

Trochu Housing Corporation Meeting
Regular Meeting
Monday, September 15th, 2026, 3:00 PM to 5:00 PM
Town of Trochu Administrative Office, Trochu, AB
Minutes

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

Alternate Directors Present: Carl Peterson

Alternate Directors Absent: Laura Lee Machell-Cunningham

Management Present: Jamie Collins, Sam Smalldon

Recording Secretary: Jamie Collins

The Chair, Barry Kletke, called the meeting to order at 2:59 pm.

1. Approval of Agenda

Director Ken King made the motion to approve the agenda

CARRIED

2. Approval of Minutes

a. Minutes from the Regular Meeting of August 10th, 2026

Vice Chair Paula Kowalchuk Dave made the motion to approve the Regular Meeting of August 10th, 2026, Minutes.

CARRIED

b. Minutes from the Special Meeting of August 27th, 2026

Director Richard Hoppins made the motion to approve the Special Meeting of August 27th, 2026, Minutes.

CARRIED

3. Business Arising from the Minutes

a. Government Relations

MP Pierre Poilievre's office circulated a support letter that was sent from him to the federal Minister of Housing. We have still had no reply from Minister Neudorf.

b. Build Canada Capital Funding Application Status Update

The application is listed as open and active. A follow-up was sent today regarding the status of the application.

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 be held every two weeks. The project is over 80% complete currently.

d. Care and Service Provider Proposals and Review

A more extensive update will be provided in closed session. We have received acknowledgment from Assisted Living, and we are working through the due diligence process. We cannot make a public announcement until this process is completed.

e. F & E Committee

The committee continues to meet weekly. There is a quote for a furniture order, we know some items will have to be cut but will wait for the quote to decide what. Bed quotes will also be obtained. Working with Trochu Library on collaborating to operate the library out of the facility once a week. The library is also interested in offering programming within the facility. Room name recommendations are as follows; Evron Chapel, Nelson Nest Guest Suite, Whyte Fitness Centre, Christie Library, Knievel Korner, Knievel Landing Activity Street, Doctors Work Room.

Director Ron Zook made the motion to approve the following room names; Evron Chapel, Nelson Nest Guest Suite, Whyte Fitness Centre, Christie Library, Knievel Korner, Knievel Landing Activity Street, Doctors Work Room.

CARRIED

f. Policy Committee Update

The committee continues to meet. Board and Administrative Policies Draft Policy Manual circulated for review along with drafts of the following policies; BP003 Electronic Decisions BP004 Audit Policy BP005 Financial Planning Policy, BP006 Reserve Policy, BP007 Naming Policy, BP008 Contracts Policy BP009 Debt and Financing Policy, BP010 Communication Policy, BP011 Furnishings and Equipment Oversight Policy.

Director Dave Nelson made the motion to approve the following policies as presented; BP003 Electronic Decisions BP004 Audit Policy BP005 Financial Planning Policy, BP006 Reserve Policy, BP007 Naming Policy, BP008 Contracts Policy BP009 Debt and Financing Policy, BP010 Communication Policy, BP011 Furnishings and Equipment Oversight Policy.

CARRIED

g. Life Lease Marketing Update

There have been two refunds issued and one more potentially to come. We will begin to work through the waitlist to fill these open spots. Continue to advertise.

h. THC GST Registration as a Municipality

GST Registration is ongoing, following up with accountant.

i. Accommodation Standards Operator License Application

The application and research on this have started. We can't apply until spring but are in the preparation stage.

j. THC Capital Fundraising Campaign

Connected with Mark Jones, he is volunteering to help with a wealth analysis within 75 mile radius of Trochu, planning an event or several events with a direct ask to invited individuals. Mark will be the keynote speaker at the gala. Mark and Sam will meet weekly while this part of the campaign is developing.

k. Project Cah Flow Management

Approximately half of life lease residences have agreed to pay the remaining balance owing on their units early. We are very appreciative.

l. Alberta Precision Laboratories Agreement

No new information, Same is working on a draft agreement.

m. Draft THC and Twon Borrowing Agreement

The agreement was signed today. A copy will be forwarded to Sam, and the original will be filed.

n. Community Site Tour – September 21, 2026

Everything is in place for this tour, expecting a good turnout.

4. Executive Report

The executive report was received and discussed.

5. New Business

a. St. Mary's Donation

Paula discussed and asked the general opinion of board members if the Trochu Seniors Housing Society should request the donation they made to St. Mary's Foundation with the understanding that it would be directed to the new facility back now that St. Mary's Foundation has decided not to contribute any funding to the new facility. The opinion of board members was that society should request it back. Paula and Sam will share this opinion.

b. Business Planning Updates

Circulated the model that will be used. Numbers will be refined in October and November.

6. Policies

a. Policy Manual for BP-001 to BP-011

Was circulated and new policies were approved earlier in the meeting.

7. Closed Session

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

Director Chris Reeds made the motion to move into closed session at 4:22 PM.

CARRIED

Director Sam Smalldon made the motion to move out of closed session at 4:42 PM.

CARRIED

8. Pending Matters

a. Municipal Controlled Corporation (MCC) Application

This is not something we are currently considering pursuing.

9. Key Messages

Project is on schedule and on budget. The Town Hall meeting will provide an opportunity to answer questions from the community.

10. Next Meetings

- a.** Regular Board Meeting Tuesday October 13th, 2026, 4 – 5 PM
- b.** AGM and Regular Board Meeting Monday November 9th, 2026, 3 – 5 PM

11. Adjournment

The meeting was adjourned at 4:46 PM.