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## GRANDE SPIRIT FOUNDATION BOARD MINUTES

Lakeview, Clairmont 9:30 am

Friday April 25, 2025

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

1. CALL TO ORDER

*J. Kokotilo-Bekkerus called the meeting to order at 9:35 am.*

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA

**RESOLUTION # 1883 – Moved by J. Chelick to approve the agenda with additions. CARRIED**

4. APPROVAL OF MINUTES – March 28, 2025

**RESOLUTION # 1884 – Moved by D. Skoworodko to approve the minutes as presented. CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. REPORTS

6.1. CAO Report

*Not a lot to verbally update with the report. Some clarity on the CMHC applications, as mentioned there is applications for two programs, one is for profit and the other is not for profit. The application for the for-profit program has been submitted and all information has been given to CMHC apart from the formal appraisal of the finished project. Will need to get this completed as it is an item that has recently come to light. The Town of Spirit River and the MD of Spirit River are no longer interested in the old Pleasant View Lodge. The Town of Sexsmith did not get the accelerator grant but is still wanting to look at options for more seniors housing.*

6.1.a. Building Committee

*Next meeting is on May 8<sup>th</sup>.*

6.1.b Policy Committee

*A lot of the policy committee items are in the package with the next meeting coming up in June 2025.*

6.2. Portfolio Report

*This was included in the report. When looking at the waitlist, the seniors' apartments waitlist is double the lodge waitlist. If you look at the family housing waitlist, it is growing at a rapid pace, which shows the need in this area for housing. There is money that has been set aside for more rent subsidy funding, as well as an increase from the government for rental subsidy. The increase will help roughly 100 people. Advocacy is a big solution to help with*

*the need for housing in the area. With the latest conversation of the strategic plan, the board is gearing up for growth and advocacy which will cover the housing needs.*

### 6.3 Director of Finance Report

*Currently working on budget items for the upcoming finance meeting. The finance reports show the first three months on where the foundation is sitting.*

#### 6.3.a. Finance Committee

*There has been no meeting as budget numbers were not ready. May 7<sup>th</sup> is the next meeting date.*

### 6.4 Director of Projects and Maintenance

*Painting is about to start at Wild Rose Manor for the ceiling in the dining room and kitchen areas before the flooring is changed. There is an upcoming meeting with the province to go over the capital maintenance and renewal items. Suite renewals are in progress for Aurora Court.*

### 6.5 Project Management Report

*There are no further schedule changes to the Spirit River Apartments with the completion date being May 23, 2025. There is work being done with the contractors on the exterior items so that it is not dragged out over the whole summer.*

*Pictures of Smith Lands progress have been included in the report with a lot of substantial progress happening. Planning will be starting soon for the old DeBolt lands with the DeBolt Seniors Society taking over once completed.*

### 6.6 Director of Human Resources Report

*The report was included in the package, along with the health and safety audit action plan. Included with the report was the action plan for the employee engagement survey. The survey showed an increase in every area but there was a lower than expected participation rate. The biggest change between surveys was taking the confusion out of the questions and removing the neutral wording. When answering questions staff had to answer either yes, no or unsure and if unsure was picked then they had to explain why unsure. This has helped with a lot of clarity with the answers that are given.*

*When it comes to the participation rate, there is a lot of technologic hesitations as people do not want to be tracked or they want to make sure that everything is anonymous. There is going to be more searching into better ways to get the survey out to increase participation and to help ease any fears staff may have. The input from all staff is valuable so finding solutions to get the survey out is important to the HR department.*

#### 6.6.a Labor Management Committee

### 6.7 Director of Operations Report

*The big highlight of the report is the celebrations that happened on April 11 for the actual 65<sup>th</sup> anniversary. There has been a lot of positive feedback from staff and residents around the celebrations and would like to extend a thank you to all staff for all for all their hard work that day. This is something that could happen yearly at the lodges as it is a great way to get the board to interact with staff and residents.*

#### 6.7.a Event Committee

*June 28<sup>th</sup> is coming up quickly with lots of work being done by administration.*

### 6.8 Action Listing

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

**RESOLUTION # 1885 – Moved by T. Burton to accept reports 6.1 – 6.8 as information. CARRIED**

*Break at 10:59 am*

*Back at 11:09 am*

## 7. NEW BUSINESS

#### 7.1 RFD – 2025 Rate Sheet – Mileage

*This is an annual item that comes to the board for approval. Currently the mileage rate is at \$0.70, and the Canada Revenue Agency has increased the amount to \$0.72 which is what Grande Spirit Foundation follows. This is a national average that is not set by the finance department. Administration will discuss with the finance department about the rate when it hits 5000 kms as it decreases as per the Canada Revenue Agency.*

**RESOLUTION # 1886 – Moved by J. Siggelkow to approve the 2025 Amended Rate Sheet as presented. CARRIED**

#### 7.2 RFD – Old Pleasant View Lodge

*Received notice that both the Town of Spirit River and the MD of Spirit River are no longer interested in purchasing the old Pleasant View Lodge. A set of options was included in the package for the old lodge. Administration is recommending listing the property for sale as the best choice. There is still value to the building and land. The property value is over \$1 million but with the asbestos abatement it will bring down that price. The building is usable as is, without abatement, so it is possible to buy it as is. Listing the property for sale opens it up too many different usages for the area.*

**RESOLUTION # 1887 -Moved by T. Burton to approve listing the old Pleasant View Lodge, at 5230 44 Avenue in the Town of Spirit River, with a real estate agent for not less than \$750,000 and to review in six months' time. CARRIED**

#### 7.3 RFD – Death of a Board Member Policy

*There was no policy or procedure in place for when a current or previous board member passes. Administration created the policy to assist when there is a passing as this is a sensitive subject, and the policy also covers respecting the families wishes. This policy was reviewed by the policy committee, where it was recommended to the board for approval.*

**RESOLUTION # 1888 – Moved by J. Chelick to approve the Death of a Grande Spirit Foundation Board Member policy as presented. CARRIED**

#### 7.4 RFD – Administrative Directives

*While administration started the policy review, there were gaps found between policies and procedures that are operational in nature. Administrative Directives are meant to fill the gaps, and to aid in day-to-day operations. Administrative Directives are not meant to be the policy but rather sit under the policy to help administration. Administrative Directives will be approved by the executive team and will come as information to the board to keep up with transparency.*

**RESOLUTION # 1889 – Moved by A. Poetker to approve adopting and implementing administrative directives. CARRIED**

#### 7.5 RFD – Consent Agenda

*The consent agenda policy has been created to help with the length of the board meetings by providing items that go into an agenda that don't need full discussion. There is a clause in the policy that states board members can pull items out of the consent agenda for discussion in the meeting. Administration doesn't want to lose the importance of discussion time on items that are important. Currently the board meetings are taken up by discussions on the board reports; having a consent agenda can help cut down that discussion time. Administration and the executive team will be moving to quarterly reports to help time constraints as well. Upon further discussion, the CAO report and financial reports will not be included in the consent agenda. Administration will amend the policy to take out the CAO report and financial report from the items to be included in the consent agenda.*

**RESOLUTION # 1890 – Moved by D. Skoworodko to approve the Consent Agenda Policy as amended. CARRIED**

*Break for lunch at 12:20 pm*

*Back at 12:45 pm*

#### 7.6 RFD – Finance Committee Terms of Reference

*The Terms of Reference was brought back to the Finance Committee to approve the changes to membership that was approved at the March 2025 board meeting. The Finance Committee reviewed the terms of reference and then recommended it to the board for approval.*

**RESOLUTION # 1891 – Moved by C. Thiessen to approve the updated Terms of Reference for the Finance Committee as presented. CARRIED**

#### 7.7 RFD – Policy Committee Terms of Reference

*The policy committee doesn't meet often but the Terms of Reference was brought to the committee for annual review. There were no changes to be made, and it was recommended to the board for approval.*

**RESOLUTION # 1892 – Moved by A. Poetker to approve the Terms of Reference for the Policy Committee as presented. CARRIED**

**7.8 Capital Requisitions**

*This is brought over from the strategic planning session on April 24, 2025. After many discussions, the board would like to see this get started but not prepared to have a policy for this to be created just yet. There needs to be a report to make all information available and clear, then administration would need to present to all member municipal councils to ensure that everyone understands what capital requisition will be used for. Administration will be preparing a report that will include what will be accomplished, will rate increases happen each year and what the bigger picture is for this.*

**RESOLUTION # 1893 – Moved by J. Siggelkow to accept administration to research and prepare a report on the options for capital requisitioning by Grande Spirit Foundation. CARRIED**

**8. UNFINISHED BUSINESS**

**9. CORRESPONDENCE**

**9.1 May 2025 Calendar**

*A snapshot of the up coming meeting dates in May 2025.*

**9.2 Deferred Operating Reserve Funding Letter**

*A letter from the province stating they have funding for the foundation.*

**9.3 Letter from Saddle Hills County re: Grande Spirit Foundation Update**

*Letter of thank you for the presentation to the Saddle Hills County council.*

**9.4 Letter from MD of Spirit River re: Old Pleasant View Lodge**

*Letter from the MD of Spirit River stating they are withdrawing their interest in the property.*

**RESOLUTION # 1894 – Moved by T. Burton to accept 9.1 to 9.4 as information. CARRIED**

**10. ROUND TABLE**

*D. Skoworodko – Rycroft Ag Society is having their spring Dine and Dance on April 26 with the fundraising in support of the Central Fire Department.*

*T. Burton – Appreciation to all of those who reached out.*

*J. Kokotilo-Bekkerus – Thank you to everyone during the difficult time; and the new health complex in Beaverlodge is about to break ground.*

**11. CLOSED SESSION**

**12. NEXT MEETING DATE – May 23, 2025 – Pleasant View Lodge**

**13. ADJOURNMENT: Adjourned at 1:07 pm**

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*Judy Kokotilo-Bekkerus, Chair*

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*Date*

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*Steve Madden, CAO*