

# TOWN OF TROCHU – MINUTES

FOR THE ORGANIZATIONAL MEETING HELD

October 25<sup>th</sup>, 2021

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

## Motions

### Item and Information

#### Organizational Meeting - October 25, 2021

#### 1. CALL TO ORDER:

The Organizational Meeting was called to order by CAO Carl Peterson at 5:15 p.m. In attendance were Councillors Chris Armstrong, Bill Cunningham, Jaime Martel, Chris Reeds, Barry Kletke, and Jenny Lyver, CAO Carl Peterson, Grantwriter Jamie Collins, Director of operations Dave Nelson, and Recording Secretary Toni Nelson.

Also in attendance was Commissioner of Oaths Judy Downey.

Regrets, Councillor Cheryl Lumley.

- a) Additions to Agenda
- b) Agenda Acceptance – Motion to Accept the Agenda

2021-10-25-01  
Motion to accept  
the agenda

**Motion by KLETKE to accept the agenda**

**CARRIED**

#### 2. COUNCILLOR OATHS OF OFFICE

Councillors Armstrong, Cunningham, Kletke, Lyver, Martel, and Reeds read and signed their Official Oaths of Office, as witnessed by Commissioner of Oaths Judy Downey.

#### 3. BUSINESS

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

CAO Carl Peterson called for nominations for Mayor for a four-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.

2021-10-25-02  
Motion to cease  
nominations for  
Mayor for a four-  
year term

**Motion by CUNNINGHAM to cease nominations for Mayor for a four-year term**

**CARRIED UNANIMOUSLY**

CAO Carl Peterson declared Barry Kletke as Mayor by acclamation

- b) Oath of Office, Mayor

Mayor Kletke read and signed the Official Oath of Office for Mayor as witnessed by Commissioner of Oaths Judy Downey.

Mayor Kletke assumed the position of Chair

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

Mayor Kletke called for nominations for Deputy Mayor for a one-year term.



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Councillor Reeds nominated Councillor Cunningham  
Councillor Cunningham accepted the nomination

Mayor Kletke called for nominations a second time.  
Mayor Kletke called for nominations a third time.  
No further nominations presented.

2021-10-25-03  
Motion to cease  
nominations for  
Deputy Mayor for  
a one-year term

**Motion by MARTEL to cease nominations for Deputy Mayor for a one-year term** **CARRIED UNANIMOUSLY**

Mayor Kletke declared Bill Cunningham the Deputy Mayor by acclamation.

## **d) Oath of Office, Deputy Mayor**

Deputy Mayor Cunningham read and signed the Official Oath of Office for Deputy Mayor as witnessed by  
Commissioner of Oaths Judy Downey.

Deputy Mayor Cunningham assumed the position of Deputy Chair

## **4. Meetings of Council**

### **a) Meeting Schedule**

#### *Current schedule:*

Regular Council meetings are scheduled for 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 are scheduled for 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.

All meetings are scheduled to take place in the Council Chambers of Trochu Town Office, 222 Northfield  
Road.

2021-10-25-04  
Motion to accept  
the current  
meeting schedule  
for the  
2021/2022 term

**Motion by ARMSTRONG to accept the current meeting schedule for the 2021/2022 term** **CARRIED**

## **5. Committees of Council**

### **a) Review and Appointment of Council Representatives on Boards and Committees**



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2021-10-25-05  
Motion to adopt  
the Committee  
and Board  
appointments for  
the 2021/2022  
term as per the  
following listing.

**Motion by REEDS to adopt the Committee and Board appointments for the 2021/2022 term as per the following listing.**

**CARRIED**

<b>In-House Committees</b>	<b>Members</b>	<b>Alternates</b>
Economic Development Committee	All of Council	-
Audit and Finance Committee	All of Council	-
Policy & Bylaw Review Committee	All of Council	-
Municipal Planning Committee	Armstrong, Lyver, Reeds	Kletke
Capital Equipment Purchasing Committee	Armstrong, Lyver, Reeds	Kletke
Asset Management Committee	Armstrong, Lyver, Reeds	Kletke
CAO Evaluation Committee	Kletke, Martel	-
<b>Committees with Requisition-Like Funding and/or Agreements To Partner</b>	<b>Members</b>	<b>Alternates</b>
Kneehill Regional Family & Community Support Service	Martel	Cunningham
Kneehill Housing Corporation	Cunningham	Armstrong
Palliser Planning Services	Reeds, CAO	Martel
Drumheller & District Solid Waste Management Assoc.	Reeds	Armstrong
Community Futures Wild Rose	Armstrong	Martel
Red Deer River Watershed Alliance	Cunningham	Reeds
Red Deer River Municipal Users Group	Cunningham	Reeds
Kneehill County Doctor Recruitment & Retention	Kletke, CAO	Lyver
Trochu Library Board	Lyver	Martel
Trochu Arboretum Board	Martel	Lyver
<b>Ad Hoc Committees</b>	<b>Members</b>	<b>Alternates</b>
Central Alberta Economic Partnership	Kletke, CAO	Reeds
Police Advisory Committee	Cunningham, CAO	Martel
Regional Partnership Committee	Lyver, CAO	Reeds
Intermunicipal Development Plan Committee	Armstrong, Martel, CAO	Cunningham
Intermunicipal Collaboration Framework Committee	Cunningham, Kletke, Lyver, Reeds, CAO	-
Regional Emergency Management Advisory Committee	Kletke, CAO, Marvin Franke, Lawrence Hogg	Armstrong
Seniors Housing Advisory Committee	All of Council, Chairperson: Ron Zook	-
<b>Other Groups</b>	<b>Members</b>	<b>Alternates</b>
Trochu Housing Corporation	Reeds, Kletke, CAO, Ron Zook, Paula Kowalchuk	Martel



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## 6. Appointments

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

2021-10-25-06  
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**

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

2021-10-25-07  
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

**Motion by LYVER 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**  
**CARRIED**

- c) Appointment of the Municipal Assessor

2021-10-25-08  
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) Appointment of Municipal Auditor

2021-10-25-09  
Motion to  
appoint Gitzel &  
Company as the  
Municipal  
Auditor for the  
Town of Trochu

**Motion by CUNNINGHAM to appoint Gitzel & Company as the Municipal Auditor for the Town of Trochu**

**CARRIED**

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

2021-10-25-10  
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 ARMSTRONG to appoint the Designated Officer of the Central Alberta Regional ARB as the Assessment Review Board Clerk for the Town of Trochu**  
**CARRIED**



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

2021-10-25-11  
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 MARTEL to appoint the Administrator of the Regional Intermunicipal SDAB as the Subdivision and Development Appeal Board Clerk for the Town of Trochu** **CARRIED**

- g) Designation of Banking Institution

2021-10-25-12  
Motion to  
designate ATB  
Financial as the  
banking  
institution for the  
Town of Trochu

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

- h) Naming of Town's signing authorities

2021-10-25-13  
Motion to have  
Mayor Barry  
Kletke, Deputy  
Mayor Bill  
Cunningham,  
Councillor Jaime  
Martel, CAO Carl  
Peterson, and  
Grantwriter  
Jamie Collins as  
the signing  
authorities for  
the Town of  
Trochu

**Motion by ARMSTRONG to have Mayor Barry Kletke, Deputy Mayor Bill Cunningham, Councillor Jaime Martel, CAO Carl Peterson, and Grantwriter Jamie Collins as the signing authorities for the Town of Trochu**  
**CARRIED**

## 7. Document Reviews

- a) Bylaw 2018-05, Council Code of Conduct

2021-10-25-14  
Motion to accept  
Bylaw 2018-05,  
Council Code of  
Conduct, as  
reviewed

**Motion by REEDS to accept Bylaw 2018-05, Council Code of Conduct, as reviewed** **CARRIED**

- b) Bylaw 1995-11, Councillor Disclosures, Conflicts of Interest

2021-10-25-15  
Motion to accept  
Bylaw 1995-11,  
Councillor  
Disclosures and  
Conflicts of  
Interest, as  
reviewed

**Motion by MARTEL to accept Bylaw 1995-11, Councillor Disclosures and Conflicts of Interest, as reviewed**  
**CARRIED**

- c) Bylaw 2009-05, Procedure Bylaw

2021-10-25-16  
Motion to accept  
Bylaw 2009-05,  
Procedure Bylaw,  
as reviewed

**Motion by LYVER to accept Bylaw 2009-05, Procedure Bylaw, as reviewed** **CARRIED**

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2021-10-25-17  
Motion to accept  
Policy 2018-06-  
15-03, Councillor  
Fees, as reviewed

d) Policy 2018-06-15-03, Councillor Fees

Motion by ARMSTRONG to accept Policy 2018-06-15-03, Councillor Fees, as reviewed

CARRIED

2021-10-25-18  
Motion to accept  
Policy 2019-28-  
10-03, Christmas  
Appreciation  
Policy, as  
reviewed

e) Policy 2019-28-10-03, Christmas Appreciation Policy

Motion by CUNNINGHAM to accept Policy 2019-28-10-03, Christmas Appreciation Policy, as reviewed

CARRIED

## 8. Adjournment

Mayor Kletke adjourned the meeting at 6:25pm

X



Barry Kletke  
Mayor

X



Carl Peterson  
CAO