



**GRANDE SPIRIT FOUNDATION FULL BOARD MINUTES**  
**Zoom Meeting**  
**Friday March 26, 2021**

Present:	Judy Kokotilo-Bekkerus Chris Thiessen Alvin Hubert Elaine Garrow Joanne Chelick Roxie Chapman Denise Joudrey Corey Beck Isak Skjaveland	Town of Beaverlodge City of Grande Prairie Saddle Hills County MD of Spirit River Village of Rycroft MD of Greenview Birch Hills County County of Grande Prairie Town of Sexsmith
Administration:	Steve Madden Kelsey Edginton Samantha Stuart	General Manager Executive Assistant Finance Manager
Guest:	Scott McFadyen Vivian Taylor	Project Manager MNP
Absent:	Denise Skoworodko Brian Peterson Anna Underwood	Town of Spirit River Village of Hythe Town of Wembley

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:15 am.

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA

**RESOLUTION #1280 – Moved by R. Chapman to accept the agenda as presented.**

**CARRIED**

4. APPROVAL OF MINUTES – Full Board Meeting – January 22, 2021

**RESOLUTION #1281 – Moved by D. Joudrey to approve the minutes of January 21, 2021 meeting.**

**CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

5.1 MNP Vivian Taylor – 2020 Audit

*Everything was sent out electronically this year. This year the total assets was \$30.6 million; cash was just over \$12 million; accounts receivable was up as well because of COVID funding that was new. Capital assets have decreased a bit due to amortization. Liabilities are \$4.8 million, up from last year; biggest increase is deferred revenue at \$2.3 million due to selling four houses that the province gave to Grande Spirit Foundation, which goes to reserve and can only go to future social housing programs. Accrued vacation liability is just over half a million dollars and management should be encouraging all staff to take their vacation time. Long term liability is at \$19 million, which is the same as last year with long term debt decreasing. Deferred contributions went up \$400,000 for the Spirit River project. Total liabilities are just under \$224 million with a total for equity at \$6.6 million. Reserve funds are all at the maximum except for future development reserve which does not have a maximum and is still at \$1.28 million. Accumulated surplus is \$2.4 million which has not been allocated.*

*There have been changes over all to lodge operations due to COVID. Total revenue is \$11.9 million, up from 2019 with just under \$950, 000 from COVID funding; without that funding revenue would have been down. Rental revenue is consistent as rates were not raised very much. Expenses went up this year; food expenses have risen which is normal each year. Resident services have gone up \$50,000 due to PPE and COVID costs. Capital maintenance is down due to the sprinklers being completed and only bulkheads getting done. Salaries and benefits are at \$6.3 million, with an almost \$1 million increase with most of the increase being COVID related.*

*Admin costs are relatable to last year. Before amortization surplus \$1.5 million revenue over expenses. Other contract property management is very similar to the previous year; biggest decrease was \$100,000 due to rates. Expenses are roughly the same with very little change to surplus of \$244,000. Social Housing total revenue is \$2.9 million, down from last year. Biggest change is payroll which is up \$50,000 but mostly everything is in line with the previous year. Surplus of \$160,000 will be requested for the DeBolt project. With the audit findings there were no real issues encountered; reporting no significant issues noted. Accounting policies are appropriate and applied. No issues with the overall audit. Summary of significant difference is what was adjusted, with the biggest ones always being capital and provincial deficit funding. Operational, everything is being recorded as normal. Unadjusted differences are accrued utilities payable with \$40,000 which is down from last year.*

**RESOLUTION # 1282 – Moved by E. Garrow to accept the 2020 financial audit as presented. CARRIED**

6. NEW BUSINESS

6.1 Staff Introductions – Project Manager

*Introduction of Scott to the board. Scott moved to Grande Prairie at the beginning of the year. Was last working and living in Yellowknife. Scotts' wife is an architect, and they have two young boys. Really liking the community so far. Quick update on the Spirit River project; it is in the pre-award phase with the architect work and project team to make a schematic design. They have been proposing some concept designs. Once approve the concept design, they will be moving to the floor plan design phase. Target is to have schematic design completed and presented by the end of April 2021 with the target to have contact awarded by the end of May 2021.*

6.2 RFD – Bad Debts

*This is done each year. These are the bad debts that are determined to not be collected from past tenants. These will still be going to a collection agency, but it is not likely to receive them. The total bad debt expense for 2020 is \$3,112.74.*

**RESOLUTION # 1283 – Moved by C. Thiessen to approve write off the following bad debts for 2020 as presented. CARRIED**

6.3 RFD – 2020 Audit

*Motion for the 2020 audit was presented after the audit presentation by Vivian Taylor with MNP.*

6.4 RFD – Auditor Appointment

*Each year the full board appoints a financial auditor for the next fiscal year. MNP has been the financial auditor for several years providing excellent, timely service while assisting the finance department to navigate the year with great success. Administration is recommending approval of MNP to complete the 2021 financial audit for Grande Spirit Foundation.*

**RESOLUTION # 1284 – Moved by C. Thiessen to approve MNP as the Auditor for the 2021 Audit.**

**CARRIED**

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 Strategic Plan Info Graphic – Final Version

8.2 Seniors Income Amount

8.3 Vaccine Progress

8.4 2021 Provincial Budget Update from Alberta Seniors and Housing

8.5 2021 Provincial Budget Highlights from ASCHA

8.6 Capital Maintenance Renewal

8.7 Central Peace Signal Article

8.8 Annual Report

*C. Thiessen – appreciate the changes made to the strategic plan.*

*C. Beck – The annual plan looks good and can be circulated to the member municipalities.*

*C. Thiessen – Regarding the provincial letter about the budget. Does more money in the rent subsidy mean GSF can serve more people in the area. There was a meeting at 10 am this morning that GM Madden was not able to attend but the Family Housing Manager will be attending and bringing back information from it. This will be direct money to tenants again. Once more information is available will be sending out to the board.*

**RESOLUTION # 1285 – Moved by C. Thiessen to approve all correspondence as presented. CARRIED**

9. REPORTS

9.1 General Manager's Report

There is a bit of a different layout than the board is used to seeing. Have been working on this with Nolan. This will show the progress on things the General Manager has been working on, strategic plan items. Open to feed back about using something different to show the progress. Will change it to show progress in numbers, or percentages. Hired P3 Partners and started last week with a meeting at the City Hall. Planning on getting the board and P3 partners to meet on April 6, 2021, but having to do two sessions due to provincial regulations. Will send out a meeting invite once set up. The meeting with Covenant Care went very well. Was nice to meeting the local board. They currently have some ongoing projects. GM Madden has reached out to the partnership with Kilam, and they stated that the relationship is very good. They tried to get a facility upgrade in the past and then when to Covenant Health to partner to get those upgrades completed. They will be working with them again on for affordable housing for seniors. They have stated that everything is very clear, and Covenant Care has very clear expectations with great communication. Board felt there was a strong marriage between both board values and that is where they want to go.

**RESOLUTION # 1286 – Moved by I. Skjaveland to accept the general manager report as presented. CARRIED**

9.2 Portfolio Report

Vacancies are an issue right now. Sam has been working hard at covering the cost of these vacancies which is about 12%. The waitlist on the lodge side is a bit weak, but the busier season is about to start. Also working with the communications team to get something up and running to help get the waitlist in a better place. If the province is funding the vacancies, we are doing ok. Typically, seniors are wanting a specific location, or they are not ready to move which is why the waitlist is slow moving.

**RESOLUTION # 1287 – Moved by C. Thiessen to accept the portfolio report as presented. CARRIED**

9.3 Financial Report

On the provincial side, we should be about 16%. Revenue is right on to where it should be. Utilities and housekeeping are a bit high; maintenance, salaries and admin are all average. On the lodge side, still doing well with vacancies. Total revenue is on par, same with utilities, housekeep, maintenance, salaries and admin expenses. Will likely see a change due to new staff. Having hired anyone but the project manager right now. Director of Operations and HR Manager are taking longer than expected.

**RESOLUTION # 1288 – Moved by C. Beck to accept the finance report as presented. CARRIED**

9.4 Maintenance Report

Lakeview nurse call system contract has been signed and working with the contractor to order supplies and that the layout is appropriate in Lakeview. Hoping to see motion in the next two or three weeks.

**RESOLUTION # 1289 – Moved by R. Chapman to accept the maintenance report as presented. CARRIED**

9.5 Project Manager Report

A brief updated was completed when Scott made his introduction.

10. ROUND TABLE

J. Kokotilo-Bekkerus - The RFP for the Beaverlodge Health Complex will be closing on March 29,2021.

11. IN CAMERA

**RESOLUTION # 1290 – Moved by C. Beck to move in camera at 11:16 am. CARRIED**

**RESOLUTION # 1291 – Moved by C. Beck to move out of in camera at 12:05 pm. CARRIED**

**RESOLUTION # 1292 – Moved by A. Hubert to move for chairman to review employment contract with General Manager as discussed in closed session and bring forth additional information as defined in closed session. CARRIED**

12. NEXT MEETING:

12.1 Management Committee Meeting – April 23, 2021 – Location TBD

13. ADJOURNMENT: Adjourned at 12:10 pm



Judy Kokotilo-Bekkerus, Board Chair

Nov 27, 2021

Date



Steve Madden, General Manager