



**GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE  
MINUTES**

**Pioneer Lodge, 9508 100 Avenue, Grande Prairie  
Friday January 25, 2019**

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  
Corey Beck County of Grande Prairie  
Roxie Rutt MD of Greenview

Administration: Steve Madden General Manager  
Kelsey Edginton Executive Assistant

Absent:

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:04 am

2. CHANGES AND OR ADDITIONS TO AGENDA

*Add 6.5 ASCHA Convention, 7.1 Debolt, 7.2 Cannabis and 8.6 MAID*

3. APPROVAL OF AGENDA

**RESOLUTION # 2516 – Moved by D. Skoworodko to accept the agenda with additions.**

**CARRIED**

4. APPROVAL OF MINUTES – Management Committee Meeting October 26, 2018

**RESOLUTION # 2517 – Moved by I. Skjaveland to approve the minutes of October 26, 2018 meeting.**

**CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Admin Office Photocopier Contract

*An email was sent out to all the members regarding signing a new 5-year contract for a photocopier for the administration building. Administration received 3 different quotes, as per the purchasing policy, for a new machine. Micro Computers Plus, Hi-Tech Business Solutions and ES Williams provided quotes for different machines. Administration compared costs of all 3 quotes; Micro Computers Plus Xerox Machine will cost a total of \$11,940 over 5 years, Hi-Tech Business Solutions Toshiba will cost a total of \$16,031 over 5 year and ES Williams Hp will cost a total of \$14,314 over 5 years. The Micro Computer Plus Xerox will bring down the annual cost approximately \$1000 per year.*

**RESOLUTION # 2518 – Moved by E. Garrow to approve the General Manager to sign a 5-year contract with Micro Computers Plus for a new Xerox machine for the Administration building.**

**CARRIED**

6.2. RFD – Health and Safety Policy Update

*Each year administration reviews the Health and Safety Policy for Grande Spirit Foundation and makes any necessary changes to the contents. This year's policy has been reformatted to reflect the other forms that are now used with the Grande Spirit Foundation logo. All employees have access to this policy, along with our health and safety program. The policy was updated to include employees have an obligation to review and understand this policy. Employees will be asked to review and sign the policy.*

**RESOLUTION # 2519 – Moved by C. Blackburn to approve the updated Health and Safety policy as amended. CARRIED**

6.3. RFD – Social Media Policy

*Administration drafted a social media policy for Grande Spirit Foundation. This policy is to prevent the misrepresentation of Grande Spirit Foundation by employees. It is to ensure that any representation is clear, and it is taken seriously. The Communication Policy states who is responsible for acting on behalf of Grande Spirit Foundation to the media, including social media. All pictures require written or verbal consent.*

**RESOLUTION # 2520 – Moved by R. Rutt to accept recommendation and present to Full Board for approval of the Social Media policy as presented. CARRIED**

6.4. Lakeview Ownership Agreement with Province

*Starting in 2015, there were letters sent between Alberta Housing and Seniors and Grande Spirit Foundation. These letters outlined the projected funding shortfall due to the recommendations for increasing room size. In June of 2016 it was suggested that Grande Spirit Foundation and the Government of Alberta explore a partnership to provide additional funding for the new seniors' complex. The Government of Alberta is interested in this as an investment and it is an asset for them as well. This Co Ownership Agreement was not a surprise since it was expected to be signed after the build was complete, as per the letters attached. Even with the Government of Alberta being in a co ownership with Grande Spirit Foundation, this will not affect the current operations of the facility. Once Management Committee has accepted the draft, it will be sent to RBC for their review and then on to full board for final acceptance.*

**RESOLUTION # 2521 – Moved by C. Beck to accept the recommendation and present to Full Board for approval to sign the Co-Ownership Agreement for Lakeview with the Province. CARRIED**

*Discussion carried into the G5 Spirit River Seniors facility (new) project. The board discussed looking for updates from the province and possible member extended support to the project.*

**RESOLUTION # 2522 – Moved by A. Hubert to approve Grande Spirit Foundation to send a letter to the Province requesting an update on the G5 funding and Grande Spirit Foundation's intention of consideration of a partnership with the Province. CARRIED**

6.5. ASCHA Convention

*The ASCHA Convention is April 15-17, 2019 in Edmonton. There are enough resources to send 2-3 board members. Denise Joudrey and Judy Kokotilo-Bekkerus are wanting to go on behalf of Grande Spirit Foundation.*

7. UNFINISHED BUSINESS:

7.1 Debolt

*Debolt has two buildings that are senior self-contained units. There has been some erosion behind these units which has forced the closure. These are not Grande Spirit Foundation owned buildings. The Government of Alberta and the MD of Greenview have been in talks about the future of this property. The Government of Alberta has offered the MD of Greenview the purchase of the buildings for \$1 but they would need to be moved to a new location. The MD of Greenview has secured un-serviced lands that the buildings could be moved to. Grande Spirit Foundation is interested in the buildings and housing. The buildings are in good condition for moving but final say if buildings can be moved, would come from the moving company.*

**RESOLUTION # 2523 – Moved by E. Garrow to approve Grande Spirit Foundation Administration to engage with MD of Greenview for future management of buildings. CARRIED**

7.2 Cannabis

*There was a motion at the last Management Committee Meeting to bring back a draft Cannabis policy. General Manager Madden drafted an information sheet and draft policy for every member to review and bring back to the next meeting.*

**RESOLUTION # 2524 – Moved by C. Beck to receive the information regarding the cannabis policy and table until the next Management Committee Meeting on February 22, 2019. CARRIED**

8. CORRESPONDENCE:

8.1 Tenant Meeting Minutes Summary

*This is a summary of all the minutes that were taken from the Annual Tenant Meetings for each location. The highlights from all the minutes is the new smoking policy, comments about the food, fire drills, fraud, maintenance,*

and snow removal. There have been massive improvements to the TV system in Lakeview that has had a good response, same with the new WIFI that was installed in Wild Rose Manor.

8.2 Bill 26 – An Act to Combat Poverty and Fight for Albertans with Disabilities

This is a recent change to lodge disposable income amount. It has gone up \$7.00 per month. Seniors need to be left with \$322 after rent has been paid. The AISH amount has also increased. Assessments of those residents impacted were completed to ensure this adjustment for January 1, 2019, as per the legislation.

8.3 Letter from G5 Committee

This is a letter from the G5 Committee showing appreciation for all the work that Grande Spirit Foundation and the G5 Committee has done.

8.4 Senior Income Amount

This letter shows the maximum amounts for seniors' income for January to March 2019.

8.5 Senior Events Calendar

This is a copy of our events for seniors for 2019. An electronic copy will be sent to all board members after the meeting.

**RESOLUTION # 2525 - Moved by E. Garrow to accept all correspondence as presented. CARRIED**

9. REPORTS

9.1 General Manager Report

Wild Rose Manor had their first experience with MAID in December. This is something new that managers will have to learn about and how to prepare for it. The residents have every right to use this in the lodge since it is their home. Alberta Health Services provides everything and has documents available to see the steps. After Wild Rose Manor's experience, Grande Spirit Foundation gave feedback to Alberta Health Services about the experience. There has been an internal information page created for managers and staff. There are other support services available in regarding MAID. Seniors Week is June 2-8, 2019. Staff is working with the County of Grande Prairie FCSS to put together an expression of interest for the 2019 launch of Seniors Week that would be held at Lakeview. Response is to be expected in March 2019. Final touches are happening to the bus agreement with the MD of Spirit River. Once the agreement is complete it will be submitted to the board for approval.

9.2 Portfolio Report

Report provided in package prior to meeting, includes turnover statistics and current resident statistics. Lakeview is over 90% full.

9.3 Finance Report

Report provided in package prior to meeting. This report reflects a bit of the year end financials. Maintenance is on the higher side for the end of the year. Overall the year ended well with units being kept occupied as much as possible through out the year.

9.4 Maintenance Report

Report provided in package prior to meeting. Heritage Lodge HVAC upgrade is almost complete. The unit is Wanham is finally complete but is still vacant as there is no waitlist. The bulkhead project is underway for Pleasantview Lodge, Heritage Lodge, Pioneer Lodge, and Wild Rose Manor. The Telus switch over at Lakeview is now complete.

**RESOLUTION # 2526 – 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 – February 22, 2019 – Heritage Lodge

13. ADJOURNMENT:

J. Kokotilo-Bekkerus adjourned the meeting at 12:00 pm

  
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Judy Kokotilo-Bekkerus, Board Chair

  
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Date

  
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Steve Madden, General Manager