



**GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE
MINUTES
ZOOM**

Friday May 28, 2021

Present:	Judy Kokotilo-Bekkerus Denise Joudrey Elaine Garrow Denise Skoworodko Corey Beck Roxie Chapman Chris Thiessen Isak Skjaveland	Town of Beaverlodge Birch Hills County MD of Spirit River Town of Spirit River County of Grande Prairie MD of Greenview City of Grande Prairie Town of Sexsmith
Absent:	Alvin Hubert	Saddle Hills County
Administration:	Steve Madden Kelsey Edginton Samantha Brothers Annette Simigan Leona Hanson	General Manager Executive Assistant Financial Manager Acting Finance Manager Director of Operations

1. CALL TO ORDER

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

Would like to welcome Leona Hanson to the Grande Spirit Team as the Director of Operations.

L. Hanson – It has been great meeting everyone in person. CAO Madden has been great with all the orientation and looking forward to many exciting things to come. Very thankful to be part of it and looking forward to working with everyone. Next week will be visiting the lodges and getting to know my roll.

2. CHANGES AND OR ADDITIONS TO AGENDA

Addition 6.8 RFD – Tender for Sidewalk at Heritage Lodge.

3. APPROVAL OF AGENDA

RESOLUTION # 2698 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Management Committee April 23, 2021

RESOLUTION # 2699– Moved by C. Thiessen to approve the minutes of the April 23, 2021 meeting as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – 2021 Business Plan Update

Before starting the discussion around the business plan update would just like to let the board know that Finance Manager Samantha Brothers will be leaving the Grande Spirit Foundation and Annette Simigan will be acting Finance Manager for the time being.

Each year a business plan needs to be submitted to the province and this includes budget numbers. Appendix C, D, E and G are the sections that the government wants updated this year. Administration was able to keep deficit funding at \$461,000 and were able to move things around to keep it the same for 2022.

The Capital Maintenance Renewal is all the projects that the managers would like to have done in 2022. The DeBolt project has been tendered and is underway. The building side of this is a bit different as the costs have gone up. The previous estimate was around \$250,000 and now the estimate has gone up to \$330,000. There was one bidder, and it was over \$400,000. This has gone back for tender review with some scope changes and possible early 2022 but hoping for late 2021. The Spirit River project has been added again just as a reminder to the province about it. The Amisk Court expansion is being resubmitted. Need to put pressure on the province regarding this and hopeful that the new health complex creates synergy surrounding this. This is something that can be lost along the way if we do

not keep the province in the know about it. This project is more about risk management and the safety of the residents due to the narrow hallways among other items. The questionnaire form G is just around the environments or contaminated site, which administration use to check yes with the DeBolt site when the Government owned it.

RESOLUTION # 2700 – Moved by E. Garrow to approve the draft 2020-2022 business plan updated sections to be presented to the full board for approval. CARRIED

6.2. RFD – Operations Budget

Each year administration does up the budget and this year administration is looking for an approval for an interim budget and to bring it back in September or October before the municipal elections. With the uncertainty around the CMO orders, administration is just wanting to try and make sure that the budget is in order closer to 2022. The funding for supplies and vacancies may discontinue when the CMO orders are done.

The budget was done as normal; rent was kept with a 12% vacancy overall and assumed it would be the same for 2022. Therefore, this is an interim budget. The operating LAP grant was approved in 2020 and the province approved the same amount for 2021, without using vacancies. However, once covid is over LAP may reduce for 2022, reducing revenue for Lodge. Seniors' income has increased over the last couple of years and in the past GSF was able to avoid large rent increases but in 2017 it was increased by \$50. Administration is hoping to avoid a similar large increase.

In 2020 the municipal requisition was 3% with the overall total of \$1.27 million. The rent increase of \$5 for 2020 was postponed from July 2020 to January 1, 2021. Four options for 2020 were presented ranging from a \$5 rent increase to a \$25 rent increase and municipal requisitions ranging from no increase to a 10% increase.. Finance forecasted interim budget for 2023 and 2024 that there would be a 3% vacancy with a surplus of \$76, 000. LAP grant might go up as well since the vacancies are going down. The board agreed that that 8% municipal increase would be better than raising the rent any higher than \$5 in 2021.

RESOLUTION # 2701 – Moved by C. Thiessen to approve the draft 2022 interim budget with option 3 to be presented to the full board for approval. CARRIED

6.3. RFD – Capital Budget

This is based on GSF's five-year capital plan. These items are sent to the province requesting provincial grant to cover as part of the business plan. These projects are lodge projects and if the province does not approve these projects, administration will need to use reserves to cover the expenditures and a request to transfer the funds from reserve will come to the board.

RESOLUTION # 2702 - Moved by C. Beck to approve the use of Building Reserve and Equipment Replacement Reserve for Capital Expenditures in 2022 as presented. CARRIED

6.4. RFD – 2022 Rate Sheet

There are some amendments that needs to be made to the 2021 rate sheets to include the Director of Operations. The board will need to approve projects that are above the spending amount for the CAO position.

There is also a recommended change to the employee awards for the 2022 rate sheet. The employee awards will all be increasing by \$50. There is also a change of wording on the Housing Operations to include a name change to the rent supplement program. There is also a request to change to the senior housing transfer fee for the second transfer in one year. Typically, there is a charge for \$250 for a transfer but administration is looking at implementing the \$500 fee for the second transfer in one year. The board discussed review of the policy and procedure prior to approval so that it is easier for management to retain consistency.

RESOLUTION # 2703 – Moved by D. Joudrey to approve the amended rate sheet to add Director of Operations to the 2021 Rate Sheet to be presented to the full board for approval. CARRIED

RESOLUTION # 2704 – Moved by R. Chapman to approve the 2022 Employee Long Service Awards increase to be presented to the full board for approval. CARRIED

RESOLUTION # 2505 – Moved by C. Beck to table the transfer fee increase to have Administration bring back to the board with more information. CARRIED

6.5. RFD – WCB PIR Program

There is a refund of \$23,385.15 for Grande Spirit Foundation this year. Each year administration requests the funds to be put back into an employee appreciation item. Administration is requesting that \$13,000 of the PIR refund be put back to the employees, while the remaining refund goes towards reducing the WCB premium costs.

RESOLUTION # 2706 – Moved by I. Skjaveland to approve \$13,000 of the WCB PIR refund of \$23, 385.15 be redirected to staff appreciation items. CARRIED

6.6. RFD – Sexsmith House Reserve Transfer

In April 2018 the board approved the six detached family housing unit in Sexsmith, along with Alberta Seniors and Housing, to transfer these units to Grande Spirit Foundation as surplus properties. These units were then listed when tenants moved out. The fifth house was sold in March 2021 for a total of \$207,797.69. These funds are intended to assist with future construction of new social housing units and the funds can be moved to reserve for future project implementation.

RESOLUTION # - 2707 – Moved by D. Skoworodko to approve transferring the proceeds from the sale of one house in Sexsmith, totaling \$207,797.69 to the Future Development Reserve. CARRIED

6.7. RFD – Full Board Meeting Date

The board meetings typically fall on the fourth Friday of each month. There is a meeting conflict for the June Board meeting, June 25th, and administration is suggesting moving the meeting to June 23rd or 24th to accommodate the conflict.

RESOLUTION # 2708 – Moved by C. Thiessen to approve the change of meeting date and time for the June Full Board meeting. CARRIED

6.8. RFD – Tender for Sidewalk at Heritage Lodge

This was not included in the package and sent to the board members just before the meeting. This is a request for sidewalk work at Heritage Lodge. These sidewalks are for the exit doors with no sidewalks as there needs to be a clear exit, with path, in case of evacuation of the building. There is money available for this and would need to be done before July. Administration recommends going with the lowest bidder, Paladin Services.

RESOLUTION # 2709 – Moved by C. Thiessen to approve the bid and contract for awarding the sidewalk construction and repair to Paladin Services & Maintenance for \$32,480. CARRIED

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 New Table and Chair Update Heritage Lodge

8.2 Seniors Income Amounts

8.3 ASCHA Letter to Minister Shandro

8.4 Rotary Employment Partnership

8.5 PLRS Notification for Landlords

RESOLUTION # 2710 – Moved by E. Garrow to accept all correspondence as information. CARRIED

9. REPORTS

9.1 General Manager Report

Biggest highlight is that the province is starting the talks about reopening. GSF Seniors' vaccination rate is at 82% and seeing more interest from staff in the vaccinations. There have been positive changes in the CMO orders. The CMO orders will be staying in place for continuing care, even with the province opening. Have not seen any COVID related issues for about a month.

9.2 Portfolio Report

Currently sitting around 12% or 13% for lodge vacancies. It is not COVID outbreak related but it is unfortunately part of the lodge setting during this time of Covid. Everything is going well on the family housing side. Going to start advertising about the vacancies and talking about internal incentives with managers.

9.3 Finance Report

The lodges should be about 33% for this time of year. Overall things are going well. There are still municipalities that are needing to pay but they have until June 30. Salaries are a bit high but that is due to the additional COVID staffing. On the provincial side should be around 35%; food and operation are a little on the high side but that should balance itself out by the end of the year. Everything else is good.

9.4 Maintenance Report

Things are going well and doing amazing at all the sites. There have been 277 work orders done since the last board meeting. Seeing more turnovers as well.

9.5 Project Manager Report

The contractor has submitted the initial cost of \$27.8 million, which is approximately \$6.4 million over the provincial allocation for the constructions budget. The province said this not uncommon and seeing it in different projects as well. COVID has added about \$40,000 to each of the rooms for construction and materials. Will be taking the entire package back to the treasury to see if more money is available. There are a few options that were discussed. One option is going to a cement building from a wood frame. This would make the building more energy efficient and save money on materials. The second option was to reduce the size of the facility, which is something that is not wanted. The last option was to scrap this project and apply again through a grant this time. This was not something that everyone wanted but it needed to be shared as an option. Could reduce the number of lodge beds but keep the DSL3+ beds as is and see what kind of flexibility there is on this is AHS.

RESOLUTION # 2711– Moved by D. Skoworodko to accept all reports as information. CARRIED

10. ROUND TABLE

C. Beck- Received information from Book Jane about staffing for Grande Spirit Foundation. Will forward this on to Steve.

J. Kokotilo-Bekkerus – Progressing nicely with the new health complex.

S. Madden – Thank you to those that are on the board for the strong support for Grande Spirit Foundation. It means a lot to the staff and residents. Really appreciate everything the board does.

11. IN CAMERA

12. NEXT MEETING:

12.1 Management Committee Meeting – June 25, 2021 – Location TBD

13. ADJOURNMENT: meeting adjourned at 11:49 am.



Judy Kokotilo-Bekkerus, Board Chair

Nov 27, 2021

Date



Steve Madden, General Manager