TOWN OF TROCHU – AGENDA

FOR THE COUNCIL MEETING HELD
April 13th, 2026
At Trochu Town Office

Notes	#	Agenda Item and Information

Regular Meeting – April 13th, 2026

1. CALL TO ORDER

The meeting will be called to order at 6:30 pm

2. ACCEPTANCE OF THE AGENDA

a) Additions to the Agenda
b) Agenda Acceptance

3. ADOPTION OF THE MINUTES OF PREVIOUS MEETING

a) Adoption of March 9th, 2026, Regular Council Meeting Minutes
b) Adoption of March 23rd, 2026, Committee of the Whole Meeting Minutes

4. HOUSEKEEPING

a) Housekeeping Acceptance

5. PUBLIC HEARINGS

a) Nothing for this Agenda Item

6. DELEGATIONS

a) Nothing for this Agenda Item

7. BYLAWS, POLICIES and AGREEMENTS

a) RFD Document Retention Bylaw
b) RFD Amendment to Bylaw 2022-05
c) RFD Review of Outdated Policies
d) RFD Library Lease

8. REPORTS:

A. STAFF REPORTS:

a) Director of Operations Report
b) Administrator's Report

B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS

a) Kneehill Regional Grant Writer Reports
b) MPC Minutes
c) FCSS Minutes
d) Trochu Arboretum Minutes
e) CFWR Impact Report

C. COUNCIL REPORTS

a) Councillor Armstrong
b) Councillor Cunningham
c) Councillor De La Cruz
d) Councillor Martel
e) Councillor Peterson

f) Deputy Mayor Reeds
g) Mayor Kletke
h) Motions from Items in Councillor Reports
i) Acceptance of Council Reports and filing for future reference

9. CORRESPONDENCE LISTING:

a) Trochu Housing Golf Request
b) CARA Letter
c) ACP Grant Approval Letter
d) Assessment Model Review Letter and Attachments
e) Police Beat
f) ATCO Franchise Report

10. FINANCE:

a) Dec Bank Rec
b) Jan Bank Rec

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

a) RFD Utility Forgiveness

12. NEW BUSINESS

a) RFD Library Board Members

13. SPECIAL PROJECTS

a) Nothing for this Agenda Item

14. CONFIDENTIAL MATTERS – CLOSED SESSION

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 Public Sector Body Privacy and Data Protection Act. 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) Nothing for this Agenda Item

15. RETURN TO OPEN MEETING

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

16. ADJOURNMENT

TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD
March 9th, 2026
At Trochu Town Office

Motions	#	Item and Information

Regular Meeting – March 9th, 2026

1. CALL TO ORDER

Mayor Kletke called the meeting to order at 6:30 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillors Bill Cunningham, Cerilo Dela Cruz, Jaime Martel, and Carl Peterson, CAO Jamie Collins, Director of Operations Dave Nelson, Recording Secretary Toni Nelson.

Attending virtually was Three Hills Capital Reporter Nicole Ioanidis.

Unable to attend was Councillor Chris Armstrong.

2. ACCEPTANCE OF THE AGENDA

a) Additions to the Agenda
   - Closed session: Legal Item, Contract Discussion (POPA 19)

b) Agenda Acceptance

2026-03-09-01 Motion to accept the agenda with additions

Motion by DELA CRUZ to accept the agenda with additions **CARRIED**

3. ADOPTION OF THE MINUTES OF PREVIOUS MEETING

a) Adoption of February 23rd, 2026, Regular Council Meeting Minutes

2026-03-09-02 Motion to adopt the February 23rd, 2026, Regular Council Meeting Minutes

Motion by CUNNINGHAM to adopt the February 23rd, 2026, Regular Council Meeting Minutes **CARRIED**

4. HOUSEKEEPING

a) Housekeeping Acceptance

5. PUBLIC HEARINGS

a) Nothing for this Agenda Item

6. DELEGATIONS

a) Lynn Price, CEO Marigold Library System
   -made a presentation to Council regarding the work the Marigold Library System does and value it adds to Trochu's community

7. BYLAWS, POLICIES and AGREEMENTS

a) RFD Economic Development Policy

2026-03-09-03 Motion to approve Economic Development Incentive Policy No. 2026-03-09-01

Motion by MARTEL to approve Economic Development Incentive Policy No. 2026-03-09-01 **CARRIED**

b) RFD Rates & Fees Bylaw

2026-03-09-04
Motion to give first reading to Rates & Fees Bylaw No. 2026-03

Motion by PETERSON to give first reading to Rates & Fees Bylaw No. 2026-03 CARRIED

2026-03-09-05
Motion to give second reading to Rates & Fees Bylaw No. 2026-03

Motion by REEDS to give second reading to Rates & Fees Bylaw No. 2026-03 CARRIED

2026-03-09-06
Motion to consider third reading of Rates & Fees Bylaw No. 2026-03

Motion by CUNNINGHAM to consider third reading of Rates & Fees Bylaw No. 2026-03 CARRIED UNANIMOUSLY

2026-03-09-07
Motion to give third and final reading to Rates & Fees Bylaw No. 2026-03

Motion by DELA CRUZ to give third and final reading to Rates & Fees Bylaw No. 2026-03 CARRIED

8. REPORTS:

A. STAFF REPORTS:

a) Director of Operations Report & Water/Wastewater Report

2026-03-09-08
Motion to accept the Director of Operations & Water/ Wastewater Report and file for future reference

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

b) Administrator's Report

2026-03-09-09
Motion to accept the Administrator's Report and file for future reference

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

B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS

a) FCSS Minutes
b) Trochu Arboretum Society Minutes

Taken for information

C. COUNCIL REPORTS

(Reports submitted in writing, additions included below)

a) Councillor Armstrong
b) Councillor Cunningham
c) Councillor De La Cruz
d) Councillor Martel
e) Councillor Peterson
f) Deputy Mayor Reeds
g) Mayor Kletke

h) Motions from Items in Councillor Reports

i) Acceptance of Council Reports and filing for future reference

2026-03-09-10 Motion to accept the Council Reports and file for future reference

Motion by CUNNINGHAM to accept the Council Reports and file for future reference **CARRIED**

9. CORRESPONDENCE LISTING:

a) Q3 Community Letter RCMP
b) RCMP Letter
c) Q3 Community Policing Report
d) Q3 Crime Stats
e) Community History Partnership Letter

2026-03-09-11 Motion to accept the 'Telling Your Story: A Community History Video Partnership' proposal for development and distribution of a video on Trochu's history, with a cost of $500

Motion by PETERSON to accept the 'Telling Your Story: A Community History Video Partnership' proposal for development and distribution of a video on Trochu's history, with a cost of $500 **CARRIED**

10. FINANCE:

a) Nothing for this Agenda Item

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

a) Nothing for this Agenda Item

12. NEW BUSINESS

a) RFD Tax Recovery Auction Date

2026-03-09-12 Motion to appoint Jon Radcliff as the auctioneer for the 2026 tax recovery sale and schedule the auction for June 8th at 10:00am in the Council Chambers at the Municipal Office in Trochu, with the following sales conditions: 1.The land is being offered for sale on an "as is, where is" basis, and the Town of Trochu makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser.2.No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. 3.No terms and conditions of sale will be considered other than those specified by the Town of Trochu. 4.That the terms of each sale be twenty per cent (20%) of the successful bid as a non-refundable deposit by cash or certified cheque on the day of the sale with the balance within thirty (30) days of the auction in cash or certified cheque. 5.That G.S.T. shall apply to all ales.6.That the Town of Trochu may, after the public auction, become the owner of any parcel of land not sold at the public auction

Motion by REEDS to appoint Jon Radcliff as the auctioneer for the 2026 tax recovery sale and schedule the auction for June 8th at 10:00am in the Council Chambers at the Municipal Office in Trochu, with the following sales conditions:

1. **The land is being offered for sale on an "as is, where is" basis, and the Town of Trochu makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser.**
2. **No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel.**
3. **No terms and conditions of sale will be considered other than those specified by the Town of Trochu.**
4. **That the terms of each sale be twenty per cent (20%) of the successful bid as a non-refundable deposit by cash or certified cheque on the day of the sale with the balance within thirty (30) days of the auction in cash or certified cheque**
5. **That G.S.T. shall apply to all sales.**
6. **6. That the Town of Trochu may, after the public auction, become the owner of any parcel of land not sold at the public auction**

CARRIED

13. SPECIAL PROJECTS

a) Nothing for this Agenda Item

14. CONFIDENTIAL MATTERS – CLOSED SESSION

2026-03-09-13 Motion to enter a closed session at 7:05pm to discuss the following: a) Legal Item, Property Taxes (POPA 38) b) Labour Item, Operations (POPA 38) c) Legal Item, Contracts (POPA 19)

Motion by DELA CRUZ to enter a closed session at 7:05pm to discuss the following:

a) Legal Item, Property Taxes (POPA 38)
b) Labour Item, Operations (POPA 38)
c) Legal Item, Contracts (POPA 19) **CARRIED**

CAO Jamie Collins stayed to provide information and administration.
Director of Operations Dave Nelson stayed to provide information.

15. RETURN TO OPEN MEETING

2026-03-09-14 Motion to return to an open meeting at 7:25pm

Motion by MARTEL to return to an open meeting at 7:25pm **CARRIED**

Meeting recessed to allow return of public and reconvened with public present at 7:26pm.

16. ADJOURNMENT

Mayor Kletke adjourned the meeting at 7:28pm

X_____
Barry Kletke
Mayor

X_____
Jamie Collins
CAO

TOWN OF TROCHU – MINUTES

Committee of the Whole Meeting
March 23rd, 2026, at Trochu Town Office

Motion	#	Item and Information
		Committee of the Whole Meeting
		March 23rd, 2026
	1.	**CALL TO ORDER:**

Mayor Kletke called the meeting to order at 6:30pm. In attendance in person were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councilors Chris Armstorng, , Cerilo Dela Cruz, Jamie Martel, and Carl Peterson, CAO Jamie Collins, Director of Operations Dave Nelson, and Recording Secretary Toni Nelson. In attendance remotely was Councillor Bill Cunningham.

2. ACCEPTANCE OF AGENDA

a) Additions to the agenda

b) Agenda acceptance

2026-03-23-01 Motion to accept the agenda as presented

Motion by DELA CRUZ to accept the agenda as presented **CARRIED**

3. DELEGATIONS

a) Nothing for this Agenda Item

4. ITEMS OF DISCUSSION

a) RFD Document Retention Bylaw
   - Council directed Administration to bring Bylaw forward to next Regular Council Meeting

b) RFD Community Policy Priorities
   - Council directed Administration to inform Cpl. Nyman of no changes to their desired policing priorities this year

c) RFD Utility Forgiveness Request
   - Council directed Administration to bring request forward to next Regular Council Meeting

d) RFD FCSS Agreement Review
   - Council directed Administration to bring item forward to next Regular Council Meeting

2026-03-23-01 Motion to enter a closed session at 6:47pm to discuss the following: a) Legal Item, Services (POPA 19)

Motion by ARMSTRONG to enter a closed session at 6:47pm to discuss the following:
a) Legal Item, Services (POPA 19) **CARRIED**

CAO Jamie Collins stayed to provide information and administration.
Recording Secretary Toni Nelson stayed to provide information.

2026-03-23-01
Motion to return to an open meeting at 6:50pm

Motion by MARTEL to return to an open meeting at 6:50pm **CARRIED**

Meeting recessed to allow return of public and reconvened with public present at 6:51pm

e) RFD Review Outdated Policies
   - Council directed Administration to bring items forward to next Regular Council Meeting

7. ADJOURNMENT

Mayor Kletke adjourned the meeting at 7:01pm

X_____
Barry Kletke
Mayor

X_____
Jamie Collins
CAO

April 13th, 2026
Housekeeping Items for Council & Staff Meetings, Conference etc.

COUNCIL MEETINGS

April 27th, 2026 – Committee of the Whole Meeting 6:30 PM
May 11th, 2026 – Regular Council Meeting 6:30 PM

OTHER MEETINGS, CONFERENCES, EVENTS

Date	Time & Location	Event	Who's Attending?
April 12 – 15	Grande Prairie	AARFP Conference	**Jones**
April 15 - 17	Kananaskis	EDA Conference	**Collins**
April 29th	Kneehill County Office	KRP Meeting	**Kletke, Collins**
April 30	Delburne 6 PM	PAC Meeting	**Collins, Cunningham**
May 11th	THC Site 5 PM	Community Tour	**Anyone is welcome**
June 2 – 3	Three Hills Community Centre	KREMA Functional Exercise	**Anyone is welcome – council/staff**
June 11th	Trochu Golf Course	THC Golf Tournament	
June 17 – 19	Canmore	LGAA Conference	**Collins**
June 26 to 30	Kelowna	Jamie Away	**Collins**
Sept 23 – 25	Edmonton	AB Munis Convention	**Council, Collins, D. Nelson**
Nov 25 -27	Edmonton	FCSSAA Conference	**Martel**

MEETING SCHEDULES & POSSIBLE FUTURE MEETINGS

Schedule	Time & Location	Event	Who's Attending?
Varies	Varies	Central Alberta Economic Partnership	Kletke, Collins (De La Cruz)
1st Thurs. every mo.	Strathmore (AGM varies)	Community Futures Wild Rose	Armstrong (Martel)
3rd Thur. every 2 mo. AGM Nov 21 2 10 AM	Drumheller 1:30pm	Drumheller & District Solid Waste	Reeds (Armstrong)
2nd Tue. every 2 mo.	Three Hills 7:00pm	Kneehill FCSS	Martel (Cunningham)
Varies	Three Hills Evenings	Kneehill Housing	Cunningham (Armstrong)

Varies	Varies	Kneehill Regional Emergency Management	Kletke, Collins (Armstrong)
Varies	Varies	Kneehill Regional Partnership Committee	Martel, Collins (De La Cruz)
Last Sat. in Jan, Apr, Aug, and Nov	Strathmore 9:30am	Marigold Library System	Peterson (n/a)
1st Thurs. in Jan, Mar, May, July, Sept, Nov	3:00pm	Mid-Sized Towns Mayors' Caucus	Kletke
Varies	Hanna	Palliser	Reeds (Martel)
Varies	Varies	Police Advisory Committee	Cunningham, Collins (De La Cruz)
3rd Thur. every 2 mo.	Drumheller Afternoons	Red Deer River Users Group	Cunningham (Peterson)
First Tuesday	Arboretum VIC 1:00pm	Trochu Arboretum Society	Collins
3rd Mon, every mo.	Town Office 4:00pm	Trochu Housing Corporation	Reeds, Kletke, Collins (Peterson)
1st Tues. every mo.	Library 6:00pm	Trochu Library Board	Peterson (n/a)
Dates Needed:			

Please send any corrections & additions to jamie.collins@townoftrochu.ca

TOWN OF TROCHU
(26-20)
Request to Council for Decision

Meeting:	**Regular Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Jamie Collins, CAO**
Originated By:	**Jamie Collins, CAO**
Approved By:	**Jamie Collins, CAO** (initials)
Title:	**Bylaw 2026-05 Document Retention Bylaw**

BACKGROUND:

The Town of Trochu currently operates under Bylaw No. 1999-7 – Retention and Disposal of Municipal Documents, which was adopted in 1999.

Since that time, there have been significant changes in:

- Municipal record keeping practices
- Electronic document storage
- Legislative requirements relating to municipal records
- Privacy and access to information legislation

Administration has prepared Bylaw No. 2026-05 – Document Retention Bylaw to modernize the Town's records management framework.

The proposed bylaw updates definitions, clarifies responsibilities for records management, and provides clearer authority for the retention and destruction of municipal records in accordance with provincial legislation.

The new bylaw will rescind Bylaw No. 1999-7 once adopted.

DISCUSSION/ALTERNATIVES:

1. Plant to Adopt Bylaw No. 2026-05 as presented at the April 13th Regular Meeting

2. Maintain the current bylaw (1999-7)
    a. Not recommended as it does not reflect modern electronic record practices and is over 25 years old.

3. Refer the bylaw back to Administration
    a. Council may request further revisions prior to adoption.

COLLABORATION OPPORTUNITIES:

None Identified

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity
Updating the document retention bylaw strengthens administrative processes and improves records management practices.

Fiscal Responsibility
Proper records management reduces storage costs, improves efficiency, and minimizes legal risk associated with improper document retention or destruction.

IMPACT ON BUDGET:

There is no direct budget impact associated with adopting this bylaw.

Improved records management may result in minor operational efficiencies and reduced long-term storage requirements.

RECOMMENDED ACTION:

Council makes the following motions:

> **"That Town Council gives first reading to Bylaw 2026-05 the Document Retention Bylaw."**
>
> **"That Town Council gives second reading to Bylaw 2026-05, the Document Retention Bylaw."**
>
> **"That Town Council unanimously agrees to consider third reading of Bylaw 2026-05, the Document Retention Bylaw."**
>
> **"That Town Council gives third and final reading to Bylaw 2026-05, the Document Retention Bylaw."**

Prepared by: Jamie M Collins Approved by: Jamie M Collins

TOWN OF TROCHU
BYLAW NO. 2026-05
DOCUMENT RETENTION BYLAW

A BYLAW OF THE TOWN OF TROCHU, IN THE PROVINCE OF ALBERTA, TO ESTABLISH RETENTION AND DISPOSAL STANDARDS FOR MUNICIPAL DOCUMENTS.

WHEREAS the Municipal Government Act, RSA 2000, c M-26, as amended, provides that the Council of a municipality may pass bylaws respecting the retention and disposal of municipal records; and

WHEREAS the Council of the Town of Trochu considers it necessary and desirable to establish clear rules for the retention, storage, and disposal of municipal documents to ensure compliance with legislative requirements, transparency, and efficient record keeping.

NOW THEREFORE the Council of the Town of Trochu, in the Province of Alberta, duly assembled, enacts as follows:

1. **DEFINITIONS**

   Act means the Municipal Government Act, RSA 2000, c M-26, as amended.
   CAO means the Chief Administrative Officer of the Town of Trochu.
   Record means any document, book, map, drawing, photograph, letter, voucher, paper, or other thing on which information is recorded or stored, whether in physical or electronic form, that relates to the business or administration of the Town.
   Retention Period means the minimum length of time a record must be kept before disposal.

2. **RETENTION AND DISPOSAL OF RECORDS**

   (1) All records of the Town of Trochu shall be retained for the minimum periods outlined in Schedule "A" attached to and forming part of this Bylaw.
   (2) At the expiry of the applicable retention period, records may be destroyed or otherwise disposed of, provided that:
      (a) They are not required for ongoing legal, historical, or administrative purposes; and
      (b) The destruction is approved by the CAO or designate; and
      (c) The destruction is carried out in a secure manner to protect confidentiality.
   (3) Records identified as Permanent in Schedule "A" shall not be destroyed.

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(4) Where legislation prescribes a longer retention period than Schedule "A," the legislated period shall apply.

(5) Notwithstanding any retention period set out in Schedule "A", where a record contains personal information that has been used by the Town to make a decision that directly affects an individual, that record shall be retained for a minimum of one (1) year after the date the decision is made, in accordance with applicable provincial access to information and privacy legislation.

3. RESPONSIBILITIES

(1) The CAO is responsible for ensuring compliance with this Bylaw.

(2) Department Heads shall ensure that records under their care are maintained and disposed of in accordance with Schedule "A."

(3) A register of all destroyed records shall be maintained permanently by the CAO's office.

4. SEVERABILITY

(1) Should any clause of this Bylaw be found invalid, such clause shall be severable and the remainder of the Bylaw shall remain in full force and effect.

5. ENACTMENT

(1) This Bylaw shall come into effect upon third and final reading thereof.

(2) This Bylaw rescinds Bylaw No. 1999-7 being the former Document Retention Bylaw, and any amendments thereto.

Read for a first time on this ____ day of ____, ____

Read for the second time on this ____ day of ___, ____

Given Unanimous Consent to Proceed to a third reading this ____ day of ____, ____

Read for the third time on this ____ day of ____, ____

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X_____

Chief Elected Official

X_____

Chief Administrative Officer

DRAFT

SCHEDULE "A"

Town of Trochu – Document Retention Schedule

Format Column Legend

- **Paper** = record is retained in paper form only.
- **Digital** = record is retained in digital form only.
- **Paper & Digital** = record is retained in both formats.
- **Historical Paper / Current Digital** = records were historically kept in paper format but are now maintained digitally.

1. Council and Legislative Records

Record Type	Retention Period	Format
Council Minutes (approved)	Permanent	Paper / Digital
Council Agendas & Packages	10 years	Digital
Council Bylaws & Resolutions	Permanent	Paper / Digital
Council Policies	Permanent	Digital
Board & Committee Minutes & Agendas	10 years	Digital
Election Results (official)	Permanent	Paper & Digital
Nomination Papers, Voter Registers, Ballots	4 months after election (unless under legal challenge)	Paper

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2. Administration

Record Type	Retention Period	Format
CAO/Administration Reports	10 years	Digital
General Correspondence	2 years	Digital
Contracts & Agreements	7 years after expiry	Digital
Insurance Policies	7 years after expiry	Digital
Claims & Incident Reports	7 years after closure	Digital
Policies, Procedures, Directives	Permanent	Digital
Annual Reports & Strategic Plans	Permanent	Digital
Organizational Charts & Job Descriptions	Permanent	Digital

3. Finance

Record Type	Retention Period	Format
Annual Financial Statements & Audits	Permanent	Historical Paper / Current Digital
General Ledgers & Journals	10 years	Digital
Accounts Payable/Receivable	7 years	Digital
Cheques & Bank Statements	7 years	Digital
Budget Working Papers	5 years	Digital
Grant Applications & Reports	7 years after project completion	Digital
Tangible Capital Asset Register	Permanent	Digital

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Record Type	Retention Period	Format
Tax Rolls & Assessment Rolls	Permanent	Historical Paper / Current Digital
Assessment Notices	7 years	Digital
Utility Billing Records	7 years	Digital

4. Human Resources

Record Type	Retention Period	Format
Employee Personnel Files	7 years after termination	Historical Paper / Current Digital
Payroll Records	7 years	Digital
Benefits & Pension Records	7 years after termination	Digital
Recruitment Records (applications, resumes)	2 years	Digital
Occupational Health & Safety Records	7 years	Digital
Training Records & Certifications	After expiry	Digital

5. Legal

Record Type	Retention Period	Format
Legal Opinions (precedent-setting)	Permanent	Digital
Legal Opinions (general)	7 years	Digital
Litigation Files	10 years after closure (Permanent if precedent-setting)	Digital

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Record Type	Retention Period	Format
Land Titles & Easements	Permanent	Paper & Digital

6. Planning, Development & Infrastructure

Record Type	Retention Period	Format
MDP, Land Use Bylaw & Amendments	Permanent	Historical Paper / Current Digital
Area Structure Plans	Permanent	Digital
Development Permits	7 years after completion	Paper & Digital
Subdivision Files	Permanent	Paper & Digital
Building Permits	Permanent	Historical Paper / Current Digital
Compliance Certificates	Permanent	Digital
Zoning/Variance Applications	7 years	Digital
Infrastructure/Engineering Drawings	Permanent	Paper & Digital
Capital Project Files	10 years after completion	Digital

7. Public Works & Utilities

Record Type	Retention Period	Format
Road Maintenance Records	7 years	Digital
Water, Wastewater & Storm Records	Permanent	Digital

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Record Type	Retention Period	Format
Utility Connections/Disconnections	Permanent	Digital
Solid Waste Records	7 years	Digital
Equipment & Vehicle Maintenance Logs	Destroyed after disposal	Digital

8. Protective & Emergency Services

Record Type	Retention Period	Format
Emergency Plans	Permanent	Digital
Fire Incident Reports	10 years	Digital
Mutual Aid Agreements	7 years after expiry	Digital
Bylaw Enforcement Files	7 years	Digital
Animal Control Records	3 years	Digital

9. Community Services, Recreation & Culture

Record Type	Retention Period	Format
Facility Rental Agreements	3 years	Digital
Recreation Program Registrations	3 years	Digital
Cemetery Records	Permanent	Historical Paper / Current Digital
Historical/Archival Materials	Permanent	Paper & Digital

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TOWN OF TROCHU
BYLAW NO. 99-07

BYLAW OF THE TOWN OF TROCHU IN THE PROVINCE OF ALBERTA, PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, BEING CHAPTER M-26.1 OF THE STATUES OF ALBERTA, 1994, SECTION 214(1)(2) AND (3) AND AMENDMENTS THERETO, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS.

WHEREAS it is the desire of the council of the Town of Trochu to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality;

AND WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;

NOW THEREFORE the Municipal Council of the Town of Trochu duly assembled, enacts as follows:

PART I TITLE, DEFINITIONS AND SYMBOLS

Section 1

This Bylaw may be cited as "The Records Retention Bylaw" of the Town of Trochu.

Section 2

In this Bylaw, unless the context otherwise requires, the word, term or expression:

a) "Auditor" shall mean the auditor(s) of the Municipality as established annually by resolutions of the Council;

(b) "Solicitor" shall mean the Municipal Solicitor as appointed or engaged from time to time by Council;

(c) "Official" shall mean the Municipal Secretary (as defined in the Municipal Government Act) of the Town of Trochu;

d) "Council" refers to the Council of the Town of Trochu;

e) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

Section 3

When used in this Bylaw and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this Bylaw, symbols shall be used to designate the form of retention or disposal as follows:

D	Destroy
P	Permanent (retention)
M.D.	Microfilm and Destroy
M.R.	Microfilm and Retain
P	Permanent Retention
p*	Permanently held in Provincial Archives
P(D.V.S.)	Permanently held by Alberta Vital Statistics

PART II RECORD RETENTION AND DESTRUCTION

Section 4 Retention and Destruction

Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local Board accountable to the Corporation thereof, shall be:

a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

b) Permanent

Such original records shall be preserved and never destroyed;

c) Microfilmed and Destroyed

Such records shall be recorded on microfilm in their entirety , the microfilm shall be in duplicate and one copy therefore shall be stored apart from the other in a place of safe and suitable storage, and then such records shall be destroyed;

d) Microfilmed and Retained

Such records shall be recorded on microfilm in their entirety, the microfilm shall be done in one copy only, and the original documents shall be stored in accordance with the direction of Council;

e) Permanently held in Archives

Such records shall be released to either the Provincial Archives or other local archives upon decision and direction of Council; (A copy of the records transferred shall be permanently retained on file).

f) Permanently held in Alberta Vital Statistics

Such records shall be released to A.V.S. upon the direction of the Committee;

g) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of Council.

Section 5 Discretion

The official shall always have a discretion to retain records longer than the period provided for in the Bylaw and shall do so where the official deems it appropriate and shall do so where the official has received any indication that there is or may be any civil action involving any of the said records. Such decision to retain the records longer than the period provided for herein shall be recorded in the records retention index.

Section 6 Records of Retention and Destruction

(a) When records have been destroyed under this Bylaw, the official shall so certify in writing. Such certificate shall refer to the relevant schedule and item of this Bylaw and shall identify the records destroyed.

(b) The official shall keep an index of:

(i) Records destroyed;
(ii) Records referred to Archives;
(iii) Municipal Records held at other archival centres.

(c) Where records are destroyed under this Bylaw, the proper and complete destruction thereof is the responsibility of the official;

(d) When records are recorded on microfilm, the official shall ensure that such microfilms are property prepared, identified and indexed;

(e) All records destroyed should authorized by the Council and the destruction should be carried out in the presence of witnesses. the person destroying the records should provide a statement in writing attesting to the time and place of the destruction of the records, together with a detailed list of the records destroyed and also the names of the persons who witnessed the destruction. This statement of disposition should be presented to the Council and permanently filed in the office records.

READ A FIRST TIME THIS *23RD* DAY OF *AUGUST*, 1999.

READ A SECOND TIME THIS *23RD* DAY OF *AUGUST*, 1999.

READ A THIRD TIME AND FINALLY PASSED THIS *7TH* DAY OF *SEPTEMBER*, 1999.

Loretta J. Ling

Mayor Loretta Ling

Administrator Maureen Malaka

Schedule A of BYLAW 99-07

Records Retention Schedule

Subject	Description	Suggested Retention Period In Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of minutes	P
Agreements	General	12 S/O
	Development	12 S/O
	Major Legal	12 S/O
	Minor Legal	12 S/O
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5 – 7
Annual Reports	Local Boards	5 – 7
Applications	Site Plan approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employ)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5
	Appeals	12
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7

	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority and Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	12 S/O
	Forms	12
	Major Legal	12 S/O
	Minor Legal	12 S/O
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreement Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O
	Leases (after expiation)	12 S/O
	Notices of Change of land Titles	12 S/O
Elections	Nomination Papers	Sec 28 (4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W>C>B> Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)

	Personnel File	1 (after cessation of employment or 6 years after dismissal
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD 1	1
	T4	5-7
	T4 Summaries	5-7
Inquires	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	12 S/O
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishes	3
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets – Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5
Permits	Development	12 S/O
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O

Property Files		Until sold +10
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/o
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	12
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12
	Successful	12
	Purchase Quotations	12
	Unsuccessful	2
Traffic	Streets	7
Training and Development Files		5
Trail Balances	Monthly	3
	Year End	7
	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5

TOWN OF TROCHU
(26-23)
Request to Council for Decision

Meeting:	**Regular Council Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Jamie Collins**
Originated By:	**Carl Peterson, Councillor**
Approved By:	**Jamie Collins, CAO** _____ (initials)
Title: Amendment to Bylaw 2022-05 (Bylaw 2026-04)	

BACKGROUND:

Bylaw No. 2022-05 designates the Trochu Arboretum & Dr. Hay House as a Municipal Historic Resource.

A subsequent amendment (Bylaw No. 2026-04) was prepared to update wording within the General Guidelines for Conservation. During this process, an error was identified in the original bylaw language referencing the **"Banff Land Use Bylaw"** instead of the **Town of Trochu Land Use Bylaw**.

The 2026 amendment corrects this administrative error to ensure accuracy and consistency with the Town's governing documents.

DISCUSSION/ALTERNATIVES:

- Option 1 (Recommended): Approve Bylaw No. 2026-04 to correct the reference to the Town of Trochu Land Use Bylaw.
- Option 2: Do not proceed with the amendment, leaving the incorrect reference in place (not recommended as it creates confusion and inconsistency).

This amendment is strictly administrative in nature and does not change the intent or application of the bylaw.

COLLABORATION OPPORTUNITIES:

No external collaboration required.

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity: Ensures bylaws are accurate, clear, and enforceable.

IMPACT ON BUDGET:

- No impact.

RECOMMENDED ACTION:

That the following motions be presented for consideration:

> **"That Town Council gives first reading to Bylaw 2026-04, the Amendment to Bylaw 2022-05."**
>
> **"That Town Council gives second reading to Bylaw 2026-04, the Amendment to Bylaw 2022-05."**
>
> **"That Town Council unanimously agrees to consider third reading of Bylaw 2026-04, the Amendment to Bylaw 2022-05."**
>
> **"That Town Council gives third and final reading to Bylaw 2026-04, the Amendment to Bylaw 2022-05."**

Prepared by: Jamie M Collins Approved by: Jamie M Collins

TOWN OF TROCHU
BYLAW NO. 2026-04

BEING A BYLAW IN THE TOWN OF TROCHU IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO 2022-05, TROCHU ARBORETUM & DR. HAY HOUSE MUNICIPAL HISTORIC RESOURCE DESIGNATION

WHEREAS pursuant to the provision of Section 639 of the ***Municipal Government Act***, RSA 2000, Chapter M-26, the Council of the Town of Trochu, in the Province of Alberta (hereinafter called the Council), has adopted Bylaw No. 2022-05, Trochu Arboretum & Dr. Hay House Municipal Historic Resource Designation.

AND WHEREAS the Council, deems it necessary and desirable to amend Bylaw No. 2022-05, Trochu Arboretum & Dr. Hay House Municipal Historic Resource Designation; and

NOW THEREFORE the Council of the Town of Trochu, duly assembled, hereby enacts as follows:

1. **Under General Guidelines for Conservation, remove section 15.**

"As a general rule signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics, and materials should be chosen to suit the period of the Municipal Historic Resource wherever possible. All signs must conform to the Banff Land Use Bylaw."

And replace with the following new Subsection 1.1:

"As a general rule signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics, and materials should be chosen to suit the period of the Municipal Historic Resource wherever possible. All signs must conform to the Town of Trochu Land Use Bylaw."

2. **This Bylaw takes effect on the date of the third and final reading.**

READ A FIRST TIME THIS ____ DAY OF APRIL 2026.

READ A SECOND TIME THIS ____DAY OF APRIL 2026.

UNANIMOUS permission for third reading given THIS ___DAY OF APRIL 2026.

READ A THIRD TIME AND PASSED THIS ____DAY OF APRIL 2026.

_____ _____

MAYOR CHIEF ADMINISTRATIVE OFFICER

DRAFT

TOWN OF TROCHU
(26-21)
Request to Council for Decision

Meeting:	**Regular Council Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Jamie Collins**
Originated By:	**Jamie Collins**
Approved By:	**Jamie Collins, CAO** (initials)
Title:	**Review of outdated administrative policies**

BACKGROUND:

Administration has reviewed a number of older Town policies and identified several that no longer reflect current administrative practice or are no longer required because the matters they address are now covered elsewhere. These were brought forward at the March 23rd, 2026 Committee of the Whole for review and discussion.

The first is Policy No. 2004-09-20-10, Policy for Posting Copies of the Agenda in the Front Foyer, which states that agendas will be posted in the front foyer of the office and made available to the public. Administration no longer posts hard copies in the front foyer, as meeting agendas are now made publicly available on the Town's website.

The second and third are Policy No. 2004-10-04-02, Policy for NSF Cheques and Policy 2004-10-04-04 Setting a fee for Assessment Appeals both fees are now addressed through the Town's Rates and Fees Bylaw, making these stand-alone policies unnecessary, duplicative and currently misaligned with the Bylaw.

The fourth is Policy No. 2004-09-20-07, Policy for Three Hills Capital Subscriptions for Town Residents – Annual Updated List, which requires management of the Manor, Hospital and Apartments to provide an updated list biannually so residents could receive the *Three Hills Capital*. Administration advises that there is no longer a capital subscription tied to specific addresses in this way, as the paper is now delivered generally through mailboxes without address-specific labels. As a result, this policy no longer reflects current distribution practices.

DISCUSSION/ALTERNATIVES:

Administration is bringing these policies forward for discussion as they appear to be obsolete, superseded, or no longer reflective of current Town practice.
The identified policies are:

- Policy No. 2004-09-20-10 – Posting Copies of the Agenda in the Front Foyer
- Policy No. 2004-10-04-02 – NSF Cheques
- Policy No. 2004-10-04-04 – Setting a fee for Assessment Appeals
- Policy No. 2004-09-20-07 – Three Hills Capital Subscriptions for Town Residents – Annual Updated List

Options for Council include:

1. Pass the motion noted under recommended action to rescind the policies brought forward.
2. Amend the suggested motion.
3. Direct administration to complete further review of additional outdated policies and bring back a broader package for consideration at a later date.

COLLABORATION OPPORTUNITIES:

No external collaboration opportunities have been identified. This is an internal administrative review.

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity – by ensuring Town policies remain current, relevant, and reflective of actual administrative practice.

Fiscal Responsibility – by reducing duplication and maintaining a cleaner, more efficient policy framework.

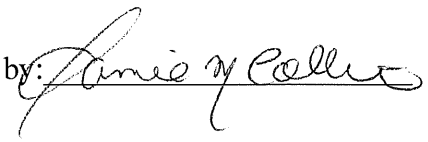
IMPACT ON BUDGET:

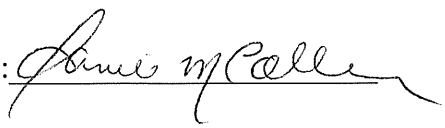
There is no direct budget impact associated with discussion or rescission of these policies.

RECOMMENDED ACTION:

That Trochu Town Council pass the following motion:

"That Town Council resolves to rescind Policy No. 2004-09-20-10 Posting Copies of the Agenda in the Front Foyer, Policy No. 2004-10-04-02 NSF Cheques, Policy No. 2004-10-04-04 Setting a fee for Assessment Appeals and Policy No. 2004-09-20-07 Three Hills Capital Subscriptions for Town Residents – Annual Updated List."

Prepared by: 

Approved by: 

Town of Trochu

Box 340, Trochu, AB, T0M 2C0

POLICY #: 2004-09-20-07	POLICY FOR THREE HILLS CAPITAL SUBSCRIPTIONS FOR TOWN RESIDENTS-ANNUAL UPDATED LIST

Policy Perspective	**The Council of the Town of Trochn wishes to keep the residents of town informed of the issues but wants to do so in a fiscally responsible manner that involves not ordering excess newspapers.**
Policy	The Management of the Manor, Hospital and Apartments be advised that in order for their residents to receive the Three Hills Capital, the Town will require an updated list biannually.
Date of Passage of this Policy:	September 20, 2004

5.0 FINANCE

5.1 Accounts Payable - (attached)

Batch #4129, Chqs #990463-990466 $ 2,020.47
Batch #4144, Chqs #990470-990515 $38,773.03

Motion 1999-214 SMITH moved that the above batches be approved with Councillor Frere abstaining from the voting. CARRIED

6.0 REPORTS

6.1 Administrator's Report

Motion 1999-215 SMYTH moved that the Town research estimates for fixing the fence at the swimming pool. CARRIED UNANIMOUSLY

Motion 1999-216 KING moved that the Public Works Minutes of May 25, 1999 be accepted. CARRIED UNANIMOUSLY

Motion 1999-217 ASHCROFT moved that the Town sponsor the Elks Pony Races with $50.00. CARRIED UNANIMOUSLY

Motion 1999-218 SMITH moved that the Administrator's Report be accepted as presented. CARRIED UNANIMOUSLY

RECESS

Motion 1999-219 FRERE moved the Council into Recess at 9:15 pm. CARRIED UNANIMOUSLY

Motion 1999-220 FRERE moved the Council out of Recess at 9:35 pm. CARRIED UNANIMOUSLY

7.0 OLD BUSINESS

8.0 REQUESTS FOR DECISIONS

9.0 NEW BUSINESS

9.1 Policy: Three Hills Capital Subscriptions for Town residents -Need to receive an annual listing from the Manor, Hospital and Apartments

updated by policy #: 2004-09-20-07

Motion 1999-221 FRERE moved the Policy that the Management of the Manor, Hospital and Apartments be advised that in order for their residents to receive the Three Hills Capital, the Town will require an updated list regularly. CARRIED UNANIMOUSLY

9.2 Policy: The Owner Pays For New Services to Old Lots (Precedent set by Hafso)

Motion 1999-222 KING moved the Policy that the current owner pays for new water and sewer services to already existing lots and for the upgrading of these services. CARRIED UNANIMOUSLY

9.3 Marigold Library - Amendment to the Agreement

Motion 1999-223 SMITH moved that the Town approve the increase in the Marigold agreement. CARRIED UNANIMOUSLY

Town of Trochu
Box 340, Trochu, AB, T0M 2C0

POLICY DOCUMENT #2004-09-20-10	POLICY FOR POSTING COPIES OF THE AGENDA IN THE FRONT FOYER

Policy	Agendas will be posted in the front foyer of the office and made available to the Public.
Date of Passage of this Policy	September 20, 2004

2004-09-20 - 10

POLICY EXTRACT - AUGUST 8, 1995 COUNCIL MINUTES

6.3 Administrator's Report - VANDERKLEY moved that agendas be posted in the front foyer of the office and made available to the Public at a cost of $2.00 per agenda.

Town of Trochu
Box 340, Trochu, AB, T0M 2C0

POLICY DOCUMENT #2004-10-04-02	**POLICY FOR NSF CHEQUES**

Policy	A charge of $20.00 will be levied for each NSF cheque tendered.
Date of Passage of this Policy	October 4, 2004

(3.) **Policy for NSF Cheques -**

Motion 1999-275 VANDERKLEY moved that the policy for NSF cheques be a charge of $15.00 that will be levied for each NSF cheque tendered.

CARRIED UNANIMOUSLY

(4.) **By-law 93-04 - Disposal of Garbage, tree clippings, trees, and other refuse** - Letters were sent regarding this matter to various persons regarding clean up of various compost piles and other debris. Tax Roll 228, 601 Arena Ave. Lot 1 and 2, Block 16, Plan 8210AK, felt that he was being targeted as there are other people with unsightly premises and that other homeowners use the compost pile behind his property on the Town lot.

Motion 1999-276 KING moved that this compost pile be cleaned and removed and that letters be sent to adjacent owners stating that it has been cleaned up and that we expect it to remain clean.

CARRIED UNANIMOUSLY

Administration was instructed to follow the correct procedure for clean up of Tax Roll #215 N 35' lot 2, 3 and 4 Block 14 Plan 8210AK, 605 Railway Ave.

Motion 1999-277 VANDERKLEY moved that the Administrator's Report be accepted for information.

CARRIED UNANIMOUSLY

6.2 **Fire Report - July 1999**

6.3 **ABC Information Grant Report: Still need it; purchase of $1000 office equipment; expenditure of home page.**

6.4 **Smart Communities Initiative: Report by Ling, Ashcroft & Smyth; Motion to Support**

Motion 1999-278 KING moved that the Town of Trochu support this initiative.

CARRIED UNANIMOUSLY

6.5 **Building Permits - June 1999**

7.0 **OLD BUSINESS**

7.1 **Drumheller & District Solid Waste Management Association - July 16, 1999 Meeting Report about Trochu Transfer Station**

7.2 **Golf Course Boundary Change**

7.3 **Raymond Frere Back Alley**

Items 7.2 and 7.3 were discussed jointly. Councillor Vanderkley had met with Mr. Frere and Al Gehring Golf Club President to discuss this matter. A discussion followed.

Motion 1999-279 SMYTH moved that the Council write to the Golf Course and inform them that they are receptive to land trades and boundary changes providing the agreement is between Raymond Frere and the Town of Trochu and providing the Trochu and District Golf Club assumes all responsibility for the costs

CARRIED UNANIMOUSLY

The costs are estimated to be as follows:

Subdivision - 2 subdivisions	- $ 900.00
Surveys	- $1000.00
Legal	- $1000.00

A letter will be sent to the Golf Club to inform them of this.

Town of Trochu
Box 340, Trochu, AB, T0M 2C0

POLICY DOCUMENT #2004-10-04-04	POLICY FOR SETTING A FEE FOR ASSESSMENT APPEALS

Policy Perspective	***The Council of the Town of Trochu wishes to exercise their right under Section 481(1) of the Municipal Government Act to set fees payable by persons wishing to make complaints or to be involved as a party or intervener in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.***
Policy	A fee of $25.00 will be set for each assessment appeal and if the appellant is successful in their application then the fee will be reimbursed.
Date of Passage of this Policy	October 4, 2004

TOWN OF TROCHU
(26-25)
Request to Council for Decision

Meeting:	**Regular Council Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Jamie Collins**
Originated By:	**Carl Peterson**
Approved By:	**Jamie Collins, CAO** (initials)
Title:	**Library Lease Renewal**

BACKGROUND:

DISCUSSION/ALTERNATIVES:

Administration received correspondence from the Library Board requesting that the Town consider renewing the current lease agreement with the Trochu Municipal Library Society. The existing lease agreement, originally executed in 2018, is for a ten-year term commencing January 1, 2018, and expiring December 31, 2027.

As part of a current grant application, the Library Board has identified that a minimum of five years remaining on the lease is required. To meet this requirement, the Board is requesting that Council approve a new lease agreement for an additional ten-year term, effective January 1, 2026, and expiring December 31, 2035.

The proposed renewal would be consistent with the terms and structure of the 2018 agreement. A copy of the signed agreement is attached and the proposed renewal.

COLLABORATION OPPORTUNITIES:

Renewing the lease supports continued collaboration with the Trochu Municipal Library Society and enables access to external grant funding opportunities.

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity: Supports continued operation of the Library through a stable governance and facility agreement.

Resident Retention: Maintains access to library services, a key community amenity.

IMPACT ON BUDGET:

No direct financial impact is anticipated as the terms of the lease remain consistent with the existing agreement.

RECOMMENDED ACTION:

That the following motion be presented for consideration:

"That Council approves entering into a new Lease Agreement with the Trochu Municipal Library Society for a ten-year term commencing January 1, 2026, and expiring December 31, 2035, authorizes the Mayor and Chief Administrative Officer to execute the agreement."

Prepared by: Jamie M Collins

Approved by: Jamie M Collins

AGREEMENT FOR LEASE

THIS AGREEMENT made in duplicate and effective this _____day of _____, ____

BETWEEN:

THE TOWN OF TROCHU
(In the Province of Alberta)

-and-

THE TROCHU MUNICIPAL LIBRARY SOCIETY
(In the Town of Trochu)

WHEREAS, the Town of Trochu and the Trochu Municipal Library Society have had an ongoing, mutually acceptable understanding for the lease of the said lands informally known as the "Trochu Municipal Library", legally described as Lot 9, Block 3, Plan 8210AK.

NOW THEREFORE, both parties agree as follows:

1.0 SUBJECT OF AGREEMENT

1.1 The Town of Trochu, being the registered owner of the lands described below, shall lease to the Trochu Municipal Library Society legally described as Lot 9, Block 3, Plan 8210AK located at 317 Main Street, excepting thereout all mines and minerals.

2.0 DEFINITIONS

2.1 **"Society"** means Trochu Municipal Library Society

2.2 **"Town"** means Town of Trochu

3.0 TERMS OF AGREEMENT

3.1 The said land is to be held by the **Society** for the purpose of operating a library and other related activities

3.2 This agreement shall be in effect for a ten-year term commencing January 1st, 2026 and expiring December 31, 2035.

3.3 A lease fee of $1.00 shall be paid to the **Town** by the **Society** upon the execution of this Agreement

3.4 Either party, having given prior written notice of 120 days, may terminate this Agreement. Upon termination of this Agreement, any outstanding balance(s) owing shall become due and payable within 30 days of termination.

3.5 A letter of Agreement signed by both parties may extend this Agreement.

4.0 OPERATIONAL COSTS

4.1 Bookings and events shall be booked through the **Society**.

4.2 The **Society** will undertake all repairs and maintenance to the grounds and facilities on a timely basis. Failure to do so will terminate this agreement.

4.3 The **Society** will comply with all local, provincial, and federal regulations in respect to their operations.

4.4 The **Society** shall comply with the terms and conditions of the regional Marigold Library System.

4.5 A water meter shall be installed to service the said land(s), water usage and costs to be reviewed annually.

5.0 FACILITIES & MAINTENANCE

5.1 The **Society** shall comply with all security and insurance regulations.

5.2 The **Society** and the **Town** will jointly be part of any decision made in regards to any permanent structures, fixtures or improvements of any kind to the Library. Development Permits and all other necessary permits will be required for all additions and demolitions. Completion and submission of the required documentation including the associated costs to obtain all necessary permits will be the responsibility of the **Society**.

6.0 INDEMNITY

6.1 The **Society**, its employees and/or agents shall indemnify and hold harmless the **Town**, its employees and agents, from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the **Society**, its employees and/or agents in the performance by the **Society** of this Agreement.

7.0 FINANCIAL / REPORTING

7.1 The **Society** shall be responsible for ensuring their society status is in good standing and file all documents in a timely manner.

7.2 The **Society** shall annually provide the **Town** a financial statement, operating budget, activities report, and a listing of board members for ratification by the

DRAFT

Trochu Town Council. These reports are to be provided to the Trochu Town Council prior to April 30th of each calendar year.

7.3 The **Society** shall be responsible for all grant applications for both operational and capital expenditures, and ensure that all grants are accounted for in a timely manner.

7.4 The **Town** will appoint a representative member of Town Council to the **Society Board.**

8.0 STAFFING

8.1 The **Society** shall be responsible for the hiring and the subsequent remuneration of all library staff.

8.2 Trochu Municipal Library employees are subject to all provincial and federal regulations.

9.0 REPEAL

9.1 Upon the signing of this agreement all previously signed lease agreements between the **Town** at the **Society** are null and void and are repealed in their entirety.

IN WITNESS WHEREOF, the Town and the Society have hereto affixed their corporate seal(s) attested to by the hands of their duly authorized officers on their behalf on the date first above written.

TOWN OF TROCHU

_____
Barry Kletke, MAYOR

_____
Jamie Collins, CAO

_____
Witness

TROCHU MUNICIPAL LIBRARY SOCIETY

_____
CHAIRPERSON

_____
Witness

DRAFT

TROCHU ALBERTA
www.town.trochu.ab.ca

The Town of Trochu
PO Box 340 Trochu, AB T0M 2C0
Phone (403) 442-3085 Fax (403) 442-2528

AGREEMENT FOR LEASE

THIS AGREEMENT made in duplicate and effective this 1st **day of** January, 2018

BETWEEN:

THE TOWN OF TROCHU
(In the Province of Alberta)

-and-

THE TROCHU MUNICIPAL LIBRARY SOCIETY
(In the Town of Trochu)

WHEREAS, the Town of Trochu and the Trochu Municipal Library Society have had an ongoing, mutually acceptable understanding for the lease of the said lands informally known as the "Trochu Municipal Library", legally described as Lot 9, Block 3, Plan 8210AK.

NOW THEREFORE, both parties agree as follows:

1.0 SUBJECT OF AGREEMENT

1.1 The Town of Trochu, being the registered owner of the lands described below, shall lease to the Trochu Municipal Library Society legally described as Lot 9, Block 3, Plan 8210AK located at 317 Main Street, excepting thereout all mines and minerals.

2.0 DEFINITIONS

2.1 **"Society"** means Trochu Municipal Library Society

2.2 **"Town"** means Town of Trochu

3.0 TERMS OF AGREEMENT

3.1 The said land is to be held by the **Society** for the purpose of operating a library and other related activities

3.2 This agreement shall be in effect for a ten-year term commencing January 1, 2018 and expiring December 31, 2027.

3.3 A lease fee of $1.00 shall be paid to the **Town** by the **Society** upon the execution of this Agreement

3.4 Either party, having given prior written notice of 120 days, may terminate this Agreement. Upon termination of this Agreement, any outstanding balance(s) owing shall become due and payable within 30 days of termination.

3.5 A letter of Agreement signed by both parties may extend this Agreement.

4.0 OPERATIONAL COSTS

4.1 Bookings and events shall be booked through the **Society**.

4.2 The **Society** will undertake all repairs and maintenance to the grounds and facilities on a timely basis. Failure to do so will terminate this agreement.

4.3 The **Society** will comply with all local, provincial, and federal regulations in respect to their operations.

4.4 The **Society** shall comply with the terms and conditions of the regional Marigold Library System.

4.5 A water meter shall be installed to service the said land(s), water usage and costs to be reviewed annually.

5.0 FACILITIES & MAINTENANCE

5.1 The **Society** shall comply with all security and insurance regulations.

5.2 The **Society** and the **Town** will jointly be part of any decision made in regards to any permanent structures, fixtures or improvements of any kind to the Library. Development Permits and all other necessary permits will be required for all additions and demolitions. Completion and submission of the required documentation including the associated costs to obtain all necessary permits will be the responsibility of the **Society**.

6.0 INDEMNITY

6.1 The **Society**, its employees and/or agents shall indemnify and hold harmless the **Town**, its employees and agents, from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the **Society**, its employees and/or agents in the performance by the **Society** of this Agreement.

7.0 FINANCIAL / REPORTING

7.1 The **Society** shall be responsible for ensuring their society status is in good standing and file all documents in a timely manner.

7.2 The **Society** shall annually provide the **Town** a financial statement, operating budget, activities report, and a listing of board members for ratification by the

Trochu Town Council. These reports are to be provided to the Trochu Town Council prior to April 30th of each calendar year.

7.3 The **Society** shall be responsible for all grant applications for both operational and capital expenditures, and ensure that all grants are accounted for in a timely manner.

7.4 The **Town** will appoint a representative member of Town Council to the **Society Board.**

8.0 STAFFING

8.1 The **Society** shall be responsible for the hiring and the subsequent remuneration of all library staff.

8.2 Trochu Municipal Library employees are subject to all provincial and federal regulations.

9.0 REPEAL

9.1 Upon the signing of this agreement all previously signed lease agreements between the **Town** at the **Society** are null and void, and are repealed in their entirety.

IN WITNESS WHEREOF, the Town and the Society have hereto affixed their corporate seal(s) attested to by the hands of their duly authorized officers on their behalf on the date first above written.

TOWN OF TROCHU

Barry Kletke, MAYOR

Carl Peterson, CAO

Witness

TROCHU MUNICIPAL LIBRARY SOCIETY

CHAIRPERSON

Witness

TOWN OF TROCHU
Director of Operations Report
For March, 2026

Date: April 7, 2026

1. **Arboretum**
   - Plowed and cleared driveway
   - Purchased a small fridge for Arb

2. **Arena/ Pool**
   - Final Men's Hockey tournament on March 27, 28, 29
   - Ice taken out March 31
   - Met with Kirks Heating to discuss spectator heating concerns, waiting for quote
   - Replaced hot water heaters, on warranty
   - Ordered parts for pool water heater – to be repaired in April
   - Countertop metal dropped off – to be installed in April

3. **Garbage Collection**
   - Spread some gravel
   - Unclog culvert for water to drain

4. **Parks and Boulevards**
   - Plow snow off trails running through parks.
   - Salt and sand some trails.

5. **Public Works**
   - Equipment/truck repairs and maintenance.
   - Plow snow and sand streets to provide ice control.
   - Scrape snow and ice from streets, then haul and pile snow.
   - Plow parking lots, hall parking, arena, office, etc.
   - Capital Equipment Purchasing Committee meeting
   - Tour Sundre Seniors Housing, Trochu Seniors Housing, St Mary's
   - Three Hills career fair with Jamie and Jaime
   - Minor assist with Trochu Motors demolition downtown
   - A few minor road pothole repairs
   - Removed some snow fence along North Rd
   - Built donation sign stand for THC

6. **Water, Wastewater**
   - Open water valve for Golf Course clubhouse
   - High water consumption at Seniors Drop-In awareness
   - Thaw and operate water service valve at 503 Poplar Ave
   - Thaw sewer line on DeBeaudrap
   - Water pressure loss repair at 171 1st Ave N
   - Water operator at Banff Water Convention
   - 1st quarter water samples gathered and taken to Calgary for testing. Results satisfactory

7. **Campground**
   - Nothing to report.

8. **Bylaw Enforcement**
   - Nothing to report

9. **NW Subdivision**
   - Grayson to return April 8 to continue with underground services.
   - Meeting with ATCO Gas and MPE regarding High Pressure gas line gate station relocation.

10. **Upcoming and Currently Working On**
    - Discussion with Telus and other tower supplier regarding installing a communication tower either in the NWSD or nearby to improve cellular signal throughout town.
    - More remote water meter antennae installs.
    - Working with MPE regarding shallow utility installs for new subdivision.
    - Water agreement discussion with Three Hills, Kneehill County, and Jamie

CAO: Jamie M Collins Date: April 9 2026

Jamie Collins

TOWN OF TROCHU - STAFF REPORT

Water, Wastewater Report for the month of : March 2026

Report Prepared by: Dave
Date: April 7, 2026

Date	Personnel	Item	Information/Explanation
March 2 - 3	Catlin, Devon, Dave	residential water service	check and repair water service at 171 1st Ave N. Replaced water bypass valve and water line.
Mar 10	Devon, Dave	residential water service valve	thaw and operate water service valve at 503 Poplar Ave
Mar 10	Devon	sewer manhole	thaw sewer manhole on DeBeaudrap Ave
Mar 16	Dave	business water service	inform Drop-In of high water usage, requested they repair
Mar 24	Dave, Catlin	golf course water valve	open and upgrade water valve for golf course
Mar 25	Dave	Three Hills water break	minor assist to Three Hills regarding their waterbreak
Mar 25	Devon	water testing	gathered and delivered water samples to Calgary Provincial Lab for mandated quarterly testing. Results were satisfactory.
Mar 30	Dave, Jamie	Three Hills water meeting	Dave and Jamie met with Three Hills and Kneehill County regarding new water agreement
		Daily turbidity and chlorine residual testing	All results satisfactory
		weekly bacteriological reports	All results satisfactory
	B	**Reports of Courses Taken/Seminars**	
Mar 9 - 13	Catlin Hewey	AWWOA conference	attended annual water/wastewater conference and trade show in Banff. Received CEU's for further education
	C	**Plans for Next Month**	
		Install more remote reader antennae	
		Train new water operator	
		Bi-monthly water meter reads	
	D	**Concerns**	
		PLC/HMI upgrade	Discussing with other engineering firms
	E	**Priorities**	

CAO: Jamie M Collins
Jamie Collins

Date: April 9 2026

Town of Trochu Administrator's Report

Reporting Period: March 6th, 2026, to April 9, 2026
Submitted By: Jamie Collins, CAO
Date Submitted: April 9th, 2026

1. Highlights

- Trochu Housing Work, tour, several meetings, life lease meeting, custom choices for units, organizing new unit numbers.
- Work with CRT Legal on updating agreements, delinquent accounts receivable accounts.
- Bylaw work, resident meetings.
- Rural Renewal meeting, letters, fielding requests.
- Policy review.
- Career Fair in Three Hills
- Meeting new privacy legislation requirements
- Community Futures Meeting – Economic Development Strat Plan Support
- Water Agreement Meetings (phone, in-person), Webinar
- Emergency Management Work – meeting with Joanna, working on arranging training.
- Town of Trochu Cash Flow Document for 2026.
- Audit work
- Pool Manager Agreement
- Met with Pontmain Developer, started Development Agreement
- Found more documentation for the old caveat and sent off.

Events & Engagement

- Life Lease Meeting March 25th @ 4 PM – Community Hall – went well.
- THC Golf Tournament June 11th, 2026

2. List of Ongoing Projects

Trochu Housing Corporation

- Construction continues.

Project Total to Date $20,282,968.09

Food Security Project

- Jaime continues to work on this project

Project Total to Date $12,514.72

Northwest Subdivision

- Project continues

Project Total to Date $2,290,872.15

Economic Development Strat Plan

- Meeting this week or next on tactical plan

Project Total to Date $53,026.90

Sanitary & Roadway Study

Project Total to Date $49,626.00

CN Project

- Did receive an email that this is planned to occur this year.

Pontmain Services

- No update – not planned now until 2027

Sidewalks

- No update

3. KREMA

- DDEM – Joanna Krabsen – started training, attended Advisory and Committee Meeting

4. Development Permits

Permit #	Type	Address	Status
DP-2026-04	Replacement of Fuel Storage Tanks & Pumps	114 1st Ave	Application Complete & In Appeal Period
DP-2026-05	Fence, 5 ft, treated wood	405 Railway	Comple & In Appeal Period
DP-2026-06	Shop Building	205 & 207 Elevator Road	Complete & Approved
DP-2026-07	Change of Use	214 Arena Ave	Complete & Approved

- Total Complete Permits 2026: 7

- 🏠 Estimated Construction Value: $755,000
  2025 Value - $3,137,350.00
  2024 Value - $42,403450.00 (without TCH $1,403,450.00)
  2023 Value $1,532,500.00

5. Staffing & HR Updates 👥

- Still working on reviews
- Dave is away April 9th to April 17th

📚 Training & Development

- Signed up for second Economic Development Course (need to complete two by the end of the year)

6. Strategic Priorities 📌

* Achievements attached to Strat Priorities

1. **Economic Development**
- Community Futures Meeting
- Rural Renewal Work
- Old Caveat Work
- Development Agreement Work
2. **Resident Retention**
- THC Work
- Bylaw Work
3. **Organizational Capacity**
- DDEM Role training
- Pool Manager Agreement
- Policy Review
- Privacy documents
4. **Fiscal Responsibility**
- Caveat Work
- Work with CRT on delinquent accounts and agreements
- 2026 Cashflow
- Water Agreement meetings
- Audit Work

Economic Development Priorities

1. **Capacity Building**
- Lunch Meeting Planned with Trish Community Futures in March
2. **Business Retention & Expansion**
- Ec Dev Course registered for is for BRE
3. **Investment Attractions & Development Readiness**
4. **Workforce Attraction & Community Appeal**
5. **Future Workforce and Youth Retention**
- Registered for Career Fair

7. Arboretum

- Carole Anne started April 1st. Interviews for summer staff booked late April
- The board has it on their radar to meet with council to discuss projects
- Arb Society AGM set for April 28th at 7 PM

8. Looking Ahead

📌 Goals

- Significant progress if not completion of Personnel Policy and Employment Agreements
- Ec Dev Thank Yous, Social Media posting, Committee Planning Start
- Audit work on our end completed both 2025, more progress on LAPP
- Significant progress on Occupancy Permit Gap

Kneehill Regional Grant Writer Monthly Report For February 2026

Grants Applied For

Grant Name	Organization & Details	Hrs.	Grant Amount
Bunge Community Fund	Trochu Seniors Housing Society	6	100,000.00
Canada Post Community Fund	Friends of the Three Hills School	7	5,000.00
		13	$ 105,000.00

Approved Grants

Grant Name	Organization & Details	Grant Amount
New Horizons	Seniors Outreach	$ 25,000.00
Provincial Assisted Transportation	Seniors Outreach	$ 140,000.00
Total		**$ 165,000.00**

Declined Grants

Grant Name	Organization & Details	Grant Amount
Bunge Community Fund	Trochu Seniors Housing Society	$ 100,000.00
Healthy Aging Community Supports	Seniors Outreach	$ 166,536.00
		$266,536.00

Tasks Related to Grant Writing

		Hrs. Worked
Regional Newsletter		2
Webinar - Grants & Municipality		1
Research as requested	Acme PAC, Trochu Seniors, Trochu Arb, Trochu Library, Linden Westview, etc	
Research and Prep for Carbon Council	Carbon	10
Rescheduled due to weather		
Upcoming grants research		5
Total Hours		**18**

All Pending Grants

Grant Name	Organization & Details	Grant Amount
Inclusive Spaces Program	Three Hills Early Childhood Society	32,482.36
Canada Summer Jobs	Seniors Outreach	7,200.00
TD FEF	Town of Trochu	8,000.00
TD FEF	Trochu Arboretum	8,000.00
CFEP Small	Trochu & District Hall Development Society	29,864.00
CFEP Small	Trochu Arboretum	115,000.00
Canada Post Community Fund	Friends of the Three Hills School	5,000.00
Total Pending Grants		**$ 205,546.36**

Other

Networking/Community Engagement	**Details**		**Hrs Worked**
Kms Travelled	**Location**		

Kneehill Regional Grant Writer Monthly Report For March 2026

Grants Applied For

Grant Name	Organization & Details	Hrs.	Grant Amount
RBC Barrier Busters	Trochu Arboretum	7	40,000.00
AB Blue Cross Community Wellbeing	Trochu Arboretum - Flowers	5	$ 1,000.00
		12	$ 41,000.00

Approved Grants

Grant Name	Organization & Details		Grant Amount
None to report			
Total			

Declined Grants

Grant Name	Organization & Details	Grant Amount
None to report		

Tasks Related to Grant Writing

		Hrs. Worked
Regional Newsletter		2
Research as requested	Bethel Church, Trochu Arb, Trochu Library, Trochu Seniors	
Research as requested	Open Country Farm, PCA, Village of Carbon,Bindiver etc	15
Research and Prep for Carbon Council	Carbon	1
Meetings	PCA Society	1
Upcoming grants research		5
Total Hours		**24**

All Pending Grants

Grant Name	Organization & Details	Grant Amount
Inclusive Spaces Program	Three Hills Early Childhood Society	32,482.36
Canada Summer Jobs	Seniors Outreach	7,200.00
TD FEF	Town of Trochu	8,000.00
TD FEF	Trochu Arboretum	8,000.00
CFEP Small	Trochu & District Hall Development Society	29,864.00
CFEP Small	Trochu Arboretum	115,000.00
Canada Post Community Fund	Friends of the Three Hills School	5,000.00
RBC Barrier Busters	Trochu Arboretum	40,000.00
AB Blue Cross Community Wellbeing	Trochu Arboretum	1,000.00
Total Pending Grants		**$ 246,546.36**

Other

Networking/Community Engagement	**Details**		**Hrs Worked**
Kms Travelled	**Location**		
66	Carbon Town Office		**2**
32	Trochu Library		1.5

TOWN OF TROCHU
MUNICIPAL PLANNING COMMITTEE - AGENDA

FOR THE MPC MEETING HELD
November 24th, 2025

Motions

 # MPC MEETING
November 24th, 2025

1. CALL TO ORDER:

Vice-Chair Barry Reder called the meeting to order at 5:00pm. In attendance were MPC Vice-Chair Barry Reder, MPC members Chris Armstrong, Carl Peterson, and Chris Reeds, Development Officer Jamie Collins, and Recording Secretary Toni Nelson.

Unable to attend: Chair Glen Riep

2. ACCEPTANCE OF THE AGENDA

a) Additions to the Agenda
- Other Planning Business: Discussion of meeting times

b) Agenda Acceptance – Motion to Accept the Agenda

2025-11-24-01 Motion to accept the agenda with additions

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

3. ADOPTION OF MINUTES OF PREVIOUS MEETING:

a) Adoption of the November 3rd, 2025, Meeting Minutes

2025-11-24-02 Motion to adopt the November 3rd, 2025, Meeting Minutes

Motion by REEDS to adopt the November 3rd, 2025, Meeting Minutes **CARRIED**

5. DEVELOPMENT PERMIT APPLICATIONS:

a) DP #: 2025-31
Civic Address: #3, 501 School Rd.
Uses: Major Home Occupation
Brought to MPC due to: Discretionary use in MD district

2025-11-24-03 Motion to approve Development Permit 2025-31 with the following conditions: [see Minutes]

Motion by ARMSTRONG to approve Development Permit 2025-31 with the following conditions:

APPROVED VARIANCES TO LAND USE BYLAW 2024-07

1. Variance to Use granted to allow a Discretionary Use development (Home Occupation) in a Manufactured Dwelling district.

STANDARD CONDITIONS

1. As per *Land Use Bylaw Section 10.4, Home Occupations,* the development must meet the following regulations*:*
    a. A Home Occupation shall not include any activity or operation which will

cause or create a nuisance by way of noise, dust, and/or smoke or other nuisance that is not characteristic of a residential use.

b. The gross floor area for the Home Occupation shall not exceed 20% of the gross floor area of the Dwelling Unit.

c. A maximum of one (1) Fascia Sign or Freestanding Sign for a Home Occupation – Major may be displayed in accordance with Subsection 11.7.3 or 11.10.2:

i. A maximum of one (1) Fascia Sign for a Home Occupation – Major may be displayed with a maximum sign area of 0.3 m^2, or

ii. A maximum of one (1) Freestanding Sign for a Home Occupation - Major may be displayed with a maximum sign area of 0.3 m^2 and 1.0 m height above grade.

SPECIFIC CONDITIONS

1. The amount of firewood stored on-site is not to exceed 4 cords (14.5m3) in volume at any one time, stacked safely and securely.

2. Processing and any delivery of product to be processed are to occur only between the hours of 9am to 5pm, Monday to Saturday.

3. This application is being approved as a Temporary Development Permit and is issued for one (1) year only, until November 23rd, 2026. When the specified time period lapses, it is the responsibility of the applicant to request extension or renewal of the permit. **CARRIED**

6. OTHER PLANNING BUSINESS:

a) Meeting times

- discussed changing meeting times to match changes to Council meetings

2025-11-24-04 Motion to change the scheduled times of MPC meetings from 5:00pm to 5:30pm

Motion by REEDS to change the scheduled times of MPC meetings from 5:00pm to 5:30pm **CARRIED**

7. ADJOURNMENT

Barry Reder adjourned the meeting at 5:25pm

X_____
Barry Reder
Vice-Chair

X _____
Jamie Collins
Development Officer

Kneehill Regional Family and Community Support Services
January 13, 2026 Meeting Minutes

A Regular Meeting of the Kneehill Regional Family and Community Support Services (FCSS) board was held at the Kneehill Regional FCSS Office in Three Hills, Alberta on January 13, 2026, commencing at 6:58 p.m.

PRESENT:

Jaime Martel	Town of Trochu Councilor Representative and Chairperson
Marilyn Sept	Town of Three Hills Councilor Representative and Vice Chairperson
Heather Sweetman	Village of Linden Councilor Representative
Rhonda Laking	Village of Acme Councilor Representative
Rosalie Jimmo	Village of Carbon Councilor Representative
Laura Lee Machell – Cunningham	Kneehill County Councilor Representative
Angie Stewart	Kneehill Regional FCSS Director and Recording Secretary

BOARD PACKAGE

Board Package (attached and forming part of the minutes)
The following documentation was distributed to the Board:

- Agenda
- November 25, 2025 Organizational Meeting Minutes
- November 25, 2025 Regular Meeting Minutes
- Kneehill Regional FCSS Director's Report
- 2025 Kneehill Tools for School Final Report
- 2025 Community Volunteer Income Tax Program Final Report
- 2025 Family Violence Prevention Month Final Report
- KRFCSS 2025 Year End Financials
- FWW 2025 Year End Financials

CALL TO ORDER

Mrs. Martel called the meeting to order at 6:58 p.m.

AGENDA

1.0 Approval of Agenda

01/26 ***Mrs. Jimmo moved approval of the agenda as presented.***

CARRIED

MINUTES

2.0 Approval of Minutes

02/26 ***Mrs. Sept moved approval of the November 25, 2025 organizational meeting minutes as amended.***

CARRIED

03/26 ***Mrs. Machell-Cunningham moved approval of the November 25, 2025 regular meeting minutes.***

CARRIED

BUSINESS ARISING

3.0 Business Pending from Minutes

No Business Pending

DIRECTOR'S REPORT

4.1 Director's Report

FCSS

- Written report attached.

FAMILY WELLNESS PROGRAM

- Written report attached.

SENIORS OUTREACH

- Written report attached.

GRANT WRITER

- Written report attached.

04/26 ***Mrs. Sept moved to receive the Director's report.***

CARRIED

FIN REPORTS **5.0 Financial Reports**

The Board reviewed the financial reports.

05/26 ***Mrs. Sweetman moved acceptance of the financial reports.***

CARRIED

NEW BUSINESS **6.0 New Business**

6.1 FCSS Orientation

Ms. Stewart took the board through the orientation presentation.

NEXT MEETING **7.0 Next Meeting**

The next meeting is scheduled for Tuesday, March 10, 2026 at the Kneehill Regional FCSS office in Three Hills, Alberta, commencing at 7:00 p.m.

ADJOURNMENT **8.0 Adjournment**

Mrs. Martel adjourned the meeting at 7:56 p.m.

Chairperson

Recording Secretary

Trochu Arboretum Society

Meeting Minutes

Date: March 10, 2026

Location: Trochu Arboretum VIC Centre

Call to Order: 12:39 PM

1. Attendance

Present

1. Carl Peterson
2. Bonny Schann
3. Jesse Masiola
4. Jon Sedore
5. Jamie Collins
6. Leona Pryor

Absent

1. Dana Wood
2. Dayna Maki

2. Approval of Agenda

Carl moved to approve the agenda as presented. Motion carried.

3. Adoption of Previous Minutes

Minutes from the February 24 meeting were read. Carl moved to adopt the minutes as read. Motion carried.

4. Drumheller Trip Reimbursement

Discussion occurred regarding reimbursement submitted by Jon for the Drumheller trip. Carl moved that the previously approved amount from the February 24 meeting be paid. Seconded by Jesse. Motion carried. Jon abstained.

5. Flower Arranging Event

Bonny moved that $60 be paid to the Trochu Arboretum Society for the use of the VIC Centre for the flower arranging event scheduled for July 29. Seconded by Carl. Motion carried.

6. AHA Affiliate Membership

Bonny moved that the Society pay $57 for AHA affiliate membership. Seconded by Carl. Motion carried.

7. Delegation to Town Council

The board discussed organizing a delegation to Trochu Town Council to present the Arboretum budget and overview of projects and initiatives. Proposed date: May 26.

8. Governance and Meeting Procedures

Carl led discussion on governance procedures including emergency decisions, special meetings, and confirmation that votes must occur in person.

9. Operational Roles and Contracts

The board discussed establishing a framework for operational contracts. Any contracts should be reviewed by a lawyer to ensure compliance with charitable organization requirements.

10. Marketing Training

Jesse moved that the Society approve $300 for Blue Oak marketing training. Seconded by Carl. Motion carried.

11. Event Planning

Potential events discussed included Markets in the Arboretum (last Saturday of June and July), Open Farm Days in August, and a Christmas Market in November.

12. Casino Volunteer Shifts

Casino fundraiser dates are April 11–12, 2026. Remaining volunteer needs include 1 Saturday day shift, 1 Saturday night shift, and 1 Sunday night shift.

13. Grant Submission

Bonny reported that a $1,000 grant application has been submitted to Chrissy, the grant writer at FCSS.

14. Next Meetings

Board Meeting: April 7, 2026 – 12:30 PM. Annual General Meeting (AGM): April 29, 2026 – 7:00 PM.

15. Adjournment

Meeting adjourned at 2:48 PM.

CFWR 2025-26 IMPACT REPORT

OUR IMPACT SINCE 1989

35,257
Jobs Created or Maintained

$39,821,044
in Loans

51,097
Business Coaching Sessions

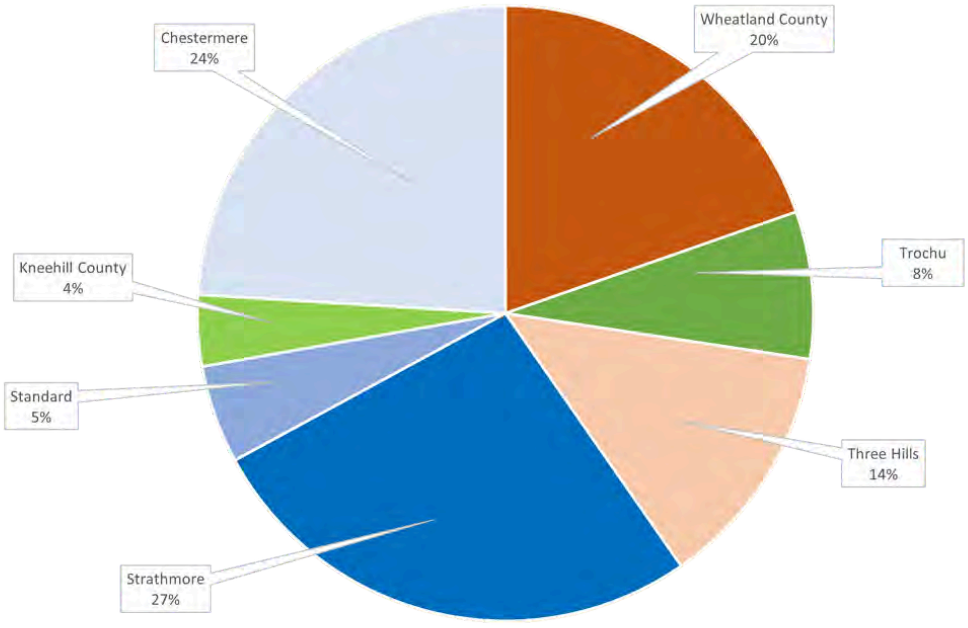
102,602
Client Services Delivered

$54,708,765
Leveraged Funds into our Communities

28,377
Business Training Participants

THIS FISCAL APRIL 1, 2025 - MARCH 31, 2026

Loans by Region



Approved Loans: $1,552,000
Leveraged Funds: $1,423,241
Entrepreneurs Trained/Coached: 702
CED Projects: 6

Community Futures Wild Rose

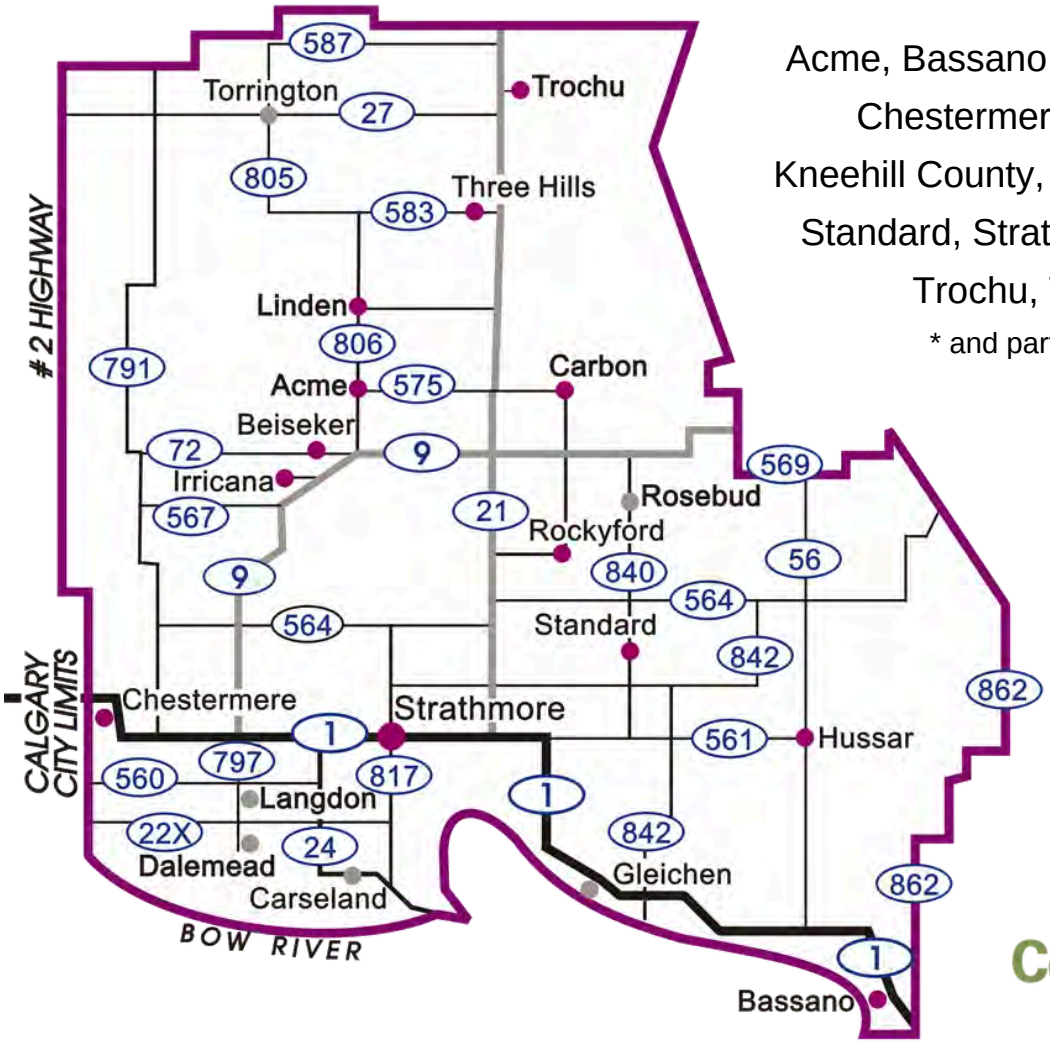
CFWR 2025 EXECUTIVE SUMMARY

THIS QUARTER

- Training Programs offered:
  - Five-part Digital Marketing Series
  - Temporary Foreign Worker Session
  - HR: Interview Skills/Difficult Conversations
- Heart of Our Community Campaign Update:
  - Total # of nominations: 192
  - Q4 Winner: Langdon Community Petco
- **WINNER: Nonprofit of the Year, Strathmore Wheatland Chamber of Commerce, Business Excellence Awards**
- Hosted Regional EDA CIR Workshop
- Completed CIR Primer Reports in 5 municipalities

wildrose.albertacf.com

COMMUNITIES WE SERVE



Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar, Irricana, Kneehill County, Linden, Rockyford, Standard, Strathmore, Three Hills, Trochu, Wheatland County.

* and parts of Rocky View County

Community Futures Wild Rose

COUNCIL MEMBER REPORT

Council Member: Chris Armstrong

Council Meeting Date: Apr 23, 2026

Committee & Meeting Date: Community Futures Wild Rose

Report:we are suspending our youth entrepreneur (YETI) program this summer. We are partnering with Timber Ridge in Strathmore for the Student Build Project- hands on learning program for 16-18 year olds to gain construction experience. They'll complete fencing projects and basic carpentry- everything from door to door sales to planning to completion. Retired contractor will act as supervisors and mentors. We are launching a loan program for established businesses seeking to expand.. loans can be as large as 750,000 dollars. Our year end was Mar 31, and our Performance Report KPI shows an average of 448% for our totals. We have far outpaced goals set for us. We will be doing community business walks again. Ours will be after lunch on Tuesday, May 26th. The PrairiesCan Executive is really interested in our Builder's Bridge Line of Credit program- they have asked our executive

Committee & Meeting Date:

Report: director to do a presentation on the program in May. We had a discussion on AI and policies regarding using the program during meetings to keep notes- we decided against using it until proper security measures can be implemented to prevent it from sending those notes to unauthorized people. Our next meeting will be May 7 at the Kneehill County Chambers.our AGM will be Thursday, June 18th- we will tour the new Acme School and Sunterra Farmers Market

Additional Topics:

Report:

COUNCIL MEMBER REPORT

Council Member: Bill Cunningham

Council Meeting Date: April 8, 2026

Committee & Meeting Date: March 18, Kneehill Housing

Report: Auditor presented a clean report to the board.
Five vacancies at Trochu Valley Manor, some under renovation.
Getting quotes on a new freezer at Golden Hills Lodge.

Committee & Meeting Date: April 19, Red Deer River Municipal Users Group

Report:Membership invoices have been sent, fee remains at $0.25 per capita.
Wetlands are in poor shape due to drought; farmers are farming them; most lakes are 1 metre low.
Re: Data Centres: water cooling systems are closed loop; does your LUB cover power plants and data centres?
Concern over amalgamation of watersheds in N Alberta by prov. gov't. How does this affect interbasin transfers of water and licensing? There is indigenous opposition.

Additional Topics: Japan

Report:Japan is very crowded, I am tired of raw fish, the baseball game was good.

COUNCIL MEMBER REPORT

Council Member: Cerilo Dela Cruz

Council Meeting Date: April 13, 2026

Committee & Meeting Date:

Report:

Committee & Meeting Date:

Report:

Additional Topics:

Report:

We have 1 new Temporary worker arrived on May 27 he live at Trochu.

We were on kick off Basketball Drop In 3 Resident of Trochu Lance Gaboury and his friend, Ryan Rist, they mention regarding school road need to be repair,

COUNCIL MEMBER REPORT

Council Member: Jaime Martel

Council Meeting Date: April 13, 2026

Committee & Meeting Date: KRFCSS March 10th, 2026

Full report included.
There was a request to show were people came from that benefit from the FCSS program. Schools, this shows where each person comes from that are attending the specific school.
;Acme School =Acme 81, Cardon 18, Linden 29, Trochu 1, Kneehill County 62, Other 19
;Cardon School =Cardon 39, Kneehill County 10, Other 3
;Dr. Elliott =Acme 24, Cardon 2, Linden 66, Kneehill County 81, Other 11
;Trochu =Three Hills 6, Trochu 138, Kneehill County 134, Other 11
;Three Hills =Acme 1, Linden 2, Three Hills 279, Trochu 12, Kneehill County 129, Other 3
;PCA =Cardon 8, Linden 2, Three Hills 304, Trochu 8, Kneehill County 28, Other 4

Committee & Meeting Date: KRFCSS Continued

Total residents to show from each location.
Acme 106, Carbon 67, Linden 99, Three Hills 589, Trochu 159, Kneehill County 444, Other 51

Family Wellness workers (since Sept `25), Acme 24, Carbon 4, Linden 6, Three Hills 39, Trochu 15, Kneehill County 37
Coach Programs (child and youth), Acme 10, Carbon 6, Linden 4, Three Hills 10, Trochu 6, Kneehill County 9
FCSS Programs (family and parent ed), Acme 4, Carbon 3, Linden 2, Three Hills 19, Kneehill County 26
Family and Marriage Counselling, Acme 1, Linden 1, Three Hills 1, Trochu 1, Kneehill County 1, Other 5

Additional Topics: Food Security

Miss Doyle set up a seed starting class with Jordan Sorensen with Nordic Roots Homesteading teaching. We will be providing materials to do soil testing and growing. Will be starting a strawberry patch and possibly adding more fruit bearing trees and shrubs.

KNEEHILL REGIONAL FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) BOARD MEETING
March 10, 2026
7:00 p.m. Kneehill Regional FCSS Office
(779 – 2 Street N.E. Three Hills)

Regular Meeting

1. Approval of Agenda

2. Approval of Minutes
   - 2.1 January 13, 2026, regular meeting minutes

3. Business Pending from the Minutes

4. Reports
   - 4.1 Director Report
   - 4.2 Board Reports

5. Financial Reports
   - 5.1 KRFCSS – 2026 year to date
   - 5.2 Family Wellness Program – 2026 year to date
   - 5.3 Grant Writer – 2026 year to date
   - 5.4 KRFCSS – 2025-year end financials
   - 5.5 Family Wellness Program – 2025-year end financials
   - 5.6 Grant Writer - 2025-year end financials

6. New Business

7. Next Meeting
   May 12, 2026 @ 7:00 p.m.

8. Adjournment

Kneehill Regional Family and Community Support Services
January 13, 2026 Meeting Minutes

A Regular Meeting of the Kneehill Regional Family and Community Support Services (FCSS) board was held at the Kneehill Regional FCSS Office in Three Hills, Alberta on January 13, 2026, commencing at 6:58 p.m.

PRESENT:

Jaime Martel	Town of Trochu Councilor Representative and Chairperson
Marilyn Sept	Town of Three Hills Councilor Representative and Vice Chairperson
Heather Sweetman	Village of Linden Councilor Representative
Rhonda Laking	Village of Acme Councilor Representative
Rosalie Jimmo	Village of Carbon Councilor Representative
Laura Lee Machell – Cunningham	Kneehill County Councilor Representative
Angie Stewart	Kneehill Regional FCSS Director and Recording Secretary

Board Package (attached and forming part of the minutes)

BOARD PACKAGE The following documentation was distributed to the Board:

- Agenda
- November 25, 2025 Organizational Meeting Minutes
- November 25, 2025 Regular Meeting Minutes
- Kneehill Regional FCSS Director's Report
- 2025 Kneehill Tools for School Final Report
- 2025 Community Volunteer Income Tax Program Final Report
- 2025 Family Violence Prevention Month Final Report
- KRFCSS 2025 Year End Financials
- FWW 2025 Year End Financials

CALL TO ORDER Mrs. Martel called the meeting to order at 6:58 p.m.

AGENDA **1.0 Approval of Agenda**

01/26 ***Mrs. Jimmo moved approval of the agenda as presented.***

CARRIED

MINUTES **2.0 Approval of Minutes**

02/26 ***Mrs. Sept moved approval of the November 25, 2025 organizational meeting minutes as amended.***

CARRIED

03/26 ***Mrs. Machell-Cunningham moved approval of the November 25, 2025 regular meeting minutes.***

CARRIED

BUSINESS ARISING **3.0 Business Pending from Minutes**

No Business Pending

DIRECTOR'S REPORT **4.1 Director's Report**

FCSS

- Written report attached.

FAMILY WELLNESS PROGRAM

- Written report attached.

UNAPPROVED

SENIORS OUTREACH

- Written report attached.

GRANT WRITER

- Written report attached.

04/26 ***Mrs. Sept moved to receive the Director's report.***

CARRIED

FIN REPORTS **5.0 Financial Reports**

The Board reviewed the financial reports.

05/26 ***Mrs. Sweetman moved acceptance of the financial reports.***

CARRIED

NEW BUSINESS **6.0 New Business**

6.1 FCSS Orientation

Ms. Stewart took the board through the orientation presentation.

NEXT MEETING **7.0 Next Meeting**

The next meeting is scheduled for Tuesday, March 10, 2026 at the Kneehill Regional FCSS office in Three Hills, Alberta, commencing at 7:00 p.m.

ADJOURNMENT **8.0 Adjournment**

Mrs. Martel adjourned the meeting at 7:56 p.m.

_____
Chairperson

_____
Recording Secretary

UNAPPROVED

Director's Report
March 10, 2026

FCSS

- Community Volunteer Income Tax Program –Three Hills, Carbon, Linden and Trochu.
- Chaos Coordinators Program – Three Hills; 5 participants.
- Wild Willow Weaving – Three Hills, Acme, Trochu workshops
- Men's Shed Launch Support – Three Hills; February 26; 23 attended
- Emergency Social Services Plan Updates (with Kneehill County)
- Kneehill Interagency – Alzheimer's Society and Olds Pregnancy Care Centre presentations
- Year End Financials and Reports
- Dementia Initiatives and Supports
- Senior Cyber Safety-First Aid Training
- Rainbows Grief and Loss Training Updates
- Rural Mental Health Grant
  Upcoming:
  Volunteer Appreciation Week, Early Years Fair

CORRESPONDENCE

- FCSSAA January News – emailed
- West Central Regional Spring Meeting Invite – emailed
- FCSSAA January Board Meeting Highlights - emailed
- FCSSAA 2026 Budget Response - emailed

KNEEHILL COMMUNITY SUPPORT COACH

- Family Paint Night – Acme (16 registered, 10 attended)
- Operation Kindness – Three Hills, Carbon, Linden, Trochu, Acme (completed)
- Lunchbox Art – Acme (goes to the end of March)
- Wonder Workshop -
- Youth Collective – Three Hills; February 17 – 19; 6 attended
  Upcoming: Scribble Spot Week, Pawsitive Leaders, Taste Buds, Wonder Workshops

FAMILY WELLNESS /GHSD/FAMILY AND MARRIAGE COUNSELLING

- Current case load – 71 ongoing and 14 single sessions. Key issues: emotional regulation, peer relations/social skills, anxiety/stress
- Family Wellness Program and Family Marriage Counselling are being reviewed

KNEEHILL GRANTWRITER (GW)

- Reports submitted to CAO's

SENIORS OUTREACH (SO)

- 2025 Annual Report (attached)

Kneehill Regional Family and Community Support Services

2025 FCSS PROGRAM GRANT – FINAL REPORT

Please complete BOTH Part A and Part B of this report.

PART A – PROGRAM INFORMATION

Organization Title:	Seniors Outreach Program Society in Three Hills
Mailing Address:	PO Box 1456, Three Hills, Alberta, T0M 2A0
Phone:	403 443-2555
Fax:	403 443-7755
Email Address:	Administrator@seniorso.ca
Contact Person:	Astrid Ritz
Position:	Administrator

Total 2025 Program Budget: Amount of 2025 Grant Received from FCSS: $80,000.00

Signature: Astrid Ritz **Date:** February 24/2026

Name and Title: Astrid Ritz, Administrator

SUBMISSION INFORMATION FOR:

Angie Stewart, Director

Kneehill Regional Family and Community Support Services
Box 400

Three Hills, AB T0M 2A0

Phone: (403) 443-3800

Email: angie@krfcss.com

PROGRAM SUMMARY

Please provide a summary of how the FCSS funding was used:

Mission:

Seniors Outreach Program Society is a non-profit organization working to enhance the quality of life for Kneehill County Seniors and their families by empowering citizens through volunteerism, services, and advocacy.

Summary of where clients live and where services were provided: We work in all towns/villages, and hamlets in the Kneehill area through our main office and extension offices: We service Acme, Carbon, Linden, Three Hills, Torrington, Trochu, Wimborne, Huxley, Swalwell. Services are provided through our Community Relations Coordinators, Administrator and Administrative Assistant & Digital Director who offer services every week located in the following locations:

- **Seniors Outreach: Three Hills Main Office** in the Provincial Building - call (403) 443-2555
- **Seniors Outreach: Kneehill North** – call (403) 425-1555 – Offices in Trochu Arena (connection for Huxley), Torrington Ron Gorr Arena Library (connection for Wimborne)
- **Seniors Outreach: Kneehill South** – call (403) 412-4195 – Offices in: Carbon New Horizons Seniors Centre, (moving to Carbon Pharmacy in 2026) Acme Seniors Association, Linden Care & Share Centre (connection for Swalwell)

The majority of our programming is delivered through the dedicated leadership and service of our volunteers, who facilitate activities and provide support within their respective areas of interest and expertise. Through these volunteer-supported initiatives, Seniors Outreach aims to reduce social isolation among seniors, increase access to essential resources, and help preserve independence. Volunteers are valued and integral to the success of our organization and its programming. Together with staff and contractors, they support seniors and their families by fostering meaningful community connections, assisting with financial resource identification, and providing guidance to support aging in place or transitions to higher levels of care when needed.

Programs: Assistance and Education:

- **Government Benefit Assistance**
  Seniors Outreach helps seniors, families, and caregivers complete federal and provincial benefit applications, including Alberta Seniors Benefit and Old Age Security. We also provide guidance on Personal Directives and connect clients with other relevant financial and government resources.
- **Community Service and Advocacy Support**
  We provide individualized support through form completion, referrals, and advocacy for housing, medical services, transition planning, and legal or financial matters. Staff assist seniors in navigating federal supports, benefits, and credits, offering phone, letter, and in-person assistance to help clients access appropriate services and manage complex systems.
- **IT/Digital Support and Education**
  Our Digital Director provided in-home and community tech support, including device use, fraud prevention, and basic digital literacy. When needs exceed our scope, we refer seniors to Kneehill Adult Learning Services and collaborate on additional support as funding allows.

Health and Well-Being:

- **Food Security**
  The Meals on Wheels program, run by dedicated volunteers, provides nutritious hot or frozen meals to residents of Kneehill County who are unable to prepare meals for themselves, helping seniors remain safely in their homes and age in place..
- **Support Groups**
  We facilitate sessions for individuals affected by aging-related conditions, including Parkinson's disease, Alzheimer's disease, dementia, grief and loss, elder abuse, and other community-identified needs.
- **Caring Visitors/Callers**
  Volunteers provide regular visits or phone calls to offer companionship and social connection to isolated seniors.
- **Intergenerational Connections**
  Programs foster meaningful relationships between seniors and younger generations through shared activities and interests. Some Intergenerational connections occur at the drop in centre with programming cofacilitated by the drop in centre committee, Prairie college volunteers and sports team volunteers often provide snow removal volunteer services. Occasionally we are asked to provide transportation services as a community partnership to enable intergenerational connections to occur (These are covered under a transportation grant as funds allow)
- **Handyman/Handywoman Services**
  Volunteers assist seniors with minor household tasks and repairs, such as changing light bulbs, tap replacements, electrical assessments, and stair safety, supporting independence at home.
- **Educational Opportunities**
  We partner with industry professionals to offer workshops and seminars across Kneehill County on topics including grief and loss, diabetes, arthritis, mental health, personal directives, wills, fraud prevention, Alberta Supports for Seniors, elder abuse, nutrition, and fall prevention.

Socialization, Resource Identification, Resource Access & Support:

- **Transportation**
  To reduce social isolation and improve access to essential and recreational resources, Seniors Outreach provides safe, affordable transportation. Our Caring Car volunteer program, wheelchair-accessible community bus and a wheelchair van support travel to medical appointments, community events, and programs.
- **Volunteer Caring Cars Program**
  Volunteers provide in-town and out-of-town transportation for appointments, errands, and shopping. Passengers may reimburse drivers for fuel, with amounts coordinated through our office.
- **Community Participation**
  Through programs such as Gifts for Grandparents, Seniors Week, volunteer appreciation events, potlucks, and community meals, or transportation services Seniors Outreach promotes intergenerational engagement and social inclusion. These events, offered across Kneehill County in partnership with local organizations or groups at various facilities, provide seniors with social support, volunteering opportunities, and community connections, particularly for those with limited existing supports

PART B – Program /Project Financial Statement	PART B – Program /Project Financial Statement: **PART B – FINANCIAL REPORTING** **See attached Compilation Engagement Report from Ascend Chartered Professional Accountants for the year ended December 31, 2025.

2025 Outputs:

Outcome Data in raw number format that was collected throughout the year **
See attached

Table 1: 2025 Statistics Summary - Volunteers (only counted once)

Criteria	2025
# of volunteers	141
# of volunteer hours worked	8314
# of times clients accessed services	3141
# of individuals served	687

Table 2: Number of Volunteer Hours per Program

Program	Hours
Caring Cars/Drivers	2551.76
Bus Trips/Drivers	2869.51
Caring Visitors & Caring Calls	621.01
Community Partnerships	302
Office Assistance/Reception	1,465.75
Meals on Wheels	570.25
Meetings/Board	365.00
Handyman Hours	29
Total	**8,214.28**

Table 3: Number of Clients Accessing Seniors Outreach Programs

Programs used by Clients (only counted once)	Number
Drop-In Centre	*See Below*
Caring Visitors/ Caring Callers	52
Transportation - Caring Cars & Bus for a total of 1, 000 rides. **Medical Trips**: 868, **Medical Trips:** 490	246
Office / Client Visits (all locations) • **Three Hills** 286 • **Kneehill North** 138 • **Kneehill South** 213	637
Hot Meals on Wheels (Total Hot Meals ordered 1,413 Total Clients 106)	106
Frozen Meals on Wheels (Total Meals 88, Total Clients 34,)	34
Total	**1075**

2025 CommUnity Drop-In Centre: A Requested Resource for Seniors

Although FCSS funding does not directly support the Three Hills CommUnity Drop-In Centre and so we do not include the volunteer hours in this report, it continues to be a highly valued and frequently requested gathering space for seniors in our community. The Seniors Outreach Board has formally approached the Town of Three Hills to request support through a Memorandum of Agreement to allow continued use of the facility for potlucks and seniors' events, which will be co-hosted at select times with the Drop-In Centre Committee.

The Seniors Outreach Drop-In Centre Committee, originally established by Seniors Outreach volunteers, continues to provide operational oversight and support. As the Committee works toward establishing independent society status following December 31, 2025, it has been recognized, effective January 1, 2026, as a community partner for reporting and statistical purposes. For 2026, several Committee members have committed to contributing volunteer hours to co-host Seniors Outreach programs and activities held at the Centre.

The Drop-In Centre is open weekday mornings and select Saturdays, offering seniors opportunities for social connection, coffee, games, and monthly potluck lunches. Activities include Whist, Scrabble, pool, darts, and cribbage, and the space is also available to support groups and other community members. Beginning in January 2026, potlucks and selected programming will be co-hosted by the Drop-In Centre Committee and Seniors Outreach. In 2025, programming also included weekly intergenerational events organized by the Committee.

OUTCOMES

1. **Feedback or comments were received from individuals who subscribed to or used the program services.**

- *"Thanks for all your support and guidance, We are so blessed with the work that Sherry supports our community. She is a phenomenal lady with such a caring heart and attitude. We commend her for traveling to our village and always is friendly and kind with every event she attends to help our seniors. " - Client Visit Email*
- *"Without this group my life would have been so difficult for the past 3 months. I would strongly recommend this support group be continued in the future. I am so grateful for the help I've received being involved with this group, Thank you, Thank you!" - Grief & Loss Support Group participant. (These survey responses are not included in our generalized surveys as it was for a New Horizons Grant survey, not FCSS)*
- *"Very informative presentation by Josh Bellingham on Tech fraud". - Presentation participant - Three Hills*

Feedback / Comments Cont..

- *"As usual everyone was so helpful. It is very comforting for me as a senior to know there are people willing to take time to explain (twice if necessary) and reassure me". - Client Appointment - Three Hills*
- *"Seniors Outreach has gone beyond the call of duty when it has come to helping me with all my paper! Could not have done it without all their help and understanding. Best thing ever for seniors." - Client appointment - Acme*
- *"The variety of things that I can volunteer with, the people to work besides, the feeling that what I'm doing is making a difference." - Volunteer Survey Response*

2. **If available, please share a brief story or example that highlights the outcomes Seniors Outreach is working to achieve.**

Client Story: Aging Well Through Coordinated, Wrap-Around Support

A senior in her late 80s, with no family in the area, recently began experiencing significant vision loss & cognitive decline. As a result, she lost her driver's licence and the ability to safely drive, leading to increased isolation and uncertainty about how she would manage appointments, groceries, finances, and daily living tasks.

Through Seniors Outreach's Caring Car Volunteer Program, she now has dependable transportation to medical appointments, including hospital visits. Our staff provide in-home visits to assess her needs, Volunteers deliver food when required, and ensure her safety and well-being. Meals on Wheels are arranged when requested, and we have coordinated in-home technical support to adapt her television and phone for greater accessibility, helping her maintain independence.

Due to her vision challenges, she was no longer able to navigate automated phone systems or dial lengthy numbers. Seniors Outreach staff supported her in accessing government benefits and navigating CRA calls, ensuring her financial stability and entitlements were maintained. Her housing situation is being actively assessed, and in the meantime she has a list of trusted volunteers and staff who check in on her regularly, ensuring she is safe, supported, and connected while awaiting a suitable housing placement. Seniors Outreach coordinates with a social worker to advocate on her behalf and navigate any complex social or health-related needs.

Socially, she remains engaged thanks to caring visitors. She attends weekly "lunch with friends", accesses potluck meals at the Three Hills CommUnity Drop-In Centre, participates in social gatherings, and is included in out-of-town trips to music events—her lifelong passion—through wheelchair-friendly transportation and compassionate companions.

Although our staff team is small, Seniors Outreach is able to provide this level of individualized, wrap-around support because of the strong volunteerism that is part of our organization. Volunteers, staff, her physicians, and church community work collaboratively in a team-based approach to ensure she can age well in place as is possible.

Through coordinated support—addressing transportation, housing, food security, advocacy, financial navigation, and social inclusion—she is not alone or forgotten. She continues to live at home longer, remain engaged, and feel empowered, expressing deep gratitude for the care and attention provided, which has greatly enhanced her quality of life.

Seniors Outreach 2025					Outcome Data			
Shorter-Term Outcome	**Provincial Outcome Alignment**	**Provincial Indicator Alignment**	**Measures Bank Measure #**	**Post-Only Measure**	***# of Participants***	***# Completing Measurement Tool - Did Survey***	***# Completing This Measure - Answered this question***	***# Experiencing Positive Change***
Senior Outcomes Walk-in, One-to-One work - Client Appointment responses								
Seniors and families know how to access the community resources they need.	Community: Outcome # 1 - The community is connected and engaged.	Awareness of Community	**PM 1**	As a result of (insert name), I know more about how to access the community resources I need.	Do not have this data at this time	72	69	69
Senior Outcomes - Events and Programming - Events and programming results								
Seniors are connected to others in their community.	Individual: Outcome # 2 - Individuals are connected with others.	Quality of Social Relationships	**PM 3**	As a result of [insert name] I have (met/reconnected with/formed new relationships with) people from my neighborhood/community.	Do not have this data at this time	204	201	190
Senior - Volunteer Outcomes - Volunteer Evaluation Results								
Volunteers believe they make a difference.	Individual: Outcome # 1 - Individuals experience personal well-being.	Meaning and Purpose	**PM3**	As a result of volunteering with Seniors Outreach, I believe I am making a difference.	Do not have this data at this time	32	29	29
Senior Additional Outcomes - Mixed								
Seniors and families feel important to their community	Individual:Outcome # 1 - Individuals experience personal well-being.	Meaning and Purpose	**PM 6**	[Insert name] has helped me to feel important to my community.	Do not have this data at this time	236	236	204
Seniors and families feel good about themselves	Individual: Outcome # 1 - Individuals experience personal well-being.	Self-Esteem	**PM 3**	[Insert name] has helped me to feel good about myself. *(We did not ask Volunteers this)*		236	236	190
				OR				
			PM 4	Helping others through [insert name] has helped me to feel good about myself. *(We asked Volunteers this)*	Do not have this data at this time	236	236	190

*Due to Data analytics being resorted, SO does not have this data at the time of this report

FCSS Financials January 01, 2025 to December 31, 2025			
January 1, 2025 to December 31, 2025			
	2025 to Date	**2025 Budget**	**NOTES**
Donations	$4,261.45	$0.00	
Other Revenue	$15,420.73	$0.00	
Provincial FCSS (80%)	$366,158.61	$366,158.00	
Local Municipalities (20%)	$175,131.00	$ 175,131.00	
Reserves (Municipal Share)	$17,099.36	$ 33,251.00	JE from reserves
Total Revenue	**$578,071.15**	**$574,540.00**	
Salaries	$252,316.32	$ 239,815.00	Salaries were higher/vacation payout
LAPP	$12,510.25	$ 11,500.00	
CPP	$11,881.58	$ 11,955.00	
EI	$4,197.40	$ 4,200.00	
WCB	$2,592.80	$ 4,000.00	
Group Benefits	$13,266.37	$ 12,100.00	
Board Expenses	$0.00	$ 200.00	
Mileage	$5,737.97	$ 5,300.00	mileage increases from .54-.72
Convention & Training	$3,837.50	$ 3,500.00	
Telephone	$1,147.40	$ 1,200.00	
Public Ed Program (Internal Grants)	$5,423.26	$ 9,000.00	
Advertising/Public Relations	$1,645.53	$ 3,250.00	
Registration/Member Fees	$1,336.10	$ 1,450.00	
*Audit/Unit Authority	$7,700.00	$ 7,700.00	JE submitted
Insurance	$1,521.37	$ 1,800.00	
Miscellaneous Expenses/ Strategic Planning & Implementation	$0.00	$ -	
Printing and Stationary	$3,996.52	$ 6,600.00	
Janitorial Supplies	$3.67	$ 300.00	
Resource Materials	$0.00	$ 550.00	
Other Grant Expenses	$7,647.77	$0.00	
Total Admin Expenditures	**$336,761.81**	**$324,420.00**	
Grants to Individuals/Organizations	$241,309.34	$250,120.00	
Total Expenditures	**$578,071.15**	**$574,540.00**	
Surplus/Deficit	**$0.00**		
***Admin Fee & Audit = 7700.00**			

FWP Financials January 01, 2025 to December 31, 2025			
January 1, 2025 to December 31, 2025			
	2025 YTD	**2025 Budget**	**NOTES**
KCRP Other Rev (GHSD)	$57,570.00	$57,000.00	
Kneehill Regional FCSS	*$120,709.34*	$129,520.00	JE from FCSS-FWW
Withdrawn from Reserves***	$0.00	$0.00	
Total FWW Operating Revenue	**$178,279.34**	**$186,520.00**	
Salaries	$137,419.58	$144,290.00	
CPP	$7,631.24	$8,200.00	
EI	$2,846.71	$3,100.00	
WCB	$1,485.80	$1,700.00	
Group Benefits	$13,824.31	$11,000.00	
Mileage/Transportation	$7,473.72	$6,500.00	
Courses/Conferences	$163.26	$2,500.00	
Telephone	$480.00	$480.00	
Public Education	$0.00	$0.00	
Advertising	$136.20	$350.00	
Audit/Accounting	*$5,300.00*	$5,300.00	JE submitted
Insurance	$750.00	$1,000.00	
Supplies/Print and Stationary	$91.08	$1,000.00	
Resources	$677.44	$1,100.00	
Transfer to Reserves	$0.00		
Total FWW Op. Expenditures	**$178,279.34**	**$186,520.00**	
Surplus/Deficit	**$0.00**		

GW Financials January 01, 2025 to December 31, 2025			
January 1, 2025 to December 31, 2025			
	2025 YTD	**2025 Budget**	**NOTES**
Municipal Funding	$24,357.56	$35,640.00	
Total GW Operating Revenue	**$24,357.56**	**$35,640.00**	$11,282.44 -Trochu Jan - May
Salaries	$12,997.47	$25,000.00	
CPP	$651.19	$2,640.00	
EI	$298.29	$990.00	
WCB	$142.78	$495.00	
Mileage/Transportation	$21.20	$600.00	
Courses/Conferences	$121.00	$300.00	
Telephone	$120.00	$240.00	
Public Education	$25.00	$200.00	
Advertising	$149.00	$300.00	
Audit/Accounting	$500.00	$500.00	JE for 2025
Insurance	$375.00	$375.00	not sure when charged
Supplies/Print and Stationary**	$4,223.44	$4,000.00	
Total FWW Op. Expenditures	**$19,624.37**	**$35,640.00**	
Surplus/Deficit	**$4,733.19**		

FCSS Financials January 01, 2026 to March 4, 2026		
January 1, 2026 to December 31, 2026		
	2026 YTD	**2026 Budget**
Donations	$0.00	$0.00
Other Revenue	$0.00	$0.00
Provincial FCSS (80%)	$91,540.00	$366,158.00
Local Municipalities (20%)	$0.00	$178,460.00
Reserves (Municipal Share)	$0.00	$13,540.00
Total Revenue	**$91,540.00**	**$558,158.00**
Salaries	$30,616.22	$210,000.00
LAPP	$1,064.30	$8,600.00
CPP	$1,703.07	$12,330.00
EI	$627.26	$4,680.00
WCB	$834.95	$4,088.00
Group Benefits	$1,280.61	$14,000.00
Board Expenses	$0.00	$200.00
Mileage	$160.56	$8,000.00
Convention & Training	$0.00	$3,500.00
Telephone	$40.00	$1,200.00
Public Ed Program (Internal Grants)	$170.68	$10,000.00
Advertising/Public Relations	$0.00	$2,300.00
Registration/Member Fees	$0.00	$1,500.00
*Audit/Unit Authority	$0.00	$9,200.00
Insurance	$0.00	$1,900.00
Miscellaneous Expenses/ Strategic Planning & Implementation	$0.00	$0.00
Printing and Stationary	$0.00	$5,000.00
Janitorial Supplies	$0.00	$300.00
Resource Materials	$0.00	$550.00
Other Grant Expenses	$0.00	$0.00
Total Admin Expenditures	**$36,497.65**	**$297,348.00**
Grants to Individuals/Organizations	$23,666.00	$260,810.00
Total Expenditures	**$60,163.65**	**$558,158.00**
Surplus/Deficit	**$31,376.35**	

FWW Financials January 01, 2026 to March 4, 2026		
January 1, 2026 to December 31, 2026		
	2026 YTD	**2026 Budget**
KCRP Other Rev (GHSD)	$39,140.00	$58,710.00
Kneehill Regional FCSS	$0.00	$140,210.00
Withdrawn from Reserves***	$0.00	$0.00
Total FWW Operating Revenue	**$39,140.00**	**$198,920.00**
Salaries	$22,583.50	$149,900.00
CPP	$1,282.02	$8,360.00
EI	$515.39	$3,150.00
WCB	$614.29	$1,700.00
Group Benefits	$1,087.58	$14,800.00
Mileage/Transportation	$823.50	$9,500.00
Courses/Conferences	$0.00	$2,500.00
Telephone	$40.00	$480.00
Public Education	$0.00	$0.00
Advertising	$0.00	$350.00
Audit/Accounting	$0.00	$5,300.00
Insurance	$0.00	$780.00
Supplies/Print and Stationary	$82.67	$800.00
Resources	$0.00	$1,300.00
Transfer to Reserves	$0.00	$0.00
Total FWW Op. Expenditures	**$27,028.95**	**$198,920.00**
Surplus/Deficit	**$12,111.05**	

GW Financials January 01, 2026 to March 4, 2026		
January 1, 2026 to December 31, 2026		
	2026 YTD	**2026 Budget**
Municipal Funding	$0.00	$33,335.00
Total Revenue	**$0.00**	**$33,335.00**
Salaries	$3,083.96	$25,000.00
CPP	$152.64	$1,450.00
EI	$70.37	$570.00
WCB	$83.88	$525.00
Mileage/Transportation	$0.00	$600.00
Courses/Conferences	$0.00	$350.00
Telephone	$20.00	$240.00
Public Education	$0.00	$200.00
Advertising	$0.00	$400.00
Audit/Accounting	$0.00	$600.00
Insurance	$0.00	$400.00
Supplies/Print and Stationary**	$0.00	$3,000.00
Total Expenses	**$3,410.85**	**$33,335.00**
Surplus/Deficit	**$3,410.85**	

COUNCIL MEMBER REPORT

Council Member: Carl Peterson

Council Meeting Date: April 13, 2026

Committee & Meeting Date: Trochu Housing Committee - March 16, 2026

Report: Representatives of Covenant Health and St. Mary's Foundation were present.
Financial Statement documents were presented. Project is on schedule and on budget.
March 19th - members of the THC committee took part in a tour of the Sundre facility and met with senior members of Mountain View Seniors Housing to discuss operations and agreement
Members of St. Mary's Foundation toured our new facility and decided that the space provided for the proposed chapel was of sufficient size that no major structural changes are required.
March 25th - members of Council, Town Admin., the THC Board and Covenant Health took part in a tour of the new facility.

Committee & Meeting Date: Capital Equip. Purchasing Committee - March 26, 2026

Report: A status report of existing equipment was presented by Dave Nelson. The next truck to be replaced may be the "water truck". The Kubota Cab Mower is also wearing out and should be considered to be replaced in the future, but the challenge is that our existing attachments will not fit the new mowers and to replace the mower and attachments will cost over $68,000.00. The Fuso is need of some major maintenance and once spring actually arrives the plow will be removed and taken in for a thorough inspection and service. Dave will look into quotes for a new garbage truck similar to what we have now.
It was noted that a used equipment dealer and heavy duty mechanical service has moved into Trochu, which will help us with reducing maintenance costs. No major purchases are proposed for 2026, but due to the age of our fleet, we can expect higher maintenance costs.

Additional Topics: MPC; Trochu Municipal Library; Marigold; Arboretum

Report: MPC - March 23rd - DP 2026-04 - 114 First Ave North - new fuel tanks and pumps - the committee reviewed the request for a variance and the permit was approved.

Trochu Municipal Library - April 7th,: 1) applying for the CFEP Grant - door opener, carpet, additional plugs, paint; 2) partnering with the Library Society - highway cleanup; 3) advertising for a summer student; 4) the 4th annual book sale scheduled for July 1st with the location yet to be determined

Marigold Library Services - April 11th, I will be attending the AGM in Strathmore; topics will include Bill 28

Arboretum - AGM and election of Board members to take place on April 28th.

COUNCIL MEMBER REPORT

Council Member: Chris Reeds

Council Meeting Date: April 13, 2026

Committee & Meeting Date: Palliser April 7th 2026

We were presented with the audited financial statement from Ascend llp
Added six members and one clerk to the ISDAB board
Officially entered into ISDAB agreements with Beiseker, Linden and Trochu
Received information that Parkland Regional Subdivision and Development Appeal Board has closed their doors.
The transition to The Inspections Group for safety code services is complete and so far there have been little to no complaints
I have an HR update for in closed session

Committee & Meeting Date:

Report:

Additional Topics:

Report:

TROCHU ALBERTA

COUNCIL MEMBER REPORT

Council Member: Barry

Council Meeting Date: April 13/26

Committee & Meeting Date: March 19 Mayor and Reeves

Report: The keynote for the evening was

Darcy Mykytyshyn

Darcy Mykytyshyn serves as the inaugural CEO of the Red Deer Homeless Foundation, bringing decades of leadership, governance, and community-building experience to the role. He talked about Project Nexus in Red Deer. It really opened my eyes about the Homeless. I have attached some info for correspondence.

Committee & Meeting Date: Ab Muni Leaders Caucas Mar 25-27

Report: Probably the best spring event I have ever been too. Re-imagining property taxes, Code of conduct and the downloading of police costs were the hot ticket items. I will also share my Jelly Bean exercise.

I have attached a note about understanding your property taxes. Yes I summarize using Co-pilot

Additional Topics: I have also been in on many conversations with THC and covenant health. More to follow. I also have been attending the bi weekly meetings at the site and have got to tour it twice. Very impressive. Public site tour is May 11th at 4pm. Steel toed boats are required to tour. I feel the community will be in awe!

Understanding Your Property Taxes

Why your bill may be rising — and what needs to change

Even if your municipal council does not increase its property tax rate, you may still see a higher property tax bill this year. That's because not all of your property tax bill is controlled by your municipality.

Why property taxes are increasing

The province is increasing its education property tax requisition. Municipalities are required to collect this tax on the province's behalf but have no control over the rate or how the money is spent. At the same time, provincial funding for municipal services and infrastructure has remained flat despite rising costs.

Where your property taxes go

Municipal portion: Roads, water and wastewater systems, fire and emergency services, parks, recreation facilities, libraries, and local planning and bylaw services.

Education (provincial) portion: Set by the province, collected by municipalities, and remitted to the Government of Alberta.

Other requisitions (where applicable): Regional policing, seniors' housing, and other shared services.

How municipalities raise money

Alberta municipalities have very limited revenue tools and rely primarily on property taxes, user fees, and provincial grants. They do not have access to income taxes, sales taxes, or resource revenues.

What is driving municipal costs up

Aging infrastructure, population growth, rising demands for policing and emergency services, and inflation are increasing costs at the local level.

Why property taxes hit so hard

Property taxes are not based on income or ability to pay. They create cash[redacted]flow challenges for seniors, families, and businesses and can discourage investment.

Reimagining property taxes

Through ABmunis' Property Taxes Reimagined initiative, municipalities are calling for sustainable funding, better[redacted]aligned revenue tools, long[redacted]term infrastructure investment, and a true provincial[redacted]municipal partnership.

The bottom line

Property taxes cannot continue to carry more of the load. Alberta needs a long[redacted]term, collaborative funding solution that supports affordability, economic growth, and strong communities.

Is Project Nexus just a new shelter?	No. While shelter is one component, Project Nexus is about building an integrated system, not simply relocating a shelter, which is simply Phase 1. It brings together multiple services under one coordinated model so people can access the right supports at the right time.
How will this make things better for people experiencing homelessness?	Project Nexus reduces barriers by bringing services together. People won't have to navigate multiple locations or retell their story repeatedly to get help.
Is housing still the goal?	Yes. Housing remains the ultimate objective. Project Nexus is about creating better pathways to get there and stay there.
Is Project Nexus replacing existing agencies?	No. Project Nexus is designed to create an environment where agencies can thrive, not to replace or duplicate their work. Existing organizations remain essential to service delivery.
What's the one thing people misunderstand most about Project Nexus?	That it's about a building. It's not. It's about building a stronger system for a healthier community.

Project Nexus

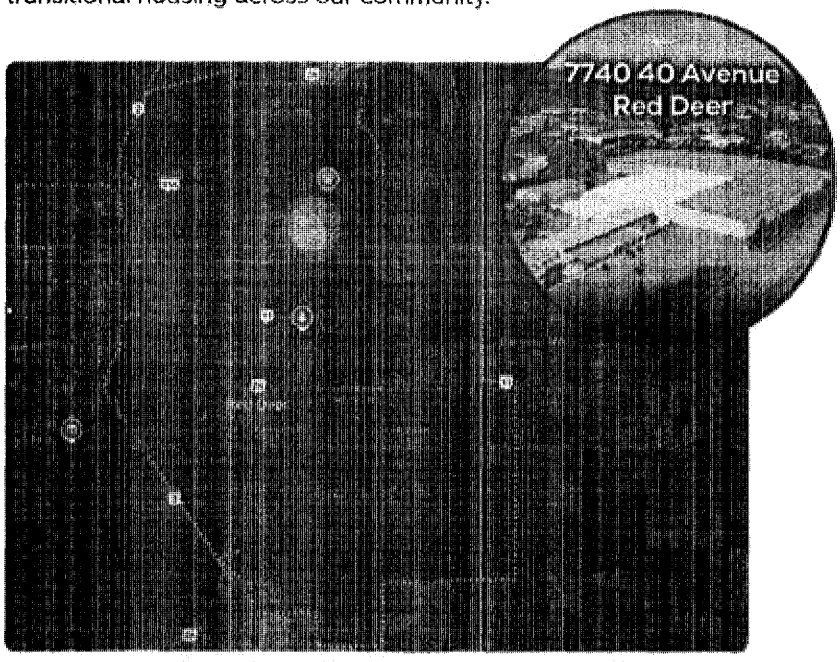
The Red Deer Homeless Foundation has embarked on their inaugural initiative—Project Nexus.

FOR THE COMMUNITY, BY THE COMMUNITY

Taking existing good work to the next level of impact and sustainability with a Campus

The Red Deer Homeless Foundation (the Foundation) has mobilized an inaugural initiative towards its vision, mission and focus—Project Nexus. This project proposes the development of a Campus enabling people to move from crisis to stability more quickly, with dignity and clarity. The Campus represents **a once-in-a-generation opportunity to transform how Red Deer responds to homelessness**.

Built on more than two years of coordinated community research, Project Nexus is designed as a community-owned asset held through the Foundation and delivered in partnership with agencies servicing vulnerable populations, private enterprise, government and philanthropists. Once operational, participating organizations will share administrative infrastructure and operating costs, allowing scarce resources to be redirected to front-line services. Any financial capacity generated through Project Nexus will be reinvested into mechanisms that strengthen homelessness-servicing organizations and support future initiatives that expand affordable, supportive and transitional housing across our community.



The Campus is situated on a 12-acre property located at 7740 40 Avenue. It combines the size, layout and adaptability needed to co-locate temporary housing, health and human services within a single, purpose-designed facility.

RED DEER

The Red Deer Homeless Foundation—a community connector and convener bringing our community together by:

- strengthening coordination
- supporting shared understanding
- helping align efforts for effective and integrated homelessness response

A region where homelessness is rare, brief, non-recurring, and everyone has a clear, supported pathway home.

Illuminating the pathway home for those experiencing homelessness by guiding collaboration, innovation, and shared action to reduce homelessness in Central Alberta.

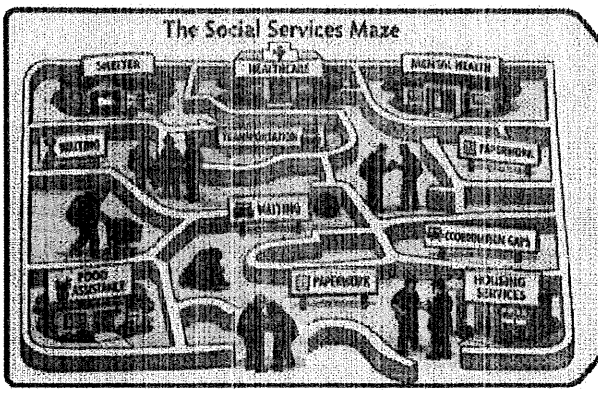
At Red Deer Homeless Foundation, our focus is to bring people together to create real, lasting solutions to homelessness in the Red Deer Region, coordinate partners, align funding, measure outcomes and report transparently.

For more information or to join our newsletter for regular updates, visit

The Campus allows for timely activation

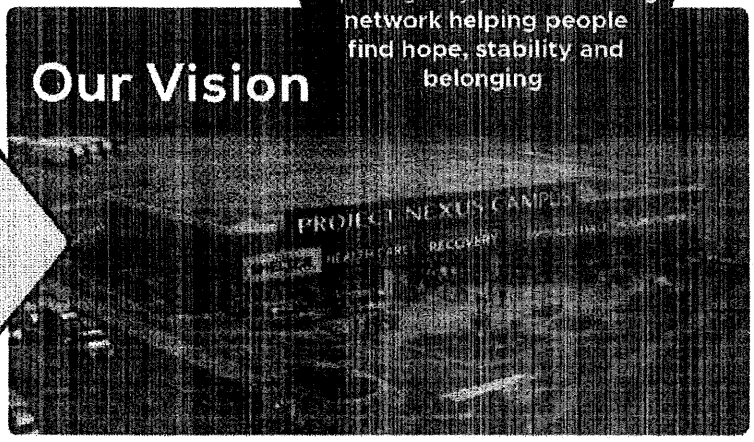
The existing infrastructure allows for timely activation at a lower cost than new construction, while its location provides both accessibility and appropriate separation from residential and commercial sensitivities.

The Campus offers over 200,000 square feet of adaptable space large enough to bring essential supports together in one place, making it easier for people to get help and move forward. The facility will include emergency shelter, health and mental health care, recovery-focussed supports, housing intake and navigation, Indigenous-led and culturally informed services, employment and life-skills supports and access to basic needs like food, showers, laundry and secure storage.



Our Vision

Within the Campus, community partners will work together – not as one big super-agency, but as **a caring network helping people find hope, stability and belonging**



Strengthening safety, efficiency and well-being for the entire community—Our social service system currently **operates through long 'corridors' created by geography, transportation and coordination gaps. We can eliminate these corridors by bringing services together on one integrated campus reducing barriers, shortening the path to housing and helping people stabilize faster.**

What's happening now

The Foundation is working with the Indigenous community, service providers, community leaders and groups, The City of Red Deer and funding partners to finalize approvals and begin detailed planning.

The City's re-zoning process has been initiated and our hope is to have all approvals in place by the end of February, with occupancy in April, 2026.

Through meetings and outreach, we continue to engage the community and build mutual awareness about the potential benefits and challenges of developing this Campus to meet the needs of our community. We want to build relationships, listen and explore how collaboration, alignment and shared learning can support stronger outcomes for individuals experiencing homelessness and for the community as a whole.

We invite you to engage, learn more and share your thoughts, concerns and ideas about this initiative. Send us a message at:

"For the Community, By the Community"

Project Nexus

- ✓ A community-led, integrated infrastructure solution
- ✓ A coordinated approach to housing, health, and social supports
- ✓ A system that helps people move from homelessness to stability faster
- ✓ A not-for-profit, public-value-focused initiative
- ✓ Re-defining the face of our community

For detailed information on Project Nexus go to:
www.homelessnessreddeer.ca/nexus

RED DEER

Jamie Collins

From: Sam Smalldon
Sent: March 28, 2026 12:21 PM
To: Barry Kletke
Cc: Jamie Collins
Subject: Re: Trochu Housing Corporation 2nd Annual Golf Classic , June 11, 2026
Attachments: 2026 golf brochure.pdf

Mayor Barry Kletke,

We are excited to be halfway through construction of our THC project and are planning our 2nd annual Trochu Housing Corporation Golf Classic at the Trochu Golf and Country Club in Trochu, Alberta. We're hosting the event on Thursday, June 11, 2026. We'd love to have you join us and support us. We always hope for great weather, but we are sure it will be a great day on the golf course!

As our valued Partner, we are once again requesting that the Town of Trochu be a Gold Sponsor this year. With your support, we can provide our Seniors with furnishings and equipment at the new Trochu Seniors Supportive Living Housing Project, which is scheduled to open on July 1, 2027. Attached is our registration and sponsorship brochure for your review. We request a timely response.

We are grateful for your partnership and thank you for considering the continuation of your support for Seniors' Housing serving Seniors from the Town of Trochu, Kneehill County, and surrounding Municipalities.

If there are any questions, please get in touch with us.

Sam

Sam Smalldon, President
Trochu Housing Corporation
403-586-2702

REGISTRATION INFORMATION

Full Name

Contact Number

Email Address

Address

☐ Individual Golfer(s) - $150 each

For Sponsorship Only

☐ Platinum Level Sponsorhip

☐ Gold Level Sponsorhip

☐ Lunch & Supper Sponsorship

☐ Silver Level Sponsorhip

☐ Hole in One Sponsor

☐ Hole Prize Sponsor

Payment & Registration Contact
For payment by cheque, credit card, or invoice, please contact:
Sam Smalldon, President
Trochu Housing Corporation
(403) 586-2702
ssmalldon.thc@townoftrochu.ca

ALL PROCEEDS RAISED ARE IN SUPPORT OF TROCHU HOUSING CORPORATION

Trochu Housing Corporation is a non-profit organization operating under the Town of Trochu. Our organization is governed by a community board of directors with representatives from the Town of Trochu, Kneehill County and the surrounding Community.

Where Does Your Support Go?

Funds raised at this year's Annual Golf Tournament will go towards purchasing specialized furniture for the New Trochu Seniors Supportive Living Facility, opening summer of 2027.

Trochu Housing Corporation

Support Trochu and Community Seniors: Building a Brighter Future Together



TROCHU HOUSING CORPORATION

2ND ANNUAL GOLF CLASSIC

SPONSORSHIP LEVELS

PLATINUM — $5,000
- Golf for eight (8) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Premium logo placement
- Major sponsor recognition at the event

LUNCH & SUPPER - $3,500
- Golf for four (4) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Prominent logo placement
- Major sponsor recognition at the event

GOLD — $2,000
- Golf for four (4) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo placement
- Major sponsor recognition at the event

SILVER — $1,000
- Golf for two (2) players
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo & sponsor recognition at the event

HOLE-IN-ONE - $750
- Golf for one (1) player
- 18 holes with power cart
- Lunch and end-of-tournament dinner
- Logo recognition at designated hole
- $10,000 insurance coverage

HOLE PRIZE - $500
- Golf for one (1) player
- 18 holes with power cart
- Lunch & end-of-tournament dinner
- Recognition at the event

Where:
Trochu Golf & Country Club

Date:
Thursday, June 11th, 2026

Time:
Registration 8:00 am
Shotgun Start 9:00 am



Each Registration Includes:
- 18 holes of golf
- Power golf cart
- Lunch
- End of tournament dinner
- Hole competitions
- A great day of golf!

Contests:
- Hole-in-One
- Putting Contest
- Longest Drive
- Closest to the Pin
- Ball in Water
- Ball in Sand



CARA CENTRAL ALBERTA REALTORS® ASSOCIATION

March 24, 2026

Honorable Barry Kletke
Box 340
222 Northfield Road
Trochu, AB T0M 2C0

Dear Barry,

RE: Greetings from the Central Alberta REALTORS® Association.

The Central Alberta REALTORS® Association (CARA) is comprised of over 650 professional REALTORS® throughout Central Alberta and our goal going forward is to improve communications within the communities our members live and work in.

Our organization works closely with Alberta Real Estate Association (AREA), our provincial association and federally with the Canadian Real Estate Association (CREA) – to advocate on behalf of members & consumers on housing issues facing all Canadians.

In 2026 we are advocating the following:

- Innovative solutions and policies to increase housing supply.
- Address current housing challenges such as lack of supply and increasing prices.
- Allow all Canadians to have access to safe and affordable housing.

There are lots of initiatives being talked about, some in process regarding increased use of Pre-Fab building. If you would like more information about the Pre-Fab Building, please reach out.

In many communities across Canada the younger generations cannot afford to own homes and even if they could, often there are none available due to the shortage of new builds or entry level homes. The same can be said for our seniors – many of them would love to downsize as they age but again, there are very few options and others too costly for them to downsize to.

This in turn creates another problem – if seniors cannot downsize then their current home is not available to a family looking for more space who in turn would then put their entry level home on the market.

We would like to start a dialogue with you and your elected representatives at any time to discuss housing issues – would love to get your take on what is happening in your area, your growth plans, and ideas for the future.

We will be sending out information on a quarterly basis on housing initiatives we hear about within Central Alberta and will pass this along.

Thanks for your time and for what you do for those in your community.

A Melbourne E

Allan Melbourne, Executive Officer.
Central Alberta REALTORS® Association
allanm@carassociation.ca

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121606

February 20, 2026

His Worship Dennis Hazelton
Mayor
Town of Three Hills
PO Box 610
Three Hills, AB T0M 2A0

Dear Mayor Hazelton:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Three Hills has been approved for a grant of $200,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Regional Water Transmission Infrastructure Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

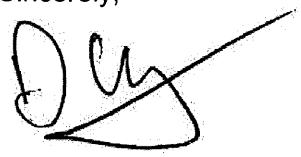
The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

Classification: Public

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

cc: Tara Sawyer, MLA, Olds-Didsbury-Three Hills
Barry Kletke, Mayor, Town of Trochu
Lonnie McCook, Reeve, Kneehill County
Ryan Leuzinger, Chief Administrative Officer, Town of Three Hills
Jamie Collins, Chief Administrative Officer, Town of Trochu
Theresa Cochran, Interim Chief Administrative Officer, Kneehill County

Classification: Public

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121809

April 1, 2026

Dear Chief Elected Officials:

Municipal Affairs has been working collaboratively in recent years with industry representatives, professional assessors, and municipal partners to modernize Alberta's regulated property assessment framework through the Assessment Model Review (AMR). One important phase of this work has now been completed, and I am pleased to share policy updates that aim to simplify rules, reduce uncertainty, and improve consistency, transparency, and fairness across the system.

Most regulated property assessment models covering wells, pipelines, telecommunications systems, electric power systems, machinery and equipment, and railways, were last updated in 2005. As you may be aware, the last time the assessment models were reviewed in 2020, government opted not to proceed with proposed changes.

Based on a renewed engagement process designed by stakeholders, the AMR process re-launched in March 2024 with a review of the foundational policies that guide Alberta's regulated assessment system. These policy updates are a major milestone and set the stage for the next phase.

Key decisions include:

- standardizing assessment rates, where feasible, to make assessments more predictable;
- updating assessment models on a regular schedule to reflect changes in technology and construction practices;
- setting more consistent rules by clarifying when construction is considered finished for purposes of assessment, making sure actual construction costs are included with tightly-defined exclusions, and creating a provincial benchmark to fairly adjust labour-related construction costs in remote areas; and,
- introducing penalties for owners who do not provide required assessment information on time.

The rules will be effective for the 2027 tax year, and will apply to facilities built or expanded after that date. These rules will also be applied in the development of updated assessment models for each individual regulated property type as they are reviewed. Accordingly, we do not expect there to be significant assessment changes in 2027 and 2028 resulting from these policy changes.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A

Looking ahead, through the next phase of the AMR, we will continue to work with stakeholders to update the assessment models – the rules, rates and procedures for determining valuation – for individual regulated property types. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue.

Your municipality will be directly engaged on the overall results of the AMR and the potential impacts of updated assessments. This is an upcoming phase of the AMR process; engagement will focus on implementation of these policy changes. The final decision by government on any changes to assessment models is expected to occur in late 2028.

Attached is a fact sheet summarizing the policy changes, and a frequently asked question document for your use. I look forward to continuing to work with you and your municipal associations on this important initiative.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

Attachment:
1. Fact sheet
2. Frequently Asked Questions

cc: Chief Administrative Officers

Assessment Model Review

Policy Updates – March 2026

Overview

Municipal Affairs is updating the policies that govern regulated property assessments in Alberta as part of the ongoing Assessment Model Review. The changes aim to simplify rules, reduce ambiguity, and improve consistency and fairness of assessments. These updated policies reflect the input of municipalities, industry, and professional assessors.

Clearer rules and standardized assessment practices will improve transparency and predictability, while helping reduce disputes and assessment appeals. The updated system balances the needs of municipalities and industry by applying consistent approaches across regulated property types.

Assessment Models

Clarifying the foundational policies governing the assessment system allows the Assessment Model Review to move to its next phase: updating assessment models to better align with current practices, infrastructure, and technology.

Assessment models are the rules and procedures that determine how each type of regulated property is valued for property taxation purposes. The models for most types of regulated property, including wells, pipelines, telecommunications systems, electric power systems, machinery and equipment, and railways, were last updated in 2005.

Key Changes

Standardization

Standardized rates will be prepared and used wherever feasible and these rates will be developed for new property types where they do not currently exist, such as solar installations, and for existing properties where there are typical configurations of multiple components, such as wellsites. If it is unfeasible to calculate a standardized rate, site-specific reported costs will continue to be used.

The modernization and expansion of standardized rates will improve the consistency and efficiency of assessments, while providing municipalities and property owners with greater predictability.

Assessment Rules for Construction Costs

Regulated assessment is based on construction costs, and these policy updates have clarified which construction costs are assessable.

Construction will be considered complete when physical construction ends, and the assessment will not include pre-construction expenditures or post-build commissioning costs.

Most actual construction costs will be included in the assessment, reflecting the owner's capital investment in the asset. Exclusions will be tightly defined, focusing on costs due to extraordinary events and mandatory safety requirements, for example.

A provincial benchmark will be created to fairly adjust labour-related construction costs in remote areas.

These changes reduce ambiguity and align assessments with actual costs. They clarify rules for stakeholders, reduce complaints, limit subjective claims, and improve comparability and equity across properties, including those in remote areas.

Depreciation

When updated assessment models are developed, they will continue to include both a ceiling and floor limit for depreciation of machinery and equipment under Schedule C of the assessment formula.

This incentivises up-front capital investment by industry and supports long-term revenue in later years for municipalities. It provides scope clarity for assessment model development, reducing stakeholder uncertainty.

Specific assessment models for mature oil and gas assets will be developed as part of the next phase of the model review. Depreciation curves and other factors will be updated to better reflect the characteristics of these assets.

[Assessment Model Review engagement | Alberta.ca]

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Alberta

Reporting Consequences

Assessed persons may receive an administrative penalty (fine) when mandatory reporting is not provided to an assessor within 60 days of a formal request.

In these cases, the property owner will also lose the ability to appeal the assessment to the Land and Property Rights Tribunal.

This will improve assessment accuracy and fairness, boost reporting and legislative compliance, and encourage proactive property owner disclosure.

Review Schedule

Following the current Assessment Model Review, models will be updated on a regular, predetermined schedule (e.g., one to two property types a year) with each property type reviewed on a five-year cycle.

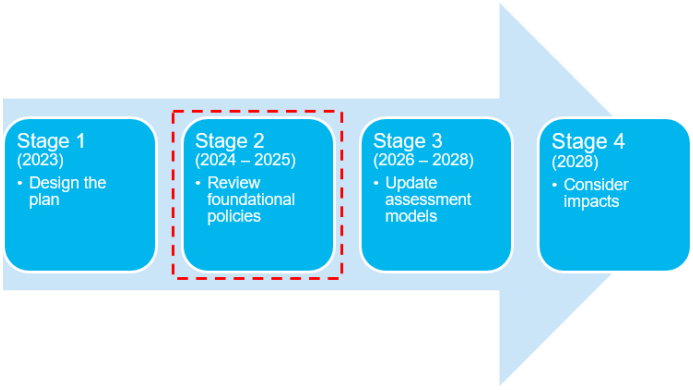
This change keeps assessment models current, captures modern technologies and construction practices, and reduces system shock resulting from delayed updates or overly broad changes.

Transition Rules

These policy changes will take effect on January 1, 2027, and will apply to new facilities assessed on a reported cost basis; assessments for existing major facilities will remain unchanged. The new rules will be applied to assessment models, including standardized rates, as they are updated in the next phase of the Assessment Model Review.

AMR Timeline

These changes mark the end of the policy review stage and move the Assessment Model Review forward into the next phase, which focuses on individual model reviews.



Next Steps

Updates to legislation and regulation to reflect these policy decisions are expected in spring 2026.

Municipal Affairs will work with industry, municipal and assessment stakeholders to begin reviews of the assessment models for individual regulated property types in 2026.

Resources

Stakeholders can follow the progress of the AMR on the at [Assessment Model Review engagement | Alberta.ca]

Contact us

For inquiries during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

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Frequently asked questions

Assessment Model Review – Policy Changes

Municipal Affairs is updating the rules that govern regulated property assessments in Alberta as part of the Assessment Model Review. These amendments reflect the input of municipalities, industry, and professional assessors, and aim to simplify rules, reduce ambiguity in interpretation and improve consistency, transparency, and fairness.

Why do assessment models need to be updated now?

Many regulated property types have changed substantially since the last major updates in 2005.

Construction methods, materials, and costs have evolved significantly, and models must reflect current industry practices.

New technologies in several sectors are not recognized or costed in existing models.

Modernizing the models improves fairness, consistency, and transparency in how industrial property is valued.

Updated models ensure clearer rules and valuations that better reflect how today's industrial assets are built and operated.

Which properties are expected to be impacted by the policy changes?

The policy changes are expected to impact regulated property, which includes telecommunications and cable, railways, electric power systems wells, pipelines, and machinery and equipment.

Can you outline the policy changes being implemented and what they are meant to address?

These changes are intended to modernize and reduce ambiguity by clarifying definitions, improving transparency, and aligning assessment rules with current practices.

Clarified rules will allow new assessment models to be developed for each regulated property type. Key policy changes that are being implemented include:

- standardizing assessment rates, where feasible, to make assessments more predictable.
- updating assessment models on a regular schedule to reflect changes in technology and construction practices.
- setting more consistent rules by clarifying when construction is considered finished for purposes of assessment, making sure actual construction costs are included, and creating a

provincial benchmark to fairly adjust labour related construction costs in remote areas; and

- introducing penalties for owners who do not provide required assessment information on time.

Who was consulted and how were they engaged before these policy changes were implemented?

Since 2022, Municipal Affairs has worked collaboratively with a Steering Committee of industry representatives, professional assessors, and municipal partners including Rural Municipalities of Alberta (RMA) and Alberta Municipalities, to modernize Alberta's regulated property assessment framework through the Assessment Model Review.

The recent policy updates reflect their contributions and aim to simplify rules, reduce uncertainty, and improve consistency, transparency, and fairness across the system.

How will these changes affect the tax burden for industry and municipalities?

The first stage of the Assessment Model Review was focused on modernizing the system's principles and foundational policies while providing directions to stakeholders on how the assessment system will function ahead of the next stage.

The updated rules will be effective for the 2027 tax year and will apply to facilities built or expanded after that date, as well as to the assessment models for individual regulated property types as they are developed.

Municipal Affairs does not expect significant assessment changes in the 2027 and 2028 tax years resulting from these policy changes.

How will the transition to new rules work?

The updated rules will be effective for the 2027 tax year and will apply to facilities built or expanded after that date, as well as to the assessment models for individual regulated property types as they are developed.

This avoids retroactive changes and provides a predictable transition for property owners.

What are the next steps following these policy changes?

Over the next few years, Municipal Affairs will continue to work with stakeholders to update the assessment models – the rules and procedures for determining the valuation – for individual regulated property types.

These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue.

The final decision by government on implementation of any changes to assessment models is expected to occur in late 2028.

Why does Alberta use a regulated assessment standard based on construction costs instead of market value standard like residential assessments?

Alberta uses a regulated assessment standard to ensure uniformity and equity across municipalities, especially for complex industrial properties where comparable market data is limited or unreliable.

The cost-based approach avoids market fluctuations and provides a stable valuation for municipalities and property owners and reduces the risk of sudden shifts in property values.

THREE HILLS RCMP

POLICE BEAT



719 2 STREET N, THREE HILLS, ALBERTA
NON-EMERGENCY: 403-443-5539 OR 310-RCMP (7267)

From February 1, 2026, to February 28, 2026, Three Hills RCMP responded to 181 events/calls for service. These included various levels of criminal, traffic and public assistance related files. Below are a variety of calls for service received and investigations conducted by the Three Hills RCMP:

Assault and Threats

On February 6, 2026, at approximately 10:12 PM, Three Hills RCMP received a report of a combative male patient being assessed by paramedics at the Three Hills Health Centre. The male had been found by paramedics in need of medical aid; however, he was actively hostile and aggressive. He spit blood at paramedics; attempted to strike them and threatened to kill them. He also deliberately spit blood all over the back interior of the ambulance.

Police attended the scene; arrested the male, and helped paramedics restrain him so proper medical treatment could be completed. The male was released from custody on an Appearance Notice into the care of medical professionals.

Charges for assault and uttering threats against a 39-year-old male from Three Hills will be forwarded to the Crown for approval.

Domestic Assault

On February 9, 2026, at approximately 12:08 PM, Three Hills RCMP received a report of an assault on a street in Three Hills. A witness had observed a male pull a female along then slap her in the face. Police attended the scene and located the male suspect with the female victim. Both appeared intoxicated, and the male was arrested then later released on an Undertaking with conditions. Police determined the male and female were involved in an intimate relationship.

A charge for assault against a 45-year-old male from Three Hills will be forwarded to the Crown for approval.

Domestic Assault & Taking Motor Vehicle without Consent

On February 14, 2026, at approximately 6:34 PM, Three Hills RCMP received a report of assault at a residence in Trochu. The victim reported she had been assaulted by her ex-boyfriend, who then fled the scene in her vehicle. Police located the male suspect at his residence and he was arrested. The vehicle was also located and recovered.

A 63-year-old male from Trochu has been charged with assault and taking a motor vehicle without consent. He is scheduled to appear at the Drumheller Court of Justice on April 17, 2026.

Domestic Assault & Impaired Driving

On February 19, 2026, at approximately 5:37 AM, Three Hills RCMP received a report of an assault and impaired driver at a rural property in Kneehill County. The victim reported his girlfriend had assaulted him and left the scene drunk in her vehicle. Police attended the scene and found the female's vehicle parked back at the residence. She was located inside with the victim and was subsequently arrested.

Police detected signs of alcohol consumption; however, the female refused to provide samples of her breath into a roadside screening device. She was issued an Administrative Penalty, including a 90-day license suspension. Her vehicle was also impounded. Police also learned the female held an already suspended driver's license. She was later released from custody on an Undertaking with conditions.

A 58-year-old female from Kneehill County has been charged with assault, drive while unauthorized, and drive an uninsured motor vehicle. She is scheduled to appear at the Drumheller Court of Justice on April 17, 2026.

Impaired Driver

On February 21, 2026, at approximately 2:00 AM, Three Hills RCMP observed a vehicle driving at a high rate of speed in Three Hills. Police located the vehicle a short time later

in the ditch, and the driver exited the vehicle through the rear passenger door. Police noted signs of alcohol consumption by the male driver, and he provided a sample of his breath into a Roadside Screening Device. The result was a Fail. During the investigation, police located a pack of unstamped cigarettes in the vehicle along with a BB gun that replicated a Glock 19.

An 18-year-old male from Three Hills was issued an Immediate Roadside Sanction, including a 90-day license suspension. His vehicle was also seized and impounded. In addition, the male was charged with possessing less than or equal to 400 cigarettes no marked for tax paid sale.

Hit & Run Impaired Driving

On February 22, 2026, at approximately 12:21 PM, Three Hills RCMP assisted the Blackfalds and Red Deer RCMP detachments with an erratic driver involved in a hit and run collision. Three Hills RCMP located the suspect vehicle on Highway 21 in Red Deer County, and it continued to drive in an erratic manner. Police conducted a traffic stop and detected signs of alcohol impairment for the driver. He was subsequently arrested and transported to the Three Hills RCMP detachment where he provided samples of his breath that were nearly twice the legal limit.

Charges for impaired operation and impaired operation over 80 mg% against a 33-year-old male from Kneehill County will be submitted to the Crown for approval.

The male was also issued an Immediate Roadside Sanction, including a 90-day license suspension. His vehicle was also seized and impounded.

Uttering Threats

On February 27, 2026, at approximately 3:07 PM, Three Hills RCMP received a report from a female of a male who had uttered threats in Delburne. The victim reported the male had threatened to kill another male and had attended her residence unannounced and unwelcomed. The male kicked the front door repeatedly before leaving.

Police located the male intoxicated in a vehicle in Delburne and he was subsequently arrested. Police located open liquor and an open container of cannabis in the vehicle. The male was later remanded into custody following a bail hearing.

A 33-year-old male from Calgary has been charged with the following:

- Uttering threats against a person
- Mischief – obstruct enjoyment of property
- Fail to comply with conditions
- Public intoxication

- Transport liquor in vehicle when liquor is within easy access of occupant
- Transport cannabis in an open package within reach of the driver/occupant
- Transport liquor in an open container
- Drive motor vehicle without license plate securely attached

Public Education and Awareness

Contraband Tobacco

Three Hills RCMP has seen an increase in the possession of contraband tobacco; namely unstamped cigarettes. Contraband tobacco is often used and trafficked by Organized Crime groups. The RCMP estimates there are 175 criminal gangs involved in the contraband tobacco network., and this network can lead to other illegal activities including weapons, drugs and other violent crimes.

In the Province of Alberta, the Tobacco Tax Regulation require each package, carton and case of cigarettes to have Alberta Tobacco markings. In addition, Canada became the first country in the word to put warning labels on individual cigarettes. Contraband cigarettes will not have such labeling.





Contraband cigarette brands include BB, Canadian Charcoal, Canadian Classics, Rolled Gold, PlayFare's. This is not a comprehensive list, and there are other brands in circulation.

There are both Federal and Provincial offences for possessing and selling contraband tobacco.

Excise Act

- Section 32(1) – Sell, offer for sale, or have in possession contraband tobacco

Criminal Code

- Section 121.1 - Trafficking in Contraband Tobacco
- Section 380 - Fraud Over/Under (for Tax Avoidance)
- Section 462 - Proceeds of Crime

Tobacco Tax Act (Alberta)

- Section 4(1) Possess Less Than 400 cigarettes - $300 fine
- Section 4(1) Consumer/Non-Consumer sell less than 1000 cigarettes - $1200 fine
- Section 4(4) Possess More Than 1000 Cigarettes Not Marked for Tax Paid Sale – Mandatory Court Appearance

As mentioned above, the sale and trafficking of contraband tobacco often involve those within Organized Crime groups. Gangs threaten the safety of our communities and create a safety concern for all citizens. Three Hills RCMP encourages everyone to educate themselves on the dangers associated with contraband tobacco and to report any information they may have on incidents involving such.

Community Connection

Emergency Services Event

On February 26, 2026, Three Hills RCMP members and other emergency services personnel hosted an Emergency Services Event in Elnora. The event gave people the chance to meet local police officers, peace officers, firefighters and paramedics. They were able to learn more about the important work these dedicated professionals do within the communities.

Three Hills RCMP would like to thank all those who attended. It is a privilege to work with such dedicated individuals who work tirelessly to ensure the safety and security of our communities.

March 25, 2026

Town of Trochu
416 Arena Ave.
PO Box 340
Trochu, AB T0M 2C0

RE: Electrical Distribution System – 2025 Franchise Report

Dear Jamie Collins,

ATCO Electric is pleased to present this annual franchise report for the Town of Trochu.

We've been serving the Town of Trochu since 1928 and are committed to a strong working relationship with the communities in which we live, work, and volunteer.

The information in this report will bring you up to date on our financial commitment to the Town of Trochu, reliability statistics, system development, customer satisfaction, and the contributions we, as a company, have had the privilege to make to the community.

As always, ATCO Electric is happy to answer any questions you may have about this report or any of the details within it. Please feel free to contact me at (403) 741-4792.

Sincerely,

Tracy Volker
Customer Support Representative
ATCO Electric
Tracy.volker@atco.com
(403) 741-4792



The Town of Trochu

Serving 733 Customer Sites in the Town of Trochu

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

Customer Breakdown

Rate Class	2024 Number of Sites	2025 Number of Sites
Company Farm	0	0
General Service	94	93
Industrial	6	6
Oilfield	1	1
Residential	463	469
Sentinel Lights	11	8
Street Lights	157	156
Total Number of Sites	**732**	**733**

Franchise Fee and Taxes

	2025 Actual	2026 Forecast
Wires Distribution Revenue	$1,183,368	$1,181,475
Franchise Fee %	@ 5%	@ 5%
Franchise Fee on Revenue	$54,636	$59,073
Distribution Linear Taxes	$27,234	$28,529
Total Estimated Fee + Tax	**$81,870**	**$87,602**

Based on 2025 actual revenue, a franchise fee increase of 1% would increase fee payments by $11,833 per year.

System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (SAIDI/SAIFI definitions under Supporting Information)

Outages	2024	2025
SAIFI (Feeder Average)	0.9	1.7
SAIDI (Feeder Average)	2.8	2.0
ATCO Electric (System Average) SAIFI (Major Events Included)	1.7	1.4
ATCO Electric (System Average) SAIDI (Major Events Included)	5.6	5.4



Distribution Asset Maintenance Programs

Completed in 2024	Completed in 2025	Proposed for 2026
• Distribution System Inspections • Forestry Planning and Consent • Forestry Mechanical Brushing • Pole Test and Treat	• Forestry Patrol and Consent • Streetlight Davit Painting • Distribution System Inspections	• Distribution System Inspections

Street Lights

Inventory Summary

Lamp Type	Investment Rate
High Pressure Sodium	5
LED	151
Total	**156**

- Number of “lights-out” as per Schedule “C”: 1
- Number of temporary overhead repairs of streetlights: 0
- Number of underground repairs made: 0

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2025, our people raised $2.5 million.**

ATCO Employees in your community have participated and contributed to the following initiatives:

In-Kind Support	Events
• Installation and Removal of Christmas Lights	• Flapjack Fiesta

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2025 can be found at: https://www.auc.ab.ca/regulatory_documents/service-quality-and-reliability-plans
- No customer complaints were received by the Alberta Utilities Commission for the Town of Trochu
- ATCO Electricity rates: https://www.atco.com/en-ca/for-home/electricity/rates-billing.html



Supporting Information

SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

SAIDI (System Average Interruption Duration Index): The total average number of hours each customer's power is interrupted.

Active outage information can be found at: https://electric.atco.com/en-ca/power-outages/outage-map.html.

Davit Test and Treat Program – Program to test the structural integrity of our metal poles and treat to extend the life of the structure.

Pole Test and Treat Program – Program to test the strength of our wooden poles and treat poles to extend the life of the pole.

Ground Rod Testing – Program to test the ground rods which ensure stray electricity is grounded thus ensuring that our system is safe and reliable.

The number of "lights out" as per Schedule "C" Lights out are identified in patrols or reported by customers. This number represents the number of lights not repaired within two (2) weeks.

More detailed information available upon request.

Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

Tracy Volker
Customer Support Representative
ATCO Electric
(403) 741-4792
Tracy.volker@atco.com

Nick Peelar
Senior Manager
ATCO Electric
(403) 823-1446
Nick.peelar@atco.com

Town of Trochu
Financial Summary

Account Description	Monthly Interest Accrued	Interest YTD	Balance as of Dec 31, 2025
General Operating Account	$1,525.67	$15,872.54	**$326,205.13** *
Deferred Revenue MUSH Savings (Grant holding acct.)	$383.89	$15,469.68	**$148,889.68**
Tax Recovery Savings			**$1.03**
Revolving Loan (overdraft $1,906,000 limit)	-$106.83	-$9,502.27	**$0.00**
Commercial Term Loan	-$38,042.11	$138,955.68	**-$9,840,566.00**
Koch Land 1 ($445.00 paid every Friday)	-$363.62	-$5,632.11	**-$98,905.48**
Koch Land 2 (bi-annual $14,840.62) June & Dec	-$6,861.67	-$13,846.17	**-$430,886.98**
Master Card -($12,000 limit)			**$0.00**

Jamie M Collins

Approved by:

24-Mar-26

Date:

*this is the reconciled balance of the chequing acct

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-20 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000121 - General Bank

Statement Start: 2025-12-01
Statement End: 2025-12-31

Statement Open:	$2,200,687.26	+ Cleared Total:	($1,534,640.20)
		+ Adjustments:	$0.00
Statement Close:	$666,047.06	= Bank Rec Close:	$666,047.06
		Proof:	$0.00

Un-Cleared Deposits

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-12-31	Bank Deposit - ATB ONLINE PAYMENT	Cash Receipt		17938	$1,528.20
				Total Un-Cleared Deposits:	**$1,528.20**

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-12-23	Salem Lutheran Church	AP Payment	2012092530	17925	($100.00)
2025-12-19	Handicare Canada Ltd	AP Payment	2012092529	17918	($12,297.80)
2025-12-18	PX Solutions Ltd.	AP Payment	2012092528	17909	($325,616.70)
2025-12-18	AED Advantage Sales Ltd.	AP Payment	2012092520	17906	($925.00)
2025-12-18	Drumheller & District Solid Waste	AP Payment	2012092522	17906	($248.17)
2025-12-05	Landon, Devon	AP Payment	64	17856	($100.00)
2025-12-05	Leischner, Aliyah	AP Payment	65	17856	($50.00)
2025-12-05	Martin, Aidyn	AP Payment	66	17856	($50.00)
2025-12-05	Pryor, Sophia	AP Payment	67	17856	($50.00)
2025-12-05	Pryor, Eva	AP Payment	68	17856	($50.00)
2025-12-05	Sigurdson, Hailey	AP Payment	69	17856	($50.00)
2025-12-05	Turner, Octavia	AP Payment	70	17856	($50.00)
2025-12-05	Wiebe, Alia	AP Payment	71	17856	($50.00)
2025-12-05	Peterson, Carl	AP Payment	72	17856	($100.00)
2025-12-05	Collins, Jamie	AP Payment	73	17856	($100.00)
2025-12-05	Helmer, Kim	AP Payment	74	17856	($100.00)
2025-12-05	Hewey, Catlin	AP Payment	75	17856	($100.00)
2025-12-05	Froese Friesen, Conny	AP Payment	76	17856	($100.00)
2025-12-05	Civic Solutions Inc.	AP Payment	77	17856	($100.00)
2025-12-05	Geier, Alix	AP Payment	78	17856	($50.00)
2025-12-05	Erickson, Lucas	AP Payment	79	17856	($100.00)
2025-12-05	Capnerhurst, Jaylene	AP Payment	80	17856	($100.00)
2025-12-05	Nelson, Toni	AP Payment	81	17856	($100.00)
2025-12-05	Nelson, Dave	AP Payment	82	17856	($100.00)
2025-12-05	Holmstrom, Carole Anne	AP Payment	83	17856	($100.00)
2025-12-05	Wohl, Joseph	AP Payment	84	17856	($100.00)
2025-12-05	Jones, Paul	AP Payment	85	17856	($100.00)
2025-12-05	Painter, Austin	AP Payment	86	17856	($100.00)
2025-12-05	Nelson, Ward	AP Payment	87	17856	($100.00)
2025-12-05	Schneider, Richard	AP Payment	88	17856	($100.00)
2025-12-05	Brenda, Hanna	AP Payment	89	17856	($50.00)
2025-12-05	Smith, Jeffrey	AP Payment	90	17856	($100.00)
2025-12-05	Ocsan, Aquillis Bonbon	AP Payment	91	17856	($50.00)
2025-12-05	Wesgate, Jenika	AP Payment	92	17856	($50.00)
2025-12-05	Stahl, Salem	AP Payment	93	17856	($100.00)
2025-12-05	Wiebe, Cole	AP Payment	94	17856	($50.00)
2025-12-05	Hansen, Violette	AP Payment	95	17856	($50.00)
2025-12-05	Grosfield, Jaydee	AP Payment	96	17856	($50.00)
2025-12-04	Trinity Lutheran Church	AP Payment	2012092511	17878	($1,733.00)
2025-12-04	Adam, Alan	AP Payment	2012092515	17878	($2,400.00)

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-20 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000121 - General Bank

Statement Start: 2025-12-01
Statement End: 2025-12-31

Statement Open:	$2,200,687.26	+ Cleared Total:	($1,534,640.20)
		+ Adjustments:	$0.00
Statement Close:	$666,047.06	= Bank Rec Close:	$666,047.06
		Proof:	$0.00

Un-Cleared Payments

Trans. Date	Item Description	Type	Type #	Batch #	Amount
				Total Un-Cleared Payments:	**($345,920.67)**

Un-Cleared Other

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-10-31	kh & lh	Gen. Journal		17968	($65.00)
2025-10-31	kh & lh	Gen. Journal		17968	($25.00)
2025-10-31	kh & lh	Gen. Journal		17968	($25.00)
				Total Un-Cleared Other:	**($115.00)**

Bank Rec Close:	$666,047.06
+ Un-Cleared Deposits:	$1,528.20
+ Un-Cleared Payments:	($345,920.67)
+ Un-Cleared Other:	($115.00)
= Adjusted Bank Rec Total:	$321,539.59
Bank Balance as of 2025-12-31:	$326,205.13

Submitted to the CAO March 24, 2026

Signature K Helmer
Kim Helmer

Approved by
Signature Jamie M Collins
Jamie Collins CAO

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Other

Trans. Date	Item Description	Type	Type #	Amount	Batch #	Cleared
2025-12-31	October MUSH interest	Gen. Journal	Oct MUSH	$0.20	18097	Yes
2025-12-31		Gen. Journal	MUSH Interest	$383.89	18088	Yes
2025-12-03	kh	Gen. Journal	Dec Bank Rec	($392,755.22)	17962	Yes
2025-11-30		Gen. Journal	MUSH Interest	$1,155.38	18088	Yes
2025-11-04	kh	Gen. Journal	Nov Bank Rec	($5,529.73)	17975	Yes
2025-10-31		Gen. Journal	MUSH Interest	$1,362.00	18088	Yes
2025-10-14		Bank Rec Adj	101	($47,769.76)	17871	Yes
2025-09-30		Gen. Journal		$1,771.93	18089	Yes
2025-09-24	kh		Sept Bank Rec	($167,603.78)	17717	Yes
2025-08-31	kh		Aug Bank Rec	$1,990.15	17660	Yes
2025-07-31	kh		July Bank Rec	$1,773.47	17577	Yes
2025-07-09	kh		July Bank Rec	$174,374.00	17571	Yes
2025-07-09	kh		July Bank Rec	$137,657.00	17571	Yes
2025-06-30	kh		June Bank Rec	$1,123.53	17493	Yes
2025-05-31	kh		May Bank Rec	$1,157.94	17425	Yes
2025-04-30	kh		Apr Bank Rec	$1,117.74	17366	Yes
2025-03-31	kh		March Bank Rec	$1,187.82	17290	Yes
2025-02-28	kh		Feb Bank Rec	$1,121.42	17178	Yes
2025-01-31	kh		Jan Bank Rec	$1,324.21	17134	Yes
2024-12-31	kh		Dec Bank Rec	$1,479.87	17061	Yes
2024-12-24	kh		Dec Bank Rec	($36,744.00)	17057	Yes
2024-11-30	kh		Nov Bank Rec	$1,579.56	17062	Yes
2024-10-31	kh		Oct Bank Rec	$1,765.63	16904	Yes
2024-10-04	kh		Oct bank rec	$20,000.00	16902	Yes
2024-09-30	kh		Sept Bank Rec	$1,695.69	16842	Yes
2024-08-31	kh		Aug Bank Rec	$1,753.84	16791	Yes
2024-08-23	kh		Aug Bank Rec	$25,000.00	16759	Yes
2024-07-31	kh		July Financial	$1,785.10	16702	Yes
2024-07-01	kh		June Financial	$1,705.86	16702	Yes
2024-06-06	kh		June Bank Rec	$65,560.50	16627	Yes
2024-05-31	kh		May Financial S	$1,580.73	16588	Yes
2024-04-30	kh			$1,493.86	16532	Yes
2024-04-09	kh		April Bank Rec	$25,000.00	16528	Yes
2024-03-31	kh		Mar Bank State	$1,354.20	16478	Yes
2024-03-31	kh		Mar Bank State	$99.54	16479	Yes
2024-02-29	kh		Feb Bank Rec	$1,441.04	16412	Yes
2024-02-29	kh		Feb Bank Rec	$1,354.20	16412	Yes
2023-12-31	August			$1,486.14	16409	Yes
2023-12-31	September			$1,396.80	16409	Yes
2023-12-31	October			$1,375.40	16409	Yes
2023-12-31	November			$1,337.08	16409	Yes
2023-12-31	December			$1,434.52	16409	Yes
2023-12-01	kh		Dec Bank Rec	$10,300.00	16303	Yes
2023-09-19	kh		Sept Bank Rec	($27,255.99)	16125	Yes
2023-07-31	January		MUSH Savings	$1,510.11	16022	Yes

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Other

Trans. Date	Item Description	Type	Type #	Amount	Batch #	Cleared
2023-07-31	February		MUSH Savings	$1,290.88	16022	Yes
2023-07-31	March		MUSH Savings	$1,724.06	16022	Yes
2023-07-31	April		MUSH Savings	$1,909.50	16022	Yes
2023-07-31	May		MUSH Savings	$1,981.02	16022	Yes
2023-07-31	June		MUSH Savings	$2,001.09	16022	Yes
2023-07-31	July		MUSH Savings	$1,674.67	16022	Yes
2023-07-11	kh		July Bank Rec	($159,515.01)	16001	Yes
2023-03-27	kh		March Bank Rec	$70,047.00	15788	Yes
2023-02-13	KH		Feb Bank Rec	$137,657.00	15719	Yes
2023-01-26	kh		Jan Bank Rec	($145,000.00)	15650	Yes
2022-12-31	MSI-C		Interest	$196.53	15659	Yes
2022-12-31	MSI-C		Interest	$430.00	15659	Yes
2022-12-31	MSI-C		Interest	$561.24	15659	Yes
2022-12-31	MSI-C		Interest	$652.43	15659	Yes
2022-12-31	MSI-C		Interest	$760.61	15659	Yes
2022-12-31	MSI-C		Interest	$770.31	15659	Yes
2022-12-31	MSI-C		Interest	$1,377.76	15659	Yes
2022-12-31	MSI-C		Interest	$1,563.35	15659	Yes
2022-11-01	kh		Nov Bank Rec	$339,460.00	15539	Yes
2022-10-27	KH		Oct Bank Rec	($389,618.59)	15483	Yes
2022-10-25	KH		Oct Bank Rec	$187,282.00	15483	Yes
2022-07-08	KH		July Bank Rec	($16,812.00)	15333	Yes
2022-06-30	January			$141.27	15258	Yes
2022-06-30	February			$127.67	15258	Yes
2022-06-30	April			$264.61	15258	Yes
2022-06-30	May			$326.81	15258	Yes
2022-04-05	KH		April Bank Rec	$7,042.86	15170	Yes
2022-04-05	KH		April Bank Rec	$30.00	15170	Yes
2021-12-31	Interest earned Nov/Dec on MSIi-C funds		MSI-C	$288.41	15070	Yes
2021-11-12			Earned on MSI-C	$57.67	14884	Yes
2021-11-12			Earned on MSI-C	$204.91	14884	Yes
2021-11-12			Earned on MSI-C	$209.86	14884	Yes
2021-11-12			Earned on MSI-C	$174.23	14884	Yes
2021-11-12			Earned on MSI-C	$171.03	14884	Yes
2021-11-12	kh		Nov Bank Rec	($58,842.75)	14912	Yes
2021-09-08	kh		Sept Bank Rec	($76,582.61)	14814	Yes
2021-07-02	kh		July Bank Rec	$294,598.00	14705	Yes
2021-06-01	kh		June Bank Rec	$116,951.99	14657	Yes
			Total Other:	**$148,889.68**		

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
		+ Adjustments:	$0.00
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Trans. Date	Item Description	Type	Type #	Batch #	Amount

Total :

Bank Rec Close:	$148,889.68
= Adjusted Bank Rec Total:	$148,889.68
Bank Balance as of 2025-12-31:	$148,889.68

Submitted to the CAO March 24, 2026

Signature K Helmer

Kim Helmer

Approved by

Signature Jamie M Collins

Jamie Collins CAO

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-04-01 by Kim Helmer

Printed on: 2026-04-01
Printed by: Kim Helmer

30000477 - Tax Recovery Savings Account

Statement Start: 1900-01-02
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$1.03
		+ Adjustments:	$0.00
Statement Close:	$1.03	= Bank Rec Close:	$1.03
		Proof:	$0.00

Trans. Date	Item Description	Type	Type #	Batch #	Amount
				Total :	

Bank Rec Close:	$1.03
= Adjusted Bank Rec Total:	$1.03
Bank Balance as of 2025-12-31:	$1.03

Submitted to the CAO April 1, 2026

Signature Kim Helmer
Kim Helmer

Approved by
Signature Jamie Collins CAO
Jamie Collins CAO

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-20 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000121 - General Bank

Statement Start: 2025-12-01
Statement End: 2025-12-31

Statement Open:	$2,200,687.26	+ Cleared Total:	($1,534,640.20)
		+ Adjustments:	$0.00
Statement Close:	$666,047.06	= Bank Rec Close:	$666,047.06
		Proof:	$0.00

Un-Cleared Payments

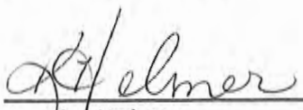
Trans. Date	Item Description	Type	Type #	Batch #	Amount
				Total Un-Cleared Payments:	**($345,920.67)**

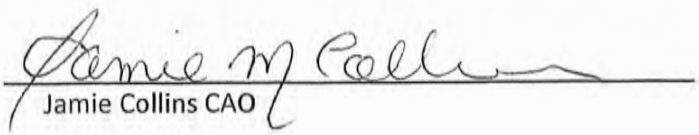
Un-Cleared Other

Trans. Date	Item Description	Type	Type #	Batch #	Amount
2025-10-31	kh & lh	Gen. Journal		17968	($65.00)
2025-10-31	kh & lh	Gen. Journal		17968	($25.00)
2025-10-31	kh & lh	Gen. Journal		17968	($25.00)
				Total Un-Cleared Other:	**($115.00)**

Bank Rec Close:	$666,047.06
+ Un-Cleared Deposits:	$1,528.20
+ Un-Cleared Payments:	($345,920.67)
+ Un-Cleared Other:	($115.00)
= Adjusted Bank Rec Total:	$321,539.59
Bank Balance as of 2025-12-31:	$326,205.13

Submitted to the CAO March 24, 2026

Signature 
Kim Helmer

Approved by
Signature 
Jamie Collins CAO

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Other

Trans. Date	Item Description	Type	Type #	Amount	Batch #	Cleared
2025-12-31	October MUSH interest	Gen. Journal	Oct MUSH	$0.20	18097	Yes
2025-12-31		Gen. Journal	MUSH Interest	$383.89	18088	Yes
2025-12-03	kh	Gen. Journal	Dec Bank Rec	($392,755.22)	17962	Yes
2025-11-30		Gen. Journal	MUSH Interest	$1,155.38	18088	Yes
2025-11-04	kh	Gen. Journal	Nov Bank Rec	($5,529.73)	17975	Yes
2025-10-31		Gen. Journal	MUSH Interest	$1,362.00	18088	Yes
2025-10-14		Bank Rec Adj	101	($47,769.76)	17871	Yes
2025-09-30		Gen. Journal		$1,771.93	18089	Yes
2025-09-24	kh		Sept Bank Rec	($167,603.78)	17717	Yes
2025-08-31	kh		Aug Bank Rec	$1,990.15	17660	Yes
2025-07-31	kh		July Bank Rec	$1,773.47	17577	Yes
2025-07-09	kh		July Bank Rec	$174,374.00	17571	Yes
2025-07-09	kh		July Bank Rec	$137,657.00	17571	Yes
2025-06-30	kh		June Bank Rec	$1,123.53	17493	Yes
2025-05-31	kh		May Bank Rec	$1,157.94	17425	Yes
2025-04-30	kh		Apr Bank Rec	$1,117.74	17366	Yes
2025-03-31	kh		March Bank Rec	$1,187.82	17290	Yes
2025-02-28	kh		Feb Bank Rec	$1,121.42	17178	Yes
2025-01-31	kh		Jan Bank Rec	$1,324.21	17134	Yes
2024-12-31	kh		Dec Bank Rec	$1,479.87	17061	Yes
2024-12-24	kh		Dec Bank Rec	($36,744.00)	17057	Yes
2024-11-30	kh		Nov Bank Rec	$1,579.56	17062	Yes
2024-10-31	kh		Oct Bank Rec	$1,765.63	16904	Yes
2024-10-04	kh		Oct bank rec	$20,000.00	16902	Yes
2024-09-30	kh		Sept Bank Rec	$1,695.69	16842	Yes
2024-08-31	kh		Aug Bank Rec	$1,753.84	16791	Yes
2024-08-23	kh		Aug Bank Rec	$25,000.00	16759	Yes
2024-07-31	kh		July Financial	$1,785.10	16702	Yes
2024-07-01	kh		June Financial	$1,705.86	16702	Yes
2024-06-06	kh		June Bank Rec	$65,560.50	16627	Yes
2024-05-31	kh		May Financial S	$1,580.73	16588	Yes
2024-04-30	kh			$1,493.86	16532	Yes
2024-04-09	kh		April Bank Rec	$25,000.00	16528	Yes
2024-03-31	kh		Mar Bank State	$1,354.20	16478	Yes
2024-03-31	kh		Mar Bank State	$99.54	16479	Yes
2024-02-29	kh		Feb Bank Rec	$1,441.04	16412	Yes
2024-02-29	kh		Feb Bank Rec	$1,354.20	16412	Yes
2023-12-31	August			$1,486.14	16409	Yes
2023-12-31	September			$1,396.80	16409	Yes
2023-12-31	October			$1,375.40	16409	Yes
2023-12-31	November			$1,337.08	16409	Yes
2023-12-31	December			$1,434.52	16409	Yes
2023-12-01	kh		Dec Bank Rec	$10,300.00	16303	Yes
2023-09-19	kh		Sept Bank Rec	($27,255.99)	16125	Yes
2023-07-31	January		MUSH Savings	$1,510.11	16022	Yes

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Other

Trans. Date	Item Description	Type	Type #	Amount	Batch #	Cleared
2023-07-31	February		MUSH Savings	$1,290.88	16022	Yes
2023-07-31	March		MUSH Savings	$1,724.06	16022	Yes
2023-07-31	April		MUSH Savings	$1,909.50	16022	Yes
2023-07-31	May		MUSH Savings	$1,981.02	16022	Yes
2023-07-31	June		MUSH Savings	$2,001.09	16022	Yes
2023-07-31	July		MUSH Savings	$1,674.67	16022	Yes
2023-07-11	kh		July Bank Rec	($159,515.01)	16001	Yes
2023-03-27	kh		March Bank Rec	$70,047.00	15788	Yes
2023-02-13	KH		Feb Bank Rec	$137,657.00	15719	Yes
2023-01-26	kh		Jan Bank Rec	($145,000.00)	15650	Yes
2022-12-31	MSI-C		Interest	$196.53	15659	Yes
2022-12-31	MSI-C		Interest	$430.00	15659	Yes
2022-12-31	MSI-C		Interest	$561.24	15659	Yes
2022-12-31	MSI-C		Interest	$652.43	15659	Yes
2022-12-31	MSI-C		Interest	$760.61	15659	Yes
2022-12-31	MSI-C		Interest	$770.31	15659	Yes
2022-12-31	MSI-C		Interest	$1,377.76	15659	Yes
2022-12-31	MSI-C		Interest	$1,563.35	15659	Yes
2022-11-01	kh		Nov Bank Rec	$339,460.00	15539	Yes
2022-10-27	KH		Oct Bank Rec	($389,618.59)	15483	Yes
2022-10-25	KH		Oct Bank Rec	$187,282.00	15483	Yes
2022-07-08	KH		July Bank Rec	($16,812.00)	15333	Yes
2022-06-30	January			$141.27	15258	Yes
2022-06-30	February			$127.67	15258	Yes
2022-06-30	April			$264.61	15258	Yes
2022-06-30	May			$326.81	15258	Yes
2022-04-05	KH		April Bank Rec	$7,042.86	15170	Yes
2022-04-05	KH		April Bank Rec	$30.00	15170	Yes
2021-12-31	Interest earned Nov/Dec on MSIi-C funds		MSI-C	$288.41	15070	Yes
2021-11-12			Earned on MSI-C	$57.67	14884	Yes
2021-11-12			Earned on MSI-C	$204.91	14884	Yes
2021-11-12			Earned on MSI-C	$209.86	14884	Yes
2021-11-12			Earned on MSI-C	$174.23	14884	Yes
2021-11-12			Earned on MSI-C	$171.03	14884	Yes
2021-11-12	kh		Nov Bank Rec	($58,842.75)	14912	Yes
2021-09-08	kh		Sept Bank Rec	($76,582.61)	14814	Yes
2021-07-02	kh		July Bank Rec	$294,598.00	14705	Yes
2021-06-01	kh		June Bank Rec	$116,951.99	14657	Yes
			Total Other:	**$148,889.68**		

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-03-24 by Kim Helmer

Printed on: 2026-03-24
Printed by: Kim Helmer

30000125 - MUSH Savings Account

Statement Start: 2020-01-01
Statement End: 2025-12-31

Statement Open:	$0.00	+ Cleared Total:	$148,889.68
		+ Adjustments:	$0.00
Statement Close:	$148,889.68	= Bank Rec Close:	$148,889.68
		Proof:	$0.00

Trans. Date	Item Description	Type	Type #	Batch #	Amount
				Total :	

Bank Rec Close:	$148,889.68
= Adjusted Bank Rec Total:	$148,889.68
Bank Balance as of 2025-12-31:	$148,889.68

Submitted to the CAO March 24, 2026

Signature K Helmer
Kim Helmer

Approved by
Signature Jamie M Collins
Jamie Collins CAO

Town of Trochu
Financial Summary

Account Description	Monthly Interest Accrued	Interest YTD	Balance as of January 31, 2026
General Operating Account	$1,681.71	$1,681.71	**-$12,755.94** *
Deferred Revenue MUSH Savings (Grant holding acct.)	$328.78	$328.78	**$149,218.46**
Tax Recovery Savings	$53.43	$53.43	**$30,054.46**
Revolving Loan (overdraft $1,906,000 limit)	-$295.99	-$295.99	**-$490,422.41**
Commercial Term Loan	-$41,370.82	-$41,370.82	**-$9,840,566.00**
Koch Land 1 ($445.00 paid every Friday)	-$447.26	-$447.26	**-$97,127.74**
Koch Land 2 (bi-annual $14,840.62) June & Dec	$0.00	$0.00	**-$430,886.98**
Master Card -($12,000 limit)			**$0.00**

Jamie M Collins

Approved by:

01-Apr-26

Date:

*this is the reconciled balance of the chequing acct

TROCHU ALBERTA

Town of Trochu

General Ledger - Bank Reconciliation

Completed on 2026-04-01 by Kim Helmer

Printed on: 2026-04-01
Printed by: Kim Helmer

30000477 - Tax Recovery Savings Account

Statement Start: 2026-01-01
Statement End: 2026-01-31

Statement Open:	$1.03	+ Cleared Total:	$30,053.43
		+ Adjustments:	$0.00
Statement Close:	$30,054.46	= Bank Rec Close:	$30,054.46
		Proof:	$0.00

Trans. Date	Item Description	Type	Type #	Batch #	Amount
				Total :	

Bank Rec Close:	$30,054.46
= Adjusted Bank Rec Total:	$30,054.46
Bank Balance as of 2026-01-31:	$30,054.46

Submitted to the CAO April 1, 2026

Signature Kim Helmer
Kim Helmer

Approved by

Signature Jamie M Collins
Jamie Collins CAO

TOWN OF TROCHU
(26-18)
Request to Council for Decision

Meeting:	**Regular Council Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Toni Nelson**
Originated By:	**Toni Nelson**
Approved By:	**Jamie Collins, CAO** (initials)
Title:	**Utility Bill Forgiveness Request, Account 412001**

BACKGROUND:

- Basic Holdings Ltd., the owner of the trailer park at 501 School Road, has requested a partial forgiveness of their January/February 2026 utility bill. The request is attached as *'Schedule A'*.
- The trailer park had two water leaks during this billing period, resulting in around 618 m^3 of extra water usage and a utility bill of $7,874.79, approximately double their average bill. Calculations used for these estimates are shown in *'Schedule B'*.
- They are asking to have the full cost of the excess sewer usage forgiven on the grounds that any water lost due to leaks did not go into the Town's sewer system. This would be a forgiveness of **$618.00.**
- They are also asking to pay the Town's cost + $0.05 per m^3 for the excess water usage as per Policy 2013-29-07, *Forgiveness of Payment of Utility Accounts.* This would be a forgiveness of **$834.30.**
- Policy 2013-29-07, included in the Agenda package, outlines the circumstances that should be considered by Council when reviewing a utility billing forgiveness request.

DISCUSSION/ALTERNATIVES:

- Council has the option to deny the request, table the request for decision at a future meeting, or approve the request in all or part at their discretion.

COLLABORATION OPPORTUNITIES:

- N/A

STRATEGIC PLAN ALIGNMENT:

- Resident Retention
- Fiscal Responsibility

IMPACT ON BUDGET:

- Approving the request will result in a reduction in utility revenues up to $1,452.30.

RECOMMENDED ACTION:

That the following motion be presented for consideration:

> **"That Town Council approves the request for forgiveness of utility charges on Account #412001 with a reduction of $834.30 on water consumption and $618.00 on sewer consumption, for a total reduction of $1,452.30."**

Prepared by: _____ Approved by: _____

'Schedule B'
Utility Account 412001

Average January/February Usage:	600 m^3
2026 January/February Usage:	1,218 m^3
Difference between usages:	**618 m^3**

Regular Charges for 618m^3:	$ 2,719.20 for water usage ($4.40/$m^3$)
	$ 618.00 for sewer usage ($1.00/$m^3$)
	$ 3,337.20 total

Water Cost + $0.05 for 618$m^3$:	$ 1,884.90 ($3.05/$m^3$)
(As per Policy 2013-29-07)	

Potential Water Forgiveness Amt:	$ 834.30	*(Diff. between regular charge and cost + $0.05)*
Potential Sewer Forgiveness Amt:	$ 618.00	*(Sewer usage not included in Policy)*
Total Potential Forgiveness Amt:	**$1,452.30**	

Current January/February Bill:	$7,874.79
Minus Potential Forgiveness Amt:	$1,452.30
Total Bill After Forgiveness:	**$6,422.49**

Notes:

- This includes no forgiveness of basic charges
- Payment history is good
- Leaks have now been repaired

TOWN OF TROCHU

UTILITY FORGIVENESS REQUEST

Owner's Name: Basic Holdings Ltd.

Utility Account #: 4/2001

Billing Period:

(•) Jan/Feb ( ) Mar/Apr ( ) May/Jun ( ) Jul/Aug ( ) Sep/Oct ( ) Nov/Dec

Request:

To have some of the water/sewer fee discounted due to 2 major leaks.

Circumstances:

We had a water leak from approx ~~Dec~~ Dec. 29/25 - Jan 5, 2026 (thats when it was above ground to when we were able to get repairs). Our bills are approx $4000 - $4500.00 The last one was $7962.47 (month before $4,063.01. + before that $3,678.00) and then we had a second leak approx Feb 27 - March 2. Each repair was ~~$8,000~~ a substantial amount as well. ($8,000 & $9600).

To be completed by Town staff:

Accepted by: _____ Date: _____

Potential Forgiveness Amounts: _____

Additional Information:

TOWN OF TROCHU - POLICY DOCUMENT

POLICY # 2013- 29-07

POLICY NAME: Forgiveness of Payment of Utility Accounts

DATE OF COUNCIL APPROVAL: July 29, 2013

HISTORY: The Town of Trochu has had many requests for forgiveness of payment of utility accounts. Generally speaking these requests come from consumers who have had an extremely high water reading resulting in a large utility bill.

Premise:
(1) The rates and charges for Utility Services shall be those set out in the Schedules to the Utility Bylaw or as otherwise established by resolution of Council from time to time.
(2) All rates and charges shall be paid to The Town of Trochu within the time prescribed by the Utility Bylaw.
(3) The whole amount owing in a Utility account is due and payable on the due date stated on the Utility bill and the account will be deemed to be in arrears if payment is not made on or before the due date.
(4) A customer is responsible to pay the amounts owing in a Utility bill whether or not the customer has received it.
(5) Where a customer has been charged less or more than they should have been charged for Utility Services provided, The Town of Trochu will review the account and make corrections for the billing errors for up to a maximum of 4 months prior to the date the error is discovered.

Circumstances for Consideration:
Council will review each request for relaxation of utility accounts due to excessive or accidental water consumption. The request shall be provided in writing outlining the background information pertinent to the account , shall be submitted to the Town of Trochu Office within two months of receipt of the invoice and Council may relax a utility account when they have ascertained:

1) **The bill was sent in error to a person who is not the owner or account holder of the property.**
2) **The water meter has been read and the reading is incorrect**
3) **The plumbing, pipes and appurtenances are in good condition and not subject to leaks.**

4) The leak is due to third party negligence.
5) The account is not in the arrears and the utility customer has a good credit history with the Town.
6) An accidental water break occurred.
7) Payment of this bill will cause the consumer undue hardship.

In Final Consideration of Forgiveness or a Reduced Rate:

1) The charge for water used will not be reduced to less than the rate that the Town of Trochu pays the Town of Three Hills for water plus $.05 per cubic meter.
2) Account arrangements can be made with a no penalty charged however the bill must be paid within six months or will be subject to authorized penalties.

Mayor Barry Kletke

Maureen Chalack, CAO

TOWN OF TROCHU
(26-24)
Request to Council for Decision

Meeting:	**Regular Council Meeting**
Date:	**April 13th, 2026**
Prepared By:	**Jamie Collins**
Originated By:	**Carl Peterson**
Approved By:	**Jamie Collins, CAO** (initials)
Title:	**Library Board Member Motions**

BACKGROUND:

At the April 9, 2026, Library Board meeting, all Board members whose terms are expiring in 2026 were asked if they would be willing to remain on the Board. All members agreed to continue serving.

Administration proposed that Council consider a single motion to reappoint all members with updated term expiries; however, based on the Board's experience during the recent municipal library review, it was recommended that Council consider separate motions for each individual appointment, consistent with past practice.

DISCUSSION/ALTERNATIVES:

Council may:

1. Approve individual motions for each Board member (recommended), or
2. Approve a single motion covering all reappointments.

The Library Board has expressed a preference for individual motions.

COLLABORATION OPPORTUNITIES:

- Planned or possible partnerships

STRATEGIC PLAN ALIGNMENT:

Organizational Capacity: Maintains experienced governance and continuity on the Library Board.

Resident Retention: Supports ongoing delivery of valued community library services.

IMPACT ON BUDGET:

No direct financial impact.

RECOMMENDED ACTION:

That Council approve the following motions:

1. **Yvonne Hoppins**
   "That Council reappoint Yvonne Hoppins to the Library Board for a third, three-year term ending April 30, 2029."

2. **Ashley Dettmer**
   "That Council reappoint Ashley Dettmer to the Library Board for a second, three-year term ending April 30, 2029."

3. **Davianna Hunt**
   "That Council reappoint Davianna Hunt to the Library Board for a third, three-year term ending May 31, 2029."

4. **Kathy Samson**
   "That Council reappoint Kathy Samson to the Library Board for a second, three-year term ending May 31, 2029."

5. **Vanessa Sigurdson**
   "That Council reappoint Vanessa Sigurdson to the Library Board for a second, three-year term ending May 31, 2029."

Prepared by: Lonnie M Cole

Approved by: Lonnie M Cole