



**GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE
MINUTES**

**Lakeview, 9432 113 Ave, Clairmont
Friday October 26, 2018**

Present:

Judy Kokotilo-Bekkerus	Town of Beaverlodge
Denise Joudrey	Birch Hills County
Elaine Garrow	MD of Spirit River
Clyde Blackburn	City of Grande Prairie
Alvin Hubert	Saddle Hills County
Denise Skoworodko	Town of Spirit River
Isak Skjaveland	Town of Sexsmith

Administration:

Steve Madden	General Manager
Kelsey Edginton	Executive Assistant
Samantha Stuart	Finance Manager

Absent:

Roxie Rutt	MD of Greenview
Corey Beck	County of Grande Prairie

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:00 am

2. CHANGES AND OR ADDITIONS TO AGENDA

Add 6.9 – Telus Wifi at Wild Rose Manor

3. APPROVAL OF AGENDA

RESOLUTION # 2496 – Moved by D. Skoworodko to accept the agenda with additions.

CARRIED

4. APPROVAL OF MINUTES – Management Committee Meeting August 24, 2018

RESOLUTION # 2497 – Moved by E. Garrow to approve the minutes of August 24, 2018 meeting.

CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Encroachment Agreement Aurora Court

The City of Grande Prairie as approached Grande Spirit Foundation about a sign that they want to place on the corner of 96 Street and 100 Ave, in front of Aurora Court. The sign will be at no cost to Grande Spirit Foundation and there will be no maintenance fees as the City of Grande Prairie will take care of the sign. The City of Grande Prairie will also be responsible for landscaping, including live plants. They sign may have lighting as well. The Grande Spirit Foundation Maintenance department has reviewed the plans and provide support for the proposed sign. Once an agreement has been reached for the placement of the sign, layout and any other conditions requested, a written agreement will need to be signed by both parties.

RESOLUTION # 2498 – Moved by I. Skjaveland to approve negotiation of an agreement with the City of Grande Prairie for sign placement at 10013 96 Street, Aurora Court.

CARRIED

6.2. Underage Lodge Applicants

The Grande Spirit Foundation defines a senior as a person over the age of 65 years. Our Senior Independent Apartments, Villas and Lodges all house seniors. There has been some discussion among the managers regarding accepting an underage senior into a lodge facility. If an underage senior were to be accepted into a lodge unit, a contract explaining that they are under age and if a senior with a greater need for the lodge room, they may be required to move into a different unit. The underage senior would need to be comfortable with the lodge setting and be able to pay the rent. If the underage senior would have to move the manager would investigate the vacancies at other facilities to help accommodate the move. The managers want to see the underage senior exhaust all other options before accepting them into a lodge facility.

6.3. RFD – Heritage Lodge HVAC Upgrades

AT the August 2018 management committee meeting, it was mentioned that administration was working on gathering bids for the HVAC upgrade at Heritage Lodge. This is a capital project that was in the 2017 business plan and it got 100% approval. J. Davis Engineering reviewed the HVAC system provided recommendations for the upgrades. A bid package was put together and posted. Two bids were received, with G & M Plumbing coming in as the lower bid.

RESOLUTION # 2499 – Moved by C. Blackburn to accept the recommendation from J. Davis Engineering Ltd. to award the Heritage Lodge HVAC System Upgrades contract to G & M Plumbing and Heating Ltd. in the amount of \$375,378. CARRIED

6.4. RFD – Pleasantview Lodge TV Contract

Pleasantview Lodge current has a Bell satellite TV system that provides TV service for the residents. They are happy with this system and want to sign a 5-year renewal. There is a slight increase to the service, but it does remain within budget for 2019. There are limited options for commercial sized TV provisions for Pleasantview, so this renewal provides the best option for the lodge. As per policy, the General Manager can only sign contracts that provide up to 3 years of service contracts, a five year requires board approval.

RESOLUTION # 2500 – Moved by A. Hubert to approve the General Manager to sign the Bell TV contract renewal for a five-year term for Pleasantview Lodge. CARRIED

6.5. RFD – In Memory Donation Money

There have been donations received in memory of a former board member. Administration would like to see the donations go towards an item in memory of that board member. There are three options for the donation; The fund goes to the Friends of the Foundation for an item to be purchased in memory of the board member. That the Grande Spirit Foundation approaches the resident board for Sunset Homes in Sexsmith to decide on an item in memory of the board member. That the item purchased in memory of the board member is decided by the board and purchased by GSF administration. The board would like to see that all residents will benefit from donations. They would also like to match any of the donations that are in memory of the board member.

RESOLUTION # 2501 – Moved by C. Blackburn to approve the board to match the total donations amount that come in memory of the former board member out of the accumulated lodge surplus account. CARRIED

RESOLUTION # 2502 – Moved by E. Garrow approve the donations going to the Friends of the Foundation to purchase an item in memory of the former board member. CARRIED

6.6. RFD – ASCHA Membership

Grande Spirit Foundation has had the opportunity to be a member of different associations. There are various fees for the associations. GSF is currently a member of ANPHA with a membership fee of \$6,475. In 2017 ANPHA provided newsletters to GSF with no further related activities for Housing Management Bodies. ASCHA membership costs more per year but the benefits greatly outweigh the cost. Administration noted value within ASCHA from a project and provincial connection related to GSF's vision for future projects and accomplishments. They have a variety of conferences during the year and they have a lot of information available. ASCHA has a yearly membership fee of \$9,978. Grande Spirit Foundation was previously a member of ASCHA but opted out of the membership, as at the time it was not relevant to the organization.

RESOLUTION # 2503 – Move by A. Hubert to approve administration to not renew ANPHA membership for 2019 and approve the purchase of membership with ASCHA for 2019. CARRIED

6.7. RFD – Health & Safety Labour Management Committee

In 2018 Alberta OH&S regulations changed requiring organizations to create Health & Safety Committees that are formal in process, including Co-Chairs for each meeting, minutes recorded and a procedure for making health & safety recommendations. The required documentation and procedures have been put together for this committee and it has been reviewed by the union. There is a letter of understanding that is required to support the name change within the collective agreement. The union supports the name change and has provided administration with a signed copy of the letter of understanding for signatures.

RESOLUTION # 2504 – Moved by E. Garrow to approve the Vice Chair and General Manager to sign the Letter of Understanding #2, required for the collective agreement. CARRIED

6.8. RFD – Nurse Call Upgrades

Nurse Call tenders have been received for upgrades to Wild Rose Villas, Pioneer Lodge and Heritage Lodge. Nurse call is a requirement within all lodge setting under accommodation standards. Lifeline is currently in place for Wild Rose Villas, and this is a push button system where as the nurse call is a pull string system that will sound an alarm for staff to go to the resident's room. There was a request for funding submitted to the province and it was approved in 2017 and the project is within budgeted expectations to be covered 100% by the grant and is not expected to run without any extra costs. There was one bid received from Priority Communications for \$147,540. J Davis Engineering provided technical expertise for the specifications after reviewing all sites. They reviewed and recommend proceeding with this vendor.

RESOLUTION # 2505 – Moved by E. Garrow to accept the recommendation from J. Davis Engineering Ltd to award the Nurse Call upgrades contract to Priority Communications in the amount of \$147,540.

CARRIED

6.9. Telus Wifi at Wild Rose Manor

Wild Rose Manor is wanting to get wifi for the facility. This will benefit the seniors as they can cut their costs on phone since they could get a phone that runs off the wifi. The wifi is also needed for the nurse call upgraded. A five-year contract with Telus for the added wifi will be \$13,800 per year.

RESOLUTION # 2506 – Moved by E. Garrow to accept a 5-year contract with Telus for \$13,800 per year for wifi at Wild Rose Manor. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – Smoking Policy

Administration worked on the Smoking Policy as per the motion from the September Management Committee Meeting motion #2488. This policy has gone before the lodge managers to get their input on it. The policy states that current residents will be grandfathered until May 1, 2019; while any new residents from January 1, 2019 and forward will be nonsmoking. The board would like a policy regarding Cannabis growing and usage to be made and brought back for review.

RESOLUTION # 2507 – Moved by C. Blackburn to approve the updated Smoking Policy for Grande Spirit Foundation Seniors Housing. CARRIED

RESOLUTION # 2508 – Moved by D. Skoworodko to approve administration creating a draft Cannabis policy and bring back to the next management committee meeting. CARRIED

8. CORRESPONDENCE:

8.1 OH&S Inspection Report for Pleasantview Lodge

There was a complaint put in about the air quality at the lodge. An inspection happened, and it was found that the air quality was not an issue and that our Health & Safety is very good. There was a note about the makeup air units, but those have been replaced, and were going to be replaced, before the inspection.

8.2 Senior Income Amounts

There is a small increase to all benefits that the seniors are receiving.

8.3 Safety Audit Recommendations

These are the recommendations from the Health & Safety Audit that happened in the Spring of 2018, along with the resolutions for all the items. It was pointed out that the volunteer database needs to be happening, and while this is not new to GSF it has not been kept up to date. The next Health & Safety audit is scheduled for spring of 2019.

8.4 Letter from Alberta Seniors and Housing Deputy Minister

There is a new Deputy Minister for Seniors and Housing, Susan Taylor. Administration will draft a letter to invite her for a tour of our facilities.

8.5 AHS Lodge Compliance Results

These are the results from the Compliance Reviews for Pioneer Lodge, Heritage Lodge and Wild Rose Manor. Everyone passed with flying colors.

8.6 Resident and Family Councils Policy

At a previous management committee meeting, it was asked that administration create a policy regarding the Resident and Family Councils Act. Grande Spirit Foundation already had a policy for this act.

RESOLUTION # 2509 - Moved by D. Joudrey to accept all correspondence as presented. CARRIED

9. REPORTS

9.1 General Manager Report

The Telus conversion for the office phones at Lakeview has been difficult but it is complete. The Friend of the Grande Spirit Foundation had their annual Harvest Dinner, which was a huge success. Staff is currently reviewing different options for insurance and employee benefits. Staff is looking at changing how residents pay their rent. They are looking at taking money orders, cheque and e-transfers, which makes it easier for the residents as well. This means that there would no cash on site at any location.

9.2 Portfolio Report

Report provided in package prior to meeting, includes turnover statistics and current resident statistics. Lakeview is over 85% full.

9.3 Finance Report

Report provided in package prior to meeting. Everything is looking good, with some departments on the low side and some on the high side.

9.4 Maintenance Report

The sprinkler project is complete at all locations. The bulkhead project is underway. Facilities Manager will be present at the full board meeting for a more thorough update and to answer any questions.

RESOLUTION # 2510 – Moved by I. Skjaveland to accept all reports as presented. CARRIED

10. ROUND TABLE

11. IN CAMERA

RESOLUTION # 2511 – Moved by A. Hubert to move in camera at 11:33 am. CARRIED

11.1 Beaverlodge New Project

11.2 Personnel

RESOLUTION # 2512 – Moved by E. Garrow to approve administrative discussion to be presented at the Full Board Meeting. CARRIED

RESOLUTION # 2513 – Moved by D. Skoworodko to move out of in camera at 12:00 pm. CARRIED

12. NEXT MEETING:

12.1 RFD – Management Committee Meeting – November 23, 2018 – Heritage Lodge

There is a schedule conflict for the full board meeting, which will include appointments for Chair and Vice Chair. Administration would like to see the meeting moved to December 7, 2018 at 10 am at Lakeview. With this meeting being a full board meeting, all members should be in attendance.

RESOLUTION # 2514 – Moved by D. Joudrey to accept moving the November Full Board meeting date to December 7, 2018 due to schedule conflict. CARRIED

13. ADJOURNMENT:

RESOLUTION # 2515 – Moved by D. Joudrey to adjourn the meeting at 12:01 pm. CARRIED



FOR Claude Lagace, Board Chair

February 28/19

Date



Steve Madden, General Manager