



**GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE
MINUTES
ZOOM**

Friday April 23, 2021

Present:	Judy Kokotilo-Bekkerus	Town of Beaverlodge
	Denise Joudrey	Birch Hills County
	Elaine Garrow	MD of Spirit River
	Alvin Hubert	Saddle Hills County
	Denise Skoworodko	Town of Spirit River
	Karen Rosvold (alternate)	County of Grande Prairie
	Roxie Chapman	MD of Greenview
	Chris Thiessen	City of Grande Prairie
	Isak Skjaveland	Town of Sexsmith

Administration:	Steve Madden	General Manager
	Kelsey Edginton	Executive Assistant
	Samantha Brothers	Financial Manager
	Tracy Bussiere	HR Manager

1. CALL TO ORDER

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

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA

RESOLUTION # 2689 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Management Committee February 26, 2021

RESOLUTION # 2690–Moved by E. Garrow to approve the minutes of February 26, 2021 meeting. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. New Hire Introduction – HR Manager

New HR manager was hired, Tracy Bussiere. She is very excited to be at Grande Spirit Foundation. She has 15 years' experience with CPHR designation. If any board members have any questions, please feel free to email or call. Only working part time but always available by email.

6.2. RFD – DeBolt Tender for Construction

The MD of Greenview had purchased land in DeBolt that requires site and MD infrastructure upgrades to accommodate the new senior self-contained units. This includes extension of underground MD utility to properly line, MD road upgrades, servicing from property line to future building and site works such as parking areas. The tenders ranged from \$433,147.46 to \$645,320.50, with the lowest being Wapiti Gravel Suppliers. Our consulting engineers estimated budget of \$488,000 with a start date of June 1, 2021 and expected to take 30 days. GM Madden emailed the management committee to get this tender approved so start the process. Administration is looking for the board to make a formal motion to approve Wapiti Gravel Suppliers as per the engineer's recommendations.

RESOLUTION # 2691 – Moved by R. Chapman to approve Grande Spirit Foundation to enter into a contract agreement with Wapiti Gravel Suppliers in the amount of \$433,147.46 for the DeBolt Construction and Servicing works as required to accommodate future self-contained units in the Hamlet of DeBolt and approve Grande Spirit Foundation Board Chair and General Manager to sign the agreement.

CARRIED

7. UNFINISHED BUSINESS:

8. CORRESPONDENCE:

8.1 Rent Supplement

GSF's rent supplement budget was originally being reduced \$750,000 by the province. This program is to help out those renters who are needing assistance with paying their landlords. The province has decided to give back some of the money that was cut to help more people. The amount they are giving back will put Grande Spirit Foundation back to the amount that was available in 2019. The province is also moving away from the direct to landlord to direct only to tenants themselves. This will be a 10-year phase out of the private landlord subsidy; as tenants leave the direct to landlord program, the funds will be changed to direct to tenant. GM Madden has been in contact with the City of Grande Prairie and can now formally go back to the council and let them know what the province is doing with the budget regarding the rent supplement program and to talk to them about the money they had allocated for the rent supplement program.

RESOLUTION # 2692 – Moved by C. Thiessen to accept this as information. CARRIED

8.2 2020 Health and Safety Stats

These are the annual health and safety incident stats from 2020. In 2020, Grande Spirit Foundation was COR certified with 96%; administration is anticipating a reducing in this for 2021. This poster is posted in all staff rooms for staff to review. This is done each year to help identify lagging indicators to help us improve the health and safety program.

RESOLUTION # 2693 – Moved by K. Rosvold to accept this as information.

CARRIED

9. REPORTS

9.1 General Manager Report

Relative short report this month with the main reason being COVID. The variant of concern had a CMO order but it was then cancelled. As things are moving away from the CMO orders, it slows things down in the lodges as we try to catch up with any updates or changes to operations. There have been a couple COVID close calls but now that the vaccinations are done with the seniors it makes it easier to deal with any positive cases and it helps make it less concerning to the managers. Over the next 2 to 3 weeks lodges will be seeing the visitations return and with this the operators will be using risk assessments. There is an 82% vaccination rate in the lodges, with the remaining 18% not being vaccinated due to several reasons such as residents away when vaccinations were offered, not being able to receive the vaccination for medical reasons, etc.

9.2 Portfolio Report

There is roughly a 12% vacancy rate on the lodge side, but administration has been working to get marketing and advertising done. GM Madden will be catching up with the marketing team to see what the next steps will be. We have had residents go to live with their families over the last year due to restrictions. Units will not be refused to those who do not have the vaccine or those who refuse the vaccine. The province is currently covering the costs of the vacant units.

9.3 Finance Report

On the lodge side of things, it should be around 25%. Overall things are good; revenue is good; operating grants are on par; salaries are good. Municipal requisitions are showing 100% but have not received all payments yet; municipalities have until the end of June to get payments in. COVID Funding is only showing for January and February. Expenses are good; utilities are on par; equipment purchases are high due to grounds purchases; salaries should be around 23% but are high due to the extra positions from COVID.

On the provincial side everything is good. Revenue is good as vacancy is lower on the provincial side. Expenses are good; maintenance is good, and salaries are on par.

9.4 Maintenance Report

There is one suite renewal at Dieppe Manor. These are pretty standards after a long-term tenant has moved out. This is provincial money and not out of the budget,

9.5 Project Manager Report

Expecting to see rough costs in the next two or three weeks. Preaward phase is expected to end in early May. Hopeful the project will stay on budget, but the cost of materials has gone up roughly 25%. Once this is awarded then GSF will start with the Senior Self-Contained project.

RESOLUTION # 2694 – Moved by C. Thiessen to accept all reports as presented.

CARRIED

10. ROUND TABLE

11. IN CAMERA

11.1 Personnel Item – Service contract

RESOLUTION # 2695 – Moved by D. Joudrey to move in camera at 10:40 am.

CARRIED

RESOLUTION # 2696 – Moved by C. Thiessen to move out of in camera at 10:50 am.

CARRIED

RESOLUTION # 2697 – Moved by A. Hubert to approve proceeding with the contract with P3 Partners and for the board Chair and CAO to sign the contract.

CARRIED

12. NEXT MEETING:

12.1 May 28, 2021 – Management Committee Meeting – Location TBD

13. ADJOURNMENT: meeting adjourned at 10:57 pm



Judy Kokotilo-Bekkerus, Board Chair

Nov 27, 2021

Date



Steve Madden, General Manager