



**GRANDE SPIRIT FOUNDATION Full BOARD MINUTES**  
**Lakeview, 9432 113 Avenue, Clairmont**  
**Friday March 22, 2019**

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Denise Joudrey	Birch Hills County
	Elaine Garrow	MD of Spirit River
	Alvin Hubert	Saddle Hills County
	Denise Skoworodko	Town of Spirit River
	Isak Skjaveland	Town of Sexsmith
	Corey Beck	County of Grande Prairie
	Roxie Rutt	MD of Greenview
	Cory Gundersen	Town of Wembley
	Ed Smith (Alternate)	Village of Hythe
	Joanne Chelick	Village of Rycroft
Administration:	Steve Madden	General Manager
	Kelsey Edginton	Executive Assistant
Absent:	Clyde Blackburn	City of Grande Prairie

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:03 am

2. CHANGES AND OR ADDITIONS TO AGENDA

*Add 6.3 Alternate for Union Negotiations, 7.4 Needs Assessment RFP, 8.9 Debolt Letter and 8.10 Procurement Email*

3. APPROVAL OF AGENDA

**RESOLUTION # 1178 – Moved by D. Skoworodko to accept the agenda with additions.**

**CARRIED**

4. APPROVAL OF MINUTES – Full Board Meeting – December 7, 2018

**RESOLUTION # 1179 – Moved by E. Garrow to approve the minutes of December 7, 2018 meeting.**

**CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

5.1 MNP Vivian Taylor – 2018 Audit

*Vivian Taylor with MNP came to present the 2018 Audit findings. Grande Spirit Foundation as \$28 million in assets compared to \$52 million in 2017. The change in this is from the Co-Ownership with the Government of Alberta for this building. There is \$7.6 million in cash, with \$2 million restricted. Total liabilities are \$22 million and long term debt is \$17 million. Lodge has \$10.7 million in revenue, which includes the capital maintenance budget. Lodge is under in utilities, food and housekeeping with the biggest part of that being salaries at \$5.2 million. Social housing has a carry over of \$180,000. There is also a carry over amount of \$167,00 that was approved for the Debolt project. When looking at the rest of the audit results there was nothing noted except for one this, which is a capital grant that was not signed until 2019. There is an overall decrease in liabilities and assets.*

**RESOLUTION # 1180 – Moved by R. Rutt to accept the 2018 Audited Financial Statements as presented.**

**CARRIED**

**RESOLUTION # 1181 – Moved by E. Garrow to appoint MNP for the 2019 Financial Audit.**

**CARRIED**

6. NEW BUSINESS

6.1. RFD – Bad Debts

*This is a list of bad debts from 2018 that the finance department is looking to write off. There will be work done with a collection agency to reduce this expense. Total for bad debt write off is \$8,411.70 and they are all from Family and Special Purpose Housing.*

**RESOLUTION # 1182 – Moved by A. Hubert to approve the write off of the bad debts for 2018 as presented.**  
**CARRIED**

6.2. RFD – Debolt/Sexsmith Agreement

*In the 2019 business plan it was requested that the province sell Grande Spirit Foundation the Sexsmith family housing units. This would result in Grande Spirit Foundation selling the units and building 6 new family housing units. The Debolt Senior Self-Contained apartments have been closed due to soil erosion behind the facility. The province recognizes that these units need to be moved and have undedicated with financial support to move the buildings. The Md of Greenview has purchased new lands earmarked for the units. Grande Spirit Foundation is optimistic in a working relationship to access the financial requirements between the province and MD of Greenview. This agreement was sent to the board by email for approval, which was unanimous. The fund from the sale of the 6 Sexsmith family housing units will be put into restricted reserves to distribute as rent supplement or into new units.*

**RESOLUTION # 1183 – Moved by D. Joudrey to approve the Board Chair and General Manager to proceed with signature of the Agreement for Purchase and Sale of Land Agreement, with the Province of Alberta, to purchase the lands indicated within the agreement, that include six family housing units in Sexsmith and two seniors self-contained units in Debolt.**  
**CARRIED**

6.3. Alternate for Union Negotiations

*At the last management committee meeting, one of the board members expressed that he would not be able to attend the next meeting and that the City of Grande Prairie will send his alternate. The City of Grande Prairie did not appoint an alternate for the Grande Spirit Foundation board. This board member is also on the Union Negotiations committee and will need an alternate. D. Skoworodko nominated Denis Joudrey as alternate for the Union Negotiations.*

**RESOLUTION # 1184 – Moved by J. Chelick to have nominations ceases.**  
**CARRIED**

**RESOLUTION # 1185 – Moved by J. Chelick to accept Denise Joudrey as the alternate for Union Negotiations Committee.**  
**CARRIED**

7. UNFINISHED BUSINESS:

7.1 RFD – Lakeview Co-Ownership

*At the January 2019 Management Committee, a draft co-ownership agreement was received and reviewed. At that time the board accepted the draft agreement. Once this was accepted it was presented to Grande Spirit Foundation's mortgage holder, Royal Bank of Canada, for their review. RBC reviewed the documents, provided recommended changes, including a Tripartite agreement, all of which the province has accepted. RBC requested a tripartite agreement to be added to provide better protection for their interests in the property. This agreement is a three-way agreement between RBC, Grande Spirit Foundation and Alberta Social Housing Corporation. Both agreements have been reviewed by Grande Spirit Foundation legal at RMRF and they are comfortable with Grande Spirit Foundation entering in both agreements. Prior to the full board meeting this was emailed to all members for approval.*

**RESOLUTION # 1186 – Moved by R. Rutt to accept the Co-Ownership agreement between Grande Spirit Foundation and Alberta Social Housing Corporation and approve the Grande Spirit Foundation Board Chair and General Manager to sign the agreement.**  
**CARRIED**

**RESOLUTION # 1187 – Moved by A. Hubert to accept the Tripartite agreement between the Grande Spirit Foundation, Alberta Social Housing Corporation and the Royal Bank of Canada and approve the Grande Spirit Foundation Board Chair and General Manager to sign the agreement.**  
**CARRIED**

7.2 RFD - Social Media Policy

*This is a policy that is designed to prevent slander and negative comments on social media from staff members. This policy has been reviewed and accepted by the management team and recommended for approval via the Management Committee.*

**RESOLUTION # 1188 – Moved by E. Garrow to approve the Social Media Policy as presented.**  
**CARRIED**

### 7.3 RFD – Cannabis Policy

*This policy has been created to protect the staff and residents of Grande Spirit Foundation. This was discussed at length at the February 2019 management committee meeting. There were concerns surrounding the usage of recreational cannabis and the residents of Grande Spirit Foundation. Residents will only be permitted to consume cannabis medically, with proof, in any facilities. If they are smoking medical cannabis, there will be designated smoking areas separate from regular smoking areas for consumption. As the policy states there will be no recreational usage or production of cannabis in any Grande Spirit Foundation facility.*

**RESOLUTION # 1189 – Moved by J. Chelick to approve the Resident Cannabis Policy as presented.**

**CARRIED**

### 7.4 Needs Assessment RFP

*The RFP for the need's assessment was posted on March 21, 2019. This will cover senior housing, family housing and indigenous housing needs within the Grande Spirit Foundation communities. It will assess the levels of care that are needed in the region as well. This RFP closes on April 12, 2019 and it has a checklist attached for everything that they will need to provide in the RFP.*

## 8. CORRESPONDENCE:

### 8.1 ASCHA Certificate

*This is a certificate from ASCHA stating our membership. This will be hung at all facilities.*

### 8.2 Letter from Birch Hills County

*This is a letter from Birch Hills County that indicates the council has committed a contribution of \$250,000 towards the new facility in Spirit River. This letter was sent to the Minister of Seniors and Housing, Minister of Health, MLA Margaret McCuaig-Boyd, Central Peace Seniors Housing Committee Chair Alvin Hubert and Grande Spirit Foundation chair Judy Kokotilo-Bekkerus.*

### 8.3 Letter from Saddle Hills County

*This is a letter from Saddle Hills County that indicated the council has committed a contribution of \$1,000,000 towards the new Spirit River facility. It also expresses the appreciation of council for the work that has been done by the Grande Spirit Board and General Manager on this project.*

**RESOLUTION # 1190- Moved by J. Chelick to approve administration to send a letter to Birch Hills County and Saddle Hills County regarding the funds for the new facility in spirit river**

**CARRIED**

### 8.4 Letter from GSF Chair to Ministers regarding Spirit River Facility

*This is a letter sent to Minister of Seniors and Housing Lori Sigurdson regarding the proposed new facility in Spirit River. It speaks to the meeting that happened on December 3, 2018 with all the G5 representatives and Grande Spirit Foundation representative.*

**RESOLUTION # 1191 – Moved by D. Skoworodko to accept this letter as information.**

**CARRIED**

### 8.5 Letter from GSF Chair to Ministers regarding Saddle Hills County Contribution

*This is a letter regarding the \$1 million contribution that Saddle Hills County has made towards the new Spirit River Facility.*

**RESOLUTION # 1192 – Moved by J. Chelick to accept this letter as correspondence.**

**CARRIED**

### 8.6 Letter from Minister Sigurdson regarding Spirit River Facility

*This is a letter that was received from the Minister of Seniors and Housing Lori Sigurdson approving \$24 million to replace the existing Pleasantview Lodge in Spirit River with a new facility that will have 40 lodge units and 52 designated supportive living units.*

**RESOLUTION # 1193 – Moved by A. Hubert to accept this letter as correspondence.**

**CARRIED**

### 8.7 2019 Municipal Requisitions

*This is the letter and invoice that was sent to each member municipality for the 2019 municipal requisitions.*

**RESOLUTION # 1194 – Moved by J. Chelick to accept this correspondence as presented. CARRIED**

### 8.8 Annual Report

*This is a draft on the 2018 annual report. This has been updated with current audited finances.*

**RESOLUTION # 1195 – Moved by R. Rutt to accept the Annual Report as presented. CARRIED**

8.9 Debolt Letter

This is a letter from Alberta Seniors and Housing approving a carryover of \$167,000 from the 2018 operating budget to 2019, that may be used for the Debolt project.

**RESOLUTION # 1196 – Moved by R. Rutt to accept this as correspondence.**

**CARRIED**

8.10 Procurement Email

*With the announcement of the provincial election in April 2019, this is stating that during the election period everything will continue as normal for Housing Management Bodies. However, during the election period, and until further notice, Alberta Social Housing Corporation will not be entering any new funding commitments or any new projects.*

**RESOLUTION # 1197 – Moved by D. Joudrey to accept this as correspondence.**

**CARRIED**

9. REPORTS

9.1 General Manager Report

*AED's have been purchased and distributed to all locations, with staff receiving training on how to use them. Employee benefits have been reviewed and GSF will be moving towards a new benefit provider in the Fall of 2019. There was a motion from a previous meeting regarding the sale of the six Sexsmith family houses and that the proceeds are to go to the rent supplement program or to replace the six houses. Grande Spirit Foundation Administration has been in contact with two landowners, with one interested in selling if Grande Spirit Foundation pays for the servicing of the land. Administration will come back to the board with more options.*

9.2 Portfolio Report

*Report provided in package prior to meeting, includes turnover statistics and current resident statistics. Lakeview is over 95% occupied. Eaglesham and Wanham have vacancies but no waitlists.*

9.3 Finance Report

*Everything for Lodge and Social housing should be at 17% for this time. Maintenance is on the higher side for lodge and with Lakeview being almost full there has been an increase to revenue.*

9.4 Maintenance Report

*Facilities Manager was on holidays at the time the report was due.*

**RESOLUTION # 1198 – Moved by D. Joudrey to accept all reports as presented.**

**CARRIED**

10. ROUND TABLE

11. IN CAMERA

12. NEXT MEETING:

12.1 Management Committee Meeting – April 26 – Pleasantview Lodge

13. ADJOURNMENT: Meeting adjourned at 11:58 am

  
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Judy Kokotilo-Bekkerus, Board Chair

  
\_\_\_\_\_  
Date

  
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Steve Madden, General Manager