

Trochu Housing Corporation Board Meeting

Meeting Minutes

Date: August 10, 2026

Time: 4 PM

Location: Trochu Town Council Chambers

Attendance

Present: Barry, Paula, Laura, Chris, Ken, Ron, Dave, Carl, Sam

Absent: Richard, Jamie

1. Call to Order & Agenda Approval

- Meeting called to order at 4 PM.
- One agenda addition noted: MP/MLA item.
- Motion: To approve the agenda as amended.
- Decision: Motion carried unanimously.

2. Approval of Minutes

- Minutes reviewed; no changes required.
- Motion: To approve the previous meeting minutes.
- Decision: Motion carried.

3. Business Arising from Minutes / Executive Report

3.1 Government Relations

- Letters sent to Minister (meeting request, \$2.8M inflation cost coverage) and MP (financial support).
- Submitted required Class A cost report.
- Decision: Board acknowledged the update and approved continuing government engagement.

3.2 Build Canada Application

- Application remains active; no reapplication needed.
- Focus adjusted to suite-only costs (\$1.4M for 16 suites).
- Decision: Board agreed to proceed with current discussions and await follow-up from Vancouver contact.

3.3 Construction & Occupancy

- Project on schedule; substantial completion targeted for July 1, 2027.
- Potential early occupancy in May or June 2027, pending subtrade confirmations.
- Decision: Board accepted the construction timeline and early occupancy plan.

3.4 Care & Service Provider Proposals

- In-camera discussion planned for partner selection.
- Site tours scheduled:
 - August 13
 - August 20
- Decision: Board endorsed the site visit schedule and due diligence approach.

3.5 F&E Committee (Furnishings & Naming)

- Furnishing supplier preparing budget for September delivery.
- Naming policy to be developed for rooms and potential fundraising.
- Decision: Committee to finalize naming policy and present to board.

3.6 Policy Committee

- 11 base policies drafted; formatting underway for policy book.
- Decision: Board accepted status update; policies to be presented next meeting.

3.7 Life Lease Marketing & Residents

- 18 units sold (100%), 5 on waitlist.
- August 5 resident meeting positive; early advance option introduced.
- Community tour: Sept 21; life lease tours: early October.
- Decision: Board approved early advance letters and tour schedules.

3.8 Business Plan & Budget

- Draft 2027 operating budget and updated business plan to be presented Sept 21.
- Decision: Board will review draft budget and plan at the next meeting.

3.9 GST & Municipal Controlled Corporation (MCC)

- GST rebate declined; CRA requires municipal designation.
- RSM Canada engaged to review next steps.
- Decision: Board supported continued pursuit of MCC approval and GST appeal.

3.10 Accommodation Standards License (ACL)

- Application process initiated; owner will hold the license.
- Decision: Board acknowledged the ACL application process.

3.11 Fundraising & Major Gifts Campaign

- \$800,000 raised to date.
- Major gifts campaign to launch Fall 2026 after Aug 24.
- Decision: Board approved proceeding with major gifts campaign planning.

3.12 Alberta Health Services Meeting

- 30-min Zoom meeting completed; no concerns raised.
- Decision: Board noted positive feedback and support from AHS.
- AHS is aware of competitive process for healthcare provider.
- Holdback release in 3 weeks after final audit is submitted.

3.13 Alberta Precision Laboratories

- Confirmed intent to relocate lab to new site; APL will supply equipment.
- Decision: Board directed administration to finalize APL agreement.

4. New Business

4.1 Borrowing Agreement

- Temporary borrowing of \$2.5M approved, increasing total to \$22.5M.
- Loan to address GST-related cash flow; repayment by Dec 2027.
- Motion: To authorize signing of \$2.5M borrowing agreement with Town of Trochu.
- Decision: Motion carried.

4.2 Chapel Use & Furnishing

- Proceed with minimal furnishings (chairs, pulpit).
- Potential letter to Ministerial Association for support.
- Decision: Board approved minimalist furnishing plan and outreach.

4.3 Community Site Tour

- Date: September 21, 6:00 PM (follows 3:00–5:00 PM board meeting).
- Life lease tour to follow in early October.
- Decision: Board approved the community tour schedule.

5. Key Messages

- Project on time and on budget (70% complete; 95% by Feb 15).
- Partner selection by August 31.
- Decision: Press release will be issued summarizing key messages.

6. Next Meeting

- Date: September 21
- Time: 3:00–5:00 PM
- Followed by: Community tour at 6:00 PM

7. In-Camera Session

- Discussion on partnership proposals. Entered at 4:35 PM (Dave), Exit 5:30 PM (Chris)

Meeting Adjourned at: 5:21 PM