

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

August 25<sup>th</sup>, 2025

At Trochu Town Office

Notes	#	Agenda Item and Information	
		<b>Regular Meeting – August 25<sup>th</sup>, 2025</b>	
	<b>1.</b>	<b>CALL TO ORDER</b>	
		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 Jamie Collins, Director of Operations Dave Nelson, Recording Secretary Jaylene Capnerhurst	
	<b>2.</b>	<b>ACCEPTANCE OF THE AGENDA</b>	
		a) Additions to the Agenda Closed Session Items – c) Real Estate d) Kneehill Housing	
		b) Agenda Acceptance	
2025-08-25-01 Motion to accept the Agenda as amended		<b>Motion by LYVER to accept the Agenda as amended.</b>	<b>CARRIED</b>
	<b>3.</b>	<b>ADOPTION OF THE MINUTES OF PREVIOUS MEETING</b>	
		a) Adoption of July 21 <sup>st</sup> , 2025, Regular Meeting Minutes	
2025-08-25-02 Motion to adopt the July 21 <sup>st</sup> , 2025, Regular Meeting Minutes		<b>Motion by DELA CRUZ to adopt the July 21<sup>st</sup>, 2025, Regular Meeting Minutes</b>	<b>CARRIED</b>
	<b>4.</b>	<b>HOUSEKEEPING</b>	
		a) Housekeeping Acceptance	
2025-08-25-03 Motion to accept the Housekeeping and file for future reference		<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) Bylaw 2025-09 Northwest Area Structure Plan Amendment	
		b) Bylaw 2025-10 Land Use Bylaw Amendment	
		Tracey Waitnuk with PRMS entered the meeting at 6:00pm and introduced Zachary Forest	
		Mayor Kletke declared the Public Hearing in session at 6:10pm and outlined the Public Hearing Procedures.	
		– Tracey gave an overview of proposed Bylaws	
		Mayor Kletke asked if there have been any written submissions received. CAO Jamie Collins stated that there had not been.	
		Mayor Kletke declared the Public Hearing closed at 6:17pm	



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## 6. DELEGATIONS

a) MLA Tara Sawyer 6:30 PM

Council and CAO welcomed guest at 6:33pm, Information on the NW subdivision and Seniors complex was shared by Director of operations Dave Nelson

## 7. BYLAWS, POLICIES and AGREEMENTS

a) RFD NW ASP Bylaw Amendment Second & Third Readings

**Motion by REEDS to give Second Reading to Bylaw No. 2025-09, being a bylaw to amend the Town of Trochu Northwest Structure Plan Amendment Bylaw. CARRIED**

2025-08-25-04  
Motion That  
Town Council  
gives second  
reading to Bylaw  
No. 2025-09  
being the Bylaw  
to amend the  
Town of Trochu  
Northwest  
Structure Plan

**Motioned by MARTEL to bring forth the Third reading of Bylaw No. 2025-09  
CARRIED UNANIMOUSLY**

2025-08-25-05  
Motion That  
Town Council  
bring forth the  
third reading to  
Bylaw No. 2025-  
09

**Motion by DELA CRUZ that Town Council give third and final reading to Bylaw No. 2025-09  
CARRIED**

2025-08-25-06  
Motion That  
Town Council  
gives third and  
final reading to  
Bylaw No. 2025-  
09 being the  
Bylaw to amend  
the Town of  
Trochu Northwest  
Structure Plan

b) RFD Land Use Bylaw Amendment Second & Third Readings  
**Motion by CUNNINGHAM to give Second Reading to Bylaw No. 2025-10, being a bylaw to amend the Land Use Bylaw. CARRIED**

2025-08-25-07  
Motion That  
Town Council  
gives second  
reading to Bylaw  
No. 2025-10  
being the Bylaw



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to amend the  
Land Use Bylaw

2025-08-25-08  
Motion That  
Town Council  
bring forth the  
third reading to  
Bylaw No. 2025-  
10

**Motioned by LYVER to bring forth the Third reading of Bylaw 2025-10**

**CARRIED UNANIMOUSLY**

2025-08-25-09  
Motion That  
Town Council  
gives third and  
final reading to  
Bylaw No. 2025-  
10 being the  
Bylaw to amend  
the Land Use  
Bylaw

**Motion by ARMSTRONG that Town Council give third and final reading to Bylaw No. 2025-10**

**CARRIED**

2025-08-25-10  
Motion That  
Town Council  
accept the  
amended Arena  
Rental Agreement

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

**Motioned by ARMSTRONG to accept the amended Rental Agreement**

**CARRIED**

2025-08-25-11  
Motion That  
Town Council  
accept the  
amended  
Arboretum Lease  
Agreement

d) RFD Arboretum Lease Agreement

**Motioned by REEDS to accept the Arboretum Lease Agreement**

**CARRIED**

## **8. REPORTS:**

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

a) Director of Operations Report

2025-08-25-12  
Motion to accept  
the Director of  
Operations  
Report and file  
for future  
reference

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

**CARRIED**



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2025-08-25-13

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

b) Water/Wastewater Report

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

**CARRIED**

2025-08-28-14

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

c) Administrator's Report

**Motion by DELA CRUZ 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

- **Nothing to report**

b) Councillor Cunningham

- **Mentioned requests for stories and pictures for New Museum History Book**

c) Councillor De La Cruz

- **Reported on plans for future events**

d) Councillor Martel

- **Nothing to report**

e) Councillor Reeds

- **Reported on Drumheller Solid Waste Treatment Facilities Landfill Operations**

f) Deputy Mayor Lyver

- **Reported on Marigold Libraries 2026 Budget Meeting**

g) Mayor Kletke

- **Nothing to report**

h) Motions from Items in Councillor Reports

i) Acceptance of Council Reports and filing for future reference

2025-08-25-15

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) Q1 2025-26 Three Hills Provincial Community Report

b) Trochu Q1 2025-26 Community Letter

c) Three Hills Q1 Provincial Crime Statistics

d) Police Beat



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## 10. FINANCE:

- a) Bank Reconciliation, July 2025

2025-08-25-16  
Motion to accept  
the Bank  
Reconciliation  
and file for future  
reference

**Motion by LYVER to accept the July 2025 Bank Reconciliation and file for future reference**  
**CARRIED**

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

- a) RhPAP Biennial Conference Host
  - No appetite to host
- b) Bylaw 2025-08 ATCO Franchise Agreement

2025-08-25-17  
Motions to give  
second reading to  
Bylaw 2025-08  
ATCO Franchise  
Agreement .

**Motioned by CUNNINGHAM to give second reading to Bylaw No. 2025-08 ATCO Franchise Agreement**  
**CARRIED**

2025-08-25-18  
Motions to bring  
forth third reading  
of Bylaw 2025-08 .

**Motioned by ARMSTRONG to bring forth Bylaw No. 2025-08 ATCO Franchise Agreement forward for third reading.**  
**CARRIED UNANIMOUSLY**

2025-08-25-19  
Motions to give  
third and final  
reading to Bylaw  
2025-08 ATCO  
Franchise  
Agreement .

**Motioned by DELA CRUZ to give third reading to Bylaw No. 2025-08 ATCO Franchise Agreement**

**CARRIED**

## 12. NEW BUSINESS

- a) Longstanding Business Recognition

2025-08-25-20  
Motion to approve  
letter of recognition  
to Knievel  
Insurance.

**Motioned by ARMSTRONG to present letter of recognition for Knievel Insurance on 50<sup>th</sup> Anniversary**  
**CARRIED**

- b) MPC July 21<sup>st</sup>, 2025, Minutes  
Council reviewed
- c) Tax Sale Report  
Council reviewed
- d) Regional Grant Writer Report  
Council reviewed

## 13. SPECIAL PROJECTS

- a) Nothing for this Agenda Item



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## 14. CONFIDENTIAL MATTERS – CLOSED SESSION

2025-08-28-21  
Motion to enter a  
closed session at  
7:45pm to discuss  
the following: a)  
Rural  
Entrepreneur  
Program b) Tax  
Requests c) Real  
Estate d) Kneehill  
Housing

**Motion by REEDS to enter a closed session at 7:45pm to discuss the following:**

Confidential Matters: Council to move to a session closed to the public for items dealing with Land, Legal or Labor in accordance with Section 197 and the Freedom of Information and Protection of Privacy Act – Division 2 of Part 1. Please note that no back-up material will be sent with this Agenda for closed sessions and material circulated will be returned to the CAO and destroyed unless otherwise noted.

- a) Rural Entrepreneur (FOIP 16)
- b) Tax Requests (FOIP 16)
- c) Real Estate (FOIP 16)
- d) Kneehill Housing (FOIP 16)

Chris Reeds left meeting at 7:51pm so council could discuss conflict of interest matter.

Barry Reder Entered meeting at 7:52pm to provide information and exited meeting at 8:10pm

Chris Reeds returned to meeting at 8:11pm.

## 15. RETURN TO OPEN MEETING

2025-08-25-22  
Motion to return  
to an open  
meeting at  
8:56pm

**Motion by REEDS to return to an open meeting at 8:56pm**

**CARRIED**

Meeting to be recessed to allow return of public and reconvened with public present.

2025-08-25-23  
Motion to approve  
Sale Price of Lots.

**ARMSTRONG moved that council place six lots in Evron Place (3,4,5, 6, 7, and 8) on sale at \$25,000 ARMSTRONG moved that Council set a special promotional price of \$25,000 per lot for six lots in Evron Place (Lots 3, 4, 5, 6, 7, and 8). Builders who purchase these lots will qualify for the Economic Development Tax Incentive Policy; however, this incentive is non-transferable and does not remain with the property once sold.000 per lot. Builders will qualify for the economic development tax incentive policy, but this incentive does not carry with the property once sold**

**CARRIED**

2025-08-25-24  
Motion to approve

**MARTEL moved that Council provide a Community Endorsement Letter in support of Aung Myo Win's application to the Rural Entrepreneur Program.**

**CARRIED**



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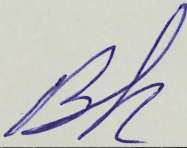
At Trochu Town Office

Community  
Endorsement Letter

## 16. ADJOURNMENT

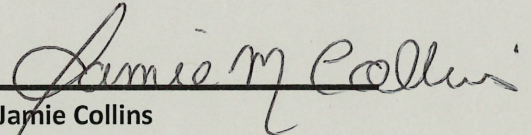
Mayor Kletke adjourned the meeting at 8:58pm

X



Barry Kletke  
Mayor

X



Jamie Collins  
CAO