



## GRANDE SPIRIT FOUNDATION BOARD MINUTES

Lakeview, Clairmont 9:30 am

Friday January 24, 2025

Present: Judy Kokotilo-Bekkerus Town of Beaverlodge  
Joanne Chelick Village of Rycroft  
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  
Tanya Skinner Town of Wembley - Virtual  
Chris Thiessen City of Grande Prairie

Administration: Steve Madden CAO  
Kelsey Edginton Executive Assistant  
Shari Hrehoruk Director of Operations  
Tracy Bussiere Director of Human Resources  
Ryan Mysko Director of Finance  
John Steward Director of Projects and Maintenance

Absent: Jonathan Siggelkow Town of Sexsmith  
Alvin Hubert Saddle Hills County

1. CALL TO ORDER

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

2. CHANGES AND OR ADDITIONS TO AGENDA

*No changes or additions to the agenda.*

3. APPROVAL OF AGENDA

**RESOLUTION # 1848 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED**

4. APPROVAL OF MINUTES – December 6, 2024, Organizational Meeting

*There is a correction needing to be made to the minutes as it is missing the adjournment time.*

**RESOLUTION # 1849 – Moved by T Burton to approve the December 6, 2024, Organizational minutes as amended. CARRIED**

- December 6, 2024, Regular Meeting

*No issues or concerns with the minutes of December 6, 2024, regular meeting.*

**RESOLUTION # 1850 – Moved by C. Thiessen to approve the December 6, 2024, Regular minutes as presented. CARRIED**

*Slight technical issues for virtual attendance from 9:36 am to 9:46 am.*

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

*The Smith Lands project is moving along with tenders for construction having been put out. BA Leasing is working on the tenders and then once those have come in it will go to Smith Social Enterprise for a decision. There have been some bumps with CMHC and the ownership percentage. Would need to look at changing it to keep it as a non-profit, which is what they favor, and what Smith Social Enterprises is favoring as well. Administration received a phone call from Alberta Real Estate Foundation to express their interest in the Smith Lands project. The application for AHPP will not have a decision until after the provincial budget is released. The provincial funding is to help the*

*bottom line, but the project can still work without it and just use the CMHC funding. Administration would like to thank the Mayor of the City of Grande Prairie for reaching out to see what help could be offered for the AHPP application.*

*The strategic planning session is next week and starts at 10 am on January 30<sup>th</sup>. There will be a speaker and dinner to end that day with the next day starting at 9 am.*

*There is a meeting coming up this month to go over the final decision for the old Pleasant View Lodge. Back in December there was discussion around Grande Spirit Foundation considering landscaping projects with this.*

*There was a concern brought forward to administration about the parking situation at the new Pleasant View Lodge. The parking lot for the residents is behind the building and there are quite a ways to walk to get into the building.*

*The staff parking area is closer to the building, but they still must walk around the whole building to get in.*

*Operations are looking at a solution to having residents park in the staff parking and using a side door, with fob, to get into the building to avoid the long distance to the door, especially in the winter.*

#### **6.1.a Grand Opening Committee**

*The committee has started meeting with the next meeting scheduled for February 6<sup>th</sup>. The actual anniversary is on April 11, 2025, and there will be events happening at the lodges for the residents on this day. A bigger party will be held on June 28<sup>th</sup> down in Muskoseepi Park with a BBQ and entertainment. The committee is looking at partnering with the Golden Age Center and Seniors Outreach for the celebration in the park. Looking at requesting bussing from the municipalities to help get seniors to the park. For the April 11<sup>th</sup> celebration, administration would like to have board members at the lodges to help celebrate with the seniors. There should be more information to be brought to the board after the February meeting.*

#### **6.1.b. Building Committee**

*There was a committee meeting at the beginning of January where the Terms of Reference were reviewed, with some slight changes being made. There were updates about the Smith Lands project and the CMHC application and the unknowns that come with this. There was a presentation on the Clairmont Lands project and the future of the project. An RFP has been posted for this project and administration is hoping that BA Leasing is the bid winner so administration can continue to move forward with them.*

*There has been a lot of discussion around the need for housing in the region and it would be an opportunity to create a regional housing corporation to help with the market rental side of things. There will be discussion at the strategic planning session around the ownership and management of the new buildings that are in the works as the market rent side is a new item. Administration will look at a management model for the new projects so that the board can see the options and then move forward from there.*

#### **6.1.c Policy Committee**

*There have not been meetings yet, but administration will be looking at March for the first policy meeting of 2025.*

#### **6.2. Portfolio Report**

*The report was included in the package. The waitlist is sitting at 953 approved applicants. Administration wants to point out that since the new Pleasant View Lodge opened, the vacancy rate has dropped from 7-9 units vacant at one time down to one unit vacant.*

#### **6.3 Director of Finance Report**

*Senior income has come up from last year. The province has increased the minimum amount that seniors must be left with, which is now \$365. The seniors in Grande Spirit Foundation as left with roughly \$200 more than the minimum amount each month.*

*Still working on the CMHC Non-profit Repair program by consolidating the reports that were created to bring back to the board for a decision.*

*The GST audit was discussed at the finance committee with both rebates coming in at roughly \$500,000 combined. A findings letter was sent, and the finance department is working to make sure that everything is ok.*

*The finance report for November 2024 is looking good, better than expected but there are still year end adjustments that need to be made. Once the finance audit is completed, the numbers do change a bit. The budget is \$1.3 million better than budget overall, but as interest rates change, that will go down. The reporting template has been changed to make it easier to read and follow finances at board level.*

#### **6.3.a. Finance Committee**

*The previous chair of the finance committee is the chair again for 2025. The Terms of Reference were reviewed as well as the financial plan. The finance committee meeting dates were reviewed as there were some conflicts. The CMHC non-profit repair fund and GST audit were discussed as well as the capital budget.*

#### 6.4 Director of Projects and Maintenance

*Year-end maintenance items include Pioneer HVAC system installation being completed, a new commercial washing machine for Lakeview, renovations are underway at the fourplex in Sexsmith and the walk-in cooler at Wild Rose Manor is getting the floor replaced due to unstable subflooring. Amisk Court fire door was approved with work being completed.*

*Dirt has been ordered for DeBolt and will be held until the spring when work can be completed. The concerns that were brought up about the Pleasant View Lodge generator exhaust, currently looking into solutions for this problem. Quotes were obtained for expanding two one-bedroom units in Eaglesham into two-bedroom units, but since that quote all units have been filled.*

#### 6.5 Project Management Report

*The final warranty walk-through with Krawford will be completed at the beginning of February to go over the list of items, with their completion goal of March 2025. The shower issues have been addressed, with placements in those rooms already. The door closures have been adjusted to close softly but now the doors are not latching so more work needs to be done to get this completely sorted.*

*Pushing for the Spirit River apartments for March 2025. There have been some setbacks with drywallers and subcontractors. First floor drywall will be completed next week with the floors already being completed. The parking lot will have a sea can until construction is completed. This will not affect anything.*

*The DeBolt project is now completed on the housing side, and in the spring the landscaping will be completed.*

#### 6.6 Director of Human Resources Report

*The last quarter of 2024 was spent working on the employee engagement survey and then awards over the holidays for those who worked over the holidays. The employee participation was lower this time than the first time the survey was done.*

##### 6.6.a Labour Management Committee

*Meeting is not until March, but the Terms of Reference have been circulated for review. Some date changes have occurred due to conflicts.*

#### 6.7 Director of Operations Report

*Resident survey was conducted over the last quarter of 2024. Overall things are good with the menu, with residents asking for more diabetic options on the menu. Chefs' training will be happening at the lodges now to work on improving things in the kitchen. There have been improvements with the bus hours, which means more options for our residents.*

*Alberta Health Services has enough staff for both the first floor and second floor of the new Pleasant View Lodge. The downside to having enough staff is lack of waitlists for those units. There will be some improvements made with the dementia floor to make it homier and to make them feel safer.*

#### 6.8 Action Listing

*No questions or concerns with the action list that was included in the package.*

**RESOLUTION # 1851 – Moved by T. Burton to accept 6.1 to 6.8 reports as information. CARRIED**

*Break at 11:33 am*

*Back at 11:41 am*

### 7. NEW BUSINESS

#### 7.1 RFD – 2025 Capital Budget

*The capital items went to the finance committee for an in-depth discussion. There were some items that were added during the meeting, but this is what the finance committee is wanting to move forward with. The finance committee is also recommending that the building reserve and equipment replacement reserve be used to fund these items, with a replenishment of those reserves as well.*

**RESOLUTION # 1852 – Moved by C. Thiessen to approve the use of \$396,020 from Building Reserve and \$187,000 from Equipment Replacement Reserve for 2025 Capital Expenditures. CARRIED**

**RESOLUTION # 1853 – Moved by C. Thiessen to approve a transfer of \$1,134,135.02 from the accumulated surplus to replenish the Building Reserve to its maximum balance. CARRIED**

8. UNFINISHED BUSINESS

8.1 RFD – Clairmont Lands RFP

*This item was sent out by email for approval due to timing of the item. Administration is looking for ratification of the approval to post the RFP for the construction of affordable housing units in Clairmont, AB. The RFP will close prior to January 31, 2025, to be able to meet the submission deadline for Affordable Housing Partnership Program application.*

**RESOLUTION # 1854 – Moved by K. Rosvold to ratify the approval of posting a Request for Proposal to Alberta Purchase Connection to source a partnership to build new housing on the Clairmont lands. CARRIED**

9. CORRESPONDENCE

9.1 ASCHA Convention Registration

*Anyone that would like to attend, please send off an email to get registered.*

9.2 Letter of Support Birch Hills County

*There were more letters received after the board package went out and will be in the February package, but this is a letter of support to look at affordable housing options in the Spirit River region. With the opening of the new Pleasant View Lodge, it has become increasingly obvious the lack of housing in the region. The G5 municipalities have come together to see what can be done about this. This is an item that will be brought to strategic planning for more discussion.*

9.3 Letter of Support MD of Spirit River

*This is another letter of support for affordable housing option in the Spirit River region. There was land that was purchased, and it is now in the MD of Spirit River's name. The Town of Spirit River and the MD of Spirit River are working together on this and there are 5 acres of land set aside for this opportunity.*

9.4 Income Support Core Benefits and Lodge Disposable Income Amounts

*The finance report touched on this, with more material here in the package to help with understanding on this item.*

9.5 Letter of Commitment from County of Grande Prairie

*This is a letter of commitment from the County of Grande Prairie for the affordable housing opportunity in Clairmont.*

9.6 Letter from Minister of Housing, Infrastructure and Communities re: NIF Program

*This is the approval letter for a grant that was applied for back in 2022. The program has approved \$168,000 with 80% matching so Grande Spirit Foundation will need to provide \$45,000 to match cost. There is some more investigation that needs to be done with this to make sure that everything is good before signing the agreement. With the federal government going into a freeze in March 2025, we will need a decision on this soon so that this opportunity is not missed. The worst-case scenario if the grant is accepted is not to have a partner who will help with the costs, but there is money in the reserves if it is needed. Would like to get it in writing from the DeBolt Senior Association that they would take over the land once completed.*

**RESOLUTION # 1855 – Moved by T. Burton to approve receiving the grant subject to the acceptance of the transfer of land to the DeBolt Seniors Association or the MD of Greenview. CARRIED**

*K. Rosvold left at 12:09 pm*

9.7 2025 Meeting Dates

*These are the proposed meeting dates for committees and board meetings for 2025.*

**RESOLUTION # 1856 – Moved by D. Skoworodko to accept 9.1 to 9.7 as correspondence. CARRIED**

10. ROUND TABLE

11. CLOSED SESSION

**RESOLUTION # 1857 – Moved by C. Thiessen to move into closed session at 12:11 pm. CARRIED**

11.1 Closed Session Item – Partnership

**RESOLUTION # 1858 – Moved by C. Thiessen to move out of closed session at 12:27 pm. CARRIED**

12. NEXT MEETING DATE – February 28, 2025 – Pleasant View Lodge

13. ADJOURNMENT: Adjourned at 12:28

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*Judy Kokotilo-Bekkerus, Chair*

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*Date*

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*Steve Madden, CAO*