

TOWN OF TROCHU – MINUTES

FOR THE ORGANIZATIONAL MEETING HELD

October 26th, 2020

At 5:00 p.m. at the Town Office

Item and Information

Organizational Meeting

October 26, 2020

1. CALL TO ORDER:

The Organizational Meeting was called to order by CAO Carl Peterson at 5:14 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Bonnie Munro, Councillors Chris Armstrong, Bill Cunningham, Cheryl Lumley, Chris Reeds, and Ed Stephan, Chief Administrative Officer Carl Peterson, Grantwriter Jamie Collins, Director of Operations Dave Nelson, and Recording Secretary Toni Nelson.

Also in attendance, Commissioner of Oaths Frank VanderKley.

2. ACCEPTANCE OF THE AGENDA

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

2020-10-29-01 Motion
to accept the agenda

Motion by CUNNINGHAM to accept the agenda

CARRIED

2. BUSINESS

- a) Election of Mayor for a One-Year Term

CAO Carl Peterson called for nominations for Mayor for a one-year term.

Councillor Reeds nominated Councillor Kletke.

Councillor Kletke accepted the nomination

CAO Carl Peterson called for nominations a second time.

No further nominations presented.

2020-10-29-02 Motion
to cease nominations
for Mayor for a one-
year term

Motion by REEDS to cease nominations for Mayor for a one-year term

CARRIED

CAO Carl Peterson declared Barry Kletke as Mayor by acclamation

- b) Election of Deputy Mayor for a One-Year Term, as per MGA Legislation

CAO Carl Peterson called for nominations for Deputy Mayor for a one-year term.

Councillor Lumley nominated Councillor Armstrong.

Councillor Armstrong accepted the nomination.

Mayor Kletke called for nominations a second time.

Councillor Munro nominated Councillor Reeds.

Councillor Reeds accepted the nomination.

Mayor Kletke called for nominations a third time.

No further nominations presented.

2020-10-29-03 Motion
to cease nominations
for Deputy Mayor for
a one-year term

Motion by STEPHAN to cease nominations for Deputy Mayor for a one-year term

CARRIED

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A vote was taken by secret ballot.

CAO Carl Peterson declared Councillor Chris Reeds as Deputy Mayor.

2020-10-29-04 Motion
to destroy ballots

Motion by LUMLEY to destroy ballots

CARRIED

Ballots destroyed by Secretary Toni Nelson

c) **Commissioner of Oaths takes oath of office from the Mayor and Deputy Mayor.**

Commissioner of Oaths Frank VanderKley took the Oath of Office from Mayor Barry Kletke.

Commissioner of Oaths Frank VanderKley took the Oath of Office from Deputy Mayor Chris Reeds.

Mayor Kletke assumed the Chair, Deputy Mayor Reeds assumed the Deputy Mayor's Chair and all others took their seats.

3. Document Reviews

- a) Bylaw 2009-05, Procedure Bylaw
-reviewed, no changes at this time
- b) Bylaw 1995-11, Councillor Disclosures, Conflicts of Interest
-reviewed, no changes at this time
- c) Bylaw 2018-05, Council Code of Conduct
-reviewed, no changes at this time
- d) Policy 2018-06-15-03, Councillor Fees
-reviewed, no changes at this time
- e) Policy 2019-28-10-03, Christmas Appreciation Policy
-reviewed, no changes at this time

4. Appointments

- a) Appointment of the Chief Administrative Officer, as per Bylaw 2014-05

2020-10-29-05 Motion
to appoint Carl
Peterson as Chief
Administrative Officer
for the Town of
Trochu

Motion by ARMSTRONG to appoint Carl Peterson as Chief Administrative Officer for the Town of Trochu

CARRIED

2020-10-29-06 Motion
to appoint Marvin
Franke as Director of
Emergency
Management, and
Lawrence Hogg and
Carl Peterson as
Deputy Directors of
Emergency
Management for the
Town of Trochu

- b) Appointment of Director and Deputy Directors of Emergency Management, as per Bylaw 2020-15

Motion by MUNRO to appoint Marvin Franke as Director of Emergency Management, and Lawrence Hogg and Carl Peterson as Deputy Directors of Emergency Management for the Town of Trochu

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- c) Appointment of the Municipal Assessor

2020-10-29-07 Motion to appoint Wild Rose Assessment Services as the Municipal Assessor for the Town of Trochu

Motion by REEDS to appoint Wild Rose Assessment Services as the Municipal Assessor for the Town of Trochu **CARRIED**

- d) Designation of Banking Institution

2020-10-29-08 Motion to designate ATB Financial as the banking institution for the Town of Trochu

Motion by CUNNINGHAM to designate ATB Financial as the banking institution for the Town of Trochu **CARRIED**

- e) Appointment of the Assessment Review Board Clerk, as per Bylaw 2020-04

2020-10-29-09 Motion to appoint the Designated Officer of the Central Alberta Regional ARB as the Assessment Review Board Clerk for the Town of Trochu

Motion by LUMLEY to appoint the Designated Officer of the Central Alberta Regional ARB as the Assessment Review Board Clerk for the Town of Trochu **CARRIED**

- f) Appointment of the Subdivision and Development Appeal Board Clerk, as per Bylaw 2018-08

2020-10-29-10 Motion to appoint the Administrator of the Regional Intermunicipal SDAB as the Subdivision and Development Appeal Board Clerk for the Town of Trochu

Motion by STEPHAN to appoint the Administrator of the Regional Intermunicipal SDAB as the Subdivision and Development Appeal Board Clerk for the Town of Trochu **CARRIED**

5. Meetings of Council

- a) Current Schedule

2020-10-29-11 Motion to schedule Council meetings as follows: Regular Council meetings to be held at 6:00pm on the 2nd and 4th Mondays of each month except July, August, and December, in which one meeting per month will be scheduled with their dates to be determined at future regular Council meetings. Committee of the Whole meetings to be held at 6:00pm on the 3rd Monday of every 2nd month. If a meeting falls on a statutory holiday, it will instead be held on the following Tuesday.

Motion by MUNRO to schedule Council meetings as follows: Regular Council meetings to be held at 6:00pm on the 2nd and 4th Mondays of each month except July, August, and December, in which one meeting per month will be scheduled with their dates to be determined at future regular Council meetings. Committee of the Whole meetings to be held at 6:00pm on the 3rd Monday of every 2nd month. If a meeting falls on a statutory holiday, it will instead be held on the following Tuesday. **CARRIED**

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6. Committees of Council

a) Review of Committees

Motion by STEPHAN to adopt the Committee and Board appointments for the 2020/2021 term as per the following listing. CARRIED

2020-10-29-12 Motion to adopt the Committee and Board appointments for the 2020/2021 term as per the following listing.

In-House Committees	Members	Alternates
Economic Development Committee	All of Council	n/a
Audit and Finance Committee	All of Council	n/a
Policy & Bylaw Review Committee	All of Council	n/a
Municipal Planning Committee (MPC)	Armstrong, Reeds, Stephan	Kletke
Capital Equipment Purchasing Committee	Armstrong, Reeds, Stephan	Kletke
Asset Management Committee	Armstrong, Reeds, Stephan	Kletke
CAO Evaluation Committee	Kletke, Munro	
Committees with Requisition-Like Funding and/or Agreements	Members	Alternates
Kneehill Regional Family & Community Support Services	Lumley	Munro
Kneehill Housing Corporation (KHC)	Cunningham	Stephan
Palliser Planning Services (PRMS)	Stephan, CAO	Reeds
Drumheller & District Solid Waste Management Assoc.	Munro	Lumley
Community Futures Wild Rose (CFWR)	Armstrong	Munro
Red Deer River Watershed Alliance (RDRWA)	Reeds	Munro
Red Deer River Municipal Users Group (RDRMUG)	Reeds	Munro
Kneehill County Doctor Recruitment & Retention	Stephan and CAO	Munro
Trochu Library Board (3 year term)	Munro	Stephan
Trochu Arboretum Board	Lumley	Stephan
Three Hills & Area Restorative Justice Society	Stephan	Munro
Ad Hoc Committees	Members	Alternates
Central Alberta Economic Partnership (CAEP)	Kletke, CAO	Reeds
Canadian Badlands Tourism	Cunningham	Munro
Police Advisory Committee (PAC)	Cunningham, CAO	Armstrong
Regional Partnership Committee	Lumley, CAO	Reeds
Intermunicipal Development Plan Committee (IDP)	Reeds, Stephan, CAO	Armstrong
Intermunicipal Collaboration Framework Committee (ICF)	Kletke, Cunningham, Reeds, Munro and CAO	
Regional Emergency Management Advisory Committee	Kletke, CAO, DEM, DDEM	Armstrong
Seniors Housing Advisory Committee	All of Council	n/a

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7. Signing Authorities

- a) Confirmation that Signing Authority is to the Mayor or Deputy Mayor and the CAO and designated officers

2020-10-29-13 Motion
to have Mayor Barry
Kletke, Deputy Mayor
Chris Reeds, Councillor
Bonnie Munro, Chief
Administrative Officer
Carl Peterson, and
Grantwriter Jamie
Collins as the signing
authorities for the
Town of Trochu

Motion by LUMLEY to have Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillor Bonnie Munro, Chief Administrative Officer Carl Peterson, and Grantwriter Jamie Collins as the signing authorities for the
Town of Trochu **CARRIED**

8. Adjournment

2020-10-29-14 Motion
to adjourn the
meeting at 5:40pm

Motion by REEDS to adjourn the meeting at 5:40pm

CARRIED

X

Barry Kletke
Mayor

X

Carl Peterson
CAO