

- *General Regulations* -

Criteria for Admission

Each potential resident must submit a written application and a recent Medical Examination Report. Both forms are available by contacting the Lodge. In addition, a personal interview with Lodge personnel must be conducted to give management an opportunity to assess the applicant. This will also allow the applicant to view the Lodge and to ask questions regarding its operation. Both, the personal application form as well as the medical examination report must be completed and returned to the Peter Dawson Lodge in order for the applicant's name to be placed on the waiting list.

- It is the general policy of the Marquis Foundation to only accept seniors who are 65 years of age or older. A married couple may be accepted if one person is over 65 while the other is under 65 years of age. Exceptions may be considered. When available, a couples studio suite or 2 joining studio suites may be available.
- Applicants must be physically and mentally able to look after their own personal needs and be able to interact socially with other residents.
- Applicants with a drinking problem that is not under control will be deemed not suitable for admission to our Lodge. Drunkenness will not be permitted; offenders will be subject to notice to vacate. Family will be notified.
- Smoking is not permitted in your room. Smoking is only allowed in designated Smoke Shack to the north area beside the Lodge.
- Applicants and/or residents are not permitted to have pets or animals of any sort at the Lodge. Visiting animals **MUST** always be on leash.
- Applications will be prioritized according to standard Government prioritizing forms. Appeals may be made to the Board.
- All information received will be held in confidence to ensure the protection of privacy for the applicant.

Room Rates

- Rent includes meals and snacks as well as housekeeping, resident laundry room, a supply of sheets, blankets, bedspread and towels. Rental rates are as follows:
 - Individuals receiving the Alberta Seniors Benefit:

Single Room	\$1,430.00
Couples Suite	\$2,525.00
 - Individuals NOT receiving the Alberta Seniors Benefit:

Single Room	\$1,830.00
Couples Suite	\$3,100.00

Payment of Monthly Rent

- Rent is due and payable at the Peter Dawson Lodge Office on or before the first day of each month. Post-dated cheques or direct debit are encouraged.
- Applicants will be required to pay rent upon notification and acceptance of an available room. A deposit may be required to hold a room.
- According to the Alberta Government rental regulation, each resident must have at least \$373.00 per month in disposable income after Lodge accommodation costs have been paid. Lower-income residents are asked to notify the Administrator to address this issue if necessary.
- The Marquis Foundation Board is required to review Lodge rental rates annually. In the event of an increase, a sixty (60) day notice will be given in writing to each resident.

General Regulations

- No more than two (2) months time will be granted to an individual to move into their room.
- All new residents will serve an initial orientation period of no less than one (1) month and not to exceed more than three (3) months in time.
4-week review date: _____ 2-week review date: _____
This period serves both the resident, Family, and PDL to ensure that this placement is a fit for both residents and PDL, should resident need a higher level of care than provided at PDL.
Initials Required: Resident: _____ **Family:** _____ **Staff:** _____

- Consideration and cooperation must always be shown toward other residents, guests and staff.
- Residents must bathe and wash their hair at least once per week and must wear clean and tidy clothes.
- Residents are asked to let staff know if they are going to be leaving the lodge property, away for meals, overnight or longer, and when they plan to return. No rental rebate is allotted during any absence from the Lodge.
- If a resident is planning to be away for over 60 days for any reason such as vacation, hospitalization, or other, permission must be obtained from the Administrator.
- Residents are asked to leave their room while it is being cleaned. Please discard any extra newspapers, magazines, and boxes.
- Staff/volunteers cannot accept money and gifts from Residents for performing their duties. Residents may, if they wish, give gifts for Christmas and/or Birthdays.
- No employee/volunteer is permitted to conduct business with any resident, which could result in potential financial or personal gain of any kind for themselves or relatives.
- Employees/volunteers are not permitted to enter into sexual or otherwise inappropriate relationships with any residents or tenants.
- Drugs are only permitted under Doctor's prescription.
- Each Resident must list a doctor to be called in case of sickness. If no doctor is available to residents locally you must notify if local walk-in clinic is involved in your care.
- All lodge facilities in the Province of Alberta are covered by "The Protection for Persons in Care Act" (PPCA). Information on the Protection for Persons in Care Act is available at the office.
- The Peter Dawson Lodge is subject to the implications of the "Privacy Management Program" (PMP). All Residents are required to sign a Resident Authorization Form in regard to the PMP.
- All Residents and a family member/caregiver must sign a tenancy agreement upon admittance to the Lodge.

- The Peter Dawson Lodge provides care to its Residents which includes safety and security. Residents who wish to make choices which may be viewed by Management as a conflict with the recommendations of the operation will be required to sign a Negotiated Risk Agreement.
- The Board has full authority to give notice to vacate to any Resident who is no longer eligible to live at the Lodge. This may include: a change in status, a resident who is no longer able to care for him/herself or for any habitual breaking of any regulations or interference with the rights of other residents, any breach of alcohol policy.

Rent Refund

- Residents who terminate their residency in the Peter Dawson Lodge to move to Long Term Care or Extendicare will be entitled to a rent refund from the day their belongings are removed from the Lodge.
- Residents who terminate their residency for any other reason will be entitled to a rent refund for the last half of the month if the premises are vacated by the 15th day of the month. If, however, the premises are vacated after the 15th of the month, there will be no rent refund.

Personal Belongings

- It is policy that the Lodge will provide basic room furniture at no additional cost to residents if required.
- It is policy that the residents are allowed to furnish their rooms with personal furniture providing the following requirements are met:
 - A. The amount and size of the items **do not** inhibit safety and/or constitute a fire hazard. There must also be sufficient space for a stretcher to maneuver in, out and around the room.
 - B. The furniture does not create undue problems for housekeeping. Residents are required to keep floors and areas clear.
- The following is a guideline for items you may wish to bring:
 - A. Portable TV
 - B. Small refrigerator
 - C. Comfortable chair (**must be new or professionally cleaned with Certification**)
 - D. Bedspread and sheets (if you prefer your own)

- The following items need prior management authorization before bringing them to the Lodge:
 - A. Coffee Pot (e.g.: Keurig)
 - B. Microwave
- All Resident room windows have blinds installed, which are required to stay on the windows. Residents are allowed to hang their own curtain or valance if they choose, this must be authorized by Management and then arranged with maintenance.
- All personal items must be marked with identification.

Telephone and Cable

- If the Resident would like a telephone in their room, it is the responsibility of the Resident and/or their families to make these arrangements. Shaw TV is provided for an additional \$49.15/month. For hook-up and connection of these services, please call the following numbers:

TELUS (telephone) 310-2255 (toll free)
Shaw Direct (tv) see Director of Resident Care for hookup.

Storage

- Additional locker size storage for clothing and personal items is available in the basement. Please see the Resident Care Coordinator to arrange for a locker.

Medical Service

- Homecare administers a Medication Assistance Program (MAP) in consultation with local physicians and Life Med pharmacy. Residents wishing to have their medication disbursed at the Lodge will need to consult with Homecare before moving in. Peter Dawson Lodge Staff are not permitted to give any medications.
- Medical services are available through Homecare, which provides visits from a Health Nurse and assisted baths. In addition, a footcare Nurse and hearing aid specialists make regular visits to the Lodge. For further information, please contact the Resident Care Coordinator.

Housekeeping

- All rooms are vacuumed and cleaned with the bedding and towels changed on a weekly basis. Housekeeping will do light dusting but will not dust personal ornaments, etc., as the Lodge does not assume any responsibility for the breakage of personal items. Resident rooms & bathrooms are cleaned twice weekly leaving fresh towels. Residents MUST Vacate rooms on cleaning day.

Laundry Service

- All residents, including family, are welcome to wash a resident's personal laundry in the Resident Laundry room on their laundry day. In the case where the residents do not wish to do their own personal laundry, the lodge provides laundry service on the weekends (Friday PM). The fee is \$55.00 per month.

Maintenance

- Should you experience any difficulties with the plumbing or electricity or would like pictures to be hung, please contact the Resident Care Coordinator or the day Resident Care Giver for assistance as soon as possible.
- Should you find the water in your bathroom taps (sink and shower) too hot, please contact the office staff to have maintenance adjust the temperature for you.

Meals

- The Lodge takes pride in its home-cooked meals. Family and friends are invited to attend all meals. Advance Notice required. The Lodge menu consists of a five-week rotating menu that has been approved by a registered dietitian.
- The Lodge provides a diabetic menu. Special menus or choice of menus cannot be provided. Consideration will be given to those requiring special foods under a doctor's recommendation.
- Meals times and cost for guests for each meal are as follows:

Breakfast	8:00 AM	\$ 8.00 each
Dinner	12:00 noon	\$ 15.00 each
Supper	5:00 PM	\$ 10.00 each
- Snacks are set out for residents in the baking cupboard and refrigerator. Coffee and juice are always available. Guests are asked to give a donation for coffee, juice, and snacks per the chart above refrigerator.

Mail Service

- Stamps are available to purchase through the office. Mail is picked up and sorted on weekdays (excluding holidays). To receive mail service, please change your mailing address to:

Box 750
Vulcan, Alberta
T0L 2B0

- Office supplies, greeting cards, photocopying, Kleenex, etc., are available at the DRC office for a nominal fee.

Recreation

- The Lodge provides a wide range of life enrichment activities to enhance the physical, emotional, social, spiritual and intellectual needs of Lodge Residents.
- The Director of Resident Care produces a monthly newsletter. The newsletter contains informative articles and a calendar of events for the upcoming month. Calendar is subject to changes.

Haircare and Grooming

- A private hairdresser provides hair-dressing services on Thursday mornings weekly at the Lodge. Appointments can be arranged.

Theft

- Theft has not been a problem at Peter Dawson Lodge however; it is policy that the Marquis Foundation and employees of the Foundation cannot be responsible for any items lost or stolen from residents of the Lodge.
- Please feel free to lock your door at any time, whether you are in your room or when leaving your room.

Fire Alarm Procedure

- It is the practice of Peter Dawson Lodge to test fire alarms and procedures four (4) times per year.

Transportation

- The local Family and Community Support Services provide a courtesy car every Wednesday. There is a sign-up sheet at the front desk for residents to choose times needed. If you add your name on Wednesday, please notify the DRC so the driver can be notified of last-minute ride additions.
- Residents requiring out-of-town transportation are required to make arrangements with family or friends or contact the FCSS for Ride Information.

Parking and Loading Zone

- Parking with a plug-in is available on the west side of the Lodge. The fee is \$15.00 per month.
- A resident ten (10) minute drop-off zone is located at the front entrance.
- Guests must park on the street. Vehicles parked in “No Parking” areas will be subject to Town of Vulcan by-laws and may be towed away at the owner’s expense.

Enjoyment

- Please let us know if there is anything you need to make your stay more enjoyable. We appreciate your input.
- Any suggestions or complaints can be given to the Director of Resident Care and/or the Chief Administrative Officer, via in person or in the box beside the water and ice machine. These will receive fair consideration. Appeals may be brought to the Board.

