

**Trochu Housing Corporation Meeting**  
**Special Meeting**  
**Monday August 12<sup>th</sup>, 2024**  
**Town of Trochu Administrative Office, Trochu, AB**  
**4:00 PM – 5:00 PM**

**Minutes**

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

**Absent:** Chris Reeds

**Alternate Directors Present:** Jaime Martel, Wade Christie

**Management Present:** Jamie Collins, Sam Smalldon

**Recording Secretary:** Jamie Collins

- Action items are highlighted.

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

**1. Approval of Agenda**

*Director Carl Peterson made the motion to approve the agenda.*

**CARRIED**

**2. Approval of Minutes**

- a) Minutes from the Regular Meeting of July 8<sup>th</sup>, 2024

*Director Ken King made the motion to approve the Regular Meeting Minutes*

**CARRIED**

**3. Business Arising from the Minutes**

- a) Government Relations

CMHC has been clear they are not open to funding the project without changes that don't work for this project. A meeting with the Alberta Minister of Seniors is in the process of being organized to discuss additional funding.

- b) Draft 6 business Case Update

This is in progress.

c) THC GST Registration as a Municipality

The current GST registration is as a corporation we are making the business case of being a municipal corporation and non-profit to get a 100% rebate. In the meantime, the Town of Trochu will pay all expenses.

**4. Executive Report**

It was circulated to the board of directors before the meeting to be reviewed. Discussion regarding the content followed.

**5. New Business**

a) Detailed Design Process

This process is ongoing with regular meetings. Minutes have been circulated to the board and this will continue. Currently sitting at 60 – 70% complete. Waiting on the building permit approval for the first payment. Covenant Health has provided comments on the design (preferences, not requirements) that are being reviewed.

b) Design Tender and Project Budget Timeline

New cash flow and budgets were distributed and discussed.

*Vice Chair Paula Kowalchuk made the motion to approve the construction of a temporary road with a cost of up to \$45,000.*

**CARRIED**

*Director Carl Peterson made the motion to approve Phase 1 Tender up to \$8.1 million pending and approved Ministerial Order for project borrowing.*

**CARRIED**

*Director Ron Zook made the motion to approve the signing of the Construction Managers contract for \$1,427,000.*

**CARRIED**

c) September 9, 2024, Groundbreaking Ceremony

The date for this event has been confirmed, planning is underway, advertising will start this week, and invitations will be sent out soon. The final invitation list will be circulated to the board.

**6. Pending Matters**

A private donor from an estate has contacted Sam to discuss a sizeable donation for a naming opportunity. Interest in fundraising should continue to increase with the start of the construction.

Jamie will look into Directors & Officers Liability Insurance.

## **7. Key Messages**

We will continue to post any sales of life leases and answer any questions from the media. Getting the word out about the groundbreaking ceremony.

**Next Meeting – Regular Meeting September 9<sup>th</sup>, 2024, @ 4:00 PM at the Town of Trochu Office.**

## **Adjournment**

*The meeting was adjourned at 5:08 PM.*