

**Trochu Housing Corporation Meeting**  
**Regular Meeting**  
**Monday September 15<sup>th</sup>, 2025 4:00 PM**  
**Town of Trochu Administrative Office, Trochu, AB**  
**Minutes**

Directors Present: Carl Peterson, Paula Kowalchuk, Barry Kletke, Ken King  
Directors Absent: Chris Reeds, Ron Zook  
Alternate Directors Present: Jaime Martel, Wade Christie arrive at 4:07 PM

Management Present: Jamie Collins, Sam Smalldon  
Recording Secretary: Jamie Collins

Guests: Trochu Housing Society Representative: Audrey Nelson  
St. Mary's Foundation Representative: Ginny Walker  
Covenant Health Representative: Scott Baerg

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

**1. Approval of Agenda**

*Vice Chair Paula Kowalchuk made the motion to approve the agenda as presented.*

**CARRIED**

**2. Approval of Minutes**

**a. Minutes from the Regular Meeting of July 14<sup>th</sup>, 2025**

*Director Carl Peterson made the motion to approve the Regular Meeting of July 14<sup>th</sup>, 2025, Minutes.*

**CARRIED**

**b. Minutes from the Special Meeting of August 13<sup>th</sup>, 2025**

*Director Ken King made the motion to approve the Special Meeting on August 13<sup>th</sup>, 2025, Minutes.*

**CARRIED**

**3. Business Arising from the Minutes**

**a. Government Relations**

New MP and MLA. We will work toward building relationships with new representatives. We will continue the conversation about CMHC funding with these new representatives and Minister Nixon.

**b. CMHC Capital Funding**

Sam and Barry drew up a letter and sent it to the new MP to make another appeal to get this funding.

**c. THC GST Registration as Municipality**

CRA has acknowledged that they received our package and came back with two questions, which have been answered. Finally, we are moving forward on this issue.

**d. Construction Budget and Project Schedule**

Sam updated the Board that the THC construction project is continuing within budget and on schedule.

**e. Business Planning Update**

Working with Covenant Health on a contract for operations and health care delivery. Scott shared that the transition from Alberta Health to Assisted Living has been a challenge. Once this transition is complete, the division of beds will occur, but it is expected to take some time; this affects the completion of the health care delivery contract.

**f. Contract Reviews and Updates**

Sam updated that we are continuing to work on establishing a partnership and an operating agreement with Covenant Health. An access agreement with the Government of Alberta will also need to be put in place. Sam is working with Scott on revenue sharing and costs/day.

**g. Operations and Program Planning Update**

Continuing to work on this with Scott and Covenant Health.

**h. THC Capital Fundraising Campaign**

We met with Kneehill County and are awaiting a response. We continue to make lists of more prospects and organize meetings, and have reached out to St. Mary's Foundation for a meeting to discuss areas of cooperation.

**i. Life Lease Marketing Update**

Continue to market Life Leases online and in the paper. We had one refund, leaving 17 of 18 sold.

**4. Executive Report**

This was discussed, and questions were answered.

**5. New Business**

**a. Covenant/St. Mary's Chapel Proposal**

Scott Baerg presented on opening the conversation regarding a chapel space in the new facility. He discussed the two adjoining multipurpose rooms and proposed on behalf of Covenant Health that one be designated as a chapel for people of all faiths to gather. There could be no expected structural changes; a meeting with the architect would be required to clarify how the dividing wall can be redesigned. Items from the current chapel could be moved over.

*Vice Chair Paula Kowalchuk made the motion to approve Covenant Health's request to designate one of the multi-purpose rooms a chapel for people of all faiths, and if any costs need to be incurred, the Trochu Housing Board must be consulted for approval.*

**CARRIED**

**b. Life Lease AC Changes, Windows, and Facility Outdoor Amenities**

Paula presented a list of questions regarding the Life Lease units, inquiring if venting could be installed for window AC units, if there would be gas hookups on the patio of the common space

and inquired about the window height. Sam confirmed that there is a gas hookup on the common space patio, explained that the window height could not be changed and will take the AC question to the architects for discussion.

**c. Draft Q2 2025 Financial Report**

Sam presented the financial report, and there were no questions.

**d. 2026 Operating and Capital Budget Assumptions**

Sam outlined the budget assumptions to the board.

**e. 2026 THC 2<sup>nd</sup> Annual Golf Classic Committee**

Sam presented a case that forming a planning committee would be helpful for this event.

*Director Carl Peterson made the motion to get Sam to form a planning committee for the THC 2<sup>nd</sup> Annual Golf Classic Committee.*

**CARRIED**

**6. Closed Session**

*Director Jaime Martel made the motion to move into closed session @ 4:47 PM.*

**CARRIED**

Scott Baerg, Ginny Walker, and Audrey Nelson exited the meeting @ 4:47 PM. Jamie Collins and Sam Smalldon remained in attendance to provide information to the board.

*Director Jaime Martel made the motion to move out of closed session @ 5:21 PM.*

**CARRIED**

**7. Pending Matters**

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

This is not something we are considering pursuing currently.

**8. Key Messages**

The key messages remain the same.

a. Meeting with Covenant to propose a Partnership Agreement

b. Construction Progressing on budget and on schedule

We will work on getting a bigger presence on the Town of Trochu website.

**9. Next Meeting**

a. Board AGM Monday, November 10<sup>th</sup>, 2025, 4:00 PM

b. Regular Board Meeting, Monday, November 10<sup>th</sup>, 2025, 4:30 PM

**10. Adjournment**

The meeting was adjourned at 5:25 PM.