Elaine Garrow MD of Spirit River
Tanya Skinner Town of Wembley
Tom Burton MD of Greenview
Denise Skoworodko Town of Spirit River
Chris Thiessen City of Grande Prairie

Administration: Steve Madden CAO
Kelsey Edginton Executive Assistant
Hilary Head Administration/Health and Safety
Ryan Mysko Director of Finance
Shari Hrehoruk Director of Operations
Tracy Bussiere Human Resources Manager
Wes Jacobs Facilities Manager
Scott McFadyen Project Manager

Absent: Karen Rosvold County of Grande Prairie

1. CALL TO ORDER

In the absence of the Chair, J. Kokotilo-Bekkerus, the Vice Chair, A. Hubert, will chair the meeting.

A. Hubert called the meeting to order at 9:30 am.

2. CHANGES AND OR ADDITIONS TO AGENDA

There have been some amendments to the minutes that were circulated with the package; also included the special meeting minutes from December 9, 2022 and December 20, 2022.

3. APPROVAL OF AGENDA

RESOLUTION #1499 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – November 25, 2022

RESOLUTION #1500 – Moved by D. Joudrey to approve the November 25, 2022 minutes as presented. CARRIED

5. APPROVAL OF ORGANIZATION MINUTES – November 25, 2022

RESOLUTION #1501 – Moved by E. Garrow to approve the November 25, 2022 Organizational Meeting minutes as presented. CARRIED

RESOLUTION #1502 – Moved by C. Thiessen to approve the December 9, 2022 Special Board Meeting minutes as presented. CARRIED

RESOLUTION #1503 – Moved by D. Joudrey to approve the December 20, 2022 Special Board Meeting minutes as presented. CARRIED

6. PUBLIC INPUT/PRESENTATIONS

7. NEW BUSINESS

7.1 RFD – Purchasing Policy

At the August 2022 meeting, it was identified that the rate sheet was to be deferred and have a procurement policy come back with the rate sheet as an appendix of the policy. There were two policies created from that meeting, the Purchasing Policy and the Approval and Authorization Policy. Finance looked at the Grande Spirit Foundation municipalities and larger cities to see what policies were used, where they then merged together documents to edit to fit the Grande Spirit Foundation. This policy will be the standard on how administration will purchase goods. Will be keeping with the \$75,000 limit for tender on public forum with the CAO to inform the board about purchases over \$50,000 as it is best practice when approaching limits. There are some minor amendments needing to be made to the policy, which includes including acronym definitions, clarity under 13.1 Real Estate Transactions and adding a 5-year period to litigation.

RESOLUTION #1504 – Moved by J. Siggelkow to approve the Purchasing Policy as amended to include acronym definition, 5-year litigation period and clarity under 13.1 Real Estate Transactions. CARRIED

7.2 RFD – Approval and Authorization Policy

The Approval and Authorization policy is to replace the administration rate sheet as the rate sheet did not work in many situations. Clarity has been made with administration to approve items and set limits for administration have been identified. Only employees can contractually bind Grande Spirit Foundation; with the board approving liens, credit facilities and opening and closing bank accounts. There is a donation currently in development that will cover donation acceptance. Everyone has responsibilities for transactions with their job descriptions and some do not need to go to the CAO or management to fulfill those duties. This policy currently doesn't follow the policy management framework and will need to be moved over to the correct format before approval. This will include definitions and scope of policy statement being added.

RESOLUTION #1505 – Moved by T. Burton to defer this policy to the February 24 Board Meeting. CARRIED

7.3 RFD – Spirit River Apartment Cost Consultant

The letter of intent from CMHC indicated that a cost consultant was something that would be required for this build. A request was put out with three companies stating interest but only two submitted quotes. Cuthbert Smith Group was the lowest bidder at \$40,840 and the quote is within the project budget estimate.

RESOLUTION #1506 – Moved by E. Garrow to approve purchase order with Cuthbert Smith Group to act as Cost Consultant as per CMHC requirements for the proposed Spirit River Seniors Apartment for the amount of \$40, 840 with funds to be provided from the future development reserve Spirit River Apartment funds. CARRIED

7.4 RFD – Wild Rose Manor Nurse Call

The current nurse call system in Wild Rose Manor is dated and it is now a safety issue for the building. If this system goes down, there are no replacement parts as it is obsolete. The villas had a new system put in place in 2019 and the system could be integrated into the lodge side to have the whole facility running on the same system.

RESOLUTION #1507 – Moved by C. Thiessen to approve Priority Communication Systems to provide the nurse call system upgrade for Wild Rose Manor (Lodge) with funds of \$60,000 to come from 2021 Accumulated Surplus. CARRIED

7.5 RFD – Pleasantview Lodge Request MD of Spirit River

This request was received from the MD of Spirit River on what the long-term plans are for the current Pleasantview Lodge once the new facility has been opened. There is a possibility for a P3 project for the old building surrounding this and could potentially turn it into housing for future workers at the lodge. There was a public consultation where this was discussed with many different ideas on what could be done with the current lodge once empty. This is something that would affect all G5 communities, Saddle Hills County, Birch Hills County, Town of Spirit River, MD of Spirit River and Village of Rycroft, so a discussion with those communities should be considered.

RESOLUTION #1508 – Moved by J. Siggelkow to approve entering into discussions with the G5 communities regarding the future intended use for Pleasantview Lodge. CARRIED

8. UNFINISHED BUSINESS:

8.1 RFD – Spirit River Apartment AHPP Application

This item was sent out by email prior to Christmas. Administration is looking for the board to ratify the motion for the formal minutes.

RESOLUTION #1509 - Moved by T. Burton to provide ratification of the board email approval for submission of an application to the Alberta's Affordable Housing Partnership Program for a capital grant of \$2,210,000 to support the funding, finance, and construction of the proposed Spirit River Seniors Apartments. CARRIED

J. Kokotilo-Bekkerus entered at 10:15 am

9. CORRESPONDENCE:

9.1 Letter to Premier

9.2 Letter to Minister of Finance

9.3 Letter to Forestry, Parks and Tourism

9.4 Letter to Minister of Health

9.5 Letter to Minister of Seniors, Community and Social Services

RESOLUTION #1510 – Moved by D. Skoworodko to accept 9.1 to 9.5 as information. CARRIED

9.6 2023 Budget Letter

This is the annual budget letter stating how much funding is available for provincial properties. The amount that was approved this year is \$532,000, which is the same amount as last year, meaning no increase for 2023. Any provincial projects that have been approved, are under the Capital Maintenance Renewal program. With the rent supplement program seeing a slight change the total cost of that program is approximately \$2.5 million with the province is moving away from the direct to landlord program. There is more funding that is needed for operations of the provincial properties, family housing and senior independent apartments.

RESOLUTION #1511 – Moved by C. Thiessen to accept the budget letter as information and issue a letter of response to the Minister of Seniors, Community and Social Services, Premier of Alberta and the Minister of Finance. CARRIED.

9.7 Seniors Income Amount January – March 2023

This is the updated quarterly amount for seniors. The information assists while the budget is being created as it lists all programs for seniors and how much income needs to be left for the seniors.

RESOLUTION #1512 – Moved by D. Joudrey to accept this as information. CARRIED

9.8 ASCHA 2023 Convention

The ASCHA convention is coming up from April 3 to 5 in Edmonton. Looking for those board members who would be interested in attending.

RESOLUTION #1513 – Moved by C. Thiessen to accept this as information. CARRIED

Break at 10:46 am

Return from break at 11:00 am

9.9 Affordable Housing Asset Management FAQ (Province)

This is for education purposes; this is what the province is using to assist with the ownership and transfer of provincial properties and how it works. It was previously included in the Grande Spirit business plan to have all properties transferred to Grande Spirit, like the 19 properties that the City of Grande Prairie transferred to Grande Spirit Foundation. Administration is not asking for anything at this time from the board.

9.10 Alberta Health Services Correspondence to MD of Spirit River

This is a letter from Alberta Health Services to the MD of Spirit River. It is in regards to the broadband and super net that is currently used at the hospital and something that would be affected with the new Spirit River lodge. This is currently being worked on to make sure Telus would be able to provide fiber to the new building.

9.11 Alberta Inflation Relief Measures

This is an information item for the board's review.

9.12 Letter from MD of Greenview re: Grovedale Lands

Received a letter from the MD of Greenview stating that there is land available for Grande Spirit Foundation to use for future senior housing development in Grovedale. The Grovedale lands and future senior housing is part of the business plan that was submitted to the province.

9.13 Seniors Survey Results

This was the engagement report from the seniors survey that has since been forwarded to the Director of Operations and then to the facilities. Some items have been addressed right away and the other are underway. Beyond the survey, Operations has put together an action plan that is under the Director of Operations report in the board package.

RESOLUTION #1514 – Moved by J. Chelick to accept 9.9 to 9.13 as information. CARRIED

10. REPORTS

10.1 CAO Report

One item that came up this past week not in the report was a trip to Birch Hills County to provide a presentation to their council. It was a very good session with many questions covering a lot of information. Their council asked what they could do to assist Grande Spirit Foundation and a resolution to the Rural Municipalities Association was offered by their council to assist GSF with capital access from the province. Administration has further reached out to additional municipal CAO's to do a presentation for their councils. The request for capital renewal funding can be taken to Rural Municipalities of Alberta (RMA) but will first need to be endorsed by a municipal council. This can go to the Birch Hills County council to get a formal request going for RMA, and once the council has passed it will be put into the proper word format to be presented to RMA.

There was an email sent from the County of Grande Prairie regarding the Rural Task Force to end Homelessness. It was stated within their Terms of Reference, elected officials should not be sitting on the taskforce, there was a request to Grande Spirit Foundation administration have GSF to be added to the task force.

RESOLUTION #1515 – Moved by D. Skoworodko to approve administration sending a draft resolution to Birch Hills County for submission to Rural Municipalities Association of Alberta regarding capital maintenance funding. CARRIED

RESOLUTION #1516 – Moved by C. Thiessen as amended. CARRIED

10.2 Portfolio Report

Doing well on the lodge side, with approximately a 6% vacancy rate. DeBolt had two new move in's at the beginning of December and there has been some learning to come out of this with the new buildings. While there have been no complaints and the residents are very happy, it was found that the top railing of the decking needed to be removed in order to get furniture into the unit. It has been noted that the units in the next unit will also be lower to the ground. There is a possibility for the third modular in DeBolt but would have an open house to hear from the residents of DeBolt before proceeding with the third modular.

10.3 Financial Report

The mortgage renewal has been signed with a rate of 5.25% on a 5-year term, which will have \$40,000 in savings long term. There is clarification needed with capital budget items; does administration can relocate as projects are due within the next year or if they are under the CAO limits. The list of items were approved in November and would like to that they were approved as a set amount rather than items on the list. If the projects are done and there is money left over, administration has the ability to use that capital budget money to continue with more projects as they are something that needs to be done.

10.4 Maintenance Report

No question or concerns with the maintenance report.

10.5 HR Manager Report

Work on the 360 review, on the employee side and will be talking with TSI for more information and will be bringing it back to the board next month. Will need to make an amendment to the organizational chart to include the change in Labor Management Committee to have 3 appointed board members and to the FOF committee changed to have 6 board members.

10.6 Director of Operations Report

There has been a lot of talk regarding pets in the lodges and seniors housing. There was a previous motion made for administration to bring back information regarding pets in the lodges and seniors housing. Management has discussed the pros and cons of pets in the lodges and seniors housing with the general consensus of the challenges surrounding the pets being too large. Grande Spirit Foundation previously allowed pets but has since been phased out. Pets are allowed to visit the lodges and seniors housing, with guidelines in place to make sure it is safe for all residents, staff and visitors. There was a business case for new employees at Lakeview included in the package but

at this point, management has found a solution for the time being. Not asking the board for anything at this time but for the board to be aware as this could come back as a formal request in the future.

RESOLUTION #1517 – Moved by D. Skoworodko to accept report as presented. CARRIED

10.7 Project Manager Report

One element that the board will need to work towards is a name for the new building in Spirit River. Currently not looking to change the name but looking for clarity if the name will stay the same. Will need the name to have some mockups and bring to the board to vote on for a sign for the building.

Senior Self-Contained apartment project application with Alberta Affordable Housing has been reviewed by CMHC and there will be some things down on the CMHC side with this.

RESOLUTION # 1518 - Moved by J. Kokotilo-Bekkerus to accept the new lodge in Spirit River be called Pleasantview. CARRIED

10.8 Action Listing

RESOLUTION # 1519 – Moved by D. Skoworodko to accept item 10.2 to 10.8 as information. CARRIED

11. ROUND TABLE

J. Chelick – The intersection of Highway 2 and 45 Avenue in Rycroft will be getting a streetlight.

RESOLUTION #1520 – Moved by E. Garrow to accept round table as information. CARRIED

Break at 12:36 pm for lunch

Return from lunch at 1:00 pm

12. CLOSED SESSION

RESOLUTION # 1521 – Moved by D. Skoworodko to move in to closed session at 1:01 pm. CARRIED

RESOLUTION # 1522 – Moved by T. Burton to come out of closed session at 2:22 pm. CARRIED

12.1 Personnel – Union Relations

RESOLUTION # 1523 – Moved by D. Joudrey to proceed with guidance from Grande Spirit Foundation legal team and board. CARRIED

12.2 External Organization – Hythe MOU

RESOLUTION # 1544 – Moved by E. Garrow to approve administration to pursue a more detailed review of Hythe Pioneer Homes operations and finances. CARRIED

12.3 Partnership Contract – Park Avenue

RESOLUTION # 1525 – Moved by J. Siggelkow to proceed as discussed in closed session regarding P3 Partnership. CARRIED

12.4 Personnel

RESOLUTION # 1526 – Moved by C. Thiessen to direct board chair to sign CAO's new negotiated contract dated January 2023. CARRIED

13. NEXT MEETING:

13.1 Board Meeting – February 24, 2023 location TBD

14. ADJOURNMENT: Adjourned at 2:36 pm by T. Burton

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager