

# TOWN OF TROCHU – MINUTES

FOR THE C.O.W. MEETING HELD

March 16<sup>th</sup>, 2020

At 4:00 p.m. at the Town Office

- # **Item and Information**  
Committee of the Whole Meeting - March 16<sup>th</sup>, 2020

**1. CALL TO ORDER**

Mayor Barry Kletke called the meeting to order at 4:05 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Bonnie Munro, Councillors Chris Armstrong, Bill Cunningham, Cheryl Lumley, and Chris Reeds, Chief Administrative Officer Carl Peterson, Director of Corporate Services Mike King, Director of Operations Dave Nelson, Regional Grantwriter Jamie Collins, and Recording Secretary Toni Nelson.

Regrets, Councillor Ed Stephan.

Also in attendance were Richard Hoppins, Alan Adam, and Lawrence Hogg with the Trochu Fire Department

**2. ACCEPTANCE OF THE AGENDA**

- a) Additions to the Agenda
- b) Agenda Acceptance

2020-03-16-01 Motion  
to accept the agenda

**Motion by LUMLEY to accept the agenda**

**CARRIED**

**3. DELEGATIONS**

- a) Trochu Fire Department (Richard Hoppins, Alan Adam, and Lawrence Hogg)
  - discussed the Fire Department's response to the COVID-19 pandemic & presented a list of their protocols for decontamination/sanitation,
  - in-person courses and training have been postponed
  - presented a summary sheet and discussed their proposed 2020 budget

**4. OLD BUSINESS, UNFINISHED BUSINESS and ITEMS TABLED or REQUIRING MORE INFORMATION FROM PREVIOUS MEETINGS**

- a) Further discussion of budgets and wish list items from February 18<sup>th</sup> C.O.W.
  - see Brainstorming under New Business

**5. NEW BUSINESS**

- a) COVID – 19
  - discussed various municipalities responses to the pandemic
  - reviewed sick days available to Town Employees
  - discussed essential Public Works services that will need to stay operational, and current/planned sanitation procedures
  - discussed potential of Office staff working from home, Mike King reported that it will be possible with the purchase of a piece of hardware for approximately \$1500 to \$2000,
  - further decisions to be made tomorrow following conference call with AHS, AUMA, & RMA
- b) Minor Ball
  - Councillor Reed discussed concerns brought to him from a parent involved in Trochu Minor Ball, concerns were regarding fees and diamond upkeep
- c) Playschool
  - Playschool is in the process of planning upgrades in their current location at the Arena but would be interested in moving to the basement of Town Office if possible

Chris Armstrong left the meeting at 5:20pm

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d) Town Branding

- contest will open soon and deadline is to be one month after opening, at which time Council will choose three entries and a public vote will be held to decide a final winner
- creator of winning entry will receive approx. \$100 of promotional items featuring their logo and \$100 in gift certificates for local businesses

Meeting recessed for supper at 5:40pm

Councillor Stephan entered the meeting at 5:50pm

Meeting reconvened at 6:15pm

e) Brainstorming

- Dave Nelson presented an updated Proposed Capital Projects list:

Dust Control- planning to apply spec crude oil to Elevator Road and calcium chloride to remaining gravel roads in 2020

Hydrant Replacement- It may be possible to complete asphalt work in-house for new hydrants

Automatic water meters- Will plan for phasing in of new meters over at least three years to spread out impact to budget and labour

Tree Nursery- As there has been no contact from the current contractor, Dave will work on finding a replacement contractor to continue project

Additional Trucks- A bid was made for the Torrington truck for \$1,700 but no official response as of yet.

Office- Waiting on one more quote for furnace and air conditioning replacements

Pool & Arena- Waiting on several quotes for upgrades

-Carl Peterson presented notes from meeting with Sunterra, a facility tour is scheduled for April 14<sup>th</sup>

Chris Armstrong rejoined the meeting at 7:15pm

f) Plans for next meeting

- currently a C.O.W. scheduled for April 20<sup>th</sup>
- Budget meeting scheduled for April 6<sup>th</sup> at 6pm

Dave Nelson, Jamie Collins, and Toni Nelson left the meeting at 7:40pm

**Motion by REEDS to close the meeting to the public at 7:42pm**

**CARRIED**

2020-03-16-02 Motion  
to close the meeting  
to the public at  
7:42pm

Chief Administrative Officer Carl Peterson attending, providing administration and information  
Director of Corporate Services Mike King attending, providing administration and information

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## 6. CONFIDENTIAL MATTERS – CLOSED SESSION

Confidential Matters: Council to move to a session closed to the public for Items dealing with Land, Legal or Labor in accordance with Section 197 and the Freedom of Information and Protection of Privacy Act – Division 2 of Part 1.

Please note that no back-up material will be sent with this Agenda for In Camera sessions and material circulated will be returned to the CAO and destroyed unless otherwise noted.

- a) Land item, pursuant to FOIP Section 17(1)
- b) Legal item, pursuant to FOIP Section 16(1)

## 7. RETURN TO OPEN MEETING

2020-03-16-03 Motion  
to return to an open  
meeting at 8:20pm

Motion by REEDS to return to an open meeting at 8:20pm

CARRIED

Meeting recessed to allow return of public at 8:20pm  
Meeting reconvened with public present at 8:22pm

## 8. ADJOURNMENT

2020-03-16-04 Motion  
to adjourn the  
meeting at 8:23pm

Motion by ARMSTRONG to adjourn the meeting at 8:23pm

CARRIED

X



Barry Kletke  
Mayor

X



Carl Peterson  
CAO