

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
September 30th, 2025

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

Present by Microsoft Teams: Kevyn Stevenson

Absent with regrets: Kym Nichols, Patrick Wiens, Brad Koch

- 1) **Call to Order:** Kelly Nelson called the meeting to order at 6:04 p.m.
- 2) **Guest:** N/A
- 3) **Additions to Agenda:** Under Closed: 13.2 Safe Spaces and 13.3 Home Care
- 4) **Adoption of Agenda:** Laurie Lyckman moved the Agenda as Amended – None opposed.
- 5) **Approval of Previous Minutes:** Jamie Smith approved the Minutes. – None opposed.
- 6) **Business arising from Minutes:** Gloria Wiebe and Kelly Nelson have not yet made a presentation to the Hospital but will be setting up a date soon.
- 7) **Financial Reports:** Jamie Smith moved as presented – None opposed.
- 8) **Correspondence:**
 - 8.1 – Complete Purchasing Summer 2025 Market Report
 - 8.2 – Complete Purchasing 2026 Budget Guidelines
 - 8.3 – Alberta Assisted Living & Social Services – Business Plan
 - 8.4 – Alberta Assisted Living & Social Services – Compliance Monitoring
 - 8.5 – Forever Canadian Petition – Jamie Smith made a motion to Not Allow petitions into the Lodge. – None opposed. Gloria to make up a policy to this effect.
 - 8.6 – Village of Milo Letter of land Village will have available for SCH project.

Laurie Lyckman made a motion to accept Correspondence as presented. None opposed.
- 9) **CAO Report August/September 2025:** 34 Residents.
Kevyn Stevenson made a motion to Approve the CAO Reports. None opposed.
- 10) **Director of Resident Care Report August/September 2025:**
Judy Sanderson made a motion to accept the Director of Resident Care Reports as info – None opposed.

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

11.1 – Preventative Maintenance Program – Jamie Smith moved to approve. None opposed.

11.2 – Staff/Resident Personal Affairs – Laurie Lyckman moved to approve. None opposed.

11.3 – Conflict of Interest – Judy Sanderson moved to approve. None opposed.

11.4 – Safe Hot Water Temperatures – Judy Sanderson moved to approve. None opposed.

12) New Business:

12.1 – Meal Survey Results

12.2 – SCH Annual Meeting – Laurie moved to set the SCH Annual Meeting for October 28, 2025 at 2:00 p.m. at the Lodge. Some discussion due to elections and not all councils will be sworn in. None opposed.

12.3 – CMHC Loan – this loan for the Seed Funding for the AHPP applications is now due at the end of October in the amount of \$99,000. Jamie Smith made a motion to pay this loan off right away. None opposed.

12.4 – Staff Above & Beyond – Due to the infestation of bed bugs in the Lodge, the staff have gone above and beyond in their duties. Laurie Lyckman made a motion to pay the 7 staff \$200 cash each to show the Board appreciation. None opposed.

12.5 – Resident Tenancy Agreement – Due to the breakout of bed bugs it is felt that a new Resident Tenancy Agreement be completed by our lawyer as our current one is outdated. Jamie Smith made a motion to get the lawyer to update our Resident Tenancy Agreement. None opposed.

12.6 – Bed Bugs – Gloria Wiebe gave an update on the Bed Bugs in the Lodge. The infestation started in our Safe Space rooms. Orkin has been in the Lodge a couple of times for spraying, and they are scheduled to come back every 2 weeks. This has turned out to be quite costly for the Lodge due to the cost of spraying and the expense of having to dispose of any of the Lodge furniture that had cloth coverings. Gabrielle Kirk from Southern Alberta Senior Protect Society will be contacted to see if assistance is available to assist with some of the costs from Orkin. Gloria is going to have a full Lodge inspection and potentially get a canine dog in to track these pests.

Laurie Lyckman made a motion to accept 12.1 and 12.6 as information only. One opposed.

13) Closed Meeting: Due to FOIP reasons, Gloria Wiebe requested a Closed Meeting. Jamie Smith motioned us into closed at 6:49 p.m. Kevyn Stevenson motioned us out of closed at 7:08 p.m.

14) Motions Coming from a Closed Meeting: Laurie Lyckman made a motion to have Gloria Wiebe and Kelly Nelson to follow through as per our discussions regarding Residents, Safe Spaces and Home Care. None opposed.

15) Next Meeting: November 4th, 2025, at 6:00 p.m., Peter Dawson Lodge and Microsoft Teams

16) Adjournment: Kelly Nelson adjourned the meeting at 7:09 p.m.

CAO – Marquis Foundation

Chair – Marquis Foundation