

# TOWN OF TROCHU – MINUTES

## FOR THE ORGANIZATIONAL MEETING HELD

October 24<sup>th</sup>, 2022

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

### Item and Information

#### Organizational Meeting - October 24, 2022

#### 1. CALL TO ORDER:

Mayor Kletke called the Organizational Meeting to order at 5:28 p.m. In attendance in person were Mayor Barry Kletke, Deputy Mayor Bill Cunningham, Councillors Chris Armstrong, Cerilo De La Cruz, Jenny Lyver, Jaime Martel, and Chris Reeds, Assistant CAO Jamie Collins, and Recording Secretary Toni Nelson

Attending remotely were CAO Carl Peterson and Finance Officer Lavinia Henderson.

#### 2. ACCEPTANCE OF THE AGENDA

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

2022-10-25-01  
Motion to  
accept the  
agenda

Motion by DE LA CRUZ to accept the agenda

CARRIED

#### 3. COUNCIL MEMBER DISCLOSURES

- a) All Councillors are to fill in and sign their Disclosure Forms

All Disclosure Forms signed and returned to secretary for filing.

#### 4. BUSINESS

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

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

Councillor Jaime Martel nominated Councillor Chris Reeds  
Councillor Chris Reeds accepted the nomination.

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

2022-10-25-02  
Motion to  
cease  
nominations  
for Deputy  
Mayor for a  
One-Year Term

Motion by CUNNINGHAM to cease nominations for Deputy Mayor for a One-Year Term

CARRIED

CAO Carl Peterson declared Chris Reeds as Deputy Mayor by acclamation

- a) Oath of Office, Deputy Mayor

Deputy Mayor Reeds read and signed the Official Oath of Office for Deputy Mayor as witnessed remotely by Commissioner of Oaths Carl Peterson.

Deputy Mayor Reeds assumed the position of Deputy Chair

#### 5. Meetings of Council

- a) Meeting Schedule



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### *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.

**Motion by MARTEL to accept the current meeting schedule for the 2022/2023 term**

**CARRIED**

## **6. Committees of Council**

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

**Motion by CUNNINGHAM to adopt the Committee and Board appointments for the 2022/2023 term as per the following listing.**

**CARRIED**

In-House Committees	Members	Alternates
Economic Development Committee	All of Council	-
Audit and Finance Committee	All of Council	-
Policy & Bylaw Review Committee	All of Council	-
Municipal Planning Committee (MPC)	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 (FCSS)	Martel	Cunningham
Kneehill Housing Corporation (KHC)	Cunningham	Armstrong
Palliser Planning Services (PRMS)	Reeds, CAO	Martel
Drumheller & District Solid Waste Management Assoc. (DDSWMA)	Reeds	Armstrong
Community Futures Wild Rose (CFWR)	Armstrong	Martel
Red Deer River Watershed Alliance (RDRWA)	Cunningham	Reeds
Red Deer River Municipal Users Group (RDRMUG)	Cunningham	Reeds
Kneehill Medical Services Recruitment & Retention Task Force	De La Cruz, CAO	Lyver



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Trochu Library Board (3 year term)	Lyver	n/a
Trochu Arboretum Board	Martel	Lyver
<b>Ad Hoc Committees</b>	<b>Members</b>	<b>Alternates</b>
Central Alberta Economic Partnership (CAEP)	Kletke, CAO	De La Cruz
Police Advisory Committee (PAC)	Cunningham, CAO	De La Cruz
Regional Partnership Committee (Kneehill County municipalities)	Lyver, CAO	De La Cruz
Intermunicipal Development Plan Committee (IDP)	Armstrong, Martel, CAO	Cunningham
Intermunicipal Collaboration Framework Committee (ICF)	Cunningham, Kletke, Lyver, Reeds, CAO	-
Regional Emergency Management Advisory Committee (KREMA)	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

## 7. Appointments

2022-10-25-05  
Motion to appoint Carl Peterson as Chief Administrative Officer for the Town of Trochu

- a) Appointment of the Chief Administrative Officer, as per Bylaw 2022-09

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

**CARRIED**

2022-10-25-06  
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 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**

2022-10-25-07  
Motion to appoint Wild Rose Assessment Services as the Municipal Assessor for the Town of Trochu

- c) Appointment of the Municipal Assessor

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

**CARRIED**



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2022-10-25-08  
Motion to  
appoint Gitzel  
& Company as  
the Municipal  
Auditor for the  
Town of Trochu

d) Appointment of Municipal Auditor

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

**CARRIED**

2022-10-25-09  
Motion to  
appoint the  
Designated  
Officer of the  
Central Alberta  
Regional ARB  
as the  
Assessment  
Review Board  
Clerk for the  
Town of Trochu

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

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

**CARRIED**

2022-10-25-10  
Motion to  
appoint the  
Administrator  
of the Regional  
Intermunicipal  
SDAB as the  
Subdivision and  
Development  
Appeal Board  
Clerk for the  
Town of Trochu

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

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

**CARRIED**

2022-10-25-11  
Motion to  
designate ATB  
Financial as the  
banking  
institution for  
the Town of  
Trochu

g) Designation of Banking Institution

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

**CARRIED**

2022-10-25-12  
Motion to  
have Mayor  
Barry Kletke,  
Deputy Mayor  
Chris Reeds,  
Councillor  
Jaime Martel,  
CAO Carl  
Peterson, and  
Grantwriter  
Jamie Collins as  
the signing  
authorities for  
the Town of  
Trochu

h) Naming of Town's signing authorities

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

**CARRIED**

## 8. Document Reviews

a) Bylaw 2018-05, Council Code of Conduct



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2022-10-25-13

Motion to  
accept Bylaw  
2018-05,  
Council Code of  
Conduct, as  
reviewed

Motion by ARMSTRONG to accept Bylaw 2018-05, Council Code of Conduct, as reviewed

CARRIED

2022-10-25-14

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

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

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

CARRIED

2022-10-25-15

Motion to  
accept Bylaw  
2022-08,  
Procedure  
Bylaw, as  
reviewed

c) Bylaw 2022-08, Procedure Bylaw

Motion by LYVER to accept Bylaw 2022-08, Procedure Bylaw, as reviewed

CARRIED

2022-10-25-16

Motion to  
accept Policy  
2021-12-13-01,  
Councillor  
Fees, as  
reviewed

d) Policy 2021-12-13-01, Councillor Fees

Motion by CUNNINGHAM to accept Policy 2021-12-13-01, Councillor Fees, as reviewed

CARRIED

2022-10-25-17

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

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

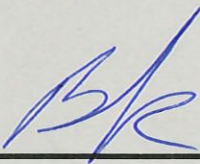
Motion by DE LA CRUZ to accept Policy 2019-28-10-03, Christmas Appreciation Policy, as reviewed

CARRIED

## 9. Adjournment

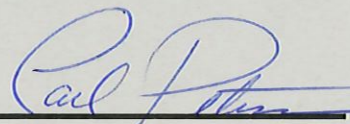
Mayor Kletke adjourned the meeting at 5:41pm

X



Barry Kletke  
Mayor

X



Carl Peterson  
CAO