



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Lakeview, Clairmont
Friday March 24, 2023

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Denise Joudrey	Birch 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
	Alvin Hubert	Saddle Hills County
	Karen Rosvold	County 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	Director of Human Resources
	Wes Jacobs	Facilities Manager
	Scott McFadyen	Project Manager
	Paula McGregor	Finance Controller

Guest:	Jayden Armstrong	Atkinson Construction
	Burke Atkinson	Atkinson Construction
	Vivian Taylor	MNP

1. CALL TO ORDER

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

2. CHANGES AND OR ADDITIONS TO AGENDA

Addition to 5.3 MNP Auditors, 11.2 Lakeview Heating, 11.3 Auditor Discussion.

3. APPROVAL OF AGENDA

RESOLUTION # 1541 – Moved by T. Burton to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – February 24, 2023

RESOLUTION #1542 – Moved by J. Siggelkow to accept the amended minutes as presented. CARRIED

C. Thiessen entered at 9:35 am.

5. PUBLIC INPUT/PRESENTATIONS

5.1 Atkinson Construction – P3 Project Partnership

Jayden Armstrong and Burke Atkinson with Atkinson Construction are based out of St. Albert. Atkinson Construction submitted a proposal to Grande Spirit Foundation that was shared with the City of Grande Prairie administration in regards to a 160 unit apartment building on Smith Lands. It is a mixed market housing project focused on affordable housing. There is a current demand in the City of Grande Prairie for affordable housing with low vacancy rates and rising market rent rates. With mixing market and affordable housing, it promotes inclusivity. It is a proposed 2, 4 story buildings holding 80 units each. If CMHC funding is procured there needs to be a minimum of 40% affordable units within the building which would be locked in for 10 years with CMHC for funding. A project of this nature is not something that will be profitable right away, but it could be profitable in the long run. There is an aging and decreasing market opportunities in the community. Looking at a two-year time frame from when the shovel hits the ground to when it would be ready for move in.

There will be 6000 sqft of commercial space available on ground level between the two buildings. Could look at what services would be best suited for the space, including daycare services or convenience store. There is a high demand for daycare services with a lack of proper spaces for them. Unit rent in the building will be anywhere from \$1,196 to \$2,100. The current rental rates in the area are \$1.25 per sqft and the larger units will ultimately cost more. To have two buildings of this size, there would need to be 3 to 4 acres available for the building and parking. Would like to thank the Grande Spirit Foundation board for having Atkinson Construction present the proposed 160-unit build.

5.3 MNP – Audit Finding

The 2022 financial statements are a high-level review. Lodge operations were \$11.7 million, which is a decrease from the previous year, due to COVID funding being decreased. Rental revenue has gone up as a result of vacancies going down.

\$11.3 million in expenses utilities and food costs were up while wages and benefits were down \$189,000 from the previous year. Shared admin costs of \$250,000 due to the reorganization of the central office and turnover. Lodge operations, before amortizations, have surplus of \$380,000; whereas a deficit of \$84,000 was budgeted for. On the provincial side, total revenue was up from last year. Expenses were \$3.3 million, an increase from the previous year, with notable increases in utilities, security, and grounds. Wages and benefits are down marginally with shared admin up as well on the provincial side. Looking at a deficit of \$165,000. In previous years the province funded the deficits and hope they will fund it again this year.

Overall operations revenue has been consistent year after year at \$16 million, with expenses being up, due to salaries, by \$200,000. There is a total surplus of \$442,000 for 2022 which includes the loss on the provincial side. The overall position of the foundation has a total of \$34.5 million in total assets which is a substantial increase from the previous year. Cash is about the same at \$13.6 million. Liabilities are up from 2021 at \$27.7 million. The biggest increase is between deferred capital which is to fund capital projects. There is a net reserve of \$6.8 million. Overall, Grande Spirit Foundation has had a profitable year again.

RESOLUTION # 1543 – Moved by T. Burton to move into closed session at 10:31 am. CARRIED

RESOLUTION # 1544 – Moved by A. Hubert to move out of closed session at 10:43 am. CARRIED

Break at 10:44 am
Return at 10:51 am

RESOLUTION # 1545 – Moved by E. Garrow to approve the 2022 audited financial statements as presented. CARRIED

RESOLUTION # 1546 - Moved by D. Skoworodko to approve MNP for the 2023 financial audit. CARRIED
K. Rosvold abstained from voting

5.2 Fire and Form – Affordable Housing Options

This presentation is to put into context the Spirit River Apartments and the cost of them and how it relates to the cost of the units. With the rising costs of resident, have gone up 62%, housing demand in Canada is outpacing the construction. The construction industry is underbuilding by 40%. The rising costs of construction is not a big city problem, but more of an issue in the rural communities where it would cost more to build in Spirit River than it would in Edmonton. With higher building costs, it will mean higher rent to help with inflation.

The current timeline for the Spirit River apartments is 2 years from concept to move in. With the current costs and inflation factors, town houses are cheaper to build but the energy and maintenance costs are higher than apartments. In order to make this project profitable, the breakeven rent would need to be \$2,200 for a 2-bedroom unit. If there are affordable units, then the market unit rent will be higher for a return on the units.

Applied for the Affordable Housing Partnership Program, but the application was not successful in receiving funding. Currently on the table is CMHC Co-Investment mortgage. With this the building can have 8 affordable units and 18 market units. If successful with the co-investment funding, the market rent units could be reduced to \$1,865 per month.

The units will be affordable and market rent for seniors, with the possibility of utilizing the rent supplement program for those who have a fixed income. There is the possibility of using the proceeds from the sale of the family housing unit to help with the rent supplement program for those units. The CMHC co-investment application closes soon but it is a fairly quick process to apply.

RESOLUTION # 1547 – Moved by D. Joudrey to accept presentation as presented. CARRIED

6. NEW BUSINESS

6.1. RFD - Rate Sheet

Canada Revenue Agency reviews mileage rates annually, with 2023 seeing an increase from \$0.61/km to \$0.68/km. Once approved by the board, implementation of the new rate will be communicated to staff.

RESOLUTION # 1548 – Moved by J. Siggelkow to approve the amended 2023 Rate Sheet as presented.
CARRIED

6.2. RFD – Disposal Proceeds

A new truck purchase was approved by the board at the February meeting. With the new truck being purchased, the old truck will need to be sold. The goal of the proceeds from selling the old truck is to put the money back into the Equipment Replacement Reserve. Finance is expecting roughly \$10,000 from the sale of the old truck. There is a possibility of keeping the truck as vehicles are harder to find. Could look at differing this item until the next meeting for administration to have discussions around selling it or keeping it.

RESOLUTION # 1549 – Moved by K. Rosvold to differ this item to the next board meeting.
CARRIED

6.3. RFD – Spirit River Apartment Tender

The board will need to revisit the extra funding requirement for the Spirit River Apartment at the next board meeting. Administration could look at writing a letter to all member municipalities to keep them up to date on the apartment project. There is no formal request for money currently, as the board doesn't requisition for capital projects.

RESOLUTION # 1550 – Moved by A. Hubert to approve tendering of the proposed Spirit River Seniors Apartment with an anticipated total project budget of \$8,502,316.
CARRIED

RESOLUTION # 1551 – Moved by A. Hubert to approve administration write a letter to all member municipalities informing them about the exciting projects that Grande Spirit Foundation is undertaking.
CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – Authorization Policy

Brought this draft policy to the board for review at the January meeting where it was determined that some changes needed to be made. There has been some policy training for the administration team, where this revised policy has been drafted. This is a huge improvement over the existing policy and this policy goes hand in hand with the purchasing policy that was approved in January.

RESOLUTION #1552 – Moved by A. Hubert to approve the Authorization Policy as presented.
CARRIED

8. CORRESPONDENCE:

8.1 Updated 2023 Budget Letter

This is an updated budget letter from the Government with a one-time payment increase to the rent supplement program. The government is giving out funding for housing Ukrainian refugees, and Grande Spirit Foundation has a potential Ukrainian family going into a housing in Spirit River.

8.2 Letter to G5 re: Pleasantview Lodge

This is a letter that was sent out to the G5 municipalities around the future of the current Pleasantview lodge. Currently there are no plans for the lodge, but administration is open to what can be done with it. Have not had any response to the letter as of this meeting.

8.3 AHPP Application Letter

This letter is in response to our AHPP application, and that Grande Spirit Foundation was not successful in the application process.

8.4 COVID Funding Update

Letter from Alberta Health Services stating that COVID funding has been extended to June 30, 2023. There have been talks about extending the funding, but it will depend on election results. The province announced further easing of restrictions by closing testing centers and removing isolation requirements.

8.5 ASCHA Summary and Analysis of 2023 Budget

ASCHA's letter regarding the budget. It is a summary of what ASCHA sees; letters have been sent out by ASCHA after the budget was released pushing for more money for Housing Management Bodies.

8.6 ASCHA Member Journey

This document outlines the members' journey, how it goes and where it can go. There was a time that Grande Spirit Foundation was not a member of ASCHA but have since returned as there is great value in being a member.

8.7 Letter to the City of Grande Prairie re: Smith Lands

This was a letter that was sent to the City of Grande Prairie for clarification on Smith Lands. There is a meeting on Monday with the City and Grande Spirit Foundation to over all the Smith Lands items. There are many items on the table for the Smith Lands, with the city doing a land inventory to see what else is available. Part of the Affordable Housing Action Plan from the City of Grande Prairie was to provide Grande Spirit Foundation land with ground infrastructure for future projects. Board members are encouraged to attend the meeting on Monday.

RESOLUTION #1553 – Moved by D. Skoworodko to accept 8.1 to 8.7 as information.

CARRIED

*Break for lunch at 12:27 pm
Return at 12:52 pm*

9. REPORTS

9.7 Project Manager Report

Some project updates; looking at TELUS fire installation with TELUS for the Spirit River Lodge. This is the best solution when it comes to the TV and phone system for the seniors. There have been talks around the supernet that Alberta Health Services uses and why it has not been requested for the new building. As it stands, TELUS is the best to provide phones for the elevators, including copper wiring, internet, and TV for the whole building. Alberta Health Services has never offered to put supernet in the new build. The capital cost of the fibre installations for TELUS for copper phone lines, tv boxes, wifi routers and phone service to every room would be a capital contribution of \$94,000 and a five-year fixed price service agreement. The fibre for the new lodge would also go to the new apartments as it would be an extension to the service line. There are concerns around Alberta Health Services need a secure server, which is where the supernet would come in.

A. Hubert left at 1:05 pm

There was a DeBolt open house on March 14, 2023, to review the current status of the project. There were four main questions that were presented to those in attendance regarding the program that the buildings are on, one- or two-bedroom units, modular or stick build. DeBolt has been moving along well and with the findings from the open house, they are hoping to move in a different direction from what is currently being done. This project will be looking for more funding if there is going to be a change to the units. There was a lot of feedback about the stairs leading up to the units, and the adjustment of digging down a concrete foundation to help limit the number of stairs up to the units. There is an anticipated shortfall of \$300,00 to \$400,000 if this project were to change to stick builds row housing from modulars.

There is no official update on the energy program currently.

RESOLUTION # 1554 – Moved by C. Thiessen to approve administration to investigate the possibility of super net to the new building, ask Alberta Health Services about sharing capital contributions and ask Alberta Health services about secure access to their system.

CARRIED

RESOLUTION # 1555 – Moved by J. Chelick to direct administration and DeBolt Seniors Association to contact MD of Greenview to review designs and monetary request for the changes that will be needed to make the units in DeBolt more viable for the seniors.

CARRIED

RESOLUTION # 1556 – Moved by T. Skinner to accept the report as information.

CARRIED

9.1 CAO Report

Caught up with the Hythe Pioneer Homes CAO and they may be looking at going back to the board about if it is time for the board to make a motion to move forward for the future.

9.2 Portfolio Report

No questions or concerns with the Portfolio report. Will need to get DeBolt spelled correctly in the report.

9.3 Financial Report

Provided variance reports for provincial and lodge. Everything is looking so far for year to date. Still have COVID funding which wasn't budgeted for. Utility costs are up, and salaries are low. Salaries typically are low until there is a month with 3 pay periods and then it seems to even out. Seem to be trending slightly ahead of the budget.

9.4 Maintenance Report

Maintenance staff would like to thank the board for approving the purchase of the new truck. Friends of the Foundation has been talking about floats in the parade, which aligns with the maintenance team wanting to have floats. Will get a list of all parades in the area and send to administration.

9.5 HR Manager Report

No questions or concerns with the HR report. Working on Finding the best solution for new software for property management, accounting, and payroll. The server is going to be replaced with cloud storage for all software.

9.6 Director of Operations Report

Applications are coming in for vacancies, but unfortunately, they are a higher level of care than what we can give. Have ramped up advertising for the vacancies on the radio. Should see an influx of applications as spring and summer approach.

9.8 Action Listing

No questions or concerns regarding the action listing.

RESOLUTION # 1557 – Moved by E. Garrow to accept 9.1 to 9.6 and 9.8 as information. CARRIED

10. ROUND TABLE

T. Skinner – Martin Hien Court seniors have a monthly dinner in the common area where feedback was provided about the maintenance tech who does all the work there; they are beyond happy with her work. The seniors also have a request for covered parking. This is a capital request and would need to send a letter to the province as they own it.

K. Rosvold – residents at Lakeview would like to see their portion of recycling money come back to Lakeview.

C. Thiessen – Want to thank Pioneer Lodge and Grande Spirit Foundation for the invitation to two 100th birthdays.

11. CLOSED SESSION

RESOLUTION # 1558 – Moved by D. Joudrey to move into closed session at 1:53 pm. CARRIED

RESOLUTION # 1559 – Moved by C. Thiessen to move out of closed session at 2:25 pm. CARRIED

11.1 Organization Partnership P3

11.2 Lakeview Heat

RESOLUTION # 1560 – Moved by E. Garrow to direct administration to proceed with items discussed in closed session. CARRIED.

12. NEXT MEETING:

12.1 Board Meeting – March 24, 2023

13. ADJOURNMENT: Adjourned at 2:28 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager