MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
May 26th, 2026

Present: Kelly Nelson (Chair) Gloria Wiebe (CAO), Judy Sanderson (Secretary), Laurie Lyckman (Vice Chair), Doug Fraser. Kevyn Stevensen, Doug Headrick
Present by Microsoft Teams:
Absent with regrets: Brad Koch, Dick Ellis
Guests: Vulcan County Peace Officer Gabby Trudel

1) **Call to Order:** Kelly Nelson called the meeting to order at 6:00 p.m.

2) **Additions to Agenda:** Old Business from previous meeting - 13.8 ATB Loan

3) **Guest –** Gabby Trudel/Peace Officer – presentation about the ESS Program – Talked about how first responders react to a disaster. **Registration Centre** is a place evacuees come to say who they are and how many in their family. Also, a place to get information. **Reception Centre** is a place to access the supports that are needed and to get snacks.

Community Connect – where you can sign up with the Vulnerable Person Registry (only sign up with Gabby or Doug H) for yourself or register someone else. Working on educating fire halls and communities in the County. Lots of great information.

Doug H left at 6:24 p.m. Doug returned at 6:32 p.m.

4) **Adoption of Agenda**: Laurie moved the Agenda as Amended – All in favor. None opposed. Carried.

5) **Approval of Previous Minutes:** Doug moved the minutes be approved as presented. All in favor. None opposed. Carried.

6) **Business arising from the Minutes: 13.2 – Access to Information Act (ATIA replaces FOIP) Changes** – Nels has the new ATIA information put together so hopefully this will suffice for Marquis Foundation.

7) **Financial Reports:** Kevyn moved the financial reports as presented – All in favor. None opposed. Carried.

8) Correspondence:

8.1 –Alberta Assisted Living and Social Services – Regret Letter for the AHPP applications for SCH in Milo, Arrowwood and Vulcan. Board had a discussion on next steps. Doug H made a motion that Doug H and Kevyn will put out an RFP for the SCH in Milo & Arrowwood for accessible modular 5-unit builds, with an application for AHPP. All in favor. None opposed. Carried.

9) CAO Report May 2026:

10) DRC Report May 2026:
Laurie moved the CAO/DRC Reports for information. All in favor. None opposed. Carried.

11) Policies:
11.1 – Office Manager – Laurie moved Policy CH 02 SEC 3 Sub 26 for the Office Manager as presented. All in favor. None opposed. Carried.

12) Old Business:

12.1 – Lodge Update – Kelly, Laurie, Gloria and Judy attended Marquis Foundation Interior Finishes Review & 75% Page Turn, along with 3 MF staff and representation from M3, JMAA, Chandos, Remedy and TWS. Every room in the new lodge was review from interior design to mechanical and electrical.

12.2 - Board Chair Update – Trees are marked and land construction drawings from JMAA so that dirt work can be started. Talked to ATB and had a lawyer meeting with Marco concerning the $11,500 Land Title insurance coverage. Mother's Day Tea was really good.

12.3 - Lodge Reserve Contribution from GOA – $9,000 to DORF and $17,000 which can be used for Operating Reserve Fund, Capital Maintenance Reserve or Capital Reserve Fund. Doug F made a motion to have the $17,000 put in the Operating Reserve Fund. All in favor. None opposed. Carried.

12.4 - Business Plan 2026 – Change noted on Appendix E to change # of units repaired or rebuilt from 62 to 50. Laurie made a motion to approved the Business Plan 2026 as presented with the above noted change. All in favor. None opposed. Carried.

12.5 PHS 4 Apartment Repairs - $10,058.49 was the cost of repairs for the one apartment in PHS 4 instead of the original $17,000 approval. Doug H made a motion to transfer $10,000 out of the T-Bill into the main account and leave the $7,000 in the T-Bill. All in Favor. None opposed. Carried.

13) New Business:

13.1 - SCH 2026 Site Level Budget – Doug H made a motion to approve the SCH 2026 Site Level Budget. All in favor. None opposed. Carried.

13.2 - Two new accounts for Building Project and a Donation Account - Kevyn made a motion to approve the opening of the following 4 accounts: Project Funding Account, Project Loan Payment Account, Replacement Reserve Account and a Donation Account. All in favor. None opposed. Carried.

13.3 - Building Conditions Assessment 2026 – Doug F made a motion to approve the Building Conditions Assessment for 2026. All in favor. None opposed. Carried.

13.4 - Request of Funds Letter – Laurie made a motion to have Laurie send out the requisition letters for the New Build from all the Municipalities and County (Town has already paid their requisition). All in favor. None opposed. Carried.

13.5 - Thank you Letter – Laurie will send out a Thank You letter to the Town of Vulcan for their early requisition.

13.6 - Operational Review – June 24th 3 members of the Government will be completing an Operational Review. Require a letter from the Villages stating the name of the Councilor representing Marquis Foundation and their term. County and Town are on file already.

13.7 - Welcome Letter to the Minister – Doug F made a motion to send a letter of welcome to Minister Neudorf. All in Favor. None opposed. Carried.

13.8 - ATB Loan – Kelly will get back to the drawing board with Travis at ATB as Marquis Foundation is an Incorporation and not Unincorporated as the letter stated.

14) Closed Meeting: None

15) Motions Coming from a Closed Meeting: None

16) Next Meeting: June 30, 2026 at 6:00 p.m., Peter Dawson Lodge and Microsoft Teams.

17) Adjournment: Kelly Nelson adjourned the meeting at 7:33 p.m.

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CAO – Marquis Foundation **Chair – Marquis Foundation**