



GRANDE SPIRIT FOUNDATION BOARD MINUTES

Lakeview, Clairmont 9:30 am

Friday February 28, 2025

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|-----------------|------------------------|--------------------------------------|
| Present: | Judy Kokotilo-Bekkerus | Town of Beaverlodge |
| | Joanne Chelick | Village of Rycroft - Virtual |
| | Tom Burton | MD of Greenview |
| | Denise Skoworodko | Town of Spirit River |
| | Albert Poetker | Birch Hills County |
| | Karen Rosvold | County of Grande Prairie |
| | Tony Van Rootselaar | MD of Spirit River – Virtual |
| | Alvin Hubert | Saddle Hilla County |
| Administration: | Steve Madden | CAO |
| | Kelsey Edginton | Executive Assistant |
| | John Steward | Director of Projects and Maintenance |
| Absent: | Jonathan Siggelkow | Town of Sexsmith |
| | Tanya Skinner | Town of Wembley |
| | Chris Thiessen | City of Grande Prairie |

1. CALL TO ORDER

J. Kokotilo-Bekkerus called the meeting to order at 9:33 am

2. CHANGES AND OR ADDITIONS TO AGENDA

Addition to 11.2 Closed Session – Personnel.

3. APPROVAL OF AGENDA

RESOLUTION # 1859 – Moved by D. Skoworodko to approve the agenda with additions. CARRIED

4. APPROVAL OF MINUTES – January 24, 2025 Meeting Minutes

RESOLUTION # 1860 – Moved by K. Rosvold to approve the minutes as presented. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

The highlight of the report is the property management software review that has been completed. There are costs associated with this, with \$35,000 already being allocated, with a total cost of \$60,000 for this software to kick off. Administration is looking for another \$30,000 for this software but is not looking for that approval today and will bring back a business case and RFD to the March meeting. There is a lot of work that needs to be done on the finance side of things with this software which requires a 6-month implementation period, as well as a temporary staff position, starting summer 2025. There is an expected savings over 10 years, but the first 3 years will show a deficit with the program. No new staff will be needed once the implementation is complete. There is a training plan for all staff to learn about the new program. The plan is to have this software fully implemented in 2026. There have been some concerns brought forward about the composition of the finance committee being only 4 board members. It is evident that there is a gap with board members not understanding what is coming out of the finance meetings and being brought to the board for discussion. It is important that all board members understand and have input when it comes to the finance side of things. Administration will revise the Terms of Reference to reflect the changes discussed.

RESOLUTION # 1861 – Moved by A. Hubert to approve administration amend the Finance Terms of Reference to include all Grande Spirit Foundation board members to be on the finance committee and retain the present quorum at three members and to bring back the Terms of Reference for ratification. CARRIED

There was some discussion on if the building committee composition should change as well. With the building committee, all big decisions have been made, and the committee discusses the smaller items in length. It was determined that the building committee composition is good the way it is.

11.1 Closed Session Item – Land

RESOLUTION # 1862 – Moved by T. Burton to move into closed session at 10:01 am. CARRIED

RESOLUTION # 1863 – Moved by J. Chelick to move out of closed session at 10:36 am. CARRIED

6.1.a. Building Committee

There was no meeting in February, but there is one coming up in March.

6.1.b Policy Committee

A policy meeting will be held at the end of March before the board meeting.

6.2. Portfolio Report

Questions on why the waitlist dropped quite a bit, which usually means that a purge of inactive applications has been done which then changes the waitlist numbers.

6.3 Director of Finance Report

Finance department is busy with the audit and year end. They are more overwhelmed than expected but still moving forward. The audit results will be coming to the March meeting and after that monthly statistic reports will start again.

6.3.a. Finance Committee

The finance committee meeting for February was canceled due to lack of information for the meeting. The next meeting is March 14th, 2025. With the composition of the meetings changing, the meeting dates that have already been determined will move forward if quorum is met.

6.4 Director of Projects and Maintenance

The cooler floor at Wild Rose Manor had been replaced; it was a simple solution which was good. Currently getting quotes for the 2025 capital items; then start the roll out of those projects. Pleasant View Lodge and Pioneer Lodge smoke shelters are underway. The gazebo at Pleasant View Lodge was moved to the new pad in front of the building, with plexiglass put in. This fall a heater will be added to the gazebo. At Pioneer Lodge, there is existing deck space that can be modified to accommodate a smoking shelter.

The generator at Pleasant View Lodge has been discussed with and there are some solutions with the engineering team to look into the possible solutions, then will come back to the maintenance team with feedback. Unfortunately, there is one more start up that will need to happen before a solution is found. When the generator is running, and the wind is blowing, it pushes the exhaust into the air intakes. Maintenance should be looking into a temporary solution for the next start up, before a permanent solution is found.

Maintenance is keeping an eye on the weather to try and keep on top of items like air conditioners to make sure that things are working how they should. The maintenance department is working on utilizing the skills that are within Grande Spirit Foundation when it comes to repairs. This is helping to keep contractor costs down, reducing the number of callouts and keeping internal skillsets sharp.

6.5 Project Management Report

No questions or concerns about the project's report.

6.6 Director of Human Resources Report

The report was not included in the package as the reports will start to come in each quarter as there is not always something to update with Human Resources. Any items that need to be brought to the board will still come forward regardless of quarterly reporting.

6.6.a Labour Management Committee

There has not been a meeting yet this year, but the first meeting is coming up in March. The minutes from the last meeting have not been approved yet.

6.7 Director of Operations Report

The report was in the package for review. There are four rooms in Pleasant View Lodge that are being used for staff. These rooms are generating rental income which is helping with the operation costs of the building; these rooms are currently on the second floor but will be moving to the first floor as it is slower to get the units filled. When the floors are fully occupied, those rooms will not be used by staff.

A brochure for the new Spirit River Apartments has been included in the package. The rental structure reflects the rents at Lakeview. The ribbon cutting for the new building will follow the April 2025 board meeting, which will be held at Pleasant View Lodge. The tentative move-in date for the new apartments is June 1st, with the possibility of earlier moving in if the building is ready. Operations are working on the logistics of getting the lunch meal to the apartments due to the distance between buildings.

6.7.a Event Committee

June 28th will be a party in the park to celebrate the 65th anniversary. Control Tech will be supplying the BBQ, along with providing food and grilling. Night Riders will be playing during the event and there will be buses available to transport people around. Letters have been drafted to send to all the municipalities, but the committee will need to review these before sending them out. Swag items have been discussed for the event and have slowly started to be ordered. The City Mayor has been invited to speak at the event.

April 11, 2025, is the actual anniversary date for Grande Spirit Foundation and there will be cake and celebrations at all lodges. Administration would like the board members to attend these celebrations at their most local lodge. Administration is working on getting all these celebrations broadcast so others can see what is happening at each lodge. The details of both events will be sent out.

6.8 Action Listing

No questions or concerns with the action listing.

RESOLUTION # 1864 – Moved by A. Poetker to accept reports 6.1 – 6.8 as information. CARRIED

7. NEW BUSINESS

7.1 RFD – Permission to Borrow Clairmont Lands

This is a very straightforward item. As things move closer with Clairmont lands, it was advised that Grande Spirit Foundation get ahead of asking for permission. There are many different borrowing types that can be used but CMHC was referenced in the Request for Decision. There are two motions that are needed for administration, one for borrowing and one to apply for borrowing. Not looking for the full capital among to fund this project; would use CMHC to cover the rest of the funding that would be needed. The letter needs to be submitted to the Minister first then applications can move forward.

RESOLUTION # 1865 – Moved by T. Burton to approve sending a letter to the Minister of Seniors, Community and Social Services requesting permission to borrow funds required for construction of a new housing project in Clairmont. CARRIED

RESOLUTION # 1866 – Moved by A. Hubert that upon receipt of the Minister's approval to borrow, that the board approve proceeding with an application for borrowing the capital required for this project's successful construction and successful future operations. CARRIED

7.2 RFD – Permission to Hold Shares

This item was noted that to purchase shares in a company, the Housing Management Body regulations state that request for permission from the Minister is something that is needed to get shares. Currently with Smith Lands partnership, the only money that has been spent on the project has been on the legal side. However, with the City of Grande Prairie transferring the land to Smith Social Enterprises, which will be Grande Spirit Foundations shares in the project. Administration would like to proactive on this letter with Clairmont land but legal can come to the next board meeting to look over the styles of shares that are available.

RESOLUTION # 1867 – Moved by K. Rosvold to approve sending a letter to the Minister of Seniors, Community and Social Services requesting permission to invest into Smith Social Enterprises Ltd. for the purpose of holding shares in Smith Social Enterprises Ltd. CARRIED

7.3 RFD – Ministerial Order Address Changes

A change is needed to the ministerial order to cover the changes over the last couple of years with Grande Spirit Foundation. Appendix B shows the request for units to be added, with a small change to remove Spirit River Apartments as it doesn't match the structure for the ministerial order. Any provincial properties will be added to the ministerial order without a request from Grande Spirit Foundation. The province will have the lot, block and plan.

RESOLUTION # 1868 – Moved by A. Hubert to approve sending a letter to the Minister of Seniors, Community and Social Services requesting housing unit deletions and addition found within Appendix A and B with amendment to Appendix B. CARRIED

8. UNFINISHED BUSINESS

8.1 RFD – Clairmont Lands P3 Partnership

This item was sent out by email due to deadline constraints where administration was looking for approval for the partnership.

RESOLUTION # 1869 – Moved by D. Skoworodko to ratify entering negotiations with a letter of intent for partnership with B.A Holdings/B. A Leasing for the Clairmont Lands community housing project. CARRIED

9. CORRESPONDENCE

9.1 Town of Sexsmith Transportation Funding Request 2025

A request was sent to the Town of Sexsmith based on conversations with other municipalities. There has been a reply from the Town where they rejected the funding request. This is the first time this request has been send out, and the reply will be in the next board package as correspondence.

RESOLUTION # 1870 – Moved by T. Burton to accept this as information. CARRIED

11. CLOSED SESSION

RESOLUTION # 1871 – Moved by A. Poetker to move into closed session at 11:52 am. CARRIED

11.2 Closed Session Item – Personnel

RESOLUTION # 1872 – Moved by A. Hubert to move out of closed session at 12:15 pm. CARRIED

RESOLUTION # 1873 – Moved by A. Poetker to approve two FTE's in administration to replace contract positions. CARRIED

10. ROUND TABLE

K. Rosvold – Would like to see a monthly calendar in the package to show everything going on each month for meetings.

J. Chelick – The Rycroft Food Bank bought the building they are in.

J. Kokotilo-Bekkerus – Break ground on the new health complex this spring.

12. NEXT MEETING DATE – March 28, 2025 - Lakeview

13. ADJOURNMENT: Adjourned at 12:24 pm

Judy Kokotilo-Bekkerus, Chair

Date

Steve Madden, CAO