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, 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 within budget and on schedule. 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 Augusts. Draft policies will be brought to the board meeting in September to be reviewed.

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 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 the GST will not be exempted because of the market units.

j. Accommodation Standards Operating License Applications

In the process of 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

A need for an additional agreement with the town for interim borrowing of 2.5 million dollars needs to be made. A meeting with Life Lease tenants needs to occur 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 Chirs Reeds made the motion 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 made the motion to move into closed session @ 3:55 PM.

CARRIED

Director Dave Nelson made the motion to move out of closed session @ 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 14th, 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.