



GRANDE SPIRIT FOUNDATION BOARD MINUTES
GSF Admin Office
Friday May 26, 2023

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

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 9:36 am.

2. CHANGES AND OR ADDITIONS TO AGENDA:

Addition of 6.3 Rent Assistance Resolution and 7.1 Spirit River Funding

3. APPROVAL OF AGENDA

RESOLUTION # 1575 – Moved by E. Garrow to approve the agenda with additions **CARRIED**

4. APPROVAL OF MINUTES – April 28, 2023

One small change to the word flyers.

RESOLUTION #1576 – Moved by J. Siggelkow to approve the April 28, 2023, minutes as presented.
CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Rent Ceilings

This is a standard document that is approved by the board annually. The province set the Household Income Limit (HIL) which lists the incomes for communities across Alberta. The rent ceilings are for the seniors' independent apartments, and they are normally lower than the required 30% of income needed for these units. Administration is recommending there be no change to the rent ceilings from 2022.

RESOLUTION # 1577 – Moved by T. Burton to approve the 2023 rent ceilings as presented.
CARRIED

6.2. RFD – 2023 Business Plan Submission

These documents provide updated amendments to the original three-year business plan. Each year the province requests a business plan submission, over a three-year cycle, with years two and three being amendments to part of the business plan. The biggest changes came from the capital maintenance renewal request. These are projects that we are needing funding for provincial properties. The capital renewal requests also include lodges in the hope the

province provides funding. When the original business plan was submitted in 2022, the total cost of the capital maintenance was \$2.2 million, it is not closer to \$3.8 million. All items on the list come from routine checks and maintenance. The asset management document includes the provincial properties within the city that could be transferred to Grande Spirit Foundation.

The business plan submission is due by June 30, with the current documents in the package as draft, and will need to have final approval at the June board meeting. This will provide administration time to complete any changes before the final submission.

RESOLUTION # 1578 – Moved by J. Chelick to accept this as information and to present at the June 2023 meeting. CARRIED

6.3. Rent Assistance Resolution

Received this item from the City of Grande Prairie and they are looking for endorsement from Grande Spirit Foundation to support the resolution in increasing rent assistant and male it a simpler process. The City of Airdrie contacted the City of Grande Prairie to support this resolution.

RESOLUTION # 1579 – Moved by J. Siggelkow to approve Grande Spirit Foundation to support this resolution in principle for the City of Grande Prairie to proceed CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – CMHC Finance Offer Spirit River Apartments

A tender was put out for the Spirit River apartments and 5 bids were received. The Spirit River Apartment Building Committee had a meeting to review the bids and all amounts were very close to each other, however all bids are over the completed class A estimated budget. In March 2023 a Class A estimate was done with a total of \$8.3 million with a total budget of \$8.5 million. The lowest bid that was received came in at \$9.2 million from Brenex Building Corporation and is 18% higher than the estimate that was received. There has been a rise of roughly 100% in construction costs for residential housing over the last three years. With this bid the total project amount is \$10.5 million which includes the land that was donated. The bid results have been provided to CMHC. CMHC reviewed the updated budget and looked at the current loan rates and has come back with financing for \$8.7 million over a 50-year mortgage with a 10-year fixed term at 3.5%. There was an error in that information when they sent it out and they are currently loaning out at 3.05%. There will still need to be equity funds for the amount that CMHC is not covering, a total of \$907,000. There is currently \$1.2 million sitting in future development reserve that could potentially be used.

RESOLUTION # 1580 – Moved by J. Chelick to approve proceeding with the Spirit River Apartment project for \$10,517,617.65 inclusive of land, design development, construction, construction insurance, FF&E, landscaping, and owner-controlled contingency. CARRIED

RESOLUTION # 1581 – Moved by J. Chelick to approve financing of the proposed Spirit River Seniors Apartment with CMHC from the National Housing Strategy Co-Investment Fund for \$8,743,294.00 over a 50-year amortization, and an initial loan term of 10 years at a fixed rate of not more than 3.7% with the remaining capital equity required to come from the future development reserve of \$907,000. CARRIED

There has been previous discussion about the funds from the sale of one of the provincial housings in Spirit River being used for this project. Administration would need to send a letter to the province requesting the use of these funds.

RESOLUTION # 1582 – Moved by E. Garrow to approve sending a letter to the province to request the sale of the proceeds from the previously sold Spirit River housing unit to be applied to this project. CARRIED

Saddle Hills County council has provided a motion to provide Grande Spirit Foundation with \$1 million to go to the Spirit River Seniors Apartment project. This would cover the capital funds that are needed. There is a simple agreement that will need to be signed for this money.

RESOLUTION # 1583 – Moved by T. Burton to approve sending a letter to Saddle Hills County of appreciation in recognition of receiving \$1 million to go towards the new Spirit River Seniors Apartments. CARRIED

8. CORRESPONDENCE:

8.1 Letter to City of Grande Prairie re: Smith Land Request

This was a letter sent to the City of Grande Prairie CAO requesting the title transfer of the lands to Grande Spirit Foundation. P3 consultants also sent a letter to the city stating to proceed without being held up, a title transfer will help keep things moving. This is getting filtered through the City Council to get the transfer started.

RESOLUTION #1584 – Moved by D. Joudrey to accept this as information. CARRIED

9. REPORTS

9.1 CAO Report

Administration has put together a Spirit River public relations plan, included in the package. With that plan, brochures were put together to start handing out. There was an information session that was held, and there will be more information during seniors' week with the brochure to be handed out.

DeBolt seniors are wanting to move forward with a stick build, but they are not wanting to go to the MD of Greenview as they will not be the only ones from the community who will be using these units and someone else may want something different. Will advocate for this and could approach the MD of Greenview for funding.

9.2 Portfolio Report

No questions or concerns with the portfolio report.

9.3 Finance Report

No questions or concerns with the finance report. There is going to be a larger expense on the lodge side due to maintenance renting air scrubbers for the lodges when the air quality was poor due to wildfire smoke. Have purchased two air scrubbers for the future and have requested the province to help offset the cost of the rented units. Will also check with our insurance for any coverage.

Finance is looking at creating a finance committee with three board members. This has come from previous conversations as something that should be discussed and decided on. There is also the option of looking at using the management committee or continuing to bring everything to the regular board meeting for discussion and approval. Finance is looking at having no more than 6 meetings a year, with two hours meeting time at the most. Committee discussions are meant to be governance level and would include budget, debt, investments, and audit review.

RESOLUTION # 1585 – Moved by T. Burton to develop Terms of Reference for Finance Committee and bring back to the board for consideration. CARRIED

9.4 Maintenance Report

No questions or concerns with the maintenance report. The memory garden at Lakeview has been started.

9.5 Director of Human Resources Report

No questions or concerns with the HR report. Included in the report is a process for policies and the steps they go through to get to the board. Currently working on the 2023 Health and Safety Audit.

9.6 Director of Operations Report

No questions or concerns with the operations report. The Director is doing an amazing job with the seniors and getting everyone more engaged.

9.7 Project Manager Report

The province is aware that Krawford is not the lowest bidder on the apartment contract. The first step is to put a letter in to get items moved from the location where the apartment is to be built. Krawford was using this location as a laydown yard for their materials, but it should not have any impact on Krawford to move them as they are no longer in the framing stage.

The contract completion date for the lodge in Spirit River is May 1, 2024, and Krawford is estimating they could be done as early as March 2024. There is still a lot of finishing work that needs to be done, and this is where things can get extended. There will be some FF&E work that they will want to hold until they are done.

Engineering items have been taken to the Spirit River apartments building committee. The direction is to proceed with the scope that was already tendered. There will be two elevators to continue access if one ever goes down.

There is no real update for the AB Municipalities energy project.

A report has been summarized and options prepared for DeBolt. The original plan was to build four modular duplexes, set on piles which means they will be elevated. Have looked at different options on how to reduce the entry height of the buildings and have sent a letter to the DeBolt Pioneer Seniors requesting preference on the options and for support on this. Their preferred option would be to construct the duplexes on site with a 4plex on site that had no grade to make it accessible. Looking at \$1.6 million to \$2.68 million to complete this project.

9.8 Action List

There were some minor changes to the list that were not included in the copy that was sent out last Friday. A new copy has been printed for board members to see.

RESOLUTION #1586 – Moved by J. Siggelkow to accept 9.1 to 9.8 as information.

CARRIED

10. ROUND TABLE

T. Burton – DeBolt BBQ on July 1. Have been dealing with all the fires and evacuations.

D. Joudrey – Wanhams' 50th annual plow match is scheduled for June 23-25.

J. Chelick – Rycroft has approved in town chickens.

E. Garrow – Suggest taking a look at the College of Physicians.

J. Siggelkow – Appreciate the visit to council. The council is concerned about the deficit and willing to have requisitions increase to help this.

RESOLUTION 1587 – Moved by T. Burton to accept this as information.

CARRIED

11. CLOSED SESSION

12. NEXT MEETING:

12.1 Board Meeting – June 23, 2023 – Pleasantview Lodge Spirit River

13. ADJOURNMENT: Adjourned at 12:27 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager