



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Pleasant View Lodge, Kanada Room, 9:30 am
Friday June 23, 2023

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Alvin Hubert	Saddle Hills County
	Joanne Chelick	Village of Rycroft
	Jonathan Siggelkow	Town of Sexsmith
	Tom Burton	MD of Greenview
	Denise Joudrey	Birch Hills County
	Tanya Skinner	Town of Wembley
	Denise Skoworodko	Town of Spirit River
	Chris Thiessen	City of Grande Prairie
Absent:	Karen Rosvold	County of Grande Prairie
	Elaine Garrow	MD of Spirit River
Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	Hilary Head	Administrative Coordinator
	Ryan Mysko	Director of Finance
	Scott McFadyen	Project Manager
	Shari Hrehoruk	Director of Operations
	Wes Jacobs	Facilities Manager

1. CALL TO ORDER

J. Kokotilo-Bekkerus called the meeting to order at 9:30 am.

2. CHANGES AND OR ADDITIONS TO AGENDA:

Addition 11.1 Board Membership

3. APPROVAL OF AGENDA

RESOLUTION # 1588 – Moved by D. Skoworodko to approval the agenda with additions. CARRIED

4. APPROVAL OF MINUTES – May 26, 2023

Change the signature line on the minutes to have the Vice Chair sign as that was who chaired the last meeting.

RESOLUTION #1589 – Moved by D. Joudrey to approve the minutes with changes. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

C. Thiessen entered at 9:33 am

6. NEW BUSINESS

6.1. Annual Report

This report is something that is done each year and then sent out to member municipalities. The information is pulled from the audit and payroll, among other reports. The operating cost for lodge units is higher than the average rent, which is where the municipal requisitions come into play. Will be adding the centennial birthdays to the highlights section of the report, along with correcting the wording under the front-page picture to have member municipalities instead of board members and correct a formatting error to one text box that has been cut off. Once the changes have been made, these will be sent electronically to the member municipalities.

RESOLUTION # 1590 – Moved by T. Burton to accept the Annual Report with changes.

CARRIED

6.2. RFD – Donation Policy

This draft policy is a result of the board directing administration to create a policy for donation items as there is no current donation policy. With the creation of the Lakeview memory garden, there were questions on how to handle the donations when someone came in with something. When someone comes in with a complaint, need to develop a policy or procedure to handle the complaints. Would look at bring any complaints to the board that have a value over \$10,000. Administration could look at creating a procedure for dealing with complaints rather than a policy. There are a few items that need to be amended in the policy, such as a missing definition, some grammatic errors and the addition of complaints with donations above \$10,000, along with adding Grande Spirit Foundation committees to the policy as well.

RESOLUTION # 1591 – Moved by A. Hubert to approve the donation Policy with amendments.

CARRIED

6.3. RFD – Finance Committee Formation

Administration has brought forward the idea of a finance committee at the May 2023 board meeting. The finance committee would be a working committee that would provide the opportunity and time to discuss finance issues during the year. This will not replace the board discussions but rather be a place for deeper discussions and to provide recommendations to the board. The committee would need to choose a chair from those of the board that choose to sit on the committee. The board agrees that the finance committee would be beneficial for the board and Grande Spirit Foundation, to give more time and in depth look into risks, insurance and the audit, which will be brought to the board when time.

RESOLUTION # 1592 – Moved by J. Siggelkow to approve creating a standing Finance Committee with the terms of reference to be developed by that committee.

CARRIED

RESOLUTION # 1593 – Moved by D. Skoworodko to appoint T. Burton, T. Skinner, C. Thiessen and A. Hubert to the Finance Committee.

CARRIED

6.4. RFD – Contract for Construction of Spirit River Apartments

Administration is looking for approval for a contract with Brenex Building Corporation Ltd. Subject to financing with CMHC. Brenex came in with the lowest bid out of five, with the highest bid coming in over budget at \$10,916,361.14 from Daw Construction.

Upon approval would be the contract signing and insurance application through Alberta Municipalities, with Brenex completing a portion of it. The loan agreement with CMHC should be completed by the end of this month, at a total value of \$10,321,002 with an interest rate of 3.12%, which means that the building should be self-sustaining once completed. When the construction is completed, the building will be move in ready for tenants.

RESOLUTION # 1594 – Moved by J. Siggelkow to approve the award of a contract to Brenex Building Corporation Ltd. For \$9,255,948.00 with the Board Chair and CAO to sign for construction of the Spirit River Seniors Self Contained Apartment, subject to final loan agreement for capital for the project is provided by the Canadian Housing and Mortgage Corporation.

CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – 2022-2025 Business Plan Amendments

Most changes from the May 2023 meeting, where the draft documents were first presented, are finance related. Very minor changes to be made to the Board Matrix document, with Member being changed to Director. The capital priorities that will be submitted need a few updates to funding sources and amounts, and to the priority numbers at the top of the sheet to list them in order.

RESOLUTION # 1595 – Moved by A. Hubert to approve the business plan as amended. **CARRIED**

8. CORRESPONDENCE:

8.1 Letter to Saddle Hills County re: Thank you for Contribution

Letter to Saddle Hills County to express a huge thank you for their contribution towards the seniors self-contained apartments in Spirit River.

8.2 NWP Request for Expression of Interest for Leave of Property

Sent a letter of expression of interest, with the letter back thank us for the response. This is going to be a lengthy project, with this being the first step.

8.3 Social Committee BBQ Poster

This is a BBQ for Heritage Lodge, Pioneer Lodge, Administration, Family Housing and Maintenance staff that the Social Committee has planned. An invitation has been sent out to board members to attend as well. It will be in the back parking lot behind Pioneer from 12 pm to 2 pm.

8.4 Letter to Minister Nixon of Seniors, Community and Social Services

Letter of congratulations for the reappointment as Minister of Seniors, Community and Social Services

8.5 Letter to Deputy Minister Farmer of Seniors, Community and Social Services
Letter of congratulations for the reappointment as Deputy Minister of Seniors, Community and Social Services.

8.6 Letter to Member Municipalities re: GSF Projects
Letter sent to all member municipalities informing them of all the projects that Grande Spirit Foundation has on the go.

RESOLUTION #1596 – Moved by C. Thiessen to accept 8.1 to 8.6 as information. CARRIED

9. REPORTS

9.1 CAO Report

9.2 Portfolio Report

9.3 Finance Report

9.4 Maintenance Report

9.5 Director of Human Resources Report

9.6 Director of Operations Report

Passed out a wish list for the new lodge in Spirit River. These are items that they will need or love to have at the new lodge.

The weeds at the vacant lands in DeBolt need to be sprayed as they were mowed once but back again.

9.7 Project Manager Report

9.8 Action List

RESOLUTION #1597 – Moved by J. Chelick to accept 9.1 to 9.8 as information. CARRIED

10. ROUND TABLE

11. CLOSED SESSION

11.1 Board Membership

RESOLUTION #1598 – Moved by T. Burton to move into closed session at 11:17 am.

CARRIED

RESOLUTION #1599 – Moved by T. Burton to move out of closed session at 11:25 am.

CARRIED

12. NEXT MEETING:

12.1 Board Meeting – August 25, 2023 - Lakeview

13. ADJOURNMENT: Adjourned at 11:26 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager