TOWN OF TROCHU – MINUTES

Committee of the Whole Meeting
January 18th, 2021
At 6:00pm, held remotely via Zoom

Motions	#	Item and Information

Committee of the Whole Meeting
January 18th, 2021

1. **CALL TO ORDER:**

Mayor Barry Kletke called the meeting to order at 6:00 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillors Chris Armstrong, Bill Cunningham, Cheryl Lumley, Bonnie Munro, and Ed Stephan, Chief Administrative Officer Carl Peterson, Director of Operations Dave Nelson, Grantwriter Jamie Collins, Director of Finances Lavinia Henderson, and Recording Secretary Toni Nelson.

2. **ACCEPTANCE OF AGENDA**

a) Additions to the agenda
4. New Business
e) 4th quarter Operating Budget Report
f) Employee outstanding benefits – December 31, 2020
g) Economic Development Incentive Policy

b) Agenda acceptance

2021-01-18-01 Motion to accept the agenda with additions

Motion by STEPHAN to accept the agenda with additions **CARRIED**

3. **DELEGATIONS**

a) Nothing for this item

4. **NEW BUSINESS**

a) "Why Trochu" - Promotional Project update

-Jamie provided some updates for the promotional project:
-we made an offer to Jenny Lyver for video development which she accepted
-research into marketing strategies showed that radio ads may not have enough impact for the cost, several marketing professionals recommended a mix of digital and print media in a minimum 3-month campaign
-this would require more photography work which Jenny may also be able to provide, Jamie will discuss this with her

b) Economic Referral Policy

-Jamie presented a draft of a possible referral policy:
-the policy would cover 2021 and then possibly be integrated into the Economic Development Policy
-the policy will allow for $1000 to be given to those whose referral results in the sale of a lot owned by the Town of Trochu
-Council instructed Admin to bring policy to the next regular Council meeting

c) Capital Projects discussion

-Dave presented updates and additions to the Capital Project proposals for 2021:
-overhead door at white shop
-updates to town office exterior (discussed further below)
-work on pumphouse plumbing and PLC system
-repairs to the pool deck
-building additional picnic tables for campground
-Dave discussed funding and grant options for some projects, then asked for questions and ideas from Council
-Council discussed removing chain link fence at campground, instructed Admin to look into regulations and possible replacement options

Chris Reeds left them meeting 6:45pm (conflict of interests)

-Dave presented initial options and costs for upgrades to the exterior of Town Office and shared some design mock-ups, he will be leaving material samples in the Council Chambers for later viewing

Chris Reeds rejoined the meeting at 7:10pm

d) Campground update
-Lavinia and Carl went over 2020's revenue and expenses for the campground

e) 4th quarter Operating Budget Report
-Lavinia presented the 4th Quarter report showing 2020 budgets vs actuals

f) Employee outstanding benefits – December 31, 2020
-Carl presented a report on staff outstanding banked, vacation, and sick days as of December 31, 2020

g) Economic Development Incentive Policy
-Carl presented a draft of the updated Economic Development Incentive Policy
-Policy to be brought to next regular Council meeting

Dave, Jamie, Lavinia, and Toni left at 8:10pm

2021-01-18-02 Motion to enter a closed session at 8:16pm

Motion by REEDS to enter a closed session at 8:16pm **CARRIED**

5. CONFIDENTIAL MATTERS TO BE HELD IN CLOSED SESSION

Closed Session: Confidential Matters to be held in a session closed to the public, 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

a) Land – Elevator Road Subdivision – FOIP Section 16(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.

2021-01-18-03 Motion to return to an open session at 8:23pm

Motion by REEDS to return to an open session at 8:23pm **CARRIED**

Meeting recessed to allow return of public at 8:24pm
Meeting reconvened with public present at 8:26pm

6. ADJOURNMENT

2021-01-18-04 Motion to adjourn the meeting at 8:27pm

Motion by MUNRO to adjourn the meeting at 8:27pm **CARRIED**

X _____
Barry Kletke
Mayor

X _____
Carl Peterson
CAO