

**Trochu Housing Corporation Meeting**  
**Regular Meeting**  
**Monday May 12<sup>th</sup>, 2025, 4:00 PM**  
**Town of Trochu Administrative Office, Trochu, AB**  
**Minutes**

Directors Present: Carl Peterson, Barry Kletke, Paula Kowalchuk, Ken King, Ron Zook

Directors Absent: Chris Reeds

Alternate Directors Present: Jaime Martel

Alternate Directors Absent: Wade Christie

Management Present: Jamie Collins, Sam Smalldon

Recording Secretary: Jamie Collins

Trochu Housing Society Representative: Audrey Nelson

St. Mary's Foundation Representative: Ginny Walker

The Chair, Barry Kletke, called the meeting to order at 4:00 pm.

**1. Approval of Agenda**

Additions of 5e. Board Changes

*Vice Chair Paula Kowalchuk made the motion to approve the agenda with changes.*

**CARRIED**

**2. Approval of Minutes**

a. Minutes from the Regular Meeting of March 31<sup>st</sup>, 2025

*Director Ken King made the motion to approve the Regular Meeting of March 31<sup>st</sup>, 2025, Minutes.*

**CARRIED**

**3. Business Arising from the Minutes**

**a. Government Relations**

Changes in the government representatives, both MP Kurek and MLA Cooper will no longer be in the role. It is very important to thank them for their support, they have been invited to the Community meeting but will follow this up with a thank you letter and asking again if they plan to attend so we can thank them in person. Minister Nixon will be invited to the community meeting. We will work toward building relationships with new representatives

when they are in place. We will continue the conversation about CMHC funding with these new representatives and Minister Nixon.

**b. THC Project and Town Borrowing**

Everything is approved and signed. We are expecting a draw on or around May 24<sup>th</sup>, 2025.

**c. CCCP and AAHP Funding Agreement Updates**

Quarterly reports on both grants have been completed and submitted. Working on the next quarterly reports which are due on July 15<sup>th</sup>, 2025.

**d. THC GST Registration as Municipality**

This has been submitted and received. There has been no reply yet. The Town of Trochu auditor has indicated that to protect the municipality, the Trochu Housing Corporation needs to pay for their own GST. The Trochu Housing Corporation has agreed but will wait to include the amount on GST returns until a decision has been made on the GST change of status request.

**e. Business Case Update**

Covenant Health met with the board and this meeting went well. A representative will attend most of our meetings going forward, this is great news. The Operating Agreement is in progress.

**f. Contract Reviews and Update**

Stipulated fixed price contract is signed. The next agreement that will need to be signed is the MSA with Covenant Health. In the last 12 months of the project other various contracts for equipment, furnishings etc. will come up.

**g. THC Risk Management Update**

Information was shared with the board; Directors are satisfied with the coverage.

**h. Annual Return**

Will be signed today and sent back to the lawyer tomorrow.

**i. The Capital Fundraising Campaign**

Brochures are being completed and Sam and Carolyn Kung will begin circulating and touring with various municipalities, community groups, and corporations to fundraise.

**j. Golf Classic**

40 golfers registered, there is a maximum of 72 spots for golfers. \$19,000 has been raised so far.

**k. Community Tour**

Set for June 16<sup>th</sup>, 2025, at 6 PM. Will work with Shunda about safety concerns and when that is all sorted out, we will begin advertising.

**4. Executive Report**

This was discussed and questions were answered.

**5. New Business**

**a. Construction and Project Schedules**

Will be available at the next meeting. Construction Schedule is for physical construction. The Project Schedule is for the entire project, from planning to completion.

**b. 2024 THC Financials - Update**

Reviewed.

*Vice Chair Paula Kowalchuk moved to accept the 2024 Financials as presented.*

**CARRIED**

**c. Community Advisory Committee – Community Consultation**

Sam & Jamie will make an agenda for Ron to approve.

**d. Banking – Application for Credit Card**

*Director Carl Peterson moved to apply for a credit card for Secretary/Treasurer Jamie Collins with a \$10,000 limit.*

**CARRIED**

**e. Board Changes**

For information, with Carl Peterson's retirement we will have to make some changes to the board in July. Carl Peterson can remain a director if the Board is in favour and another Trochu staff member will need to be appointed to the board. Sam and Jamie will review Bylaws and bring this back to the meeting in July.

## **6. Pending Matters**

### **a. Municipal Controlled Corporation (MCC) Application**

This is not something we are considering pursuing at this time.

## **7. Key Messages**

We will work on press releases and community messaging around the following items.

- a. Funding Confirmation
- b. Project Budget Approval
- c. Construction Progressing

## **8. Next Meeting**

- a. Regular Board Meeting – Monday, July 14<sup>th</sup>, 2025, 4:00 – 5:00 PM

## **9. Adjournment**

The meeting was adjourned at 4:47 PM.