



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Pleasant View Lodge, Kanda Room, 9:30 am
Friday September 22, 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 - Virtual
	Karen Rosvold	County of Grande Prairie
Absent:	Tony Van Rootselaar	MD of Spirit River
	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
Travis Cardinal	Facilities Coordinator	

1. CALL TO ORDER

J. Kokotilo-Bekkerus called the meeting to order at 9:33 am.

2. CHANGES AND OR ADDITIONS TO AGENDA:

Addition of 6.1 RFD – New Bank Accounts for CMHC

3. APPROVAL OF AGENDA

RESOLUTION # 1614 – Moved by D, Joudrey to approve the agenda with additions. CARRIED

4. APPROVAL OF MINUTES – August 25, 2023

RESOLUTION # 1615 – Moved by K. Rosvold to approve the minutes as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – New Bank Accounts for CMHC

CMHC is requiring Grande Spirit Foundation to open new bank accounts that show they are segregated from the other accounts. This will be for the advances on the loan, replacement reserve and loan payments. Loan payments will be drawn from the existing operating account, which means there will only be two new accounts needed. The first account will be for advances and will be solely used for the payment of construction contract. The second new account will be a CMHC replacement reserve which will maintain a designated reserve and will be funded with 4% of gross revenue.

RESOLUTION # 1616 – Moved by A. Hubert to approve the creation of two new bank accounts with ATB to comply with the CMHC loan agreement requirements. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – Finance Committee TOR

The Terms of Reference were created and presented to the Finance Committee. There were some changes made with input from the committee members. The first Finance Committee meeting was a success, with the focus being divided between budget talks and the Terms of Reference.

There are some slight changes that need to be made to the Terms of Reference that include rewording to 1.4 and that the chair is selected by the committee and not the board. There is also an amendment to spell out numbers in the statements and to remove 1.3 as a whole.

RESOLUTION # 1617 – Moved by T. Burton to approve the Finance Committee Terms of Reference as amended. CARRIED

8. CORRESPONDENCE:

8.1 Building the Grande Prairie Police Service

Letter stating that there is a information session for the Grande Prairie Police Force and inviting those who would like to participate in the discussion. Would like to see a board member attend as there are Grande Spirit Foundation facilities that will fall under the Grande Prairie Police area.

8.2 MD of Spirit River Letter re: Purchase Interest Caveat

Letter from the MD of Spirit River that states the land that was transferred to Grande Spirit Foundation, will have the caveat removed from it. The caveat was put in place to protect the G5 municipalities if the projects did not move forward.

8.3 Chamber of Commerce Renewal

This is the annual renewal for the Chamber of Commerce. Grande Spirit Foundation is a member, so any events can be attended by board members.

8.4 Wild Rose Manor BBQ Flier

This is the poster for the next BBQ that will be at Wild Rose Manor. This is potluck style but it is not necessary to bring anything. The union really appreciates that the board members are coming to these events. A calendar invite will go out to all members. With Alberta Municipalities conference happening next week, there will be some board members who will not be able to attend.

8.5 Grovedale Open House Poster

The Grovedale open house was held on September 22, 2023 and it had an excellent turn out. There were a lot of great comments and questions that came from the residents. There is another meeting on November 14, 2023. Residents of Grovedale would like to see something like Spirit River but not that large in Grovedale. A lodge is not an immediate project for Grovedale and there are many things that would need to be looked at before a lodge would be considered.

Need to gather information to help the residents understand the differences between social, seniors independent and lodge housing. Once this is established it will help move things along and get the direction on what should be in Grovedale.

Administration will change the name to an information session as that is what this is over and open house. They would also like to see more board members in attendance when the sessions happen. The current focus for Grovedale is social and affordable housing.

There will be a calendar invitation that will go to all board members along with a presentation for the next session in Grovedale.

8.6 Retirement Celebration – Pleasant View Lodge

The retirement celebration for Housing Manager of Pleasant View Lodge, Evelyn Bzowy, was the day before the board meeting. There was a large turn out of community members, residents, and staff past and present. Was a great day to celebrate her 24 years with Grande Spirit Foundation.

8.7 Nomination for Seniors Service Award

This is the annual awards nomination call for Seniors Service Award. Have nominated volunteers in the past and looking to nominate someone for 2023.

RESOLUTION # 1618 – Moved by K. Rosvold to nominate Wendy Doucet for the Seniors Service Awards. CARRIED

RESOLUTION # 1619 – Moved by J. Chelick to accept 8.1 to 8.7 as information. CARRIED

9. REPORTS

9.1 CAO Report

There is a draft RFP included with the CAO report. This RFP is to find an investor for the Smith Lands project. Administration is looking at creating a new position to help with fundraising corporate donations. Grande Spirit Foundation is not set up for capital campaigns and engagement that comes with the campaigns. There is still work being done on the job description and has not been posted for applicants as of this meeting. This would be a term position and would dissipate once the capital campaign is completed.

S. McFadyen joined the meeting at 10:35 am

9.2 Portfolio Report

No questions or concerns with the portfolio report. There are some questions around the number of applicants on the waitlist that are living in Grovedale; will need to conduct a needs assessment to see what is needed for housing in that community. To have a good waitlist, there would need to be 20-50 applicants waiting for housing.

9.3 Finance Report

Received news that COVID funding will be available until March 2024. This adds roughly \$25,000 a month to the budget, if the baseline occupancy rate isn't gone above.

Currently working on the budget items and looking to bring the first draft to the board at the October board meeting, along with the rate sheets. There are different scenarios being looked at, which include requisition increases and rent increases.

Finance has looked into the rates and requisitions of other Housing Management bodies, where it was found that some charge a LAP surcharge to help offset the high-income earners that prevent more LAP funding coming in. The payroll program is still underway with it being more intensive in detail than anyone was expecting. It looks like November will be when implementation will start, which means moving from paper to electronic clocking in for staff. The new payroll system will work with the scheduling system that is currently in place. The Finance Committee has been working on the budget and will be providing recommendations to the board. There will be a subsection in the board agenda that will be for the finance committee update, so that all members are up to date on the minutes and discussions that were had.

9.4 Maintenance Report

The Amisk Court sidewalk repairs had an incident where the contractor cut the main power line to the building but everything is back up and running and will still hit the target end date.

There was an incident at Lakeview with the parking lot lights. Due to high winds and compromised structure, there was a light that fell. There was no physical damage to property or people. This sparked an investigation into inspecting all the lights, and it was found that there are 4 more lights with posts that are cracked. All the lights have been removed as a precaution while the maintenance department gathers bids to replace the lights. The one quote that has been received is \$40,000 and looking to get one more quote before deciding and starting the replacement project.

9.5 Director of Human Resources Report

No questions or concerns for the Director of Human Resources report.

9.6 Director of Operations Report

Included with the Director of Operations report is the donation procedure that goes with the recently approved donation policy. This is for the board to review, but administration is not looking for approval. There are rates that are with the procedure that will be added to the rate sheet, which will be presented to the board this fall for approval.

9.7 Project Manager Report

The completion date, keys being handed to Grande Spirit Foundation, has moved up for the new Pleasant View Lodge from May 2024 to March 15, 2024. This is when all furniture and such will start to go into the building. The Alberta Municipalities energy program vendor has backed out of the program. There is another vendor that has been found who will do a six-year contract over a ten-year contract, and it will also be \$0.015 higher than the previous rate with previous vendor.

K. Rosvold left at 12:02 pm

9.8 Action List

No questions or concerns with the action list.

RESOLUTION # 1620 – Moved by J. Siggelkow to accept 9.1 to 9.8 as information.

CARRIED

10. ROUND TABLE

Need to start discussions and planning for the Spirit River grand opening in June 2024.

11. CLOSED SESSION

12. NEXT MEETING:

12.1 Board Meeting – October 27, 2023 – Pleasant View Lodge

13. ADJOURNMENT: Adjourned at 12:20 pm

Judy Kokotilo-Bekkerus, Board Chair

Date

Steve Madden, General Manager