

Trochu Housing Corporation Meeting
Regular Meeting
Monday January 15th, 2024
Town of Trochu Administrative Office, Trochu, AB
Following AGM

Minutes

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

Alternate Directors Present: Jaime Martel (Zoom), Wade Christie (Arrived @ 4:30)

Management Present: Jamie Collins (Zoom), Sam Smalldon

Recording Secretary: Jamie Collins

- Action items are highlighted.

The Chair, Barry Kletke, called the meeting to order at 4:01 pm

1. Approval of Agenda

Vice Chair Paula Kowalchuk made the motion to approve the agenda.

CARRIED

2. Approval of Minutes

- a) Minutes from Annual General Meeting of November 14th, 2023

Director Chris Reeds made the motion to approve the Regular Meeting Minutes

CARRIED

- b) Minutes from the Regular Meeting of November 14th, 2023

Director Carl Peterson made the motion to approve the Regular Meeting Minutes

CARRIED

3. Business Arising from the Minutes

*Note regarding future meetings the Agenda will be simplified and much of what has been an Agenda Item for past meetings will be included as an update in an Executive Report submitted by President Sam Smalldon – he will aim to circulate for review a week before each meeting.

- a) Project Grants

We received a letter from Alberta Seniors regarding an approval of \$9.5 million, we had expected to hear by January 2024, this announcement is right on time. We are now waiting for the formal announcements of the two grants we have been approved for. A total of \$21 million in funding has been approved by the Province and we expect the

announcement to be for the Project with all funding provided acknowledge at that time. Waiting for direction to apply to CMHC, this application is basically ready to go.

b) Government Relations

Minister of Seniors, Community and Social Services, Minister of Health, and MP Damien Kurek, and MLA Nathan Cooper

Relationships and conversations need to continue; they are still important. It is appropriate to ensure government officials are invited to community consultations. Currently, the top priority is for Chair Barry Kletke to contact MP Damien Kurek to discuss the CMHC application. A letter will be drafted and sent to initiate the conversation once again.

4. New Business

a) New AHS Structure

Nor further clarification on this, we are waiting to see what impact this will have on care delivery, if any, for the project. This will be mostly relevant to Covenant Health and Residents but not likely to affect building design.

b) Project Management Structure

An overview of the basic project management structure is:

There will be four main contracts: Owners Representative, Project Manager, Architect, and Builder. These four will work together and meet regularly until the project is complete.

c) RFP's for Construction Management and Architect

RFP Bids are closed. We received 14 Construction Management Bids. 9 Architectural Design Bids. One "No bid" was included in the 14 Construction Management Bids. A committee consisting of five individuals are to be selected to review these bids. The committee is made up of; a Town of Trochu Administration member, a Town of Trochu Council member, a Trochu Housing Corporation member, a Covenant Health member and a Project Management Expertise. The committee reviewed and scored all bids. Interviews are to be held with the top two scoring Construction Manager and top two Architect bids and occur on January 16, 2024, and January 17, 2024. After the interviews a report containing recommendations from the committee will be circulated and a vote by the Board to approve will need to occur.

d) 2024 Project Planning Budget and Project Site Work

A detailed 2024 budget is being worked on. It could be as high as 3 million, 1.5 million for Project Planning and 1.5 million for Project Site Work. We are working with the Town Administration to manage the cashflow requirements.

- e) Alberta Health – CCCP Meeting January 11, 2024, regarding the recently approved funding. The meeting went very well. All requirements were presented and understood.
- f) Public Consultation Processes

Several public consultations will occur in the first 6 months of 2024.

- i) Town of Trochu Rate Payers
- ii) Community Advisory Engagement and Feedback
- iii) Life Lease Resident (This one needs to occur in the first quarter of 2024)
- iv) Trochu Seniors Housing Society
- v) St. Mary's Foundation

- g) Project Workplan

- i) Positioning of Project on Site and Current
No change at this point in the positioning. After soil testing is done, we will have a better idea. Testing was delayed because of weather.
- ii) Business Case and Pricing Updates.
In approximately six months, the business case will be revisited.
- iii) Life Lease Marketing
Will continue, it is believed, once the formal announcement comes, the remaining life leases will sell.

- h) Borrowing and Agreements

- i) Town of Trochu Borrowing Bylaw
The goal is to have this completed in the first quarter of 2024.
- ii) Borrowing Bylaw and Agreement with Kneehill County
This also needs to occur early in 2024. Carl will contact Mike to get this started.
- iii) Partnership with Covenant Health – Borrowing and Operating Agreements
We continue to meet monthly and will make it a priority to get a formal agreement in place.
- iv) Town of Trochu Debt Ratios
Will continue to work with Municipal Affairs and the ADEM to get this approved.

5. Pending Matters

None at present

6. Key Messages

Waiting for the Minister's approval to make a formal announcement regarding funding.
Will continue to post any sales of life leases.

**Next Meeting – Regular Meetings on March 11th, 2024 from 4:00 PM to 5:00 PM at the
Town of Trochu Administrative Offices.**

Adjournment

The meeting was adjourned at 5:06 PM