



GRANDE SPIRIT FOUNDATION FULL BOARD MINUTES
Stonebridge Hotel/Zoom Meeting
Friday June 23, 2021

Present: Judy Kokotilo-Bekkerus Town of Beaverlodge
Chris Thiessen City of Grande Prairie
Alvin Hubert Saddle Hills County
Elaine Garrow MD of Spirit River
Joanne Chelick Village of Rycroft
Denise Joudrey Birch Hills County
Corey Beck County of Grande Prairie
Isak Skjaveland Town of Sexsmith

Administration: Steve Madden General Manager
Kelsey Edginton Executive Assistant
Annette Simigan Acting Finance Manager
Tracy Bussiere HR Manager
Leona Hanson Director of Operations

Absent: Anna Underwood Town of Wembley
Roxie Chapman MD of Greenview

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to at 9:17 am

2. CHANGES AND OR ADDITIONS TO AGENDA

No changes or additions, wanting to move up the Finance Report before new business so Acting Finance Manager can get back to the office.

3. APPROVAL OF AGENDA

RESOLUTION #1304 – Moved by E. Garrow to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Full Board Meeting – March 26, 2021

RESOLUTION #1305 – Moved by D. Joudrey to approve the minutes of March 26, 2021 meeting.

CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1 RFD – Pioneer Window and Exterior Painting Project

The tender for this project has closed and the engineering consultants recommend going with the lowest bidder Trend Home Improvements. The window project was approved by the board in 2020, however it was delayed due to COVID. The exterior painting is part of the approved 2021 capital projects. The total bid price for both projects is \$209,800 with both projects being covered by the building reserve and accumulated surplus; there is also approval to use provincial grant funds to assist if needed. This was sent to the Management Committee by email for approval and administration is looking for a formal approval for this project.

RESOLUTION # 1306 – Moved by J. Chelick approve entering into a contract with the low bidder, 1546675 Alberta Ltd. o/a Trend Home Improvements for the Pioneer Lodge egress window and exterior painting project and approve the board chair and CAO to sign the contractual agreement, in the amount of \$209,800, with the fund to come from the provincial fire systems grant, the building reserve and any remaining from the 2020 accumulated reserve.

CARRIED

6.2 RFD – DeBolt Request for Quotation

This was previously tendered out, looking for a new building, but it was over budget, and it did not meet the time line. Administration is looking to cancel the tender and look for quotes from manufactured home companies. This request was sent to the management committee by email for approval and administration is looking for a formal approval for this project.

RESOLUTION # 1307 – Moved by I. Skajaveland to approve canceling tender file 190-507 Grande Spirit Foundation DeBolt Center Building Supply and Installations. CARRIED

RESOLUTION # 1308 – Moved by E. Garrow to approve administration proceeding with a Request for Quote provided to modular home vendors to gather quotes for future board consideration for purchasing of a new build for DeBolt. CARRIED

6.3 RFD – Bylaw Review

Grande Spirit Foundation bylaws are requiring a review to clarify membership due to the recent announcement of local municipal changes. The province has received notice regarding the dissolution of the Village of Hythe and has provided their support to the change of our ministerial order based on the bylaw changes. There may be more changes to the bylaws than just the municipal changes. This will be brought back to the management committee for feedback, and it will go to the full board for full approval.

RESOLUTION # 1309 – Moved by D. Joudrey to approve administration being bylaw review and bring back recommendations for Grande Spirit Foundation bylaws. CARRIED

6.4 RFD – Meeting Date

When reviewing the fall meeting dates, administration is suggesting having a full board meeting in September due to the municipal elections. A full board meeting will be needed before the election due to the budget that will need to be approved. The November full board meeting will be used to welcome in the new board members and to get them orientated with Grande Spirit Foundation. Administration is recommending September 24, 2021, for the next full board meeting.

RESOLUTION # 1310 – Moved by C. Thiessen to approve September 24, 2021, as the next Full Board Meeting. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – 2020-2022 Business Plan Update

The business plan was presented to the management committee at the May 2021 meeting. There were no changes from the last meeting. The full business plan was provided electronically to the full board when the meeting package was sent out. Once approved the business plan will be available on the website. The province has stated that there is a zero increase to the provincial budget, so the cost pressures were updated to reflect this. Administration is recommending the board to approve the draft 202-2022 business plan for submission to the province.

RESOLUTION # 1311 – Moved by C. Thiessen to approve the 2020-2022 Business Plan as presented and to be submitted to the province. CARRIED

7.2 RFD – Capital Budget

Based on the 5-year capital plan, these are the items that have been identified by lodge managers for the capital projects to be completed in 2022. These items will be submitted to the province for capital funding consideration with the 2020-2022 business plan update. However, if the province does not approve these items GSF will need to use Reserves to cover the expenditure. Administration is recommending \$258,750 of the building reserve and \$8,000 of the equipment replacement reserve to cover the capital projects.

RESOLUTION # 1312 – Moved by C. Thiessen to approve the use of Building Reserve and Equipment Replacement Reserve for Capital Expenditures in 2022, as presented. CARRIED

7.3 RFD – 2022 Rate Sheet

The 2021 rate sheet was amended to add the Director of Operations since it is a new position. The management committee approve the amendments to the rate sheet, adding the Director of Operations spending limits, at the May 2021 meeting. If the CAO is not present, then the Director of Operations will be acting CAO and will have the same authority at that time as the CAO. Any contact that exceeds the spending amount, for the Director of Operations and CAO, will be brought to the board for approval.

RESOLUTION # 1313 – Moved by E. Garrow to accept the amended 2021 Administration Rate Sheet as presented. CARRIED

8. CORRESPONDENCE:

8.1 CPS Incentive Program

This is the incentive amount that we received for the first quarter. This is generated through the margin share program, food and supplies purchased from CPS. Should have a yearly amount of \$40,000 to \$50,000 by the end of the year.

8.2 Find Housing Digital Service

The province did an affordable housing review and have a referral service for housing. This is something they are putting together for clients to go online to determine the housing options in their area. Can also look for vacancies in the area with this program. CAO's from housing management bodies across the province have been very vocal on this program. There are people out there who will look eligible on paper but could be very different when meeting with managers in person. There needs to be more information around this program and how other management bodies are feeling about this. There is no department listed for this program, which is contradicting on the flier for this program

8.3 Vacancy Information Sheet

Starting to advertise about the vacancies with Grande Spirit Foundation. Trying to get these out to as many places as possible, that seniors visit, and it is on the radio about 4 times a day. There is a response starting from the advertising. There are links on the webpage to schedule a tour of a lodge and there is a link to schedule a visit with a family member who is in one of the lodges. The province continues to pay for the vacancies in the lodges. With the current restrictions easing up on July 1st, the CMO orders are still in place for continuing care and the province is looking to ease some of those restrictions in August.

RESOLUTION # 1314 – Moved by J. Chelick to accept all correspondence as presented. CARRIED

9. REPORTS

9.1 CAO Report

Tried to shorten up this month's report, and they will get shorter as time goes on. Will be spending more time on the report card for the strategic plan. With the opening and easing of restriction within the province this is a perfect time to start advertising the vacancies within Grande Spirit Foundation. There has been an increase in applications and people calling in for information on senior housing. This is the season where gardens are in and they will want to wait to move in the fall so that they can get the garden out. The application is very long and can delay move in by up to three weeks. One thing to look at is booking a tour before the approval process to entice people to apply. Hope to have more information in August.

9.2 Portfolio Report

COVID had a large impact on the lodge, with the apartments being affected a bit differently. There have been no issues with the apartments with applications going strong. Another milestone is the Parkside is going back to the City of Grande Prairie on June 30th, 2021. You will not see Parkside on the portfolio after that. With the new rental assistance benefit, applications will once again start being collected.

9.3 Finance Report

For the lodge side, should be around 42%; revenue is higher than normal due to COVID funding; expenses are a bit under on the utilities; salaries are over and will continue to do so with raises that are coming for union and non-union staff in July and due to COVID related hiring. On the provincial side revenue is a bit high but the transfer to reserve for the funds from the sale of the Sexsmith house has not been done yet; everything else is looking good and normal for this time of the year.

9.4 Maintenance Report

There has been a lot of work orders done so far this year. Maintenance has shifted a bit when it comes to turnovers. This is when a long-term resident has left the units will need to have paint and flooring done. The process has been streamlined but the provincial units are slow due to the province approving the funding for these units. There have been some changes that the province will be putting in place when it comes to the renos that need to be approved.

9.5 Project Manager Report

The consultants on the Spirit River project put together good, detailed design drawings that are 60% complete. The final construction budget is sitting around \$27 million but was only approved for \$24 million; COVID has added about \$40,000 of extra costs to each room. With this still being in the pre-award stage the province does not want to restart with a different consultant; they also do not want to kill the project as there is a need in the area, and they want the project to move forward. They are working internally to see where they can find the extra money and hoping they can find it without going to the treasury. Will be setting up a meeting with Minister of Finance to see what we can do to get this project moving along. Could wait for the price of lumber to come down or should there be different options we should be looking at. The province is not in favor of reducing the number of rooms. If they look at lengthening the project for the price of lumber to come down, it will still be on track for 2023 occupancy.

Have put out an RFP in search of a partner to help with the energy audits. This is to help make our facilities more energy efficient. If there is something that is found that will need to be changed, they will guarantee a payback from the savings of changing the items. The next step is for the proposed items to come back to see what the cost, and there are finance options as well and accumulated surplus. This is available for any AUMA members.

9.6 Director of Operations Report

Have taken the time to visit all of the lodges and the majority of the independent senior apartments. Still needing to go out to Wembley, Sexsmith and LaGlance. There are some amazing managers at these facilities. There has been a lot of talking about the vacancies and the misconceptions around COVID and the impact it has on the seniors. Vaccinations and rapid testing are still happening at all the locations; rapid testing will be happening until September. Working with the HR Manager on policy reviews, and also looking at the resident transfer policy and it will come back to the board for review. Amisk Court is now managed by the senior housing manager at Lakeview, working closely with management at these locations.

9.7 HR Manager Report

Director of Operations has been a great support over the last month. Have reviews the organizational review that was done and have been brainstorming on the direction of Grande Spirit Foundation with the CAO and the HR Manager. Will be reviewing and revitalizing job descriptions for more efficiency and this will be linked with succession planning. Have been working on different phases of the organizational chart. Will be looking at an employee engagement survey for staff with implementation anticipated for September 2021.

10. ROUND TABLE

11. IN CAMERA

- RESOLUTION # 1315 – Moved by D. Joudrey to move in camera at 10:50 am. CARRIED**
- RESOLUTION # 1316 – Moved by J. Chelick to move out of in camera at 11:12 am. CARRIED**
- RESOLUTION # 1317 – Moved by D. Joudrey to receive the Organization Chart as information. CARRIED**

12. NEXT MEETING:

12.1 Management Committee Meeting – August 27,2021 – Location TBD

13. ADJOURNMENT: Adjourned at 11:12 am



Judy Kokotilo-Bekkerus, Board Chair

Nov 27, 2021

Date



Steve Madden, CAO