

**TOWN OF TROCHU -MINUTES**

FOR THE COUNCIL MEETING

HELD

December 10, 2012

Motion  
#/Notes

#

**Regular Council Meeting Minutes**

**December 10, 2012**

**1. CALL TO ORDER: Mayor Barry Kletke called the meeting to order at 6:02 pm. Deputy Mayor Bill Cunningham, Councillors Darcy Wagstaff, Cheryl Lumley, Val Warnock and Chris Reeds were in attendance. CAO Maureen Chalack, Municipal Intern Anna Robinson, Director of Operations Carl Peterson and Recording Secretary Robin Dueck were also in attendance. Debi Moon from the Three Hills Capital entered at 6:12pm  
Regrets Councillor Kevin Helmer**

**2. ACCEPTANCE OF THE AGENDA**  
a) Additions to the Agenda  
b) Agenda Acceptance – Motion to Accept the Agenda

LUMLEY moved to accept the agenda

CARRIED

2012-12-10-01  
Motion to accept the agenda

**3. ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS –November 13, 2012, Regular Meeting and November 19, and 20, 2012 Strategic Planning Meeting**  
WARNOCK moved to accept the minutes of November 13, 2012 and the November 19& 20, 2012 strategic planning Minutes and Notes

CARRIED

2012-12-10-02  
Motion to accept the minutes of November 13 & 2012 and the November 19& 20, 2012 strategic planning Minutes and Notes

**4. HOUSEKEEPING**  
“ See attached listing which will indicate pending events, a calendar and a listing of upcoming courses, seminars and conventions”

Motion to accept the Housekeeping information and file for future reference

LUMLEY moved to hold council meeting on Jan 21, 2013

CARRIED

2012-12-10-03  
Motion to hold council meeting on Jan 21, 2013

REEDS moved to accept housekeeping

CARRIED

2012-12-10-04  
Motion to accept housekeeping

**5. PUBLIC HEARINGS:**  
Nothing for this agenda item

**6. DELEGATIONS:**

7:00 p.m. – Restorative Justice – Constable Rob Harms and Anna Robinson  
Constable Rob Harms entered at 6:57 pm

Anna discussed the Restorative Justice project, the partnership with the RCMP and community, where they are now and how they are moving forward.

Constable Harms talked positively about program and confirmed that they are 100% committed to this program and gave examples of where the program is beneficial.

Constable Rob Harms left at 7:23 pm

**7. BYLAWS, POLICIES AND AGREEMENTS**

a) Road Closure By-Law # 2011-04 ( Anna will give details)

i) Second and third reading can be given.

DEPUTY MAYOR CUNNINGHAM moved second reading of By-Law 2011-04

CARRIED

2012-12-10-05  
Motion to  
move second  
reading of By-  
Law 2011-04

WAGSTAFF bring forward By-Law 2011-04 for third and final reading

CARRIED UNANIMOUSLY

2012-12-10-06  
Motion to  
bring forward  
By-Law 2011-  
04 for third and  
final reading

ii) It needs to go to the surveyor for registration

iii) It needs to have subdivision and then land can be transferred.

b) ATCO Electric Franchise Agreement

REEDS moved first reading of By-Law 2012-07

CARRIED

2012-12-10-07  
Motion to  
move first  
reading of By-  
Law 2012-07

WAGSTAFF moved to keep ATCO Electric Franchise Fee the same at 5.31 %

CARRIED

2012-12-10-08  
Motion to keep  
ATCO Electric  
Franchise Fee  
the same at  
5.31%

c) Personnel Policy Review – Anna and Maureen have worked on this and there will be two or more policies related to this. There needs to be the Personnel Policy and a separate CAO Policy

For information

**8. NEW BUSINESS**

a) Sale of the Roto-rooter-

Carl will come back with a price

b) Personnel Policy and CAO Hiring Policy

These are two different documents – Anna has prepared an update to the Personnel Policy.

For information – also mentioned in 7(c)

**9. REPORTS**

a) Staff Reportsi) CAO Report for November

2012-12-10-09  
Motion to  
accept  
November CAO  
report

DEPUTY MAYOR CUNNINGHAM moved to accept November CAO report

CARRIED

ii) Director of Operations Report for November ( sent on Dec. 7, 2012)

2012-12-10-10  
Motion to  
authorize  
demo for skid  
steer

WAGSTAFF moved to authorize demo for skid steer

CARRIED

2012-12-10-11  
Motion to file  
Director of  
Operations  
November  
report

WARNOCK moved to file Director of Operations November report

CARRIED

iii) Other Staff Reports –  
Intern Reports

Grant writer Report for November – Jamie Collins ( sent on Dec. 7, 2012)

2012-12-10-12  
Motion to file  
Grant Writer  
report for  
November

WARNOCK moved to file Grant Writer report for November

CARRIED

b) Committee Reports

Nothing for this agenda item

10. FINANCIALa) 2013 Budgeti) Motion for the 2012 month to month budget to be used until such times  
as the 2013 Budget is passed

2012-12-10-13  
Motion to use  
the 2012  
month to  
month budget  
until the 2013  
budget is  
passed

WAGSTAFF moved to use the 2012 month to month budget until the 2013 Budget is passed

CARRIED

ii) COLA - .6% for 2012

For information

b) Bank Reconciliation Report

2012-12-10-14  
Motion to file  
the Bank  
Reconciliation  
Report

REEDS moved to file the Bank Reconciliation Report

CARRIED

c) To allow an allocation of \$75,000.00 for final expenses on Mobile Home  
subdivision and to close the loan file on this expense.

2012-12-10-15  
Motion to  
allow

LUMLEY moved to allow allocation of \$75,000 for final expenses on Mobile Home Subdivision and to close the loan file on this expense.

CARRIED

allocation of \$75,000 for final expenses on Mobile Home Subdivision and to close the loan file on this expense.

2012-12-10-16  
Motion to change the MSI capital funding to the sewer invert project.

d) To change the 2012 MSI Capital Funding to the Sewer Invert Project.  
DEPUTY MAYOR CUNNINGHAM moved to change the MSI capital funding to the sewer invert project.

CARRIED

2012-12-10-17  
Motion to allow allocation of \$60,000 for final expenses on the sewer invert replacement project.

e) To allow and allocation of \$60,000.00 for final expenses on the Sewer invert replacement project.  
REEDS to allow allocation of \$60,000 for final expenses on the sewer invert replacement project.

CARRIED

2012-12-10-18  
Motion to allocate \$50.00 per staff member as a Christmas appreciation gift

f) We have had our sewer lagoon project application accepted and now are waiting for funding.

For information

g) Allocation of \$50.00 per staff member as a Christmas Appreciation Gift  
WARNOCK moved to allocate \$50.00 per staff member as a Christmas appreciation gift

CARRIED

2012-12-10-19  
Motion to file items h,i&j

h) Account Payable Listing prepared by Sharon Wesgate for November ( emailed Dec. 7, 2012)

i) Tax Trial Balance to November 30, 2012 – Note that letters have been sent to all owners with outstanding balances.

j) Equalized Assessment Report for 2013 – up about 2.9 million dollars  
LUMLEY moved to file items h, i & j

CARRIED

11. CORRESPONDENCE

a) Arboretum Gate Rates  
For information

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

a) Report on CAEP Video by Robin Dueck - The video in total has been seen 784 times, viewed for 1,066 minutes It's been seen via the Trochu page 424 times for 634 minutes  
For information

b) Parking on Main Street – Dollar Store

Council discussed

c) Peter Verhesen Diamond Jubilee Award

Council discussed presentation

12 a) PENDING PROJECTS - Projects which have been considered and will be brought forward at a later date.

No items for this agenda item

13. REPORTS OF COUNCIL MEMBERS

Councillor Helmer

Not present

Councillor Lumley

Attended Community Futures meeting in Carbon to approve pending items and socialize.

Councillor Reeds

Attended RDRWA meeting last week and reported in detail.

Councillor Wagstaff

Will attend FCSS meeting on Thursday

Val Warnock

Attended CAEP awards night, board meeting also held before, discussed CAEP and their benefits and how we can use them more.

Not able to attend December 20<sup>th</sup> Drumheller & District Solid Waste Management Association meeting, Maureen may attend

Discussed membership interest in SAEWA and referred council to the SAEWA website.

Spoke of Three Hills Gala and money raised.

Inquired about emergency response plan.

Food bank is accepting names and hampers will be prepared Dec 21.

Deputy Mayor Cunningham

Attended fall conference for Boom Town Trail in Botha and discussed topics at meeting.

Also attended Kneehill Housing meeting and enjoyed turkey dinner at Golden Hills Lodge.

Taste of Trochu meeting next week.

Mayor Barry Kletke

Will discuss items in camera

Acceptance of Council Reports and filing for future reference (only required for written reports)

REEDS moved to file council reports

CARRIED

2012-12-10-20  
Motion to file  
council reports14. COMMITTEE OF THE WHOLE / CONFIDENTIAL/IN CAMERAMeeting in Camera: Confidential Matters to be held in Camera dealing with Land, Legal or Labour 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 In Camera sessions and material circulated will be returned to the CAO and destroyed.
- This part of the meeting will be held if necessary either just prior to the
- Regular Meeting or just after.

Debi Moon left at 7:51 pm

Robin Dueck, Anna Robinson, and Carl Peterson left at 7:51pm

WAGSTAFF moved to go in camera at 7:51 pm

CARRIED

2012-12-10-21  
Motion to go in  
camera at 7:51  
pm2012-12-10-22  
Motion to  
come out of  
camera at  
8:50pm

WAGSTAFF moved to come out of in camera at 8:50 pm

CARRIED

2012-12-10-23  
Motion to send  
a letter to our  
Auditors  
Endeavor  
Chartered  
Accountants  
that we have  
reviewed the  
terms of the  
audit as  
outlined in  
their letter to  
us on  
November 14,  
2012 and as  
the Audit  
Committee we  
accept these  
terms

REEDS moved that a letter be sent to our Auditors Endeavor Chartered Accountants that we have reviewed the terms of the audit as outlined in their letter to us on November 14, 2012 and as the Audit Committee we accept these terms.

CARRIED

The CAO presented the information regarding the overtime arrangements and Councillor

2012-12-10-24  
Motion to pay  
overtime to  
those entitled

WAGSTAFF moved that those entitled to overtime be paid.

CARRIED

2012-12-10-25  
Motion to go in

WAGSTAFF moved to go in camera at 9:05 p.m.

camera

Councillor Reeds left the meeting at this time.

CARRIED

2012-12-10-26  
Motion to  
come out of in  
camera

WAGSTAFF moved the meeting come out of camera at 9:15 p.m.

CARRIED

2012-12-10-27  
Motion to  
adjourn

15.     ADJOURNMENT

WAGSTAFF moved the meeting adjourn at 9:16 p.m.

CARRIED

  
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CAO Maureen Chalack

  
\_\_\_\_\_  
Mayor Barry Kletke