



**GRANDE SPIRIT FOUNDATION BOARD MINUTES**  
**Pleasant View Lodge, Kanda Room, 10:00 am**  
**Friday October 27, 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
	Denise Skoworodko	Town of Spirit River
	Karen Rosvold	County of Grande Prairie – Virtual
	Tony Van Rootselaar	MD of Spirit River - Virtual
	Tanya Skinner	Town of Wembley
	Chris Thiessen	City of Grande Prairie
Administration:	Steve Madden	CAO
	Kelsey Edginton	Executive Assistant
	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 9:33 am.

2. CHANGES AND OR ADDITIONS TO AGENDA:

3. APPROVAL OF AGENDA

**RESOLUTION # 1621 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED**

4. APPROVAL OF MINUTES – September 22, 2023

*Update 8.5 Grovedale Open House to include the date of the open house rather than using last night. Update 8.6 to add Evelyn's last name for clarification.*

**RESOLUTION # 1622 – Moved by D. Joudrey to approve the minutes as presented. CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – CMHC Non-Profit Repair Offer

*Canadian Mortgage Housing Corporation has a repair offer of \$4.2 million available for Grande Spirit Foundation owned properties. This is a 40/60 split with Grande Spirit Foundation putting up 60% and it is retroactive back two years. There are items that could already have been completed that we can use this funding for. Grande Spirit Foundation was chosen for this repair offer due to good engagement and positive relationships. This is a very select repair offer that not everyone has heard about. Administration is recommending that the board approves this offer. There are some stipulations with the offer that include having 3 years to use this money. This offer is for repairs that make units more energy efficient and accessible, which is something that has already been identified at several locations. The board would like to make an announcement surrounding this but will need confirmation from CMHC once everything is signed.*

**RESOLUTION # 1623 – Moved by T. Burton to accept the Canadian Mortgage and Housing Corporation (CMHC) Not-For-Profit offer providing \$4.27 million to Grande Spirit Foundation with Board Chair and CAO to sign the agreement. CARRIED**

6.2. RFD – AB Muni Energy Contract

*This item was previously brought to the board for approval of a 10-year energy contract. Alberta Municipalities received a notification that the provider that was previously selected decided to not enter into an agreement with Alberta Municipalities. The new provider is not comfortable with entering into a 10-year agreement but has proposed a 6-year agreement instead. There are some rate differences between the two, with the 6-year agreement being higher. This means that there is an expected increase in the operations budget. There was an option to enter into a 2-year agreement to see if there is a larger pool in two years' time, but that rate would be higher than the 6-year rate. Administration is recommending the board approve the 6-year agreement with Alberta Municipalities.*

**RESOLUTION # 1624 – Moved by J. Siggelkow to approve entering the six (6) year agreement for electricity with Alberta Municipalities. CARRIED**

6.3. RFD – 2024 Lodge Budget

*The Finance Committee started budget discussions back in August of this year. All items that have been discussed and recommended for the board, are in the package. When looking at requisitions increase, it was found that Grande Spirit Foundation is on the lower side compared to the other housing management bodies across the province. The committee looked at recommending a rental rate increase of \$400 for those who are on the high end of the scale, but after discussions with the province, a rental increase of \$100 is recommended in a six-month period. With the Finance Committee recommending higher municipal requisition increase, the rental rate increase will not affect the lower income earners as much. While the committee was looking at the requisitions, they included amortization in with the budget since this is something that has never been done before. Amortization can help with repairs down the road to the aging facilities and it will have less of an impact on the municipal requisitions in the future if it is done now. With the rental rate increases, look at a January 1 increase for the high-income earners and then the regular July 1 rental increase for all residents. The rate sheet reflects the increases, with the dates needing to be amended once approved. With the approval to the rental rate increase, letters will go out to all seniors stating what is happening and when it will happen so that they have time to come forward with questions and for them to get comfortable with the increase.*

**RESOLUTION # 1625 – Moved by J. Siggelkow to approve the 2024 lodge operating budget as amended, including the recommended increase to rents and requisitions. CARRIED**

6.4. RFD – Resident Rate Sheet

*There are two changes to the rate sheet with one being the new technology package being added for the new Pleasant View Lodge. The other change is the eviction fee being \$75 to match the administrative fee with the Queen's Bench when registering the eviction order.*

**RESOLUTION # 1626 – Moved by C. Thiessen to approve amendments to the resident services rates sheets effective January 1, 2024. CARRIED**

6.5. RFD – Administration Rate Sheet

*Some changes to the administration rate sheet that include the amount for donation items, as per the donation policy and procedure that have been previously approved. The board rate fees have been changed for clarity on meeting payments.*

**RESOLUTION # 1627 – Moved by C. Thiessen to approve amendments to the administration rate sheet effective upon date of board approval. CARRIED**

6.6. RFD – Pleasant View Lodge FFE Purchasing

*This is for items that need to be in the new lodge, with estimates. Administration is looking for a total budget amount, rather than approving each individual item on the listing, which will make purchasing easier. This is also to the board's benefit so that items do not need to come to the board for approval each time they are purchased.*

**RESOLUTION # 1628 – Moved by A. Hubert to approve the purchase of furniture, fixtures, and equipment for the Pleasant View Lodge per Administration's procurement recommendations. CARRIED**

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 Harvest Dine and Dance

*Harvest Dine and Dance will be tomorrow, October 28, 2023. Hoping for a great turn out. There are a lot of silent auction items to be won. Everyone is working hard getting things organized and it should be a fun night.*

8.2 Grovedale Information Session

*Upcoming information session on November 14, 2023. This is to get more input from the residents of Grovedale on what they are hoping to see out there. Some small changes to be made to the poster before it goes out, including wording change to include all types of housing and not just seniors housing. Would like to see as many members at the information session as possible to hear all of the input.*

### 8.3 Spirit River Apartments Sign Unveiling

*The sign unveiling happened this morning before the meeting, October 27, 2023. Thank you to Facilities Manager Wes Jacobs and Project Manager Scott McFadyen for helping get things sorted for the event to happen and thank you to the contractor for allowing Grande Spirit Foundation to do this.*

**RESOLUTION # 1629 – Moved by D, Joudrey to accept 8.1 to 8.3 as information.**

**CARRIED**

## 9. REPORTS

### 9.1 CAO Report

*Happy to see Smith Lands moving along and the land transfer agreement being completed. The Needs Assessment has been completed and is in draft, which will be sent to board members to view by email. This may not make it to the November Board meeting but hoping to have it for then. There are concerns around the Alberta Health Services since of things with the new Pleasant View Lodge, a \$500,000 shortage, if the units are not at capacity. This is something that needs to be brought to the Minister of Health to discuss. If a AHS room is not filled, they pay \$150 per month. If meeting with the Minister of Health, would like to see this before Christmas so it doesn't get lost, and have a package for the Minister with no more than 3 topics to get them familiar with what is happening with the lodge.*

**RESOLUTION # 1630 – Moved by C. Thiessen to approve administration to write a letter to the Minister of Health to organize a meeting prior to Christmas regarding the new Pleasant View Lodge and Alberta Health Services access agreement.**

**CARRIED**

### 9.2 Portfolio Report

*Vacancies are starting to decrease on the lodge side. The waitlist has increased but administration will need to go in and remove any applications that are inactive. There is usually more need for units in the fall on the lodge side.*

### 9.3 Director of Finance Report

*Spent a lot of time in the last month with the finance committee discussing the 2024 lodge operations budget. The board would like to thank the Director of Finance for all of the hard work with pulling historical information to shape the budget going forward.*

### 9.4 Maintenance Report

*With the winter weather here, maintenance is ready for snow removal. Went to the Grande Prairie Police Commission information session, it was very informative and encourage anyone to go if they get the chance. There is an electrical upgrade scheduled at Heritage Lodge, where the back up generator will be used while the upgrade is happening. There will be no disruption to the heating system. The upgrade is needed due to issues at the admin office and heritage lodge. The Amisk Court fire door and another project were confused by the province and maintenance will investigate the issue and bring back to the board on what happened.*

### 9.5 Director of Human Resources Report

*It was requested that directors bring in their annual reports for the January 2024 board meeting to see everything that happened over the last year. There was a mock audit done in October with a score of roughly 90. There will be an external audit next year and hoping for a higher score then. The staff have pulled together with training and getting all the information out for education, which is shown in the score.*

### 9.6 Director of Operations Report

*Resident surveys have gone out and are waiting on all the feedback to come in. So far everyone is happy from what has been seen so far. There is a 3% vacancy rate currently. With the turnaround in bus drivers, a new driver has been found with some internal staff being trained as back up. Lakeview is currently in an outbreak, and they are following the Outbreak Management policy protocol. Any residents that have tested positive are 5 days in their rooms and after that they must wear a mask for 5 days when out in the common areas with other residents and staff.*

### 9.7 Project Manager Report

*The new Pleasant View Lodge is moving along with the completion date still sitting at March 15, 2024. Not much has changed since September but they have started in the kitchen.  
Construction is underway with the new apartments, with underground utilities happening now with the target date of November 15, 2023, for slab pouring. A pretty similar timeline to the lodge project. Framing for the apartments will be done in a shop and then moved to location to get them stood up.  
DeBolt site works are complete as of last week, with parking lot, sidewalk and underground utilities being completed. Jandel is working with a codes officer in bringing the second building in. Currently working with Best Buy Homes for buildings 3 and 4. Hoping to have the second building on site before Christmas.*

9.8 Action List

*No issues or concerns.*

**RESOLUTION # 1631 – Moved by D. Skoworodko to accept 9.1 to 9.8 as information.**

**CARRIED**

10. ROUND TABLE

*D. Skoworodko – Spirit River craft show November 3-4, 2023.*

*J. Siggelkow – Went on the wrong day to the Grande Prairie Police Commission information session but it was still very interesting with a lot of good information.*

11. CLOSED SESSION

12. NEXT MEETING:

12.1 Board Meeting – November 24, 2023 – Lakeview

*Administration will need to look at a date change due to conflicts with FCSS on scheduled November date.*

13. ADJOURNMENT: Adjourned at 12:06 pm

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*Judy Kokotilo-Bekkerus, Board Chair*

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*Date*

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*Steve Madden, General Manager*