

TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

July 21st, 2025

At Trochu Town Office

Motions	#	Item and Information	
		Regular Meeting – July 21st, 2025	
	1.	CALL TO ORDER	
		Mayor Kletke called the meeting to order at 6:00 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 Toni Nelson.	
	2.	ACCEPTANCE OF THE AGENDA	
		a) Additions to the Agenda	
		- None	
		b) Agenda Acceptance	
2025-07-21-01 Motion to accept the Agenda as presented		Motion by LYVER to accept the Agenda as presented	CARRIED
	3.	ADOPTION OF THE MINUTES OF PREVIOUS MEETING	
		a) Adoption of June 9 th , 2025, Regular Meeting Minutes	
2025-07-21-02 Motion to adopt the June 9th, 2025, Regular Meeting Minutes		Motion by MARTEL to adopt the June 9th, 2025, Regular Meeting Minutes	CARRIED
		b) Adoption of the June 23 rd , 2025, Committee of the Whole Meeting Minutes	
2025-07-21-03 Motion to adopt the June 23rd, 2025, Committee of the Whole Meeting Minutes		Motion by DE LA CRUZ to adopt the June 23rd, 2025, Committee of the Whole Meeting Minutes	CARRIED
	4.	HOUSEKEEPING	
		a) Housekeeping Acceptance	
2025-07-21-04 Motion to accept the Housekeeping and file for future reference		Motion by CUNNINGHAM to accept the Housekeeping and file for future reference	CARRIED
	5.	PUBLIC HEARINGS	
		a) Nothing for this agenda item	
	6.	DELEGATIONS	
		a) Nothing for this agenda item	
	7.	BYLAWS, POLICIES and AGREEMENTS	

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2025-07-21-05

Motion to give First Reading to Bylaw 2025-09, being a bylaw to amend the Town of Trochu Northwest Structure Plan Amendment, and that a Public Hearing for Bylaw 2025-09 be scheduled for August 25, 2025, at 6:10 p.m. at the Trochu Town Office, to be held concurrently with the Public Hearing for Bylaw 2025-10, to allow any person who claims to be affected by the proposed bylaw an opportunity to be heard by Council

a) RFD 25.26 NW ASP Bylaw Amendment

Motion by CUNNINGHAM to give First Reading to Bylaw 2025-09, being a bylaw to amend the Town of Trochu Northwest Structure Plan Amendment Bylaw, and that a Public Hearing for Bylaw 2025-09 be scheduled for August 25, 2025, at 6:10 p.m. at the Trochu Town Office, to be held concurrently with the Public Hearing for Bylaw 2025-10, to allow any person who claims to be affected by the proposed bylaw an opportunity to be heard by Council CARRIED

2025-07-21-06

Motion to give First Reading to Bylaw 2025-10, being a bylaw to amend the Town of Trochu Land Use Bylaw, and that a Public Hearing for Bylaw 2025-10 be scheduled for August 25, 2025, at 6:10 p.m. at the Trochu Town Office, to be held concurrently with the Public Hearing for Bylaw 2025-09, to allow any person who claims to be affected by the proposed bylaw an opportunity to be heard by Council

b) RFD 25.21 Bylaw No. 2025-10 LUB Amendment

Motion by ARMSTRONG to give First Reading to Bylaw 2025-10, being a bylaw to amend the Town of Trochu Land Use Bylaw, and that a Public Hearing for Bylaw 2025-10 be scheduled for August 25, 2025, at 6:10 p.m. at the Trochu Town Office, to be held concurrently with the Public Hearing for Bylaw 2025-09, to allow any person who claims to be affected by the proposed bylaw an opportunity to be heard by Council CARRIED

c) RFD 25.18 Policy 2025-07-21-01 Arena Rental & Agreement

- Discussed, Council directed Administration to add a rental deposit requirement to the policy and bring it forward to the next regular meeting

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8. REPORTS:

A. STAFF REPORTS:

- a) Director of Operations Report

Motion by REEDS to accept the Director of Operations Report and file for future reference
CARRIED

- b) Water/Wastewater Report

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

- c) 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

- a) Councillor Armstrong
- Community Futures Wildrose
 - o Audit has been completed and is good, a copy was provided to Council
 - o A copy of the Annual Report from 2024 was provided to Council
 - o Trochu businesses took out the majority of loans this quarter
 - o Next meeting to be held September 4th
- b) Councillor Cunningham
- Kneehill Housing
 - o Manor occupancy continues to be high with 5 vacancies in all of Kneehill County
 - o Lodge occupancy is also rising over previous years
 - Red Deer River Municipal Users Group held a site visit to a potential Red Deer River dam location and a tour of the Nova Chemicals site at Joffre
- c) Councillor De La Cruz
- Attended a Filipino Community meeting, discussed how temporary workers would prefer to stay in Trochu with the active community
 - Filipino group will be volunteering at the Senior's Housing Society's 2025 event
 - Made a suggestion to put something up at the Tolman campgrounds listing Trochu amenities like the pool, splash park, and Arboretum

2025-07-21-07
Motion to accept the Director of Operations Report and file for future reference

2025-07-21-08
Motion to accept the Water/Wastewater Report and file for future reference

2025-07-21-09
Motion to accept the Administrator's Report and file for future reference

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d) Councillor Martel

- Food Security project is going and growing well, have been discussing canning/preserving plans
- Kneehill FCSS
 - o Updated policies
 - o Reviewed Senior Outreach report & AGM report
- Trochu Housing Corporation
 - o the CCCP and AAHP funding agreement reports for the first quarter have been completed
 - o the THC golf tournament raised \$19,000 and Sam and Carolyn will be doing further fundraising in the coming months

e) Councillor Reeds

- Palliser has filled a Planner position that was vacant for a while
- Drumheller & District Solid Waste Association
 - o Signed a contract with Waste Management to take over Transtor pick-up at member transfer sites, previous contract with GFL was not renewed

f) Deputy Mayor Lyver

- Kneehill Regional Partnership
 - o approved their 2024 annual report & a housing service needs project
 - o other items covered in other agenda sections
 - o planning to include overview of the Partnership at their next council orientation training event following the October election
- Municipal Planning Commission
 - o Minutes to be reviewed at next regular Council meeting

g) Mayor Kletke

- Discussed digital speed signs in town
 - o Suggested requesting that Kneehill move sign to the intersection of Main Street and Poplar Avenue
 - o Would also like to see the speed data from any digital speed signs placed in Trochu

h) Motions from Items in Councillor Reports

i) Acceptance of Council Reports and filing for future reference

Motion by DE LA CRUZ to accept the Council Reports and file for future reference CARRIED

2025-07-21-10
Motion to accept
the Council Reports
and file for future
reference

9. CORRESPONDENCE LISTING:

- a) Nothing for this agenda item

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10. FINANCE:

2025-07-21-11
Motion to accept
the June 2025 Bank
Reconciliation and
file for future
reference

- a) Bank Reconciliation, June 2025

Motion by REEDS to accept the June 2025 Bank Reconciliation and file for future reference
CARRIED

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

2025-07-21-12
Motion to approve
a \$200.00 donation
to the Trochu
Arboretum Society
in support of the
2025 Annual Flower
Show, to be funded
from the Council
Donations budget

- a) RFD 25.27 Donation to Trochu Arboretum Society for Flower Show

Motion by MARTEL to approve a \$200.00 donation to the Trochu Arboretum Society in support of the 2025 Annual Flower Show, to be funded from the Council Donations budget
CARRIED

12. NEW BUSINESS

2025-07-21-13
Motion to
participate in the
base Kneehill
Regional 2025
Alberta Provincial
Housing and Service
Needs Estimate
project, as
proposed by the
Rural Development
Network in
collaboration with
Kneehill County
staff, and that the
Town opts out of
the enhanced
report option.
Further, that
Council authorize
the Mayor to sign
the Memorandum
of Understanding as
presented

- a) RFD 25.17 Kneehill County Housing Study MOU

Motion by CUNNINGHAM to participate in the base Kneehill Regional 2025 Alberta Provincial Housing and Service Needs Estimate project, as proposed by the Rural Development Network in collaboration with Kneehill County staff, and that the Town opts out of the enhanced report option. Further, that Council authorize the Mayor to sign the Memorandum of Understanding as presented
CARRIED

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2025-07-21-14

Motion to appoint
Dave Nelson,
Director of
Operations, as the
Town of Trochu's
Staff

Representative on
the Trochu Housing
Corporation Board,
effective August
1st, 2025, and
support the
continuation of Carl
Peterson as a
Community
Member on the
Board following his
retirement as CAO

b) RFD 25.20 Appointment of Trochu Housing Board Member

Motion by ARMSTRONG to appoint Dave Nelson, Director of Operations, as the Town of Trochu's Staff Representative on the Trochu Housing Corporation Board, effective August 1st, 2025, and support the continuation of Carl Peterson as a Community Member on the Board following his retirement as CAO **CARRIED**

2025-07-21-15

Motion to approve
the proposed
division of
intermunicipal
agreements
between
administration and
the Intermunicipal
Collaboration
Committee, as
outlined below, and
direct

administration to
proceed with
negotiations
accordingly:

ICF Committee:

- Fire Services
Agreement
- MOU to Assist
Recreational
Operations
- Transfer Station
Agreement
Administration:
- Enforcement
Services Agreement
- Hamlet Curbside
Garbage Agreement

c) RFD 25.19 ICF Negotiations

Motion by MARTEL to approve the proposed division of intermunicipal agreements between administration and the Intermunicipal Collaboration Committee, as outlined below, and direct administration to proceed with negotiations accordingly:

ICF Committee

- Fire Services Agreement
- MOU to Assist Recreational Operations
- Transfer Station Agreement

Administration

- Enforcement Services Agreement
- Hamlet Curbside Garbage Agreement
- MOA to Assist Municipal Transportation Operations
- Fire Lease Agreement
- Fire Hall Utility Agreement

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- MOA to Assist
Municipal
Transportation
Operations
- Fire Lease
Agreement
- Fire Hall Utility
Agreement
Agreements
negotiated
regionally with
many partners and
noted in the ICF:
- KREMA
- KRFCSS,
- Doctor
Recruitment and
Retention
- Mutual Aid

Agreements negotiated regionally with many partners and noted in the ICF

- KREMA
- KRFCSS
- Doctor Recruitment and Retention
- Mutual Aid

CARRIED

2025-07-21-16
Motion to approve
the Town of Trochu
hosting the 2025
Flap Jack Fiesta and
Discovery Night on
Wednesday,
October 29, 2025,
in collaboration
with Kneehill
Regional Family and
Community Support
Services, with Town
staff preparing the
meal and Council
members serving

d) RFD 25.22 Decision on Flap Jack Fiesta

Motion by REEDS to approve the Town of Trochu hosting the 2025 Flap Jack Fiesta and Discovery Night on Wednesday, October 29, 2025, in collaboration with Kneehill Regional Family and Community Support Services, with Town staff preparing the meal and Council members serving

CARRIED

2025-07-21-17
Motion to
reschedule the
Committee of the
Whole Meeting
originally set for
Monday, October
27, 2025, to
Tuesday, October
28, 2025, at 6:00
p.m., and designate
it as a Regular
Council Meeting to
include the 2025
Organizational
Meeting, in
accordance with

e) RFD 25.24 Reschedule October Meeting

Motion by REEDS to reschedule the Committee of the Whole Meeting originally set for Monday, October 27, 2025, to Tuesday, October 28, 2025, at 6:00 p.m., and designate it as a Regular Council Meeting to include the 2025 Organizational Meeting, in accordance with Section 192(1) of the Municipal Government Act

CARRIED

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Section 192(1) of
the Municipal
Government Act

2025-07-21-18

Motion to remove
Carl Peterson as a
signing authority for
the Town of Trochu
effective August 1,
2025, and approve
the addition of
Dave Nelson,
Director of
Operations, and
Kimberley Helmer,
Accounts Payable,
as authorized
signing authorities.
Further, that
Kimberley Helmer
be authorized to
sign only in
circumstances
where both Jamie
Collins and Dave
Nelson are
unavailable

f) RFD 25.23 Signing Authorities

Motion by DE LA CRUZ to remove Carl Peterson as a signing authority for the Town of Trochu effective August 1, 2025, and approve the addition of Dave Nelson, Director of Operations, and Kimberley Helmer, Accounts Payable, as authorized signing authorities. Further, that Kimberley Helmer be authorized to sign only in circumstances where both Jamie Collins and Dave Nelson are unavailable CARRIED

2025-07-21-19

Motion to appoint
Jamie Collins as the
Chief
Administrative
Officer (CAO) for
the Town of Trochu
effective August 1,
2025, in accordance
with Section 205 of
the Municipal
Government Act

g) RFD 25.25 CAO Appointment as of August 1st, 2025

Motion by LYVER to appoint Jamie Collins as the Chief Administrative Officer (CAO) for the Town of Trochu effective August 1, 2025, in accordance with Section 205 of the Municipal Government Act CARRIED

h) MPC Minutes June 17th, 2025

- Council reviewed

i) KRP Annual Report

- Council reviewed

j) Donation to Trochu Golf Course for Farmers Tournament

- Discussed, Council directed Administration to arrange for the donation of two 2 \$50 golf passes

k) RhPAP Biennial Conference Host

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- Admin will ask Kneehill/Three Hills if they are interested in jointly hosting

I) Speed Limit at Corner

- Discussed possibility of requesting a lower speed limit on highway at main intersection into town, 80 like Three Hills
- Admin will research

13. SPECIAL PROJECTS

- a) Economic Development Reports
 - discussed
- b) Economic Development Youth Session What We Heard
 - discussed

Nicolle Ioanidis, Dave Nelson, and Toni Nelson left the meeting at 7:50pm

Jamie Collins and Carl Peterson stayed to provide information and administration.

14. CONFIDENTIAL MATTERS – CLOSED SESSION

2025-07-21-20

Motion to enter a closed session at 7:50pm to discuss the following:
Labour (FOIP 17)
Rural Entrepreneur (FOIP 16) Tax
Recovery Reserved Bids (FOIP 17)

Motion by LYVER to enter a closed session at 7:50pm to discuss the following:

- a) Labour (FOIP 17)
- b) Rural Entrepreneur (FOIP 16)
- c) Tax Recovery Reserved Bids (FOIP 17)

CARRIED

Jamie Collins left the meeting at 7:52pm

Barry Kletke left the meeting at 8:15 PM

Barry Kletke and Jamie Collins returned at 8:17 PM

15. RETURN TO OPEN MEETING

2025-07-21-21

Motion to return to an open meeting at 8:45 PM

Motion by LYVER to return to an open meeting at 8:45 PM

CARRIED

Meeting recessed to allow return of public and reconvened with public present at 8:46pm

2025-07-21-22

Motion that Town Council ratify the contract with Jamie Collins as amended

Motion by MARTEL that Town Council ratify the contract with Jamie Collins as amended

CARRIED

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2025-07-21-23

Motion that Town Council provide a Rural Entrepreneur Community Endorsement Letter to Amishaben Harikrishna Patel

Motion by ARMSTRONG that Town Council provide a Rural Entrepreneur Community Endorsement Letter to Amishaben Harikrishna Patel

CARRIED

2025-07-21-24

Motion that Town Council sets the reserve bid for the upcoming tax recovery auction scheduled for August 18, 2025, as follows: Roll Number 44000 – \$70,000.00
And that the reserve bids are based on the professional opinions of realtors, as permitted under Section 419 of the Municipal Government Act

Motion by REEDS that Town Council sets the reserve bid for the upcoming tax recovery auction scheduled for August 18, 2025, as follows:

- Roll Number 44000 – \$70,000.00

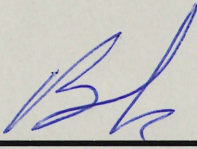
And that the reserve bids are based on the professional opinions of realtors, as permitted under Section 419 of the Municipal Government Act

CARRIED

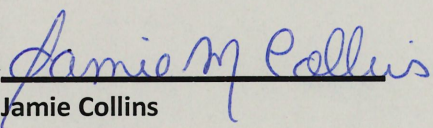
16. ADJOURNMENT

Mayor Kletke adjourned the meeting at 8:48pm

X


Barry Kletke
Mayor

X


Jamie Collins
Assistant CAO