

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
July 28th, 2026

Present: Kelly Nelson (Chair) Gloria Wiebe (CAO), Judy Sanderson (Secretary), Laurie Lyckman (Vice Chair), Doug Headrick, Dick Ellis

Present by Microsoft Teams: Bryanne Leach, Harmon Sandu and Brad Koch entered meeting at 7:35 p.m. to make quorum

Absent with regrets: Kevyn Stevensen, Brad Koch, Doug Fraser

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

2) Guest:

2.1 – Bryanne Leach from M3 Development Management (Harman Sandu) – where the Lodge is at – Project Status Overview – On Program, overbudget by approximately \$3M and delayed one month on the project. 90% completed construction document by June 29th. All permits are completed except for Building permit, which will be submitted once 90% documents complete. Class A Estimate & Report is pushed back a month due to budget. Groundbreaking is still set for September 11, 2026. Design optimization to get target budge of \$27.3 – exploring all options for savings. Fundraising strategy with Laureen Jensen and the building committee. Ongoing project. 4 weeks for Building Permit as this goes through the Town and then to a 3rd party for approval.

Schedule – On target except for final construction push. Previous and New Target Budget was reviewed. Chandos is reviewing design optimization opportunities with trades in amount of \$1M. Procurement is upcoming – material testing, Security, Nurse Call, etc. Fortis and Atco for Construction on Board. Went over Risk Identification. Mechanical has risen 30% - getting on top of the whys. Chandos does the Trades tendering, and the Board signs off on this.

3) Additions to Agenda: 13.4 – Chair Email and 13.5 – Fireplace Stone

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

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

6) Business arising from the Minutes: None

- 7) Financial Reports:** Noted that a Project Funding account has been opened with an amount of \$75,000 in there. This is a requirement from CMHC. Dick moved the financial reports as presented – All in favor. None opposed. Carried.
- 8) Correspondence:**
- 8.1 – MAR Business Plan Letter**
 - 8.2 – Operational Review Results Letter**
- Doug H made a motion to pass the Correspondence as presented. All in favor. None opposed. Carried.
- 9) CAO Report July 2026:**
- Gloria gave an update on the GOA Operational Review. Overall, there was more positive than negative. They try to do this review every 5 years. Last one was completed in 2018.
- 10) DRC Report May 2026:**
- Laurie moved the CAO/DRC Reports for information. All in favor. None opposed. Carried.
- 11) Policies:**
- 11.1 – Fire Safety** – Judy moved Policy CH 02 SEC 04 Sub 10 as presented. All in favor. None opposed. Carried.
 - 11.2 – Emergency Evacuation Due to Fire** – Laurie moved Policy CH 02 SEC 04 SUB 20 as presented. All in favor. None opposed. Carried.
 - 11.3 – Non-Fire Emergencies** – Dick moved Policy CH 02 SEC 04 SUB 40 as presented. All in favor. None opposed. Carried.
 - 11.4 – Emergency Plan (Disruption of Service)** – Doug H moved Policy CH 02 SEC 04 SUB 50 as presented. All in favor. None opposed. Carried.
 - 11.5 – Staff Shortage** - Laurie moved Policy CH 02 SEC 03 SUB 128 as presented. All in favor. None opposed. Carried.
 - 11.6 – Grievance Procedure** - Judy moved Policy CH 02 SEC 03 SUB 155 as presented. All in favor. None opposed. Carried.
 - 11.7 – Accidents to Staff/Residents** - Dick moved Policy CH 02 SEC 03 SUB 180 as presented. All in favor. None opposed. Carried.
 - 11.8 – Resident Visitation Policy** – Doug H moved Policy CH 02 SEC 02 SUB 75 as presented. All in favor. None opposed. Carried.
 - 11.9 – Outbreak of Illness** – Doug H moved Policy CH 02 SEC 03 SUB 203 as presented. All in favor. None opposed. Carried.
 - 11.10 – Employee Influenza Vaccination** - Laurie moved Policy CH 02 SEC 03 SUB 295 as presented. All in favor. None opposed. Carried.
 - 11.11 – Violence/Harassment/Bullying** - Laurie moved Policy CH 02 SEC 04 SUB 30 as presented. All in favor. None opposed. Carried.
 - 11.12 – Contingency Plan Reviewed Yearly** – Dick moved the Contingency Plan as presented. All in favor. None opposed. Carried.

12) Old Business:

12.1 – Lodge Update – We are still over budget by about \$1M. ATB ok'd our cashflow loan in the form of a Line of Credit, using the Notice of Demand account as collateral. We have been going over what furniture and equipment is a need, trying to scale back the budget to afford fobs for all doors. Keys are less expensive to purchase, so looking at getting the wiring in the building so fobs can be completed once the budget allows. Patios for the SCH were removed from the plan. The whole team is working on keeping costs down.

12.2 - Board Chair Update – Approaching LIONS to build a garage for Maintenance Shed & extra Scooter parking. Tenders out by Aug 3rd. Applied for the BCSF (Building Community Grant) for \$3,969,332, this is a Federal Grant. Operational Review meeting with the Government, policies are lacking and are being worked on. New Policy to be sent to the Municipalities showing no Alternates on the MF Board, require letters from Champion and Vulcan to show has been completed. A Plan for a policy on a skill matrix for the municipalities to follow when appointment members to the Board. Policy on reserves on operating, which is set by the Housing Act at 50% of the budget. Policy on Capital reserves, this needs to be agreed on by all municipalities as set out in the DMHC loan documents. Golf Disc's are removed from the property.

Laurie made a motion to approve the Lodge and Board Chair Updates for information. All in favor. None opposed. Carried.

13) New Business:

13.1 – CAO Vacation Days - Dick made a motion to approve Gloria's holidays. All in favor. None opposed. Carried.

13.2 – Kitchen Survey (Meals) July 2026 – Laurie moved for information. All in favor. None opposed. Carried.

13.3 – Operational Review – Doug H moved that Gloria, Kathryn, Donna and Kelly to work on the policies, agreements, limits, plans and comments as discussed to update the Operational Review by September 25, 2028. All in favor. None opposed. Carried.

13.4 – Chair Email – Doug H made a motion that we make a Chair Email under Marquisfoundation.ca. All in Favor. None opposed. Carried.

13.5 – Fireplace Stone – Stone chosen and an email sent to JMAA at the meeting.

Doug H left the meeting at 7:33 for a fire call.

Brad came into the meeting at 7:35 to allow quorum.

14) Closed Meeting: In accordance with the Access to Information Act Section 19, 1, (c) Third party interests. Laurie made a motion to move us into Closed Meeting at 7:35 p.m. All in favor. None opposed. Carried.

14.1 – Staff

14.2 – ATB Line of Credit

Dick made a motion to move out of the Closed Meeting at 7:37 p.m. All in favor. None opposed. Carried.

15) Motions Coming from the Closed Meeting:

Dick made a motion to follow lawyer's guidance as discussed in Closed. All in favor. None opposed. Carried.

16) Next Meeting: August 25, 2026, at 6:00 p.m., Peter Dawson Lodge and Microsoft Teams.

17) Adjournment: Kelly adjourned the meeting at 7:39 p.m.

CAO – Marquis Foundation

Chair – Marquis Foundation

APPROVED