TOWN OF TROCHU – MINUTES

FOR THE ORGANIZATIONAL MEETING HELD
October 28th, 2024
At 5:00 p.m. at the Town Office

Item and Information
Organizational Meeting - October 28th, 2024

1. CALL TO ORDER:

Mayor Kletke called the Organizational meeting to order at 5:30 pm. In attendance in person were Mayor Barry Kletke, Deputy Mayor Jaime Martel, Councillors Chris Armstrong, Bill Cunningham, Cerilo De La Cruz, Jenny Lyver, and Chris Reeds, Assistant CAO Jamie Collins, Director of Operations Dave Nelson, and Recording Secretary Toni Nelson. In attendance virtually via Zoom was CAO Carl Peterson.

2. ACCEPTANCE OF THE AGENDA

a) Additions to the Agenda
- None

b) Agenda Acceptance

2024-10-28-01
Motion to accept the agenda as presented

Motion by LYVER to accept the agenda as presented **CARRIED**

2. DISCLOSURES

a) Any Councillors with updates to their Conflicts of Interest disclosures must sign updated forms

All updated disclosure forms were signed and returned to the secretary for filing.

3. BUSINESS

a) Election of Deputy Mayor for a One-Year Term, as per MGA Legislation

Mayor Kletke called for nominations for Deputy Mayor for a one-year term.
Councillor Bill Cunningham nominated Councillor Jenny Lyver.
Councillor Jenny Lyver accepted the nomination.

Mayor Kletke called for nominations a second time.

Mayor Kletke called for nominations a third time.

No further nominations presented.

2024-10-28-02
Motion to cease nominations for Deputy Mayor for a One-Year Term

Motion by MARTEL to cease nominations for Deputy Mayor for a One-Year Term **CARRIED**

CAO Carl Peterson declared Councillor Jenny Lyver as Deputy Mayor by acclimation.

b) Deputy Mayor to read and sign the Official Oath of Office for Deputy Mayor

Deputy Mayor Lyver read and signed the Official Oath of Office for Deputy Mayor as witnessed by Commissioner of Oaths Jamie Collins.

c) Deputy Mayor to assume the position of Deputy Chair

Deputy Mayor Lyver assumed the position of Deputy Chair.

4. Meetings of Council

a) Meeting Schedule for 2024/2025 term

Current schedule:

Regular Council meetings are scheduled for 6:00pm on the 2nd Monday of each month and Committee of the Whole meetings are scheduled for 6:00pm on the 4th Monday of each month except July, August, and December, in which one regular meeting per month will be scheduled with their dates to be determined at future regular Council meetings.

If a meeting falls on a statutory holiday, it will instead be held on the following Tuesday. All meetings are scheduled to take place in the Council Chambers of Trochu Town Office, 222 Northfield Road.

2024-10-28-03 Motion to accept the current meeting schedule for the 2024/ 2025 term

Motion by DELA CRUZ to accept the current meeting schedule for the 2024/2025 term **CARRIED**

5. Committees of Council

2024-10-28-04 Motion to adopt the Committee and Board appointments for the 2024/2025 term as per the following listing (see full Minutes)

a) Review and Appointment of Council Representatives on Boards and Committees

Motion by ARMSTRONG to adopt the Committee and Board appointments for the 2024/2025 term as per the following listing. **CARRIED**

In-House Committees	Members	Alternates
Economic Development Committee (Committee of the Whole)	All of Council	-
Audit and Finance Committee (Committee of the Whole)	All of Council	-
Policy & Bylaw Review Committee	All of Council	-
Capital Equipment Purchasing Committee	Armstrong, Lyver, Reeds	Kletke
Asset Management Committee	Armstrong, Lyver, Reeds	Kletke

CAO Evaluation Committee	All of Council	-
Committees with Requisition-Like Funding and/or Agreements To Partner	**Members**	**Alternates**
Kneehill Regional Family & Community Support Service (FCSS)	Martel	Cunningham
Kneehill Housing Corporation (KHC)	Cunningham	Armstrong
Palliser Planning Services (PRMS)	Reeds, CAO	Martel
Drumheller & District Solid Waste Management Assoc. (DDSWMA)	Reeds	Armstrong
Community Futures Wild Rose (CFWR)	Armstrong	Martel
Red Deer River Municipal Users Group (RDRMUG)	Cunningham	Martel
Trochu Library Board (3 year term)	Lyver	n/a
Marigold Library Systems	Lyver	n/a
Ad Hoc Committees	**Members**	**Alternates**
Central Alberta Economic Partnership (CAEP)	Kletke, CAO	Dela Cruz
Municipal Planning Commission (MPC)	Armstrong, Lyver, Reeds, Maynard Witzaney, Barry Reder	Kletke
Police Advisory Committee (PAC)	Dela Cruz, CAO	Cunningham
Regional Partnership Committee (Kneehill County municipalities)	Lyver, CAO	Dela Cruz
Intermunicipal Development Plan Committee (IDP)	Armstrong, Martel, CAO	Cunningham
Intermunicipal Collaboration Framework Committee (ICF)	Cunningham, Kletke, Lyver, Reeds, CAO	-
Regional Emergency Management Advisory Committee (KREMA)	Kletke, CAO, Marvin Franke, Lawrence Hogg	Armstrong
Seniors Housing Advisory Committee	Chairperson: Ron Zook	-
Other Groups	**Members**	**Alternates**
Trochu Housing Corporation	Reeds, Kletke, CAO, Ron Zook, Paula Kowalchuk	Martel

6. Appointments

2024-10-28-05 Motion to appoint Carl Peterson as Chief Administrative Officer for the Town of Trochu

a) Appointment of the Chief Administrative Officer, as per Bylaw 2022-09

Motion by CUNNINGHAM to appoint Carl Peterson as Chief Administrative Officer for the Town of Trochu **CARRIED**

2024-10-28-06 Motion to appoint Jamie Collins as Returning Officer and Kim Helmer as Deputy Returning Officer for the 2025 Election

b) Appointment of Returning Officer and Deputy Returning Officer

Motion by DELA CRUZ to appoint Jamie Collins as Returning Officer and Kim Helmer as Deputy Returning Officer for the 2025 Election **CARRIED**

2024-10-28-07 Motion to appoint Marvin Franke as Director of Emergency Management, and Lawrence Hogg and Carl Peterson as Deputy Directors of Emergency Management for the Town of Trochu

c) Appointment of Director and Deputy Directors of Emergency Management as per Bylaw 2020-15

Motion by REEDS to appoint Marvin Franke as Director of Emergency Management, and Lawrence Hogg and Carl Peterson as Deputy Directors of Emergency Management for the Town of Trochu **CARRIED**

2024-10-28-08 Motion to appoint Rod Vikse with Wild Rose Assessment Services as the Municipal Assessor for the Town of Trochu

d) Appointment of the Municipal Assessor

Motion by MARTEL to appoint Rod Vikse with Wild Rose Assessment Services as the Municipal Assessor for the Town of Trochu **CARRIED**

2024-10-28-09 Motion to appoint Gitzel & Company as the Municipal Auditor for the Town of Trochu

e) Appointment of Municipal Auditor

Motion by REEDS to appoint Gitzel & Company as the Municipal Auditor for the Town of Trochu **CARRIED**

2024-10-28-10 Motion to appoint the Designated Officer of the Central Alberta Regional ARB as the Assessment Review Board Clerk for the Town of Trochu

f) Appointment of the Assessment Review Board Clerk, as per Bylaw 2020-04

Motion by CUNNINGHAM to appoint the Designated Officer of the Central Alberta Regional ARB as the Assessment Review Board Clerk for the Town of Trochu **CARRIED**

2024-10-28-11 Motion to appoint the Administrator of the Regional Intermunicipal SDAB as the Subdivision and Development Appeal Board Clerk for the Town of Trochu

g) Appointment of the Subdivision and Development Appeal Board Clerk, as per Bylaw 2018-08

Motion by LYVER to appoint the Administrator of the Regional Intermunicipal SDAB as the Subdivision and Development Appeal Board Clerk for the Town of Trochu **CARRIED**

2024-10-28-12 Motion to designate ATB Financial as the banking institution for the Town of Trochu

h) Designation of Banking Institution

Motion by MARTEL to designate ATB Financial as the banking institution for the Town of Trochu **CARRIED**

2024-10-28-13 Motion to keep Mayor Barry Kletke, Deputy Mayor Jaime Martel, Councillor Chris Reeds, CAO Carl Peterson, and Grantwriter Jamie Collins as the signing authorities for the Town of Trochu

i) Naming of Town's signing authorities

Motion by ARMSTRONG to keep Mayor Barry Kletke, Deputy Mayor Jaime Martel, Councillor Chris Reeds, CAO Carl Peterson, and Grantwriter Jamie Collins as the signing authorities for the Town of Trochu **CARRIED**

7. Document Reviews

a) Policy 2021-12-13-01, Councillor Fees

2024-10-28-14 Motion to accept Policy 2021-12-13-01, Councillor Fees, as reviewed

Motion by CUNNINGHAM to accept Policy 2021-12-13-01, Councillor Fees, as reviewed **CARRIED**

b) Policy 2019-28-10-03, Christmas Appreciation Policy

2024-10-28-15 Motion to accept Policy 2019-28-10-03, Christmas Appreciation Policy, as reviewed

Motion by REEDS to accept Policy 2019-28-10-03, Christmas Appreciation Policy, as reviewed **CARRIED**

c) Bylaw 2018-05, Council Code of Conduct

2024-10-28-16 Motion to accept Bylaw 2018-05, Council Code of Conduct, as reviewed

Motion by MARTEL to accept Bylaw 2018-05, Council Code of Conduct, as reviewed **CARRIED**

8. Adjournment

Mayor Kletke adjourned the meeting at 6:08pm.

X _____
Barry Kletke
Mayor

X _____
Carl Peterson
CAO