

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
July 29th, 2025

Present: Kelly Nelson (Chair) Gloria Wiebe (CAO), Judy Sanderson (Secretary), Kevyn Stevenson, Laurie Lyckman, Jamie Smith

Present by Microsoft Teams: Patrick Wiens, Brad Koch

Absent with regrets: Kym Nichols

- 1) **Call to Order:** Kelly Nelson called the meeting to order at 6:00 p.m.
- 2) **Guest:** N/A
- 3) **Additions to Agenda:** 8.5 – Resident Bar-B-Q.
- 4) **Adoption of Agenda:** Laurie Lyckman moved – None opposed.
- 5) **Approval of Previous Minutes:** Jamie Smith approved the Minutes. – None opposed.
- 6) **Business arising from Minutes:** N/A
- 7) **Financial Reports:** Brad Koch moved as presented – None opposed.
- 8) **Correspondence:**
 - 8.1 – Alberta Assisted Living & Social Services – Amended Schedule A -Rural and Native House changed to Marquis House and now to be known as Vulcan House on Government Documents.
 - 8.2 - Alberta Assisted Living & Social Services – AHPP Grant – 113 applications for 3rd intake. Not approved for our Lodge. Waiting for a debrief with Erika Washington, Executive Director, Housing Capital Programs.
 - 8.3 – Alberta Assisted Living & Social Services – Licensing and Compliance Monitoring – surprise inspection and a couple of minor items such as meals times listed in the dining room, questionnaire for residents and some policies need approving annually. Supporting evidence of outstanding items will be sent off to the Government.

Kevyn Stevenson made a motion to accept the Correspondence as information – None opposed.
- 9) **CAO Report February 2025:** 33 Residents and 1 more scheduled to move in by September.

Jamie Smith made a more to approve CAO Report. None opposed.

10) Director of Resident Care Report:

Patrick Wiens made a motion to accept the Director of Resident Care Report as info – None opposed.

11) Policies: The following policies were reviewed by the Board.

- 11.1 – Fire Safety
- 11.2 – Emergency Evacuation Due to Fire
- 11.3 - Non-Fire Emergencies
- 11.4 – Emergency Plan (Disruption of Service)
- 11.5 – Staff Shortage
- 11.6 – Grievance Procedure
- 11.7 – Accidents to Staff/Residents
- 11.8 – Resident Visitation Policy
- 11.9 – Outbreak of Illness
- 11.10 – Employee Influenza Vaccination
- 11.11 – Violence/Harassment/Bullying

Brad Koch approved the above policies as amended by Gloria Wiebe. None opposed.

12) New Business:

12.1 – Presentation to the Hospital regarding our Facility – Gloria and Kelly will make a presentation to the powers that be at the Hospital on who and what the Lodge is for. Hospital wanting to send patients over that require medical assistance. Respite has to be mobile as PDL not set up with nurses.

12.2 – Appendix B – part of Business Plan – Kelly investigating on the taxes with CAO Kim Fath and Benchmark. Villas 4 are not on the Ministerial Order, probably as the land belongs to Marquis Foundation. Jamie Smith made a motion to have Phase 4 of the SCH added to Appendix A. None opposed

12.3 – Update on old sign for Senior Housing by the Hospital: Town has offered to leave the stanchions in the ground at this time as Marquis might need them in the future. The Board is appreciative of this offer. Information only.

12.4 – Future AHPP applications – First Motion - Jamie Smith made a motion to hold off on another AHPP application for the Lodge. Hard to justify spending more on new Lodge when Government wants a waiting list. None opposed.

Second Motion – Laurie Lyckman made a motion to investigate the cost of financing SCH projects for Milo, Arrowwood and Vulcan (Vulcan on Government Land) and then apply for AHPP on the SCH project. None opposed.

12.5 – Resident Bar-B-Que – The Board will host a Bar-b-que for the Residents on August 15, 2025. All Board Members that can make it are asked to be at the Lodge at 11:00 p.m. to assist with barbequing the meat.

13) Closed Meeting: Due to FOIP reasons, Gloria requested a Closed Meeting. Jamie Smith motioned us into closed at 7:05 p.m. Brad Koch motioned us out of closed at 7:11 p.m.

14) Motions Coming from a Closed Meeting: Laurie Lyckman made a motion to approve the applicant to be allowed to come into the Lodge. Unanimously opposed. Carried.

15) **Next Meeting:** September 30th, 2025 at 6:00 p.m., Peter Dawson Lodge and Microsoft Teams

16) **Adjournment:** Kelly Nelson adjourned the meeting at 7:15 p.m.

CAO – Marquis Foundation

Chair – Marquis Foundation

APPROVED