



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Clairmont, 9:30 am
Friday March 22, 2024

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Chris Thiessen	City of Grand Prairie
	Jonathan Siggelkow	Town of Sexsmith Virtual
	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
	Tanya Skinner	Town of Wembley
Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	Ryan Mysko	Director of Finance
	Shari Hrehoruk	Director of Operations
Absent	Alvin Hubert	Saddle Hills County
	Tony Van Rootselaar	MD of Spirit River
Guest	Vivian Taylor MNP	
	Mathew Foster CPS	
	Rick Ewasiuk RMRF	

1. CALL TO ORDER

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

2. CHANGES AND OR ADDITIONS TO AGENDA

Addition of 5.1.1 Closed Session, 7.3.1 Closed Session and 7.5.1 Closed Session.

3. APPROVAL OF AGENDA

RESOLUTION # 1705 – Moved by D. Skoworodko to approve the agenda as amended. CARRIED

4. APPROVAL OF MINUTES – February 23, 2024

RESOLUTION # 1706 – Moved by J. Chelick to approve the minutes as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

5.1 Vivian Taylor MNP

Statement of Financial Position is first; at the end of December 2023 assets were at \$33.9 million, up from \$33.4 million the previous year. Cash is down due to the Spirit River project with CMHC money coming in 2024. Current liabilities are \$4.9 million, up from \$1.5 million the previous year. This increase is due to construction, with construction costs at \$934,000. Deferred revenue is up. \$300,000, which is for rent supplement and has not been spent yet. Long term liability has gone down, no new debt advances this year. There was an overall decrease in surplus and equity for 2023.

Statement of Operations is next with \$16.8 million total revenue, which is up \$700,000 from the previous year. The bulk of this is rental revenue, utility recovery and an increase to the municipal requisitions. There was a decrease in operating grants, with COVID funding being done. Total expenses are up in 2023 to \$16.6 million, an increase from \$15.7 million the previous year. Most expenses have increased, utilities and food costs, which was expected. Employee wages and benefits are at \$9.3 million this year, an increase of \$260,000 from the prior year. No other significant changes in expenses. The surplus before amortization is \$195,000 with an operating loss of \$1.2 million after amortization.

Social housing operations show a surplus of \$83,000 on paper but there is no actual surplus for operations. Prior funding from the previous year shows as an income but it covers the previous year's surplus. Hoping that the province will cover this again this year.

Audit finding report, materials at \$850,000 compared to \$650,000 which is based on expenditures for the year. There were two frauds finding from the previous year but did not find anything else. Nothing of attention for non-compliance. Accounting policies were reviewed and found to be appropriate and applied from the previous year. Financial statements are clear and neutral and provide information to readers. Capital assets have been properly capitalized and rental revenue and cash have been recorded and used properly. The auditor is independent of the foundation, with one board member who has a relation at MNP but that person doesn't prepare the Grande Spirit Foundation audit.

Summary of the adjusted and unadjusted items look like a lot, but it is moving capital money around. Unadjusted differences are minor with only three small ones which are due to timing. Grant income was used to fund the P3 partnership as it was recognized income in 2021 but not expensed until this year. Donations are a recorded item and show as deferred revenue. Statements are free from material statements.

The audit was shared with the finance committee, and it went smoothly.

RESOLUTION # 1707 - Moved by D. Joudrey to move into closed session at 9:49 am. CARRIED

RESOLUTION # 1708 - Moved by C. Thiessen to move out of closed session at 9:53 am. CARRIED

RESOLUTION # 1709 - Moved by K. Rosvold to approve the audited financial statement as presented by Vivian Taylor from MNP. CARRIED

6. REPORTS

6.1. CAO Report

No questions or concerns with the report.

6.1.a Grand Opening Committee

Had a meeting a few weeks ago. Everything is coming together with a lot of help from Traci at the Town of Spirit River. Friends of the Foundation have some of their committee members lined up to work the lemonade stands for the day. The indigenous performers have reached out and it looks like they will be able to perform. There is a list coming together for volunteers and a schedule for them to follow. The volunteers being gathered are for the grand opening event only. The information booth will be run by two staff members, along with a few other volunteers. The Town is doing a business tradeshow and asked if Grande Spirit Foundation would be a sponsor of the event. The tradeshow will have an entry fee of \$100 with a company being hired to facilitate it. This would be a good opportunity for recruitment and think a table at the tradeshow over sponsorship is better. There are a couple of performers booked, with more confirming for the event. Face painting has been booked as well. Would like to look into blessing the facility at the opening ceremony but would need to make sure the lodge is following the correct protocol.

The April 20th fundraiser has provided an opportunity for serious bidders to have naming rights on rooms at the new lodge. To place a bid, there must be a \$250 donation to the area food bank. The Rycroft Ag society would like some volunteers to help set up the event on April 18th and 19th with the next meeting being on March 28th. Will know more about what is expected of the volunteers during set up. The Minister of Health and the Minister of Seniors, Community and Social Services are unable to attend the event, but they will be sending the Assistant Deputy Minister of Seniors, Community and Social Services instead. MLA Loewen may be able to attend as well.

6.1.b. Building Committee

Minutes for the meetings were included in the package. The committee went over the capital projects sheet that is included in the business place, along with the smith lands project.

There have been some concerns about the city and the land transfer taking place. There was a name change on the title of one of the lots in October 2023 and it was not on the recent map listing. This land was supposed to be part of the land allocated for this project so may need to make an appeal for this land and to see what is happening with it. The land would be where the second building is located so it is something that needs to be investigated. If the lot is not included, the second building would need to be moved to the other side of the lot which would then back on to the resident houses, which is something to avoid.

The land is still not in Grande Spirit Foundation's name but there are development permits being applied for. Historically the land must be in the owner's name before development permits being applied for. The agreement has been sent to legal with some concerns but have not heard back from the city on it. This land situation could be a misunderstanding but needs to be clarified before moving forward. This is a priority item that needs to be done with administration continuing to take it to the city. Everyone involved wants this project to move forward as the housing is needed in the city.

6.2. Portfolio Report

Break at 10:56 am

Back at 11:06 am

Clarification around units in Sexsmith and where they are on the portfolio as they are listed with Clairmont units. DeBolt is showing that there are 8 units, but that is incorrect. The waitlist has decreased slightly since last month.

6.3. Finance Report

No questions or concerns about the finance report. The finance department is very thankful to have the extra help right now. Working on some GST issues that have been brought to light when developing new properties. Other housing management bodies have run into audits being conducted on this so looking to be proactive with a tax accountant and tax lawyer to make sure that there is no issues. There is a contingency fund that is part of the Spirit River funds to help cover the costs of this, roughly \$4000-\$6000.

6.3.a. Finance Committee

Had a meeting on March 15, where the audit was discussed. Will be starting on the budgeting process soon and hoping that it will go as smoothly as last year's process.

6.4. Maintenance Report

There is an update with the Pioneer Air Conditioning project, with it going from Scott to the maintenance department to finish up. The Amisk Court sidewalk has some bad cracks that have caused some tripping hazards and the maintenance department has gotten a package together and sent to the province for approval with the CMR money.

6.5. Director of Human Resources Report

The annual health and safety statistics for the administration building have been included in the package. These are done for all sites to review. The health and safety audit is an external audit this year so the scoring may be a bit different. Staff will be heading out to the new lodge to go over the building to try and find any sharp edges and other items to try and get ahead of any incidents that may occur with sharp edges.

7.3 RFD – Smith Lands – Unanimous Shareholders Agreement

All board members were sent the agreement before the meeting. There have been some concerns brought forward from the legal side. This was created by Grande Spirit Foundation legal team and then sent to BA Holdings where it was brought back with some flags noted.

RESOLUTION # 1710 - Moved by K. Rosvold to move into closed session at 11:34 am. CARRIED

RESOLUTION # 1711 – Moved by D. Skoworodko to move out of closed session at 12:30 pm. CARRIED

Break for lunch at 12:32 pm

Return at 1:00 pm

RESOLUTION # 1712 - Moved by C. Thiessen to accept RMRF presentation as information. CARRIED

6.6. Director of Operations Report

No concerns or questions with the report. A notice of retirement was received for the end of July.

7.5 RFD – Complete Purchasing Contract

Mathew Foster with Complete Purchasing Service has joined via zoom to give a presentation to the board. CPS is procurement on pricing for food items, maintenance items and housekeeping items in bulk to find the best pricing. CPA is part of a group of companies that stretch across Canada. They currently deal with \$2.5 billion in Canada and \$20 billion across the board in consumable goods. They leverage buying power to get the best prices for these items. CPA is more than just purchasing, there is a team that works closely with clients to ensure the best purchases choices. The tag line is Saving time and money through a combination of procurement and program solutions. CPS works closely with their clients, and it is more than just emails back and forth but a lot of in person visits to work with the staff.

There has been a focus on the food and beverage side with the Foundation over the last 5 years. With the standard menus coming in to the lodges mean a standard order guide to make ordering easier for staff. There has been a streamlined process in place for product variance reduction that came with training and discussion. There are reports that can be built, along with tools to assist in statistics and averages. Working with CPs is more than an agreement and more of a partnership to make sure Grande Spirit Foundation is getting the best products for the best value.

There are items that are sourced locally, whether it is donations or purchase at farmers market type settings. It is very important to Grande Spirit Foundation to support the local grocers and farmers in the area.

RESOLUTION # 1713 - Moved by J. Chelick to accept presentation as information. CARRIED

RESOLUTION # 1714 - Moved by K. Rosvold to move into closed session at 1:33 pm. CARRIED

RESOLUTION # 1715 - Moved by C. Thiessen to move out of closed session at 1:46 pm. CARRIED

RESOLUTION # 1716 - Moved by K. Rosvold to accept the contract as presented with the caveat to do an RFP in four years. CARRIED

6.7. Project Manager Report

No questions or concerns with the report. The DeBolt pilings

6.8. Action Listing

No questions or concerns with the action listing.

RESOLUTION # 1717 – Moved by C. Thiessen to accept 6.1 to 6.8 as information. CARRIED

7. NEW BUSINESS

7.1 RFD – 2023 Financial Statements

This was covered in the presentation from MNP.

7.2 RFD – 2024 Auditor Appointment

Discussion around looking at a new auditor for 2025, with a request for proposal being used. It could take three to five years to find an auditor, so it is not a fast process. Could look into sending this to the finance committee for deeper discussion with a recommendation back to the board.

RESOLUTION # 1718 – Moved by T. Burton to appoint MNP as the financial auditor for 2024. K Rosvold abstained from vote. CARRIED

RESOLUTION # 1719 - Moved by T. Burton to approve a Request for Proposal for Financial Auditing services for 2025 with a potential 3- or 5-year agreement with the option to extend. CARRIED

K. Rosvold left at 1:58 pm.

7.4 RFD – Building Committee – Terms of Reference

This is straight forward with laying out the responsibilities and duties of the building committee. It was reviewed by the committee where there were a couple of small changes found and made before being recommended to the board. There is a type on the bottom of the terms of reference where it states, “Policy Committee” and should state “Building Committee”. Administration to make the change to correct this mistake.

RESOLUTION # 1720 – Moved by C. Thiessen to approve the Building Committee Terms of Reference as amended. CARRIED

7.6 RFD – Lodge Review Session Update

J. Siggelkow left at 2 pm.

T. Burton attended a session being held in Stony Plain. It was led by Gary Gordon, Ray Swanick and Steve Pomeroy. There were scenarios brought forward for discussion around how three lodges are being operated and their deficiencies. The leadership was found right at the board where it was then given to the CAO then down the line. There was heavy discussion on this as well as Health Care vs Home Support. There was discussion around the board matrix that should be used for the board members and what they need to have and if there should be something like that in place for senior management levels.

The Health Care vs Home Support needs to be fully understood what should or should not be a part of Alberta Health Services. The funding model for this came into discussion as well.

Amortization was also discussed as many housing management bodies do not factor amortization into their budgets. There is virtual meetings coming up in April that can be registered for, with administration to send out an email for those to register if they are interested.

RESOLUTION # 1721 – Moved by D. Skoworodko to accept as information. CARRIED

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

9.1 2024 GSP Budget Letter

Letter from the province regarding the new budget. The highlight items are the social housing budget increase from \$500,000 to \$738,000; LAP increased from \$13 per door to \$20 per door. There was also an increase to the rent

supplement budget, which means the rent supplement amount can return to normal, before the decrease they had previously announced.

RESOLUTION # 1722 – Moved by C. Thiessen to accept as information. CARRIED

10. ROUND TABLE

T. Burton – ASCHA was good this year.

T. Skinner – Will be heading to the FOF committee and asking for games tables that were at the ASCHA convention.

C. Thiessen – ASCHA was good, and they are listening to the needs. They recognized that the event could have been bigger. ASCHA will be celebrating their 60th anniversary next year.

D. Joudrey – The April 20th fundraiser tickets can be purchased at Solution Services in Sexsmith and a ride service is available back to Grande Prairie for the event.

11. CLOSED SESSION

12. NEXT MEETING:

12.1 Board Meeting – April 26, 2024 – New Pleasant View Lodge at 9:30 am

13. ADJOURNMENT: Adjourned at 2:20 pm

Judy Kokotilo-Bekkerus, Chair

Date

Steve Madden, CAO