

Trochu Housing Corporation
Regular Meeting at Town of Trochu Administrative Office, Trochu AB
Monday, August 10, 2026, from 4:00 pm - 5:00 pm
Agenda

Board Directors: Richard Hoppins, Ken King, Barry Kletke, Paula Kowalchuk, Dave Nelson,
Chris Reeds, Ron Zook

Alternate Board Directors: Laura Lee Machell-Cunningham, Carl Peterson

Board Officers: Jamie Collins, Secretary/Treasurer, Sam Smalldon, President

1. APPROVAL OF AGENDA (Barry)
2. APPROVAL OF MINUTES (Barry)
 - a. Minutes from the Regular Meeting of July 13, 2026
3. BUSINESS ARISING FROM THE MINUTES (Barry/Sam)
 - a. Government Relations – Minister, MP, and MLA Update
 - b. Build Canada Capital Funding Application Status Update
 - c. Construction Budget and Project Schedule Update
 - d. Care and Service Provider Proposals and Reviews
 - e. F & E Committee Update
 - f. Policy Committee Update
 - g. Life Lease Marketing Update
 - h. Business Planning Updates
 - i. THC GST Registration as a Municipality
 - j. Accommodation Standards Operator License (ASAL) Application
 - k. THC Capital Fundraising Campaign
 - l. Project Cash Flow Management
4. EXECUTIVE REPORT (Sam) – distributed with draft agenda
5. NEW BUSINESS (Sam)
 - a. Chapel (Paula)
 - b. Alberta Precision Laboratories Agreement (Sam)
 - c. Draft THC and Town Borrowing Agreement (Sam)
 - d. Community Site Tour – September 21, 2026 (Sam)
6. POLICIES (Barry)
 - a. None at this time. Policy Committee will bring policies to next meeting.
7. IN CAMERA SESSION (Barry)
 - a. Partnerships and Operations
8. PENDING MATTERS (Sam)
 - a. THC Municipal Controlled Corporation (MCC) (Sam)
9. KEY MESSAGES (Sam)
10. NEXT MEETINGS (Barry)
 - a. Regular Board meeting Monday, September 21, 2026, 3-5 PM (Barry)
 - b. Regular Board meeting Monday, October 13, 2026, 4-5 PM (Barry)
 - c. AGM & Regular Board meeting Monday, November 9, 2026, 3-5 PM (Barry)
11. ADJOURNMENT (Barry)

Trochu Housing Corporation Meeting
Regular Meeting
Monday, July 13th, 2026, 3:00 PM to 5:00 PM
Town of Trochu Administrative Office, Trochu, AB
Minutes

Directors Present: Paula Kowalchuk, Barry Kletke, Chris Reeds, Dave Nelson,
Ron Zook

Directors Absent: Richard Hoppins, Ken King

Alternate Directors Present: Carl Peterson, Laura Lee Machell-Cunningham

Management Present: Jamie Collins, Sam Smalldon

Recording Secretary: Jamie Collins

The Chair, Barry Kletke, called the meeting to order at 3:02 pm.

1. Approval of Agenda

Director Dave Nelson made the motion to approve the agenda

CARRIED

2. Approval of Minutes

- a. Minutes from the Regular Meeting of May 11th, 2026.

Vice Chair Paula Kowalchuk made the motion to approve the Regular Meeting of May 11th, 2026, Minutes.

CARRIED

3. Business Arising from the Minutes

a. Government Relations

Continue building relationships with key government officials. The mayor is reviewing draft letters to both the MP regarding the Building Canada Fund application and to Minister Neudorf, Minister of Assisted Living and Social Services. Once approved, the letter to the Minister will be accompanied by the recently completed cost escalation report.

b. Build Canada Capital Funding Application Status Update

Received notice from the Build Canada Capital Funding office that the criteria have changed, and they are inviting us to reapply. We are working on this.

c. Construction Budget and Project Schedule Update

Sam updated the Board that the THC construction project is continuing on schedule and within budget. Site meetings continue to occur every two weeks. We will work toward scheduling another community site tour in mid to late September.

d. Care and Service Provider Proposals and Reviews

The Trochu Housing Corporation Board continues to review proposals and interview prospective providers.

e. F & E Committee Update

The facility was toured with the furniture provider, who identified several potential cost-saving measures. A follow-up meeting is planned within the next two weeks. The photo contest will be launched soon. Concerns were also raised about Occupational Therapy (OT), Physiotherapy (PT), and Recreation Therapy (RT) sharing a room, and this issue will be formally raised at the next F & E meeting.

f. Policy Committee Update

The committee met again, reviewed 11 policies and is scheduled to meet again in August. Draft policies will be brought to the board meeting in September for review.

g. Life Lease Marketing Update

All 18 deposits were received, with a waitlist of five. Planning a meeting in early August. Minor changes are required to the Life Lease agreement.

h. Business Planning Update

Once partners have been established, a draft business plan will be prepared and presented to the board, along with an updated budget. The goal is October at the latest.

i. THC GST Registration as a Municipality

It's been made clear that GST will not be exempt for market units.

j. Accommodation Standards Operating License Applications

While working on the application, a meeting has been requested.

k. THC Capital Fundraising Campaign

Mark Jones, who offered his assistance with the campaign, has been contacted again; a more detailed capital fundraising plan will be presented in the fall.

4. Executive Report

This was discussed, and questions were answered.

5. New Business

a. Project Cash Flow Management

An additional agreement with the town for interim borrowing of 2.5 million dollars is needed. A meeting with Life Lease tenants is needed to discuss possible incentives for early payment.

Director Ron Zook made the motion to approve a 2.5-million-dollar interim borrowing agreement with the Town of Trochu

CARRIED

Director Chris Reeds moved to approve approaching Life Lease tenants with incentives for early payment.

CARRIED

6. Policies

a. Nothing for this agenda item

7. Closed Session

Jamie Collins and Sam Smalldon remained in attendance to provide information to the board.

Director Dave Nelson moved to enter closed session at 3:55 PM.

CARRIED

Director Dave Nelson moved to exit closed session at 4:54 PM.

CARRIED

8. Pending Matters

a. Municipal Controlled Corporation (MCC) Application

This is not something we are currently considering pursuing.

9. Key Messages

The key message is.

- a. Construction is progressing on budget and on schedule.

10. Next Meetings

- a. Regular Board Meeting, Monday, August 10th, 2026, 4:00 PM – 5:00 PM
- b. Regular Board Meeting, Monday, September 21st, 2026, 3:00 PM – 5:00 PM
- c. Regular Board Meeting, Tuesday, October 13th, 2026, 4:00 PM – 5:00 PM
- d. AGM & Regular Board Meeting Monday, November 9th, 2026, 3:00 PM – 5:00 PM

11. Adjournment

The meeting was adjourned at 4:58 PM.

THC Executive Board Report
August 10, 2026

Note: Minutes of recent Board meetings are attached to the draft Board agenda packages.

Activities Underway

1. Project capital grants
 - a) CCCP Capital Grant: \$11.5 million. The funding agreement has now been signed. We received 100% final design clearance from the Alberta CCCP for the final drawings, and a formal letter of commitment from AHS for the 40 units. We have received 90% of the grant advance based on the completion of 50% of construction for the 40 units. The final 10% grant is withheld as a holdback until the final audited financial report is issued after project completion. We submitted our quarterly financial report for the project, covering the period through June 30, 2026, before July 15, 2026.
 - b) AAHP Capital Grant: \$9.5 million. The Affordable Housing funding agreement has now been signed. We have already received 80% of the grant advance, reflecting 60% construction progress for the 16 units. The final 20% grant is withheld as a holdback until the final audited financial report is issued after project completion. We submitted our quarterly financial reports for the project costs as of June 30, 2026, before July 15, 2026.
 - c) CMHC Capital Grant – We applied for capital funding in our second CMHC application before the end of December 2025, but CMHC rejected it due to insufficient funding. However, CMHC has passed our application to Build Canada for consideration, and we recently heard from our MP's office that confirmed it's being reviewed and that we should hear shortly. The CMHC grant we applied for was not part of the \$45 million THC capital project budget approved by the THC Board. The current CMHC application was for a \$3.361 million borrowing with a \$2.818 million forgivable portion. Based on the Build Canada format and guidelines, THC will be eligible for only \$1.4 million for the 16 affordable housing units, not for the common spaces in the facility's affordable housing section. We have resent our information to Build Canada and await another conversation with them to move this request forward.
2. Government relations – Alberta Ministers, MP, and MLA
We have received full support from the Alberta Minister of Health, the Alberta Minister of Seniors, Community and Social Services, the Alberta Minister of Municipal Affairs, our past and current MLAs and our past and current MPs. Our former MP advocated for us in Ottawa before the Federal Minister of Housing. Discussions are ongoing with the Mayor of Trochu, our MP, our MLA, and the Minister of Seniors, Community and Social Services. We have entered discussions with the Department on potential funding for AHS IT Equipment and building cost inflation. We currently have a request to meet with the new Minister, and included our MLA to update them on our project activities and follow up on our funding requests. We have sent our meeting request, along with the results of our building cost inflation study and our request for an additional \$2.8 million in grant funding. We also sent a letter to our MP to seek support for our Building Canada application.
3. New AHS structure – initially made public in a press release on November 8, 2023; the new division, called Assisted Living, was announced recently and commenced operations on April 1, 2025. The new health care delivery structure in Alberta has been in effect since September 2, 2025. Still, nothing new has been identified, and we continue to work with Assisted Living, AHS, and Covenant Health on the care program. Our requested care program is for 40 units of 24/7 care, integrated with Home Care for any resident in the project who is eligible for Home Care. We received a formal commitment letter from AHS for the 40 units, and both THC and Covenant Health also signed it. Assisted Living is meeting with Covenant Health on January 6, 2026, to discuss the integrated care model and the types of beds for the 40 units. At this time, we are planning for 20 units of Dementia/Alzheimer's care on the first floor, with no further details provided to date. As THC reviews all proposals for care providers, we will ensure that all care providers meet Alberta Assisted Living requirements.
4. Alberta Precision Labs (APL) met with us via a virtual meeting on July 27, 2026, to confirm their intention to move to the new project from St. Mary's Health Centre when the project opens. A draft

agreement and contract will be developed to establish this relationship between APL and THC for their operation at the new facility.

5. Project management structure

The THC project's organization is divided into four essential roles.

- a) Owner's Representative (OR) – President of THC, Sam Smalldon
- b) Project Manager (PM) – This is a professional who should oversee the project and the work of both the Architect and the Construction Manager on behalf of the Owner's Representative and the Board. This would be under contract, and we currently have PM duties shared by Wayne Milaney and Brian Antonsen.
- c) Architectural Design – Arcadis, as the Architect, will plan, design, and monitor the building's construction under contract, in accordance with the RFP bid competition.
- d) Construction Management – Shunda Consulting and Construction Management Ltd is the Construction Manager and will support the planning and construction of the building. We now have a Stipulated Fixed Price for CCDC 5B with Supplementary Conditions, following completion of the detailed design and issuance of the final building permit. Shunda, our prime contractor, has arranged construction project insurance (course-of-construction and wrap-up coverage) and bonding. The approved project budget is \$45 million, of which \$37 million is now the Stipulated Fixed Price contract and includes a \$0.7 million contingency to be managed by the Owner's Representative on behalf of the Board. At this time, approximately 16% of this contingency is unspent and available.

6. Detailed design process (completed)

The detailed design process, involving 25-30 people, started on February 15, 2024, and has now concluded with IFC drawings (final). A "value engineering" process was conducted before the final building design was finalized, and final building permits have been received. Preliminary IFC final drawings were tendered on November 29, 2024, and we signed a Stipulated Fixed Price contract with Shunda for \$37 million, within the total approved project budget of \$45 Million, as mentioned above. A total of \$7.080 in value engineering was removed from the original design to reach the \$37 million stipulated fixed-price CCDC5B contract. A summary of the value engineering is attached to this report, and nothing for safety, housing or health care requirements was removed during the value engineering process.

7. Approved Project Planning, Borrowing, and Construction Budget

A final proposed project budget of \$45 million was approved on March 31, 2025, and was subject to approval of the Kneehill County bylaw on April 8, 2025, and signing of the ATB Offer for Borrowing, both of which occurred. A Stipulated Fixed Price CCDC-5B contract was signed with Shunda for \$37 million; the full approved project budget is attached in the appendix to this report. A \$20 million borrowing agreement was made between the Town of Trochu and THC, based on the ATB-approved interim financing the Town received for the project. ATB has approved an additional \$2.5 million in credit for the Town, and a new Town bylaw and an amended loan agreement for an additional \$2.5 million have been drafted for signature, subject to the Board's approval. A copy of the revised cash flow is included in the Board agenda package for discussion today.

8. Project Construction

Site work for construction continues, with almost all footings and foundations completed before the end of 2025. Framing started in 2026 and continues through all phases. Bi-weekly site meetings occur, and inspection and oversight reports are issued: construction design reports from Arcadis and construction progress reports from Shunda. We have a cost consultant to monitor progress and ensure that the bank financing (ATB), the THC Board, and the Town have assurance for progress and payments. Copies of the cost consultant reports are available to the Board upon request.

Progress payments continue smoothly and on a regular monthly basis. The assurance measures require that each progress payment be certified by Arcadis for work progress, including a check to ensure that THC has a clean title before the release of construction payments. At this point, we are 70% into construction and approximately 72% complete overall. We have project management progress and oversight by our Project Managers to ensure we stick to the design; we receive updated

construction schedules from Shunda to ensure we stay on schedule; and our cost consultant reports ensure our bank draws are regular and in compliance. These assurance measures keep the Board on schedule and within budget for the project.

A community tour is recommended for September 21, 2026, subject to Board approval.

9. Business case, accounting and pricing updates

The business case is continually updated to reflect the approved capital budget and operating cost estimates. The capital cost is \$45 million, and the business case for operating costs must be updated during our partnership negotiations to ensure viability based on expected operating expenses. Borrowing commitments and pricing adjustments will be reviewed as negotiations and project construction continue. Resident pricing will be set once an operating agreement is signed with our operating partner. Our goal is to keep resident prices as low as possible while maintaining the business case's viability. THC received communication that our THC application for GST exemption under our designation as a municipality was denied due to our mixed housing project. CRA did not approve a GST exemption for the project, but will consider a new application once we are operating. This means that all construction costs being paid through THC are not GST-exempt. Occupancy is expected to reach full capacity shortly after opening, as waitlists have been opened for Affordable Housing and Life Lease spaces.

10. Project fundraising

A capital campaign for at least \$2M was launched with an official announcement made at the November 15, 2025, Trochu Seniors Housing Society Gala. The initial silent phase yielded \$1.128 million in pledges and donations, which were announced at the Gala. The capital campaign continues under the oversight of a campaign advisory committee that meets every two weeks and is currently at \$1.3 million in pledges and receipts. The capital campaign has actively reached out to all surrounding municipalities, corporations, and community organizations for fundraising support. Our 2nd Annual THC Golf Classic, held on June 11, 2026, at the Trochu Golf and Country Club, raised approximately \$27,000.

11. Partnership Model and Operating Partnership Proposal Requests

The Board Retreat on April 13, 2026, concluded that THC will continue to own the THC project and prepare for operations using a contracting-out model. This means THC will manage contracts for housing, care, services, facilities management and IT services. A meeting with Covenant Health was held on April 21, 2026, to communicate these messages and to clearly state that THC will not continue discussions under the 2020 MOU but will continue negotiations with Covenant Health for care or services. A letter was sent to confirm these details, as requested by Covenant Health. On behalf of the Board, THC has contacted several selected care and service providers to submit proposals by June 30, 2026, for consideration, review and comparison. Proposals were requested from selected care and service providers, and a summary of all proposals, including those from Covenant Health, will be provided at the July 13, 2026, THC Board meeting. Following interviews with four potential partners, the Board has continued to ask questions of each proponent and, for due diligence, will conduct site visits in August. The intention is to make a Board decision no later than the September 21, 2026, Board meeting.

12. F&E Planning Committee

A Committee to assist with F&E Planning has been organized, and Paula Kowalchuk has agreed to Chair this activity. The Committee is currently reviewing design, furniture and equipment plans and has initiated research into materials and procurement options. An update will be provided at future Board meetings.

13. Life Lease marketing

Advertising continues for any vacant life-lease units and for the development of a waitlist to maximize occupancy upon opening. We currently have all 18 Life Lease agreements pre-sold, with approximately 5 on the waitlist and a few inquiries from interested parties. We understand there may be a few refund requests due to health or other factors before the facility opens, but we expect to continue marketing to maintain full occupancy. The objective is to be at full capacity when we open, with a waitlist. A meeting with Life Lease residents is scheduled for August 5, 2026, to

review residents' interest in advancing full deposit funding with proposed incentives, and to update residents on choices made for their units that were customized as part of the construction.

14. Financial Reporting

The Board has approved the 2025 annual financial statements, and they are now filed with our annual return. The Q2 draft 02026 financial statements were included in the agenda package for the last meeting. The CCCP and AAHP quarterly grant reports are up to date as of June 30, 2026. Life Lease deposits and Fundraising accounts are reconciled and up to date, with funds segregated to ensure they are protected and used only for restricted purposes.

15. Accommodation Standards Operator License (ASAL) Application

THC will need to apply for an Accommodation Standards license in Alberta as the project's owner and operator when it opens. This process and application will be initiated immediately to ensure they are in place before the project opens and operations begin. Pursuant to the Continuing Care Regulation under the Continuing Care Act, adherence to Accommodation Standards – Supportive Living Accommodation is a mandated requirement for supportive living accommodation operators in Alberta. The Accommodation Standards - Supportive Living Accommodation provide the standards for voluntary, public, and private organizations operating supportive living accommodations in Alberta. The accommodation standards establish minimum standards for accommodation services, including meals, building maintenance, security, and housekeeping; social or leisure activities; and resident and family involvement, to promote safety, security, and quality of life for clients and residents. A package of the ASAL application and requirements is attached to this report.

16. Housing Administration and Policies Committee

The Policy Committee met for its organizational meeting on May 29, 2026, on July 2, 2026 and will meet again on August 12, 2026, to develop Board and Administration policies for the capital project, operations, and housing.

17. Public consultation processes

- The Town of Trochu ratepayers and community met for a Town Hall on June 18, 2026.
- Community advisory engagement and feedback – the last consultation with the Community Advisory Group was held on June 10, 2025, to update the Community on our progress.
- Two project site tours have been provided; the next one is on May 11, 2026.
- Life Lease residents – A meeting of the Life Lease residents group was held on March 25, 2026, to review options for paint colours, materials, and appliances.
- Trochu Seniors Housing Society (TSHS)– As THC president, I attend monthly meetings for project updates and fundraising for furniture and equipment. TSHS is applying for Charitable Registration status with the Canada Revenue Agency.
- St. Mary's Foundation – The Board is working with Covenant Health and the St. Mary's Foundation Board to raise funds for furniture and equipment.

18. Borrowing and agreements

- Town of Trochu borrowing bylaws –THC borrowing from Town – bylaw completed; revised agreement to be drafted and signed soon.
- Borrowing bylaw and agreement with Kneehill County – received second and third readings for interest rate and other date changes, which were held on April 8, 2025. The agreement between Kneehill County and the Town of Trochu is now updated and signed.
- The borrowing offer from ATB has been approved and signed.
- Town of Trochu debt ratios – the Alberta Minister of Municipal Affairs has granted the Town of Trochu borrowing permission under a Ministerial Order.

19. Pending matters:

- THC Municipal Controlled Corporation (MCC)
- THC GST Registration as a Municipality

20. Key messages:

- Project on schedule and on budget, with construction progressing smoothly.
- Negotiations with Covenant Health are ongoing, and selective partnership proposals are being requested.

21. Next meeting

- Regular Board meeting Monday, September 21, 2026, 3-5 PM (Barry)
- Regular Board meeting Monday, October 13, 2026, 4-5 PM (Barry)
- AGM and Regular Board meeting Monday, November 9, 2026, 3-5 PM (Barry)

Trochu Housing Corporation Project Cash Flow and Budgets
Monday, July 14, 2025

	2024 Draft Budget	2024 Forecast	2025 Estimate	2026 Estimate	2027 Estimate	Total Estimated Project Budget
Purpose/Use of Funds	Planning	Construction	Construction	Construction	Construction	
Architectural Design Consultant	\$1,701,250	\$41,015	\$134,060	\$133,508	\$80,215	\$2,090,048
Construction Management	\$110,000	\$131,700	\$526,800	\$526,800	\$131,700	\$1,427,000
Project Management	\$83,333	\$41,667	\$166,667	\$166,667	\$41,666	\$500,000
Owner's Representative	\$83,333	\$41,667	\$166,667	\$166,667	\$41,667	\$500,000
Project Planning*	\$350,000	\$0	\$0	\$0	\$257,953	\$607,953
Legal	\$15,000	\$10,000	\$10,000	\$10,000	\$5,000	\$50,000
Accounting	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Quantity Surveyor	\$0	\$15,000	\$30,000	\$30,000	\$25,000	\$100,000
Project Site	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Construction *****	\$0	\$3,700,000	\$14,800,000	\$14,800,000	\$3,700,000	\$37,000,000
Commissioning *****	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$25,000	\$0	\$225,000	\$650,000	\$300,000	\$1,200,000
GST Paid ***	\$150,000	\$200,000	\$850,000	\$850,000	\$200,000	\$2,250,000
GST Received***	(\$150,000)	(\$200,000)	(\$850,000)	(\$850,000)	(\$200,000)	(\$2,250,000)
Total Use of Funds	\$2,372,917	\$5,486,048	\$16,064,193	\$16,488,641	\$4,588,201	\$45,000,000
Cumulative Use of Funding	\$2,372,917	\$7,858,965	\$23,923,158	\$40,411,799	\$45,000,000	
Source of Funding						
AH - CCCP Capital Grant	\$0	\$5,750,000	\$4,600,000	\$0	\$1,150,000	\$11,500,000
AB Seniors - AAHP Capital Grant	\$0	\$950,000	\$2,850,000	\$3,800,000	\$1,900,000	\$9,500,000
CMHC - Seed and Capital Grant****	\$0	\$0	\$0	\$0	\$0	\$0
Life Lease Deposits	\$0	\$0	\$400,000	\$0	\$3,600,000	\$4,000,000
Donations *****	\$0	\$0	\$0	\$0	\$0	\$0
Borrowing**	\$2,372,917	(\$2,463,952)	\$5,319,193	\$16,833,641	(\$2,061,799)	\$20,000,000
Total Sources of Funds	\$2,372,917	\$4,236,048	\$13,169,193	\$20,633,641	\$4,588,201	\$45,000,000
Cumulative Source of Funding	\$2,372,917	\$6,608,965	\$19,778,158	\$40,411,799	\$45,000,000	
Net Funding excess/(shortfall)	\$0	\$1,250,000	\$4,145,000	\$0	\$0	

* Most of these costs have already been spent up front

** Borrowing guaranteed by Kneehill County up to \$20M for up to 5 years and up to \$20M Take out guarantee by Covenant.

** Borrowing in 2024 for Planning within Town Debt Ratio; Borrowing in 2025-2027 with permission by Ministerial Order

*** ~~GST is considered budget neutral.~~

**** CMHC Funding no longer assumed to be part of project funding.

***** Options include contingency at 5% of construction and Guaranteed Maximum Price (GMP) contract.

***** Commissioning and Fund Raising not included.

THIS AGREEMENT was entered into of the 31st day of July 2026.

BETWEEN:

THE TOWN OF TROCHU

(hereinafter called the "Town")

-and-

TROCHU HOUSING CORPORATION

(hereinafter called "THC")

WHEREAS THC is a wholly owned Canada Not-for-Profit Corporation of the Town of Trochu;
and

WHEREAS THC is constructing a Seniors Supportive Living Facility within the Town of Trochu; and

WHEREAS THC requires interim financing to address project cash flow requirements pending receipt of grant funding; and

WHEREAS the Town has agreed to advance up to Two Million Five Hundred Thousand Dollars (\$2,500,000.00) to THC for this purpose;

NOW THEREFORE the parties agree as follows:

1. Loan Amount

The Town agrees to lend to THC, from time to time as required, up to a maximum principal amount of Two Million Five Hundred Thousand Dollars (\$2,500,000.00). Advances shall be made at the discretion of the Town upon request by THC.

2. Purpose

The loan proceeds shall be used solely for cash flow requirements associated with the project and construction of the Trochu Housing Corporation Seniors Supportive Living Facility.

3. Interest

Interest shall accrue on all outstanding principal at the Town's actual cost of borrowing.

4. Repayment

THC shall repay the entire outstanding principal together with all accrued interest no later than December 31, 2027.

6. Default

Should THC fail to repay the loan when due, the outstanding balance shall become immediately payable, and the Town may exercise any remedies available at law.

7. Board Approval

THC confirms that it has obtained all necessary Board approvals to enter into this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement this ____ day of _____, 2026.

TOWN OF TROCHU

TROCHU HOUSING CORPORATION

Mayor

President

CAO

Vice Chair

Town of Trochu Municipal CashFlow Management

2025		January	February	March	April	May	June	July	August	September	October	November	December	2025 Total	Cumulative
Beginning Balance		\$ -	\$ (2,362,508)	\$ 1,764,711	\$ 1,153,719	\$ (340,697)	\$ (1,238,159)	\$ (2,676,931)	\$ (4,810,724)	\$ (6,106,618)	\$ (7,699,432)	\$ (9,169,149)	\$ (10,685,167)	\$ -	\$ -
Town Incoming		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Outgoing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Net		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Incoming		\$ 2,651,479	\$ 4,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,645,114	\$ 8,696,593	\$ 8,696,593
Project Outgoing		\$ 4,775,226	\$ 259,791	\$ 581,897	\$ 1,423,254	\$ 854,725	\$ 1,370,259	\$ 2,032,184	\$ 1,234,185	\$ 1,516,966	\$ 1,399,730	\$ 1,443,827	\$ 1,645,114	\$ 18,537,158	\$ 18,537,158
Project GST		\$ 238,761	\$ 12,990	\$ 29,095	\$ 71,163	\$ 42,736	\$ 68,513	\$ 101,609	\$ 61,709	\$ 75,848	\$ 69,987	\$ 72,191	\$ 82,256	\$ 926,858	\$ 926,858
Project Net		\$ (2,362,508)	\$ 4,127,219	\$ (610,992)	\$ (1,494,417)	\$ (897,461)	\$ (1,438,772)	\$ (2,133,793)	\$ (1,295,894)	\$ (1,592,814)	\$ (1,469,717)	\$ (1,516,018)	\$ (82,256)	\$ (10,767,423)	\$ (10,767,423)
Ending Balance		\$ (2,362,508)	\$ 1,764,711	\$ 1,153,719	\$ (340,697)	\$ (1,238,159)	\$ (2,676,931)	\$ (4,810,724)	\$ (6,106,618)	\$ (7,699,432)	\$ (9,169,149)	\$ (10,685,167)	\$ (10,767,423)	\$ (10,767,423)	\$ (10,767,423)

2026		January	February	March	April	May	June	July	August	September	October	November	December	2026 Total	Cumulative
Beginning Balance		\$ (10,767,423)	\$ (11,863,431)	\$ (12,044,818)	\$ (12,182,491)	\$ (13,731,532)	\$ (13,588,328)	\$ (13,818,342)	\$ (15,310,379)	\$ (17,102,297)	\$ (18,764,707)	\$ (19,937,875)	\$ (19,904,035)	\$ -	\$ -
Town Incoming		\$ 253,020	\$ 98,512	\$ 268,020	\$ 115,512	\$ 559,270	\$ 514,762	\$ 1,178,020	\$ 839,762	\$ 514,270	\$ 88,512	\$ 245,520	\$ 78,512	\$ 4,753,692	\$ 4,753,692
Town Outgoing		\$ 186,680	\$ 191,680	\$ 281,680	\$ 311,680	\$ 331,680	\$ 658,680	\$ 606,680	\$ 636,680	\$ 286,680	\$ 161,680	\$ 136,680	\$ 198,680	\$ 3,989,160	\$ 3,989,160
Town Net		\$ 66,340	\$ (93,168)	\$ (13,660)	\$ (196,168)	\$ 227,590	\$ (143,918)	\$ 571,340	\$ 203,082	\$ 227,590	\$ (73,168)	\$ 108,840	\$ (120,168)	\$ 764,532	\$ 764,532
Project Incoming		\$ 1,204,886	\$ 1,764,365	\$ 2,480,260	\$ 386,196	\$ 1,687,710	\$ 1,721,911	\$ 390,379	\$ -	\$ -	\$ 1,000,000	\$ 1,500,000	\$ 3,617,700	\$ 15,753,407	\$ 24,450,000
Project Outgoing		\$ 2,254,509	\$ 1,764,365	\$ 2,480,260	\$ 1,656,257	\$ 1,687,710	\$ 1,721,911	\$ 2,336,911	\$ 1,900,000	\$ 1,800,000	\$ 2,000,000	\$ 1,500,000	\$ 1,100,000	\$ 22,201,923	\$ 40,739,081
Project GST		\$ 112,725	\$ 88,218	\$ 124,013	\$ 82,813	\$ 84,386	\$ 86,096	\$ 116,846	\$ 95,000	\$ 90,000	\$ 100,000	\$ 75,000	\$ 55,000	\$ 1,110,096	\$ 2,036,954
Project Net		\$ (1,162,348)	\$ (88,218)	\$ (124,013)	\$ (1,352,874)	\$ (84,386)	\$ (86,096)	\$ (2,063,378)	\$ (1,995,000)	\$ (1,890,000)	\$ (1,100,000)	\$ (75,000)	\$ 2,462,700	\$ (7,558,612)	\$ (18,326,035)
Ending Balance		\$ (11,863,431)	\$ (12,044,818)	\$ (12,182,491)	\$ (13,731,532)	\$ (13,588,328)	\$ (13,818,342)	\$ (15,310,379)	\$ (17,102,297)	\$ (18,764,707)	\$ (19,937,875)	\$ (19,904,035)	\$ (17,561,503)	\$ (6,794,080)	\$ (17,561,503)

2027		January	February	March	April	May	June	July	August	September	October	November	December	2027 Total	Cumulative
Beginning Balance		\$ (17,561,503)	\$ (19,094,003)	\$ (20,497,003)	\$ (21,264,003)	\$ (22,114,003)	\$ (22,536,003)	\$ (19,961,503)	\$ (20,043,997)	\$ (19,393,997)	\$ (19,905,997)	\$ (20,653,997)	\$ (21,213,997)	\$ -	\$ -
Town Incoming		\$ 285,500	\$ 100,000	\$ 261,000	\$ 73,000	\$ 291,000	\$ 107,500	\$ 330,000	\$ 1,318,000	\$ 281,000	\$ 100,000	\$ 288,000	\$ 200,000	\$ 3,635,000	\$ 8,388,692
Town Outgoing		\$ 348,000	\$ 348,000	\$ 293,000	\$ 293,000	\$ 293,000	\$ 268,000	\$ 268,000	\$ 168,000	\$ 293,000	\$ 348,000	\$ 348,000	\$ 348,000	\$ 3,616,000	\$ 7,605,160
Town Net		\$ (62,500)	\$ (248,000)	\$ (32,000)	\$ (220,000)	\$ (2,000)	\$ (160,500)	\$ 62,000	\$ 1,150,000	\$ (12,000)	\$ (248,000)	\$ (60,000)	\$ (148,000)	\$ 19,000	\$ 783,532
Project Incoming		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,050,000	\$ -	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ 550,000	\$ 25,000,000
Project Outgoing		\$ 1,400,000	\$ 1,100,000	\$ 700,000	\$ 600,000	\$ 400,000	\$ 300,000	\$ 137,613	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,637,613	\$ 45,376,694
Project GST		\$ 70,000	\$ 55,000	\$ 35,000	\$ 30,000	\$ 20,000	\$ 15,000	\$ 6,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,881	\$ 2,268,835
Project Net		\$ (1,470,000)	\$ (1,155,000)	\$ (735,000)	\$ (630,000)	\$ (420,000)	\$ 2,735,000	\$ (144,494)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (4,319,494)	\$ (22,645,529)
Ending Balance		\$ (19,094,003)	\$ (20,497,003)	\$ (21,264,003)	\$ (22,114,003)	\$ (22,536,003)	\$ (19,961,503)	\$ (20,043,997)	\$ (19,393,997)	\$ (19,905,997)	\$ (20,653,997)	\$ (21,213,997)	\$ (21,861,997)	\$ (4,300,494)	\$ (21,861,997)

Legend

Proposed change

Overlimit

Holdback Payable

Holdback Receivable

\$ -



Trochu Seniors Supportive Living Cost Savings Summary

1. Sitework Development Scope – Approximate Cost Reduction \$1,160,000

Building Location

- Relocated building to west to site grading and building fill requirements

Asphalt Reduction

- Asphalt revised to gravel roadways and parking areas

Concrete Sidewalk Area Reduction

- Sidewalks eliminated from perimeter of facility and along entry roadway

Landscape

- All 'Landscaped' areas are rough grade only for future landscaping. No seed or topsoil included

Fence / Railings

- Perimeter Site Fencing Eliminated
- No railing on main floor patios in Independent Living

2. Building Revisions – Approximate Cost Reduction \$1,670,000

Interior Revisions

- Slab thickness reduced from 125mm to 100mm
- Parkade stairs revised from Wood to Concrete
- Alternative Concrete Topping

Exterior Revisions

- Stone scope reduced.

Roof Revisions

- Revised from flat SBS Roof to sloped asphalt shingles
- Flat Structural Steel Roof revised to wood
- Revised flat Roof from SBS to PVC
- Removed Heavy Timber Design from Canopy

3. Door, Window and Hardware Revisions – Approximate Cost Reduction \$800,000

Doors and Hardware

- Revised Hardware from Commercial Grade to Residential in Life Lease
- Reduced Aluminum Door and Glazing Scope replaced with Steel Doors and Frames
- Vinyl frames changed to white from black
- Deleted operable walls. Structural support provided to allow for future installation

4. Interior Finishes – Approximate Cost Reduction \$1,800,000

Ceiling Finishes

- Eliminated 'Architectural' Bulkheads replaced with ceiling tile
- Replaced specified ceiling tile with cost effective alternative

Flooring Finishes

- Revised flooring type, location and material to more cost-effective commercial grade flooring

Wall Finishes

- Reduced Wall Tile
- Revised Wall Protection Scope and Materials
- Revised paint requirements

Elevator Finishes

- Reduced Elevator Finishes

5. Mechanical Scope Revisions – Approximate Cost Reduction \$500,000

Mechanical Revisions

- Delete ceiling fans – rough in only
- Delete requirement for internal roof drainage
- Revised material for mechanical insulation
- Adjust building controls to standalone in suites
- Relocated duct layout to reduce damper requirements

6. Electrical Scope Revisions – Approximate Cost Reduction \$1,150,000

Electrical Revisions

- Revise lighting package scope and material
- Commercial to Residential grade electrical panels in suites
- Undercabinet lighting removed
- Landscape lighting deleted
- Generator Revisions – Smaller generator to accommodate power for current building only without future expansion
- Parking plugs – future conduit only

Accommodation Standards and Licensing (ASAL)

All supportive living accommodations with four or more adults must be licensed under the Supportive Living Accommodation Licensing Act and Regulations. Accommodation standards must be met to be licensed. HMBs must adhere to the following before they are granted a license:

- inspection for supportive living accommodation by an executive officer under the Public Health Act
- compliance with the Safety Codes Act for new or renovated supportive living accommodations or where there has been a change in the occupancy of the supportive living accommodation; confirmation of zoning approval, if required
- where the supportive living accommodation is housed in a pre-existing building, confirmation of fire inspection of the building
- confirmation of current insurance coverage
- confirmation of current corporate status of the HMB

Types of Providers

There are 3 types of home and community care providers in Alberta:

Type 1 – home and community care provided to a client directly by the regional health authority.

Type 2 – home and community care provided to a client by a provider who has an agreement with the regional health authority to deliver home and community care services.

Type 3 – home and community care provided through any service model where a client hires a home and community care provider of their choice.

A client may receive services from more than one type of provider.

Continuing care home licence

Continuing care homes are licensed settings that receive public funding to provide residents with nursing care, personal care, life enrichment activities and other support services.

Three licence types (types A, B and C) provide different levels of care at continuing care homes. Some facilities will offer a combination of continuing care home spaces and/or other spaces. In these cases, an operator may hold multiple licences to account for the different types of facility-based care or supportive living services provided.

Each type of continuing care home licence authorizes the licensee to:

- operate a continuing care home of that type
- provide the authorized care designed with respect to that type of continuing care home licence

Type A

Type A continuing care homes are for people with complex medical needs who are unable to remain safely at home, in a supportive living accommodation or a type B or C continuing care home. In type A continuing care homes, residents receive:

- accommodation
- meals
- access to 24-hour on-site professional nursing and personal care
- case management, professional nursing, rehabilitation therapy and other consultative services provided on-site by facility staff

Type B

Type B continuing care homes are for people with various levels of medical needs who are unable to remain safely in supportive living accommodations or in their homes. Residents of type B continuing care homes receive:

- accommodation
- meals
- access to 24-hour on site scheduled and unscheduled personal care
- support services from health care aides and/or licensed practical nurses

Type C

Type C continuing care homes are settings where operators are contracted to provide publicly funded hospice care to people who require specialized end-of-life care. Residents of type C continuing care homes receive:

- accommodation
- meals
- access to 24-hour on-site scheduled and unscheduled health and personal care supports and services

Gather your supporting documents and include the following supporting documents:

- commercial business general liability insurance of no less than \$2,000,000:
- if Alberta Health determines additional applicable insurance is required, Alberta Health will send a request in writing to the operator
 - contract insurance or an insurance policy in an amount covering the operator's potential liability resulting from theft, fraud, or other similar offences
 - active and accurate corporate status and corporate documents
 - a recent environmental health inspection (within 1 year)
 - a recent fire inspection (completed within 1 year)
- if the applicant is not able to provide a recent inspection, a safety inspection may be conducted by a safety codes officer designated as Fire Group B1 or Fire Group B2 (Scope of

Practice and Entrance Qualifications – Safety Codes Council)

- proof of zoning approval
- proof of safety code approval:
- building approval or an occupancy permit for a new or renovated accommodation
- copies of third-party service agreement(s), if applicable
- a completed Statutory Declaration
- a copy of the applicant's government-issued identification



Continuing Care Act Licensing Application

Protected B (when completed)

This information is collected under the authority of section 33 of the *Freedom of Information and Protection of Privacy* (FOIP) Act. This information will be used solely for the purpose of determining and verifying eligibility for licensing, general administration and enforcement under the *Continuing Care Act* and the regulations under the *Continuing Care Act*. Collected information will be matched and shared with any agency, institution, government department (federal or provincial), or other sources for this purpose. Your personal information will be managed in accordance with the FOIP Act. Should you have any questions about the collection, use, or disclosure of this information, you may contact Assisted Living and Social Services at 780-644-8428 (310-0000 toll free), or PO Box 1360 Stn Main, 10025 Jasper Avenue, Edmonton AB T5J 2N3.

☐ Licence Application ☐ Licence Renewal

For Office Use Only

Accommodation ID

Note:

- Only one application is required per location
- All sections of this application form must be completed
- Please PRINT clearly
- If you have any questions related to the form or the application process, contact the Continuing Care Licensing Office at CCLO@gov.ab.ca or at 780-644-8428.

A - Applicant Information

Full Legal Name of Business

Type of Business (select one)

☐ Sole proprietor ☐ Corporation ☐ Partnership ☐ Management Body ☐ Society

Ownership

☐ Private ☐ Community Agency ☐ Government Owned ☐ Regional Health Authority Owned ☐ Municipality Owned

Are you for profit? ☐ Yes ☐ No

Applicant Address

City or Town

Province/State

AB

Postal/ZIP Code

Applicant Contact Legal Name - Last Name

Applicant Contact Legal Name - First Name

Applicant Contact - Title

Applicant Contact - Main Phone

Extension

Applicant Contact - Alternate Phone

Extension

Applicant Contact - Email

B - Site Information

Site Name

Street Address

City or Town

Province

AB

Postal Code

Legal Land Description

☐ Check if mailing address is the same as site street address above.

Mailing Address, if different from above	City or Town	Province	Postal Code
		AB	

Site Contact - Last Name	Site Contact - First Name	Site Contact - Title

Site Contact - Main Phone	Extension	Site Contact - Alternate Phone	Extension	Site Contact - Email

Date Facility was Built yyyy-mm-dd

Have there been any major renovations or structural changes to the building? ☐ Yes ☐ No

i. Occupancy & Building Description

Describe the characteristics of the resident population at this site as it relates to their care requirements.

Describe the physical design of this site. (eg. Annotated Floor Plan, Units supporting spouses not needing care) (optional)

ii. Does the applicant receive any municipal, provincial or federal funding? ☐ Yes ☐ No

C - Services Offered

i. Will the applicant provide Facility-Based Care?

☐ Yes (provide the information below) ☐ No

ii. Will the applicant provide services as a Supportive Living Accommodation?

☐ Yes (provide the information below) ☐ No

iii. Does the applicant (as specified in Section A) contract with a third party for any of the following?

- The management of the accommodation ☐ Yes ☐ No
- The provision of care/clinical services ☐ Yes ☐ No
- The provision of accommodation services ☐ Yes ☐ No

D - Correspondence

Correspondence and the licence should be mailed to:

Address	City or Town	Province/State	Postal/ZIP Code
		AB	

Contact - Last Name	Contact - First Name	Contact - Title

Contact - Email

E - Notes (optional)

You may use this field to include any explanatory remarks about your application or attachments that you believe to be relevant and important to the adjudication of your application.

F - Certification and Signature

I confirm that the applicant identified on this application has the skills, abilities, plans and resources (including the use of contracted service providers) to provide the services that are proposed/offered on this application for licensing.

I certify that the information I have provided is true and correct to the best of my knowledge.

Applicant Legal Name

Applicant Title

Date yyyy-mm-dd

Signature

Witness Legal Name

Witness Title

Date yyyy-mm-dd

Signature

For licence renewals, please return at least 30 days before licence expiry.

Note: Assisted Living and Social Services, Licensing and Compliance Monitoring Branch, does not offer or provide any of the following:

- monetary funding or grants
- placement of clients
- development or implementation of a business plan
- legal advice

Email CCLO@gov.ab.ca or call 780-644-8428 (310-0000 toll free) if you have any questions.

Submit the application form and required documents using one of the methods below:

Mail

Continuing Care Licensing Office
Licensing and Compliance Monitoring Branch
PO Box 1360 Stn Main
10025 Jasper Avenue
Edmonton, AB T5J 2N3

Fax

780-644-8729

Email

CCLO@gov.ab.ca

Attachments

Submit all of the following documents with your application:

- ☐ Articles of incorporation or association, if applicable
- ☐ Certificate of Status from Alberta Corporate Registry
- ☐ Incumbency certificate or certified copy of the limited partnership agreement, if applicable
- ☐ Statutory Declaration setting out all charges, convictions, or civil lawsuits concerning the Applicant/Operator (to be witnessed by a Commissioner for Oaths/Notary Public, included on last page of this application)
NOTE: If the Applicant is an "Individual", this declaration must be signed by the business owner. If the Applicant is a "Corporation", then the declaration must be completed by a registered Officer of the corporation. If the Applicant is a "Partnership", the declaration must be completed by one of the partners. Assisted Living and Social Services will verify this information by reviewing the Corporate Registry.
- ☐ General Liability Insurance
- ☐ Insurance policy for safekeeping residents' money and other personal property – only if Accommodation Services includes Trust Accounts or Safeguarding Personal Possessions
- ☐ Recent Environmental Health Inspection
- ☐ Safety Code approval for a new or renovated site
- ☐ Zoning approval
- ☐ Recent Fire Inspection Report for pre-existing buildings
- ☐ Copy of Applicant Government Issued ID

About the Standards

The purpose of the Supportive Living Accommodation Standards is to ensure that all supportive living accommodations maintain a high quality of accommodation services that promote the safety, security and quality of life for residents living in those accommodations.

For information on accommodation standards for long-term care, contact Alberta Seniors and Community Supports.

On-Line Information About Accommodations

Detailed information about licensed supportive living accommodations is available online at www.seniors.alberta.ca.

Information available includes:

- accommodation location;
- maximum number of individuals;
- compliance to accommodation standards;
- licence status; and
- status of confirmed complaints.

Albertans can use this information to help them choose which accommodations they would like to consider.

Contact Us

Telephone:

780-644-8428

Fax:

780-644-8729

To call or fax toll-free within Alberta, dial 310-0000 and then the number, including area code.

E-mail:

ASAL@gov.ab.ca

Website:

www.seniors.alberta.ca

Mail or in Person:

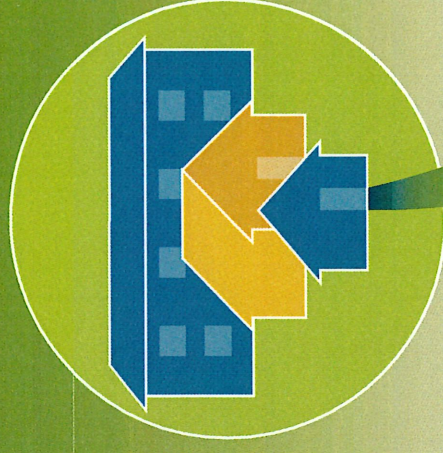
Accommodation Standards and Licensing Unit
Supportive Living and Long-Term Care Branch
Alberta Seniors and Community Supports
4th Floor, Standard Life Centre
10405 - Jasper Avenue
Edmonton, Alberta T5J 4R7

If you have a concern about the accommodation standards in a supportive living accommodation or a long-term care facility call 1-888-357-9339 (toll free).

Alberta

Government of Alberta ■

Licensing Supportive Living Accommodations



Supportive Living Accommodations that Require a Licence and How to Get One

Accommodations that Require a Licence

Supportive living accommodations in Alberta that provide accommodation services to four or more adults, where the operator arranges for services related to safety and security for the adults and provides or arranges for:

- at least one meal per day, or
- housekeeping services,

must be licensed under the *Supportive Living Accommodation Licensing Act* (SLALA). A new or renewed licence must be applied for if the supportive living accommodation:

- is new or unlicensed;
- has an existing licence that is expiring;
- has changed ownership; or
- has moved to a new location.

A licence can be granted after the supportive living accommodation has been inspected for compliance with the Supportive Living Accommodation Standards.

Other types of accommodations that are not licensed but still must follow accommodation standards include:

- nursing homes under the *Nursing Homes Act*; and
- auxiliary hospitals under the *Hospitals Act*.

For more information on the standards, contact Alberta Seniors and Community Supports.

How to Obtain a Licence To apply for an initial licence

If your organization provides accommodation and support services for four or more adults and is not licensed, a letter of intent must be submitted to Alberta Seniors and Community Supports. The letter must include information about the supportive living setting, including:

- a brief overview of the operation;
- a detailed outline of the services to be provided;
- the number of individuals requiring support and their relationship to the operator;
- the location of the accommodation(s);
- the proposed start-up date;
- funding source(s);
- the ownership of the accommodation (e.g. is the building owned, rented or leased by the service provider or clients); and,
- if it is:
 - a new operation;
 - a currently operating but unlicensed operation;
 - an existing operation moving to a new location; or
 - an existing operation being purchased.

Should a licence be required, an application package will be sent to you or your organization. The completed application must be submitted with:

- a copy of the most recent health inspection report;
- a copy of the safety code approval for a new or renovated supportive living accommodation;
- a copy of zoning approval;
- a copy of the most recent fire inspection report for a pre-existing building;
- confirmation of current insurance coverage;
- confirmation of current corporate status of the operator of the supportive living accommodation, if applicable.

To renew a licence

If your accommodation is currently licensed, you or your organization will automatically be sent a renewal application form before the licence expires.

The completed application must be submitted 30 days before the current licence expires.

