

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

May 12<sup>th</sup>, 2025

At Trochu Town Office

Notes	#	Agenda Item and Information	
		<b>Regular Meeting – May 12<sup>th</sup>, 2025</b>	
	<b>1.</b>	<b>CALL TO ORDER</b>	
		Mayor Kletke called the meeting to order at 6:03 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Jenny Lyver, Councillors Chris Armstrong, Bill Cunningham, Cerilo Dela Cruz, Jaime Martel, and Chris Reeds, CAO Carl Peterson, Assistant CAO Jamie Collins, Director of Operations Dave Nelson, Three Hills Capital Reporter Nicolle Ioanidis, and Recording Secretary Jaylene Capnerhurst.	
2025-05-12-01 Motion to accept the Agenda with additions	<b>2.</b>	<b>ACCEPTANCE OF THE AGENDA</b>	
		a) Additions to the Agenda	
		- 7. f) Write off Policy	
		b) Agenda Acceptance	
		<b>Motion by DELA CRUZ to accept the Agenda with additions</b>	<b>CARRIED</b>
2025-05-12-02 Motion to adopt the April 14th, 2025, Regular Meeting Minutes	<b>3.</b>	<b>ADOPTION OF THE MINUTES OF PREVIOUS MEETING</b>	
		a) Adoption of April 14, 2025, Regular Meeting Minutes	
		<b>Motion by MARTEL to adopt April 14th, 2025, Regular Meeting Minutes</b>	<b>CARRIED</b>
2025-05-12-03 Motion to adopt the April 28th, 2025, C.O.W. Meeting Minutes		b) Adoption of April 28, 2025, C.O.W. Meeting Minutes	
		<b>Motion by ARMSTRONG to adopt April 28th, 2025, C.O.W. Meeting Minutes</b>	<b>CARRIED</b>
2025-05-12-04 Motion to accept the Housekeeping and file for future reference	<b>4.</b>	<b>HOUSEKEEPING</b>	
		a) Housekeeping Acceptance	
		<b>Motion by CUNNINGHAM to accept the Housekeeping and file for future reference</b>	<b>CARRIED</b>
	<b>5.</b>	<b>PUBLIC HEARINGS</b>	
		a) Nothing for this agenda item	
	<b>6.</b>	<b>DELEGATIONS</b>	
		a) 6:10 PM Margaret Manley, Rural Mental Health Animator	
		– Presented about the program and elaborated on the request for in-kind donation of arena rental space.	
2025-05-12-05 Motion That Town Council give second reading to Bylaw No. 2025-04 being the Procedures Bylaw	<b>7.</b>	<b>BYLAWS, POLICIES and AGREEMENTS</b>	
		a) Bylaw No 2025-04 Procedure Bylaw 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading	
		<b>Motion by REEDS that the Town Council give second reading to Bylaw No. 2025-04 being the Procedures Bylaw.</b>	<b>CARRIED</b>



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2025-05-12-06  
Motion to bring forward Bylaw 2025-04 being the Procedures Bylaw for third reading.

**Motion by LYVER that Town Council brings forward Bylaw 2025-04 being the Procedures Bylaw for third reading.**

**CARRIED UNANIMOUSLY**

2025-05-12-07  
Motion to give third and final reading to Bylaw 2025-04 being the Procedures Bylaw

**Motion by CUNNINGHAM that Town Council give third and final reading to Bylaw No. 2025-04 being the Procedures Bylaw.**

**CARRIED**

b) Trochu Golf Course Lease Agreement

**Motion by REEDS that Town Council accept the Trochu Golf Course Lease and file for future reference.**

**CARRIED**

c) RFD 25-08 Operating Revolving Loan Bylaw No. 2025-05

2025-05-12-08  
Motion to accept the Trochu Golf Course Lease Agreement and file for future reference.

- Finance Officer Lavinia Henderson presented Operating Revolving Loan

**Motion by ARMSTRONG that Town Council give first reading to Bylaw No. 2025-05 being the Operating Revolving Loan Bylaw.**

**CARRIED**

**Motion by MARTEL that Town Council gives second reading to Bylaw No. 2025-05 being the Operating Revolving Loan Bylaw**

**CARRIED**

2025-05-12-09  
Motion That Town Council give first reading to Bylaw No. 2025-05 being the Operating Revolving Loan Bylaw

d) RFD 25-09 Capital Budget

- Finance Officer Lavinia Henderson presented the Capital Budget.

**Motion by REEDS That Town Council adopt the 2025 Capital Budget.**

**CARRIED**

e) RFD 25-10 Operating Budget

- Finance Officer Lavinia Henderson presented the Operating Budget.

2025-05-12-10  
Motion That Town Council give second reading to Bylaw No. 2025-05 being the Operating Revolving Loan Bylaw

**Motion by ARMSTRONG That Town Council adopt the 2025 Operating Budget.**

**CARRIED**

f) Write Off Policy

- CAO Carl Peterson presented the Write Off Policy

**Motion by DELA CRUZ to accept the Write Off Policy and file for future reference.**

**CARRIED**

Lavinia Henderson Left the meeting at 7:05PM

2025-05-12-11  
Motion That Town Council adopt the 2025 Capital Budget

## **8. REPORTS:**

### **A. STAFF REPORTS:**

a) Grantwriter's Reports



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2025-05-12-12  
Motion that Town  
Council adopt the  
2025 Operating  
Budget

**Motion by MARTEL to accept the Grantwriter's Report and file for future reference**

**CARRIED**

b) Director of Operations Report

2025-05-12-13  
Motion to accept  
the Write Off  
Policy and file for  
future reference

**Motion by DELA CRUZ to accept the Director of Operations Report and file for future reference**

**CARRIED**

c) Water/Wastewater Report

2025-05-12-14  
Motion to accept  
the Grantwriter's  
Report and file  
for future  
reference

**Motion by CUNNINGHAM to accept the Water/Wastewater Report and file for future reference**

**CARRIED**

d) Administrator's Report

**Motion by Lyver to accept the Administrator's Report and file for future reference**

**CARRIED**

## **B. COMMITTEE REPORTS**

a) Nothing for this agenda item

## **C. COUNCIL REPORTS**

2025-05-12-15  
Motion to accept  
the Director of  
Operations  
Report and file  
for future  
reference

a) Councillor Armstrong  
- Attended the regular Community Futures Wildrose meeting.

b) Councillor Cunningham  
- Attended the Kneehill Housing executive meeting.  
- Reported that Museum is open for the season

c) Councillor De La Cruz  
- Nothing to Report

d) Councillor Martel  
- Attended Kneehill Family and Community Social Services meetings, Community Coffee Break and the Food Security Project Meeting.

e) Councillor Reeds  
- Attended a DDSWMA meeting, reported on the Non-Profit tipping fees and transfer station RFP.

f) Deputy Mayor Lyver  
- Attended the Library AGM, reported on the new executive, after school programs, annual book sale and highway clean up.

g) Mayor Kletke

2025-05-12-16  
Motion to accept  
the Water/  
Wastewater  
Report and file  
for future  
reference

2025-05-12-17  
Motion to accept  
the Adminis-  
trator's Report  
and file for future  
reference



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- Reported that the CAEP executive director resigned, MP Damien Kurek stepped down, Pierre Poilievre to run in Byelection, THC Meeting June 10<sup>th</sup>, Golf fundraiser June 12<sup>th</sup> and Community Site Tour June 16<sup>th</sup>
- h) Motions from Items in Councillor Reports
  - None
- i) Acceptance of Council Reports and filing for future reference

2025-05-12-18  
Motion to accept  
the Council  
Reports and file  
for future  
reference

**Motion by REEDS to accept the Council Reports and file for future reference**

**CARRIED**

## 9. CORRESPONDENCE LISTING:

- a) Trochu Housing Corporation Golf Classic Sponsorship Request
- b) Police Cost Share
- c) Assessment Data Comparisons
- d) Mental Health Animator Request

2025-05-12-19  
Motion to accept  
the Correspon-  
dence Listing and  
file for future  
reference

**Motion by CUNNINGHAM to accept the Correspondence Listing and file for future reference**

**CARRIED**

## 10. FINANCE:

- a) Bank Reconciliation, April 2025

2025-05-12-20  
Motion to accept  
the Bank Rec and  
file for future  
reference

**Motion by LYVER to accept the Finance Listing and file for future reference**

**CARRIED**

- b) THC Project Budget

2025-05-12-21  
Motion to accept  
the THC Project  
Budget and file  
for future  
reference

**Motion by Martel to accept the THC Project Budget and file for future reference**

**CARRIED**

## 11. OLD BUSINESS, UNFINISHED BUSINESS and ITEMS TABLED or REQUIRING MORE INFORMATION FROM PREVIOUS MEETINGS

- a) Nothing for this agenda item

## 12. NEW BUSINESS

- a) Dog Concerns
  - CAO Carl Peterson and Director of Operations Dave Nelson advised Council what steps they are taking with Bylaw Officers to deal with dog concerns.

## 13. SPECIAL PROJECTS

- a) Nothing for this agenda item

Dave Nelson, Nicolle Ioanidis and Jaylene Capnerhurst left the meeting at 7:40PM

Carl Peterson stayed to provide information and administration.

Jamie Collins stayed to provide information.



# TOWN OF TROCHU – MINUTES

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2025-05-12-22  
Motion to enter a  
closed session at  
7:42 PM to  
discuss Legal Item  
(FOIP 16)

## 14. CONFIDENTIAL MATTERS – CLOSED SESSION

**Motion by REEDS to enter a closed session at 7:42 PM to discuss the following:**

**a) Legal Item (FOIP 16)**

2025-05-12-23  
Motion to return  
to an open  
meeting at 7:51  
PM

## 15. RETURN TO OPEN MEETING

**Motion by REEDS to return to an open meeting at 7:51pm**

**CARRIED**

Meeting to be recessed to allow return of public and reconvened with public present at  
7:52pm

## 16. ADJOURNMENT

Mayor Kletke adjourned the meeting at 7:55pm

**X**

Barry Kletke  
Mayor

**X**

Carl Peterson  
CAO