



GRANDE SPIRIT FOUNDATION BOARD MINUTES
Pleasant View Lodge, Spirit River 9:30 am
Friday March 28, 2025

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

1. CALL TO ORDER

A. Hubert called the meeting to order at 9:40 am

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA

RESOLUTION # 1874 – Moved by D. Skoworodko to approve the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – February 28, 2025 Minutes

RESOLUTION # 1875 – Moved by J. Chelick to approve the minutes as presented. CARRIED

11.1 Closed Session – Partnership Agreement

RESOLUTION # 1876 – Moved by J. Chelick to move into closed session at 9:42 am. CARRIED

RESOLUTION # 1877 – Moved by T. Burton to move out of closed session at 10:03 am. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

The CAO report was included in the package but there have been some verbal updates since the package was sent out.

The name of the Spirit River apartments will need to be decided. One option is to go with Pleasant View Apartments but there may be some confusion with this name and the lodge. There is no cost estimate for a sign yet so there is some time to think about a name and bring ideas back to the next board meeting.

Strategic Planning is on April 24th, 2025. A draft document was put together and will be sent out for review beforehand. One item that will need to be discussed is capital requisitions. There is interest in this but there are concerns about how to go about it. Administration will investigate how other housing management bodies are using capital requisitions. The auditor from MNP stated at the Finance Committee that other housing management bodies are using capital requisitions for new builds. If capital requisitions are going to be used there should be calculations and caps on it and it would only be used for lodges. There are questions about renovations on the older buildings and what is being done for those and if a reserve should be created for new builds so that capital requisitions can be

kept small. There will need to be accountability and ownership with capital requisition which means a policy and procedure will need to be created. It is important that the capital requisition not fund the whole new building. Administration will continue to investigate and have talks with housing management bodies at ASCHA and to find out the legal risks of this ask.

Natural gas contract is up for renewal. This is a tough spot for Grande Spirit Foundation as it is between RMA and AB Municipalities for a contract. Both put out procurement to find suppliers. Administration would need to find the answer but has no preference as to which one is used and who would give the best services. This can be on the April 2025 meeting agenda as there is time to discuss this as it is needed in 6 months' time.

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.

7.1 RFD – 2024 Finance Statement Discussion

V. Taylor with MNP joined the meeting virtually at 10:31 am. The financial statements and report were presented to the finance committee last week and no changes came out of that meeting. Quick overview of the year for Grande Spirit Foundation. Capital assets are sitting at \$32 million, which is up \$10 million from last year. Big part in the large increase is the Spirit River apartments, Pioneer air conditioning, makeup air units, DeBolt units and units being transferred from the province to GSF. Total assets are at \$46 million, compared to \$33 million last year. Liabilities are at \$11 million, compared to \$8 million last year. Deferred contributions are at \$6.2 million. There is money that is earmarked from the city that is from a few years ago. Long term debt went up to \$5 million. Assets went up to \$13 million. Notable item in net assets is the building reserve, but a motion was made to replenish this. This primarily funded the pioneer air conditioning. Statement of operations, this the consolidated department total. There was \$19 million worth of revenue last year. LAP grant is up \$520,000 this year, this helps offset the covid funding in a sense. Donations are up this year as well. Expenses are on track with the budget; resident services were over by \$150,000 which is from donations. Looked at all of maintenance together and it was \$1.6 million with the budget being \$1.3 million. Mostly over on the lodge operations side. Salaries and benefits are at \$10.1 million, which is \$300,000 over budget. A Planned increase was in the work, but it was higher than what it was originally thought to be. Over budget on the admin side on the province side and under budget on the lodge side. Consulting fees were budgeted for \$37,000 with \$216,000 being spent. Spirit River projects project management costs and the building assessments for Smith Lands are why this amount is too high. From the operational standpoint, there was \$1.6 million in surplus. There was some money recovered from the phishing scam loss. Working on ways to decrease the amount of borrowing needed for the CMHC funding. Lodge side is the bulk of the surplus for 2024. Social Housing does show a surplus, but it is an accounting surplus, but it is a deficit for the province. The requisition increase made a difference last year. There was a surplus of \$1.3 million. This is influenced by the co-investment fund. There is \$550,000 that is being held for the rent supplement program. This is a restricted item so it can only be used for rent supplement. This is to help ease cash flow as a buffer for rent supplement. The family housing reserve of \$445,000 is restricted and must be used on affordable housing, and permission from the ADM is necessary to use this money. The money from the Spirit River house is still in reserve. The audit findings report is an overview of what was found during the audit. Hoping to release the statements following the meeting, but it will be dependent on the signed statements. Did not detect any fraud or expected fraud; compliance and accounting policies are good. Time was spent reviewing high risk areas; revenue, making sure tenants were charged correctly, rent is recorded properly, cash is separated, with capital assets always being a large area and making sure everything is appropriate and grants to make sure everything has been reported. Time was spent on the expenditures to make sure everything was allocated. Significant differences are contained in the listing of adjustments. The bulk of these adjustments are due to capital and moving it to make sure that it is reflected accordingly. Unadjusted differences are items that were not adjusted with the impact being \$71,000. This is due to the timing of the audit and invoices. This is insignificant based on the size of operations of Grande Spirit Foundation. Huge thank you to the finance team for all the great work and for being very accommodating.

6.2. Portfolio Report

Currently 821 approved applicants on the waitlist. The portfolio report was provided in the package with no questions or concerns.

6.3 Director of Finance Report

Audit report and findings said a lot today about how Grande Spirit Foundation is doing. LAP is increasing by \$1.00.

6.3.a. Finance Committee

The finance committee now consists of all board members. Information that is presented at the finance committee should not be duplicated to the board meetings. If someone is unable to attend the finance meeting, then the questions should be asked before or at the board meeting. With the process now, to inform the board how things are going there is no need to have the duplication of items. If packages are public, the fiancé information can go in the board package as those items are approved by the board. The next finance committee meeting has changed from April 11, 2025, to May 7, 2025.

6.4 Director of Projects and Maintenance

A lot has been on the go over the last month. Pioneer smoke shelter is almost completed. It had to be extended to accommodate the space needed for wheelchairs. Quotes are coming in for the 2025 capital projects. 171 work orders were completed this month, with 24-unit turnovers. The Pleasant View Lodge generator is still an issues but a quote for additional venting was put out and came back in at \$45,000. There are things in the works so that the air intake is put into auto shutdown when the generator runs which will eliminate the fumes coming back in the building. This fix was significantly less at only \$6,000. Will know in the next month or two if this is the correct fix for the situation.

Due to the rapid freezing and thawing that has been happening, an ice damn accumulated on Heritage lodge which resulted in water getting into some of the rooms. Insurance is getting things fixed up with 6 out of the 10 damaged rooms in construction right now. This will be done over the month of April. All residents affected have maintained housing, whether it was staying with family or moving to a different room.

6.5 Project Management Report

The report was provided in the package with no questions or concerns.

6.6 Director of Human Resources Report

The first Labor Management meeting was held on March 20th, 2025. There was a small number in attendance with one board member there. There were some confusions around the upcoming negotiations. Would like to have all the negotiations done before the fall but it doesn't look like that will be happening.

6.6.a Labor Management Committee

6.7 Director of Operations Report

Still working on getting Pleasant View Lodge filled. There are now 14 residents on the second floor. Waiting to head back from Alberta House Services on staffing issues. The Gazebo was moved for the smoke shelter and windows have been put in. Waitlist information was included in the report.

6.7.a Event Committee

There was a meeting a few days ago with discussion on the April 11th celebration. There are speaking notes that have been written up but will need a list of who will be at what facility on that day. Will be using computers to have zoom running to see all celebrations.

J. Kokotilo-Bekkerus and A. Hubert will be at Wild Rose Manor; J. Siggelkow will be at Lakeview; T. Skinner will be at Pioneer Lodge; C. Thiessen will be at Heritage Lodge; J. Chelick, D. Skoworodko, and T. Van Rootselaar will be at Pleasant View Lodge.

Itinerary will be sent out to everyone after the meeting. There is a newspaper with all the history of GSF and a slide show that will be on for the residents during the cake.

For June 28th celebration, a letter will be going out about it. The party will be in Muskoseepi Park with music, balloons, and face painters. MLA's and MP have been invited, along with the Minister of Seniors, Community and Social Services. There will be greetings from the board chair and the City of Grande Prairie Mayor. The Friends of the Foundation have contributed \$10,000 towards the celebration with another \$5,000 from the City of Grande Prairie.

6.8 Action Listing

Action listing was included in the package with no questions or concerns.

RESOLUTION # 1878 – Moved by J. Chelick to accept reports 6.1 – 6.8 as information. CARRIED

7. NEW BUSINESS

7.1 RFD – 2024 Financial Statements

Presentation happened earlier in the meeting with the auditor. Administration is looking for approval.

RESOLUTION # 1879 – Moved by J. Siggelkow to approve the auditor’s report and approve the financial statements for 2024 as presented. CARRIED

7.2 RFD – Management Software

A brief presentation was shown to the board to explain the investigation into new management software. There a lot of operational redundancies with the current software that is in place, with a big issue being the software has one single developer. By switching from the current software to Yardi Voyager there will be approximate cost savings of \$803,000 over 10 years with the savings starting in year three. There are many key features that will benefit all aspects of the foundation, including tenant portals and a maintenance portal with real time updates. There is a lot of work to be done to prepare for the shift to the new software, with an implementation timeline being created. Administration is looking for board approval to provide the remaining amount to start the process.

RESOLUTION # 1880 – Moved by T. Skinner to approve \$30,000 from Grande Spirit Foundation’s Accumulated Surplus for implementation of GSF’s new Management Software system. CARRIED

8. UNFINISHED BUSINESS

9. CORRESPONDENCE

9.1 April 2025 Calendar

The board requested a calendar be created for the upcoming month and included in the package. This is the April 2025 calendar at a glance.

9.2 Letter from Town of Sexsmith re: Bus Funding

This is from the February 2025 board meeting. The Town of Sexsmith council didn’t feel the bus service was used to serve their community enough which is why they declined the request.

9.3 Letter from Seniors, Community and Social Services re: 2025 Budget

This is the budget letter from the Government of Alberta. LAP program has had an increase of \$1.00 which provides \$87,000 of funding annually to Grande Spirit Foundation. Rent Supplement program received a \$600,000 increase which will give roughly 100 more units for people. Provincial Housing received \$100,000.

9.4 Letter of Intent from DeBolt Pioneer Center

This is a letter from the DeBolt Pioneer center stating their intent to purchase the old lands and will relinquish Grande Spirit Foundation of any responsibilities when the title is transferred.

9.5 Letter from Town of Spirit River re: Old Pleasant View Lodge

This is a letter from the Town of Spirit River that states they are not going to be pursuing anything further with the old Pleasant View Lodge in partnership with the MD of Spirit River. Administration is not looking for any action at this time and will be back at the next meeting for directions on how to proceed.

9.6 ASCHA 2025 Budget Information

This is information on the budget from ASCHA.

RESOLUTION # 1881 – Moved by J. Chelick to accept 9.1 to 9.6 as information. CARRIED

10. ROUND TABLE

J. Siggelkow – Is capital requisition just to be used for lodge or could it be used for things other than lodges. This is something that will need to be explored before a decision is made.

T. Burton – Looking forward to ASCHA next week.

S. Madden – Will be starting a group text for those who will be at ASCHA. Spirit River apartments will be opening in May so the board meeting will be at Pleasant View Lodge that month for the ribbon cutting.

RESOLUTION # 1882 – Moved by D. Skoworodko to accept round table as information. CARRIED

11. CLOSED SESSION

12. NEXT MEETING DATE – April 25, 2025 – Lakeview; April 24, 2025, Strategic Planning Paradise Inn

13. ADJOURNMENT: Adjourned at 11:58 am

Judy Kokotilo-Bekkerus, Chair

Date

Steve Madden, CAO