



**GRANDE SPIRIT FOUNDATION BOARD MINUTES**  
**Pioneer Lodge, Grande Prairie, 9:30 am**  
**Friday March 20, 2026**

- Present:
- |                        |                          |
|------------------------|--------------------------|
| Judy Kokotilo-Bekkerus | Town of Beaverlodge      |
| Tom Burton             | MD of Greenview          |
| Tammy Yaremko          | Town of Spirit River     |
| Albert Poetker         | Birch Hills County       |
| Ed Armagost            | Saddle Hills County      |
| Tanya Skinner          | Town of Wembley          |
| Chris Thiessen         | County of Grande Prairie |
- Administration:
- |                 |                                      |
|-----------------|--------------------------------------|
| Steve Madden    | CAO                                  |
| Ryan Mysko      | Director of Finance                  |
| Shari Hrehoruk  | Director of Operations               |
| John Steward    | Director of Projects and Maintenance |
| Kelsey Edginton | Executive Assistant                  |
- Absent:
- |                     |                         |
|---------------------|-------------------------|
| Roxann Dreger       | Village of Rycroft      |
| Karen Rosvold       | County of Grand Prairie |
| Tony Van Rootselaar | MD of Spirit River      |
| Ken Hildebrand      | Town of Sexsmith        |
1. CALL TO ORDER  
*J. Kokotilo-Bekkerus called the meeting to order at 10:22 am*
  2. CHANGES AND/OR ADDITIONS TO AGENDA  
*No changes or additions.*
  3. APPROVAL OF AGENDA  
**RESOLUTION # 2006 – Moved by C. Thiessen to approve the agenda as presented. CARRIED**
  4. APPROVAL OF MINUTES – Board Meeting Minutes January 16, 2026  
*There are a few spelling mistakes to be corrected in both sets of minutes but no intent changes.*  
**RESOLUTION # 2007 – Moved by T. Skinner to approve the minutes with amendments. CARRIED**  

Special Meeting Minutes January 28, 2026

**RESOLUTION # 2008 – Moved by E. Armagost to approve the minutes with amendments. CARRIED**
  5. PUBLIC INPUT/PRESENTATIONS  
5.1 MNP Audit Findings
  6. CONSENT AGENDA  
6.1 Reports
    - a. CAO Items
      - i. Building Committee
      - ii. Policy Committee
    - b. Portfolio Report
    - c. Director of Finance Report
    - d. Director of Projects and Maintenance Management
      - i. Maintenance Report
      - ii. Project Management Report

- e. Director of Human Resources Report
    - i. Labour Management Committee
  - f. Director of Operations Report
  - g. Action Listing
- 6.2 Correspondence
- a. Housing Forward 2026 Summit
  - b. 2026 Budget Letter
  - c. April 2026 Look Ahead Calendar
  - d. Smith Lands CMHC COI Agreement
  - e. Housing Provider Operational Review Letter

**RESOLUTION # 2009 – Moved by A. Poetker to accept the consent agenda as information. CARRIED**

## 7. REPORTS

### 7.1 CAO Report

*A couple of items to discuss from the report, the MD of Spirit River reached out with a motion from their council to partner on a future bus for the area. The MD of Spirit River bus still has life left in it. MD administration reached out about the potential operational side of things. This is not something that is usually done due through lodge requisition side nor provincial operations budget. The Pleasant View Lodge bus has been out of commission for some time for repairs so wanting to bring to the board for discussion. When the City of Grande Prairie bus was purchased, there was capital money for the bus with Grande Spirit Foundation in partnership. The Pleasant View Lodge bus is 20 years old with only approximately 76,000 kms on it as it is very underutilized. There is no one at the lodge that can drive the bus at this time, but there is the possibility of hiring a bus driver when the bus is up and running. The board would like administration to continue investigating the bus situation.*

*There was a meeting with the senior operating officer of Assisted Living Alberta. There was discussion around Spirit River and the vacancies for the Type B units. There is currently no waitlist for the Type B Secure units, which poses the question of using the empty units for lodging residents if needed. The waitlist for lodge could be used and is not long enough to fill a full pod of Type B Secure units, and those units should be there for the Type B secure. When the building opened, there was an understanding that staffing for the Type B units would be harder to find, which means the units would be slower to fill. Currently there is low interest in filling the Type B units with lodging residents as the units need to be there and ready when they are needed. There are more discussions to have around this to help with the staffing complement which in turn gets the units filled. Administration will review with Assisted Living Alberta to determine Type B secure waitlist and if units could be used for Type B and lodge as Type B secure currently has no waitlist. There have been some requests to move around some of the board meeting dates to help accommodate members being able to attend the meetings. The board approves the meetings in advance and when these requests come forward, it should be a board decision to move the meetings. There will be times when meetings are approved and then down the line the meetings do not line up with everyone's schedules. This is an item for the board to approve, not administration.*

*There is a conference on May 11 if anyone is interested in attending. Let administration know and registration will be completed.*

*The Friends of the Foundation Golf Tournament is on June 12 at Morning View Golf Course. The Harvest Dinner is on October 3. There is a new energy in the group, and they are doing a wonderful job so far.*

**RESOLUTION # 2010 – Moved by C. Thiessen to accept as information. CARRIED**

### 7.2 Financial Reports

*Financial report was discussed during the finance committee meeting.*

**RESOLUTION # 2011 – Moved by E. Armagost to accept as information. CARRIED**

## 8. NEW BUSINESS

### 8.1 RFD – 2025 Financial Statements

*The audited financial statements were presented to the finance committee by Vivian Taylor with MNP.*

**RESOLUTION # 2012 – Moved by T. Burton to receive the auditors report and approve the audited financial statements for the year ending December 31, 2025, as presented. CARRIED**

8.2 RFD – 2025 Bad Debts

*This was discussed with the finance committee. It is the annual write off of bad debts, but it is a few years behind. Administration is looking to get the bad debt write off approved.*

**RESOLUTION #2013 – Moved by A. Poetker to approve the write off of bad debts in the amount of \$42,796.23. CARRIED**

8.3 RFD – Mileage Rate

*This is the annual approval for the mileage increase that the Canada Revenue Agency provides. Administration is looking for approval of the new mileage rate.*

**RESOLUTION # 2014 – Moved by T. Skinner to approve the amended 2026 rate sheet to reflect the updated CRA prescribed mileage reimbursement rates. CARRIED**

8.4 RFD – Friends of the Foundation Bank Account

*Finance has brought forward the request for a new bank account for the funds raised by Friends of the Grande Spirit Foundation to go into. This will make it easier for finance to track expenses and payables for this group. Administration is looking for approval for a new bank account.*

**RESOLUTION # 2015 – Moved by T. Yaremko to approve the creation of a dedicated new bank account with ATB, held by Grande Spirit Foundation, for the exclusive use of Friends of the Grande Spirit Foundation (FOF) fundraising and donation activities. CARRIED**

8.5 RFD – Safe Spaces Agreement

*Administration was approached about participating in this program. It gives individuals experience abuse short term accommodations with access to supports. This is a great program to help support our seniors. The accommodation will not be one specific room but where is a room available. Administration is asking to approve participation and enter a Memorandum of Understanding.*

**RESOLUTION # 2016 – Moved by A. Poetker to approve Grande Spirit Foundation’s participation as a housing provider in the Alberta Safe Spaces Initiative and authorize Administration to enter the Memorandum of Understanding with the Grande Prairie Council on Aging. CARRIED**

8.6 RFD – Alberta Social Housing Corporation Asset Transfer

*Each year when the business plan is submitted, there is a listing of assets that are owned by Alberta Social Housing Corporation. Within the last business plan, it was requested to transfer family housing properties to Grande Spirit Foundation. The province provided a listing, an agreement, building condition reports and a contract for maintenance reserve to help with any repairs the properties may need. Administration is looking for approval to transfer the assets and to sign the agreement.*

**RESOLUTION # 2017 – Moved by E. Armagost to accept the transfer of two (2) family housing assets from the Alberta Social Housing Corporation by entering into the required agreements with Alberta Social Housing Corporation to complete the sale and approve the CAO to sign the documentation required. CARRIED**

*Board recessed at 11:26 am*

*Back from recess at 12:45 pm*

9. UNFINISHED BUSINESS

9.1 RFD – Smith Indemnity and Security (Surety) Agreement

*This agreement was sent out by email. Administration is looking to get the motion ratified for the minutes.*

**RESOLUTION # 2018 – Moved by T. Burton to ratify approval to enter into the Indemnity and Security Agreement with Liberty Mutual to support construction of the Smith Apartment, with the Chair and CAO to sign the agreement. CARRIED**

10. ROUND TABLE

*T. Burton – There will be an official opening for the Kikinow Lodge in Grande Cache on June 17<sup>th</sup>, 2026.*

*T. Skinner – This coming Wednesday is “What’s Up Wembley” which is a tradeshow style event for all the nonprofits from 6:00 pm to 8:00 pm.*

*E. Armagost – Saddle Hills County will be funding the reservoir by Spirit River for the water project. Work has been happening on the intake all summer.*

*T. Yaremko – FCSS has moved locations. There was a lot of snow removal over the winter. There is a new ice plant going in at the area and the Town is looking for a new CAO.*

*A. Poetker – Eaglesham had four water breaks, but the water is now restored. There was no water for a week. This is a challenge for the smaller communities when this happens. There is a large amount of snowfall, which will result in a lot of runoffs which will have a large impact.*

*C. Thiessen – City of Grande Prairie did strategic planning; housing did not make it into the top priorities this term. Will be chairing the affordable housing task force as requested from ASCHA. Went to Washington and attended several sessions around housing economic development.*

*J. Kokotilo-Bekkerus – The new health center is in progress. The Town of Beaverlodge has picked a theme for national volunteer week, Nominate a Good Neighbor. This is where people can nominate someone in the committee. Will be a panelist at the ASCHA Convention for a breakout session.*

11. CLOSED SESSION

**RESOLUTION # 2019 – Moved by T. Burton to move into closed session at 1:07 pm. CARRIED**

11.1 Smith Lands – Finance

11.2 Pleasant View Apartments

**RESOLUTION # 2020 – Moved by T. Yaremko to move out of closed session at 1:23 pm. CARRIED**

**RESOLUTION # 2021 – Moved by T. Skinner to accept the Certificate of Insurance from the Canadian Housing and Mortgage Corporation and approve the board chair and CAO to sign the certificate. CARRIED**

**RESOLUTION # 2022 – Moved by T. Skinner to approve completion of First Mortgage Commitment agreement with ICI Capital for the Smith Apartment project with the board chair and CAO to sign the agreement. CARRIED**

**RESOLUTION # 2023 – Moved by E. Armagost to approve in connection with a loan from Canada ICI Capital Corporation to Smith Social Enterprises Ltd. Relating to the increased financing for the Smith’s Landing Apartments, the Foundation approves the execution and delivery to Canada ICI Capital Corporation of the following documents: a mortgage amending agreement.**

**RESOLUTION # 2024 – Moved by T. Yaremko approve the Grande Spirit Foundation CAO, Steve Madden and/or any director of the Foundation are authorized, for and on behalf of the Foundation, to execute and deliver to Canada ICI Capital Corporation, the mortgage amending agreement and all other documents relating to the execution and deliver of the documents, each in the form that such authorized signatory may approve. CARRIED**

12. NEXT MEETING DATE – April 17, 2026 – hoping to hold meeting in Beaverlodge.

13. ADJOURNMENT at 1:31 pm.

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*Judy Kokotilo-Bekkerus, Chair*

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*Date*

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*Steve Madden, CAO*