

# TOWN OF TROCHU – AGENDA

FOR THE COUNCIL MEETING HELD

June 8<sup>th</sup>, 2026

At Trochu Town Office

- Notes
- # **Agenda Item and Information**  
**Regular Meeting – June 8<sup>th</sup>, 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 May 11<sup>th</sup>, 2026, Regular Council Meeting Minutes  
b) Adoption of May 25<sup>th</sup>, 2026, Regular Council Meeting Minutes
4. **HOUSEKEEPING**  
a) Housekeeping Acceptance
5. **PUBLIC HEARINGS**  
a) Nothing for this Agenda Item
6. **DELEGATIONS**  
a) Karen Lubrin & Lizette Mendoza – Financial Literacy Presentation 6:35 PM
7. **BYLAWS, POLICIES and AGREEMENTS**  
a) RFD CAO Evaluation Policy  
b) RFD Historic Designation Bank of Montreal Building
8. **REPORTS:**
- A. STAFF REPORTS:**  
a) Director of Operations Report  
b) Administrator’s Report
- B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS**  
a) FCSS Agreement & CAO Review  
b) May Regional Grant Writer 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

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June 8<sup>th</sup>, 2026

At Trochu Town Office

**9. CORRESPONDENCE LISTING:**

- a) Tro-Val Request
- b) Trochu Library Request

**10. FINANCE:**

- a) April Bank Rec
- b) RFD Borrowing Bylaws
- c) RFD Trochu Community Centre Utilities

**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) July & August Council Meeting Dates

**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 Labour 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.

- Land Sale (sec. 34)

**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

May 11<sup>th</sup>, 2026

At Trochu Town Office

| <b>Motions</b>  | <b>#</b>  | <b>Item and Information</b>  |                |
|---|-----------|--|----------------|
|   |           | <b>Regular Meeting – May 11<sup>th</sup>, 2026</b>   |                |
|   | <b>1.</b> | <b>CALL TO ORDER</b>   |                |
|   |           | Mayor Kletke called the meeting to order at 6:30 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillors Chris Armstrong, Bill Cunningham, Cerilo Dela Cruz, Jaime Martel, and Carl Peterson, CAO Jamie Collins, Director of Operations Dave Nelson, and Recording Secretary Toni Nelson. |                |
|   | <b>2.</b> | <b>ACCEPTANCE OF THE AGENDA</b>  |                |
|   |           | a) Additions to the Agenda   |                |
|   |           | - Delegation: Dianne & Tracy Gorr, 6:45pm  |                |
|   |           | b) Agenda Acceptance   |                |
| 2026-05-11-01<br>Motion to accept the agenda with additions   |           | <b>Motion by DELA CRUZ to accept the agenda with additions</b>   | <b>CARRIED</b> |
|   | <b>3.</b> | <b>ADOPTION OF THE MINUTES OF PREVIOUS MEETING</b>   |                |
|   |           | a) Adoption of April 27 <sup>th</sup> , 2026, Regular Council Meeting Minutes  |                |
| 2026-05-11-02<br>Motion to adopt the April 27 <sup>th</sup> , 2026, Regular Council Meeting Minutes |           | <b>Motion by MARTEL to adopt the April 27<sup>th</sup>, 2026, Regular Council Meeting Minutes</b>  | <b>CARRIED</b> |
|   | <b>4.</b> | <b>HOUSEKEEPING</b>  |                |
|   |           | a) Housekeeping Acceptance   |                |
| 2026-05-11-03<br>Motion to accept the Housekeeping and file for future reference                    |           | <b>Motion by ARMSTRONG to accept the Housekeeping and file for future reference</b>  | <b>CARRIED</b> |
|   | <b>5.</b> | <b>PUBLIC HEARINGS</b>   |                |
|   |           | a) Nothing for this Agenda Item  |                |
|   | <b>6.</b> | <b>DELEGATIONS</b>   |                |
|   |           | a) Jeannette Austin – Strat Plan, 6:35pm   |                |
|   |           | - Presented draft of the 2026-2029 Trochu Strategic Plan, answered questions from Council  |                |
|   |           | b) Dianne & Tracy Gorr, 6:45pm   |                |
|   |           | - Requested minimum tax exemption for a property, Council discussed  |                |
|   | <b>7.</b> | <b>BYLAWS, POLICIES and AGREEMENTS</b>   |                |
|   |           | a) RFD Clarification of Direction of Flags to be Flown Half Mast Policy  |                |

# TOWN OF TROCHU - MINUTES

FOR THE COUNCIL MEETING HELD

May 11<sup>th</sup>, 2026

At Trochu Town Office

2026-05-11-04

Motion to direct Administration to follow Policy 2006-12-18-09 as strictly written

**Motion by CUNNINGHAM to direct Administration to follow Policy 2006-12-18-09 as strictly written** **CARRIED**

2026-05-11-05

Motion to give first reading to Bylaw 2026-06, Rates and Fees Bylaw

b) RFD Rates & Fees

**Motion by ARMSTRONG to give first reading to Bylaw 2026-06, Rates and Fees Bylaw** **CARRIED**

2026-05-11-06

Motion to give second reading to Bylaw 2026-06, Rates and Fees Bylaw

**Motion by MARTEL to give second reading to Bylaw 2026-06, Rates and Fees Bylaw** **CARRIED**

2026-05-11-07

Motion to bring Bylaw 2026-06, Rates and Fees Bylaw, forward for third reading

**Motion by DELA CRUZ to bring Bylaw 2026-06, Rates and Fees Bylaw, forward for third reading** **CARRIED UNANIMOUSLY**

2026-05-11-08

Motion to give third reading to Bylaw 2026-06, Rates and Fees Bylaw

**Motion by CUNNINGHAM to give third and final reading to Bylaw 2026-06, Rates and Fees Bylaw** **CARRIED**

## 8. REPORTS:

### A. STAFF REPORTS:

a) Director of Operations Report & Water/Wastewater Report

2026-05-11-09

Motion to accept the Director of Operations and the Water/Wastewater Reports and file for future reference

**Motion by PETERSON to accept the Director of Operations and the Water/Wastewater Reports and file for future reference** **CARRIED**

# TOWN OF TROCHU - MINUTES

FOR THE COUNCIL MEETING HELD

May 11<sup>th</sup>, 2026

At Trochu Town Office

2026-05-11-10  
Motion to accept  
the  
Administrator's  
Report and file  
for future  
reference

b) Administrator's Report

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

**CARRIED**

## **B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS**

- a) Kneehill County Alberta Provincial Estimation & Service Needs
- b) Kneehill Regional Partnership Annual Report
- c) Kneehill Regional Partnership Minutes
- d) April Regional Grant Writer Report

## **C. COUNCIL REPORTS**

- a) Councillor Armstrong
  - Additional report: Attended a Community Futures Wildrose meeting
    - Reviewed their yearly performance report, reported that they are at 448% of their indicated expectations and are on track to be the top Community Futures lender this year
    - Also reported that some Albertan Community Futures offices may be closing and that government funding for Community futures is being updated from equal funding across all offices to performance-based funding
  - Additional report: Attended the Central Alberta Economic Partnership AGM
    - Heard presentations on carbon-capture, and tourism investment readiness
    - Reported that the annual requisition will likely go up over next few years
- b) Councillor Cunningham
  - Additional report: Attended a Police Action Committee meeting
    - Sargent Matt Nyman reported that the Three Hills RCMP currently has a staff of 6 with 2 vacancies and that his replacement will be arriving soon
    - Also discussed a rise in fraud and domestic violence cases, and the success of the Positive Ticketing campaign
    - Red Deer County representatives discussed the positive results of drone use
  - Additional report: Met with Travel Alberta representatives and Kjeryn Dakin, owner of the planned whiskey aging facility at the grain elevator, toured the elevator site and discussed her plans
- c) Councillor De La Cruz
  - Additional report: Discussed the upcoming basketball tournament and pending sponsorships. Reported that he will be meeting with a financial advisor who wants to schedule a meeting with Council
- d) Councillor Martel
- e) Councillor Peterson
- f) Deputy Mayor Reeds

# TOWN OF TROCHU - MINUTES

FOR THE COUNCIL MEETING HELD

May 11<sup>th</sup>, 2026

At Trochu Town Office

- g) Mayor Kletke
  - Additional report: Attended a Kneehill Regional Partnership meeting, discussed the Doctors Clinic program and Three Hills Hospital
  - Additional report: Attended a Trochu Housing Corporation meeting, reported that all Life Lease units are sold and 3 people/couples are on the waiting list
- h) Motions from Items in Councillor Reports
- i) Acceptance of Council Reports and filing for future reference

2026-05-11-11  
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) MLA Reply to Bill 28 Library Letter
- b) Village of Acme ACP - Decline
- c) ACP Grant Approval Letter

## 10. FINANCE:

- a) Feb & March Bank Rec

2026-05-11-12  
Motion to accept the February and March 2026 Bank Reconciliations and file for future reference

**Motion by REEDS to accept the February and March 2026 Bank Reconciliations and file for future reference**

**CARRIED**

## 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 2026-2029 Strat Plan

2026-05-11-13  
Motion to adopt the Town of Trochu 2026-2029 Strategic Plan as presented

**Motion by REEDS to adopt the Town of Trochu 2026-2029 Strategic Plan as presented**

**CARRIED**

# TOWN OF TROCHU - MINUTES

FOR THE COUNCIL MEETING HELD

May 11<sup>th</sup>, 2026

At Trochu Town Office

2026-05-11-14  
Motion to decline the request for tax exemption for the municipal taxes for Roll 506000 and direct Administration to advise the property owner to apply for a subdivision

b) RFD Roll 506000 Minimum Tax Options

**Motion by REEDS to decline the request for tax exemption for the municipal taxes for Roll 506000 and direct Administration to advise the property owner to apply for a subdivision**  
**CARRIED**

## 13. SPECIAL PROJECTS

a) Nothing for this Agenda Item

Dave Nelson and Toni Nelson left the meeting at 8:06pm

## 14. CONFIDENTIAL MATTERS – CLOSED SESSION

2026-05-11-15  
Motion to enter a closed session at 8:08pm to discuss the following: • Disclosure harmful to personal privacy (sec. 20) • Trochu Housing Update (sec. 34) • Reserve Bid Tax Sale (sec. 34)

**Motion by REEDS to enter a closed session at 8:08pm to discuss the following:**

- **Disclosure harmful personal privacy (sec. 20)**
- **Trochu Housing Update (sec. 34)**
- **Reserve Bid Tax Sale (sec. 34)**

**CARRIED**

CAO Jamie Collins stayed to provide information and administration.

## 15. RETURN TO OPEN MEETING

2026-05-11-16  
Motion to return to an open meeting at 8:36pm

**Motion by REEDS to return to an open meeting at 8:36pm**

**CARRIED**

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

# TOWN OF TROCHU - MINUTES

FOR THE COUNCIL MEETING HELD

May 11<sup>th</sup>, 2026

At Trochu Town Office

2026-05-11-17

Motion to base the reserve bids for the June 8, 2026, tax recovery auction on the assessment values and the professional opinion of the Town of Trochu's realtor, as permitted under Section 419 of the Municipal Government, and set the reserve bids as follows:

- Roll #4000: \$65,000
- Roll #32000: \$60,000

**Motion by MARTEL to base the reserve bids for the June 8, 2026, tax recovery auction on the assessment values and the professional opinion of the Town of Trochu's realtor, as permitted under Section 419 of the Municipal Government, and set the reserve bids as follows:**

- **Roll #4000: \$65,000**
- **Roll #32000: \$60,000**

**CARRIED**

## 16. ADJOURNMENT

Mayor Kletke adjourned the meeting at 8:39pm

**X**

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

**X**

\_\_\_\_\_  
**Jamie Collins**  
CAO

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

May 25<sup>th</sup>, 2026

At Trochu Town Office

| Motions   | #         | Item and Information   |                |
|---|-----------|--|----------------|
|   |           | <b>Regular Meeting – May 25<sup>th</sup>, 2026</b>   |                |
|   | <b>1.</b> | <b>CALL TO ORDER</b><br>Mayor Kletke called the meeting to order at 6:30 pm. In attendance were Mayor Barry Kletke, Deputy Mayor Chris Reeds, Councillors Chris Armstrong, Bill Cunningham, Cerilo Dela Cruz, Jaime Martel, and Carl Peterson, CAO Jamie Collins, and Recording Secretary Toni Nelson. |                |
|   | <b>2.</b> | <b>ACCEPTANCE OF THE AGENDA</b><br>a) Additions to the Agenda<br>- No additions<br><br>b) Agenda Acceptance  |                |
| 2026-05-25-01<br>Motion to accept the agenda as presented   |           | <b>Motion by DELA CRUZ to accept the agenda as presented</b>   | <b>CARRIED</b> |
|   | <b>3.</b> | <b>ADOPTION OF THE MINUTES OF PREVIOUS MEETING</b><br>a) Adoption of May 11 <sup>th</sup> , 2026, Regular Council Meeting Minutes  |                |
| 2026-05-25-02<br>Motion to adopt the May 11th, 2026, Regular Council Meeting Minutes                          |           | <b>Motion by REEDS to adopt the May 11th, 2026, Regular Council Meeting Minutes</b>  | <b>CARRIED</b> |
|   | <b>4.</b> | <b>HOUSEKEEPING</b><br>a) Housekeeping Acceptance  |                |
| 2026-05-25-03<br>Motion to accept the Housekeeping and file for future reference                              |           | <b>Motion by ARMSTRONG to accept the Housekeeping and file for future reference</b>  | <b>CARRIED</b> |
|   | <b>5.</b> | <b>PUBLIC HEARINGS</b><br>a) Nothing for this Agenda Item  |                |
|   | <b>6.</b> | <b>DELEGATIONS</b><br>a) Justin Tanner – Gitzel & Company, 2025 Financial Statement<br>-Justin presented the 2025 Town Financial Report  |                |
|   |           | Toni Nelson and Jamie Collins left the meeting at 7:09pm   |                |
| 2026-05-25-04<br>Motion to enter a closed session at 7:10pm to discuss the following: Legal Item (Section 20) |           | <b>Motion by ARMSTRONG to enter a closed session at 7:10pm to discuss the following:</b> <ul style="list-style-type: none"><li>• <b>Legal Item (Section 20)</b></li></ul>  |                |
| 2026-05-25-05<br>Motion to return to an open meeting at 7:15pm  |           | <b>Motion by REEDS to return to an open meeting at 7:15pm</b>  | <b>CARRIED</b> |

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

May 25<sup>th</sup>, 2026

At Trochu Town Office

2026-05-25-06  
Motion to accept  
the 2025 audited  
Financial  
Statements

**Motion by CUNNINGHAM to accept the 2025 audited Financial Statements CARRIED**

2026-05-25-07  
Motion to sign the  
audit  
representative  
letter and the audit  
findings letter

**Motion by MARTEL to sign the audit representative letter and the audit findings letter CARRIED**

## 7. BYLAWS, POLICIES and AGREEMENTS

a) RFD Bylaw 2026-07 – 2026 Tax Rate Bylaw

2026-05-25-08  
Motion to give first  
reading to Bylaw  
2026-07, 2026 Tax  
Rate Bylaw

**Motion by PETERSON to give first reading to Bylaw 2026-07, 2026 Tax Rate Bylaw CARRIED**

2026-05-25-09  
Motion to give  
second reading to  
Bylaw 2026-07,  
2026 Tax Rate  
Bylaw

**Motion by DELA CRUS to give second reading to Bylaw 2026-07, 2026 Tax Rate Bylaw CARRIED**

2026-05-25-10  
Motion to  
unanimously agree  
to consider third  
reading of 2026-07,  
2026 Tax Rate  
Bylaw

**Motion by CUNNINGHAM to unanimously agree to consider third reading of 2026-07, 2026 Tax Rate Bylaw CARRIED**

2026-05-25-11  
Motion to give third  
and final reading to  
Bylaw 2026-07,  
2026 Tax Rate  
Bylaw

**Motion by REEDS to give third and final reading to Bylaw 2026-07, 2026 Tax Rate Bylaw CARRIED**

## 8. REPORTS:

### A. STAFF REPORTS:

a) Gardener's Report

Accepted for information

### B. COMMITTEE REPORTS, MINUTES & OTHER REPORTS

a) FCSS Minutes

b) Quarterly Community Policing Report

Accepted for information

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

May 25<sup>th</sup>, 2026

At Trochu Town Office

**C. COUNCIL REPORTS**

- a) Nothing for this Agenda Item

**9. CORRESPONDENCE LISTING:**

- a) Signed Community Priorities Plan

Accepted for information

**10. FINANCE:**

- a) RFD Economic Development Incentive Cancellations

2026-05-25-12  
Motion to cancel the municipal taxes on the following properties in the following amounts as per Economic Development Incentive Policy No. 2026-03-09-01

**Motion by ARMSTRONG to cancel the municipal taxes on the following properties in the following amounts as per Economic Development Incentive Policy No. 2026-03-09-01**

| Roll     | Address        | Amount     |
|----------|----------------|------------|
| 27717000 | 17 Trochu Ave  | \$1,247.62 |
| 550000   | 7 Evron Place  | \$500.00   |
| 559000   | 16 Evron Place | \$5,141.05 |
| 566000   | 23 Evron Place | \$3,097.54 |

**CARRIED**

- b) RFD Minimum Tax Cancellations

**Motion by MARTEL to cancel the difference between the 2026 municipal tax levy and the minimum tax levy of \$500 for the following properties:**

2026-05-25-13  
Motion to cancel the difference between the 2026 municipal tax levy and the minimum tax levy of \$500 for the following properties:

| Roll      | Amount          | Roll      | Amount          |
|-----------|-----------------|-----------|-----------------|
| 412001000 | <b>\$306.40</b> | 412015000 | <b>\$274.14</b> |
| 412002000 | <b>\$306.40</b> | 412016000 | <b>\$295.65</b> |
| 412003000 | <b>\$306.40</b> | 412017000 | <b>\$69.79</b>  |
| 412005000 | <b>\$306.40</b> | 412018000 | <b>\$295.65</b> |
| 412006000 | <b>\$295.65</b> | 412019000 | <b>\$306.40</b> |
| 412007000 | <b>\$349.43</b> | 412020000 | <b>\$284.89</b> |
| 412008000 | <b>\$263.38</b> | 412021000 | <b>\$241.87</b> |
| 412009000 | <b>\$370.94</b> | 412022000 | <b>\$295.65</b> |
| 412011000 | <b>\$306.40</b> | 412023000 | <b>\$263.38</b> |
| 412012000 | <b>\$327.91</b> | 412025000 | <b>\$295.65</b> |
| 412013000 | <b>\$274.14</b> | 412026000 | <b>\$306.40</b> |
| 412014000 | <b>\$198.85</b> |           |                 |

**CARRIED**

# TOWN OF TROCHU – MINUTES

FOR THE COUNCIL MEETING HELD

May 25<sup>th</sup>, 2026

At Trochu Town Office

**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) Nothing for this Agenda Item

**13. SPECIAL PROJECTS**

a) Nothing for this Agenda Item

**14. CONFIDENTIAL MATTERS – CLOSED SESSION**

a) Nothing for this Agenda Item

**15. ADJOURNMENT**

Mayor Kletke adjourned the meeting at 7:44pm

**X**

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

**X**

\_\_\_\_\_  
Jamie Collins  
CAO

**June 8<sup>th</sup>, 2026**

**Housekeeping Items for Council & Staff Meetings, Conference etc.**

**COUNCIL MEETINGS**

June 22<sup>nd</sup>, 2026 – COW Meeting 6:30 PM

July Council Date?

**OTHER MEETINGS, CONFERENCES, EVENTS**

| <b><u>Date</u></b>           | <b><u>Time &amp; Location</u></b> | <b><u>Event</u></b>   | <b><u>Who's Attending?</u></b>     |
|------------------------------|-----------------------------------|-----------------------|------------------------------------|
| <b>June 4<sup>th</sup></b>   | Trochu Community Centre           | BASF Celebration      | <b>Anyone is welcome</b>           |
| <b>June 11<sup>th</sup></b>  | Trochu Golf Course                | THC Golf Tournament   |                                    |
| <b>June 18<sup>th</sup>?</b> | Trochu Community Centre           | Town Hall Meeting THC | <b>Anyone is welcome</b>           |
| <b>June 26 to 30</b>         | Kelowna                           | Jamie Away            | <b>Collins</b>                     |
| <b>Sept 23 – 25</b>          | Edmonton                          | AB Munis Convention   | <b>Council, Collins, D. Nelson</b> |
| <b>Nov 25 -27</b>            | Edmonton                          | FCSSAA Conference     | <b>Martel</b>                      |

**MEETING SCHEDULES & POSSIBLE FUTURE MEETINGS**

| <b><u>Schedule</u></b>                                  | <b><u>Time &amp; Location</u></b> | <b><u>Event</u></b>                     | <b><u>Who's Attending?</u></b> |
|---|-----------------------------------|---|--------------------------------|
| Varies  | Varies                            | Central Alberta Economic Partnership    | Kletke, Collins (De La Cruz)   |
| 1 <sup>st</sup> Thurs. every mo.                        | Strathmore (AGM varies)           | Community Futures Wild Rose             | Armstrong (Martel)             |
| 3 <sup>rd</sup> Thur. every 2 mo.<br>AGM Nov 21 2 10 AM | Drumheller 1:30pm                 | Drumheller & District Solid Waste       | Reeds (Armstrong)              |
| 2 <sup>nd</sup> 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,<br>Mar, May, July, Sept,<br>Nov | 3:00pm                   | Mid-Sized Towns Mayors' Caucus | Kletke                               |
| Varies   | Hanna                    | Palliser                       | Reeds (Martel)                       |
| Varies   | Varies                   | Police Advisory Committee      | Cunningham, Collins<br>(De La Cruz)  |
| 3 <sup>rd</sup> Thur. every 2 mo.                  | Drumheller<br>Afternoons | Red Deer River Users Group     | Cunningham (Peterson)                |
| First Tuesday                                      | Arboretum VIC<br>1:00pm  | Trochu Arboretum Society       | Collins                              |
| 3 <sup>rd</sup> Mon, every mo.                     | Town Office<br>4:00pm    | Trochu Housing Corporation     | Reeds, Kletke, Collins<br>(Peterson) |
| 1 <sup>st</sup> Tues. every mo.                    | Library 6:00pm           | Trochu Library Board           | Peterson (n/a)                       |
| <i>Dates Needed:</i>                               |                          |                                |                                      |

Please send any corrections & additions to [jamie.collins@townoftrochu.ca](mailto:jamie.collins@townoftrochu.ca)



# MEETING APPOINTMENTS

(Delegations, Presentations, etc.)

**Subject:**

**Date & Time:**

**Prepared By:**

**Presented by:**

## STRATEGIC PLAN ALIGNMENT:



Economic  
Development



Partnerships



Fiscal  
Responsibility



Infrastructure

## ATTACHMENTS:


## APPROVAL:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Approved:

**TOWN OF TROCHU**  
**26-41**  
**Request to Council for Decision**

|                       |  |
|-----------------------|--|
| <b>Meeting:</b>       | <b>Regular Council Meeting</b>   |
| <b>Date:</b>          | <b>June 8<sup>th</sup>, 2026</b>   |
| <b>Prepared By:</b>   | <b>Jamie Collins</b>   |
| <b>Originated By:</b> |  |
| <b>Approved By:</b>   | <b>Jamie Collins, CAO</b>  (initials) |
| <b>Title:</b>         | <b>Policy No. 2026-06-08-01 Chief Administrative Officer (CAO) Performance Evaluation Policy.</b>                      |

**BACKGROUND:**

Section 205 of the Municipal Government Act requires Council to appoint a Chief Administrative Officer (CAO). While the Municipal Government Act requires Council to conduct a CAO performance evaluation, it does not prescribe a formal evaluation process.

The Town of Trochu currently does not have a formal policy establishing a consistent process for conducting annual CAO performance evaluations. As the current CAO's one-year anniversary date of August 1, 2026, approaches, Administration has prepared a policy and evaluation framework to provide Council with a structured process for completing annual evaluations.

The proposed policy establishes:

- A timeline for completing annual evaluations;
- A standardized evaluation template;
- A process for setting future goals and professional development objectives.

**DISCUSSION/ALTERNATIVES:**

1. Approve Policy No. 2026-06-08-01 as presented.
2. Approve Policy No. 2026-06-08-01 with amendments identified by Council.
3. Refer Policy No. 2026-06-08-01 back to Administration for further review and revision.
4. Decline to approve Policy No. 2026-06-08-01.

**COLLABORATION OPPORTUNITIES:**

Nothing identified for this policy.

**STRATEGIC PLAN ALIGNMENT:**

This policy does not directly align with a specific strategic priority. However, by establishing a formal process for communication, feedback, accountability, and goal setting between Council and the CAO, it strengthens governance practices and supports the effective achievement of all Council strategic priorities.

**IMPACT ON BUDGET:**

There are no direct financial implications associated with adopting this policy.

**RECOMMENDED ACTION:**

That the following motion be presented for consideration:

**"That Town Council approve Policy No. 2026-06-08-01, Chief Administrative Officer (CAO) Performance Evaluation Policy."**

Prepared by: *Samie M Callis*

Approved by: *Samie M Callis*

# TOWN OF TROCHU – POLICY

**POLICY # 2026-06-08-01**

## **POLICY NAME: Chief Administrative Officer (CAO) Performance Evaluation Policy**

### **I. PURPOSE:**

- a. This policy intends to establish a structured and transparent framework for assessing the performance of the CAO in alignment with the strategic goals and objectives of the municipality, to ensure a consistent and thorough evaluation of the CAO's performance with the goal of continual improvement and relationship building between the CAO and Council.
- b. In accordance with the *Municipal Government Act (MGA)*, Council will annually provide the CAO with a written performance evaluation consistent with best practices specific to municipal government.

### **II. AUTHORITY:**

- a. The authority for this policy is by resolution of the Council of the Town of Trochu.
- b. The CAO is authorized to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the intent of this policy.

### **III. DEFINITIONS:**

- a. In this policy, unless the context otherwise requires:
  - i. "Anniversary Date" means the day the CAO commenced employment as CAO of the Town of Trochu.
  - ii. "Council Meeting" means a Regular or Special Council meeting or Committee of the Whole meeting.

## **POLICY GUIDELINES:**

### **1. General Principles**

- 1.1. All meetings related to the CAO performance evaluation will be held in closed session during a Council or Committee of the Whole meeting.
- 1.2. Council and the CAO will work together to ensure the review process is completed at a reasonably consistent time annually except in election years when it will be completed before the election.
- 1.3. A CAO Evaluation Committee consisting of two council members will be established by Council to take the lead on the evaluation process.

### **2. Timelines**

- 2.1. Council will ensure that the appropriate amount of time is allocated to ensure the process is completed no later than one month after the CAO's anniversary date. The entire performance evaluation process is to be completed within two (2) months or less.
- 2.2. While not specifically prescribed, the following process and timelines will seek to accomplish the goal of completing a timely performance evaluation:
  - 2.2.1. One (1) month before the CAO's anniversary date, the CAO will provide Council members with the performance evaluation form (Schedule A) in preparation for the performance evaluation process.
  - 2.2.2. At the first Council meeting following the evaluation form being sent to Council, the CAO will present the goals for the evaluation year to Council and discuss the progress on each item. (This step will not occur for the first evaluation of a CAO)
  - 2.2.3. Within a month of receiving the performance evaluation form, each member of Council will forward their completed evaluation forms to the CAO Evaluation Committee, for consolidation.
  - 2.2.4. At the next meeting, a member of the CAO Committee will present the consolidated draft evaluation to Council to ensure mutual agreement with the evaluation before being presented to the CAO.
  - 2.2.5. The evaluation form will be presented to the CAO.
  - 2.2.6. At a meeting after presenting the evaluation to the CAO, the CAO will provide Council with their goals for the upcoming year that will support the identified priorities and address any issues that were identified in the evaluation process.
  - 2.2.7. The CAO will provide a professional development plan highlighting the applicable training opportunities the CAO would like to complete in the following year. If Council agrees with the professional development plan, Council will ensure money is allocated for the training opportunities for the following year.
  - 2.2.8. Any changes to compensation, employment contract, or other terms of employment will also be discussed at this meeting.
  - 2.2.9. Following this final meeting, the evaluation and any approved and agreed upon amendments to the employment contract will be signed by the CAO and Mayor.

**Date of Review:** \_\_\_\_\_

**Mayor:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

## **SCHEDULE A**

### **CAO Performance Evaluation User Guide**

Under Section 205 of the Municipal Government Act (MGA), Council must by bylaw establish the position of Chief Administrative Officer (CAO). Every Council must appoint one or more people to carry out the powers, duties and functions of the position. In doing so, Council recognizes its fundamental role of setting policy and allowing administration to implement the policy.

The performance of the CAO can have such a direct and lasting impact on the ability of Council to carry out its mandate that a functional and successful relationship should be viewed as essential. It is in everyone's best interests that an atmosphere of trust, respect and transparency develops and characterize this relationship.

A performance appraisal should be expected:

- To formally discuss the relationship between the Municipality and the CAO
- To relate performance to the role, responsibilities, authority and duties as defined by the MGA, the bylaws and policies and the job description.
- To set objectives and criteria for future evaluation.
- To recognize strengths and weaknesses and reward or correct them.
- To serve as a basis for salary adjustment.

Rate each of the following according to your perception of the CAO in the past year. Please provide comments or examples to illustrate the rating.

N/A – Not Applicable

- 1 – Unacceptable: Consistently fails to meet job requirements
- 2 – Developing: Shows potential but needs improvement
- 3 – Proficient: Meets job requirements and performs to expectation
- 4 – Advanced: Often exceeds job requirements and demonstrates initiative
- 5 – Expert: Consistently exceeds job requirements and is recognized as a leader

**CAO Performance Evaluation: Management and Leadership Effectiveness**

- 1) Leadership style fits the Municipality's needs. Rating:
  
- 2) Obtains and allocates resources consistent with strategic objectives. Rating:
  
- 3) Demonstrates a good understanding of the major issues facing Council and the Municipality. Rating:
  
- 4) Exercises good judgement in dealing with major issues. Rating:
  
- 5) Demonstrates consistent values of high ethical awareness, honesty, fairness and courage. Rating:
  
- 6) Demonstrates a clear understanding of the local, regional, provincial, national and global issues impacting the Municipality. Rating:
  
- 7) Provides positive leadership to staff and elected officials. Rating:
  
- 8) Identifies, assesses and manages the principal risks to the Municipality. Rating:

**Category Total: /40**

### CAO Performance Evaluation Relationship with Council

- 1) Presents matters to Council within appropriate timelines. Rating:
  
- 2) Acts on Council resolutions/motions and direction in a timely manner. Rating:
  
- 3) Facilitates Council's governance, decision-making and committee work. Rating:
  
- 4) Facilitates the orientation and training of Councillors. Rating:
  
- 5) Keeps Council fully informed on all important aspects of the status and development of the Municipality. Rating:
  
- 6) Respects the division of authority between Council and the CAO. Rating:
  
- 7) Maintains a positive working relationship with the Mayor and Council. Rating:

**Category Total: /35**

### CAO Performance Evaluation: Relationship with Staff

- 1) Actively supports and encourages professional development among the staff. Rating:
  
- 2) Effectively attracts, retains, motivates and leads a team capable of achieving municipal objectives. Rating:
  
- 3) Promotes a clear understanding of roles between staff and elected officials. Rating:
  
- 4) Ensures effective participative process of strategic planning to achieve the vision and mission such that Council and employees feel ownership of the final product. Rating:
  
- 5) Ensures staff are involved in a meaningful way with decision making. Rating:
  
- 6) Effectively communicates Council's decisions to staff. Rating:

**Category Total: /30**

**CAO Performance Evaluation: Relationship with the Public and Media**

1) Serves as chief administrative spokesperson, communicating effectively with all stakeholders. Rating:

2) Appropriately represents Council's direction. Rating:

3) Appropriately represents the Municipality and Council in the community. Rating:

4) Appropriately represents the Municipality and Council outside of the community. Rating:

5) Ensures the public perceive the Council and the Municipality in a positive light. Rating:

6) Ensures that the Municipality maintains appropriate public engagement. Rating:

**Category Total: /30**

## CAO Performance Evaluation: Objectives and Accomplishments

- 1) Leads the operations of the Municipality and communicates a clear plan that reflects Council vision, mission and strategic plan and that is well understood, widely supported, consistently applied and effectively implemented. Rating:
  
- 2) Establishes objectives, operating, and financial plans for the Municipality that meet the needs of the public, employees, and the broader community in accordance with legislation and Council Policy. Rating:
  
- 3) Continuously monitors and evaluates objectives and plans to ensure they are being achieved and takes action as needed. Rating:
  
- 4) Ensures the municipality meets or exceeds the financial and operating performance goals as set out in the annual plans. Rating:
  
- 5) Reviews and where appropriate, adjusts the long-term strategies and objectives of the Municipality in consultation with Council. Rating:
  
- 6) Effectively manages both the short and long-term growth of the Municipality in a manner consistent with the strategic direction adopted by Council. Rating:

**Category Total: /30**


**Evaluation Total: /165**



# TOWN OF TROCHU

26-37

## Request to Council for Decision

|                       |  |
|-----------------------|--|
| <b>Meeting:</b>       | Regular Council Meeting  |
| <b>Date:</b>          | June 8 <sup>th</sup> , 2026  |
| <b>Prepared By:</b>   | Jamie Collins  |
| <b>Originated By:</b> | Branko Calina  |
| <b>Approved By:</b>   | Jamie Collins, CAO  (initials) |
| <b>Title:</b>         | Bylaw 2026-08 Bank of Montreal Building Municipal Historic Resource Designation                                  |

### **PURPOSE:**

To consider Bylaw No. 2026-08, a bylaw to designate the Bank of Montreal Building located at 301 Main Street as a Municipal Historic Resource pursuant to the Historical Resources Act.

### **BACKGROUND:**

The Bank of Montreal Building was constructed in 1913 and is one of Trochu's most recognizable historic commercial buildings. Originally operating as a branch of the Merchants Bank, the building has played an important role in the economic development of Trochu and remains a prominent landmark within the downtown core. The proposed designation recognizes the building's historical, architectural, and community significance.

The current owner, Branko Calina, has requested that the property be designated as a Municipal Historic Resource. Administration has prepared Bylaw No. 2026-08 in accordance with the Historical Resources Act to formally recognize and protect the heritage value of the building.

The bylaw identifies the heritage value and character-defining elements of the building while providing conservation guidelines for future alterations and rehabilitation.

Municipal Historic Resource designation is a voluntary process that recognizes buildings, structures, and sites that are significant to the history and character of a community. Designation helps preserve important heritage resources while allowing for continued use and maintenance of the property.

The Bank of Montreal Building is a highly visible landmark in Trochu's downtown and contributes to the community's identity and sense of place. Designation demonstrates Council's commitment to preserving the community's heritage assets for future generations while recognizing the efforts of property owners who invest in maintaining historically significant buildings.

### **DISCUSSION/ALTERNATIVES:**

1. Defeat Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation
2. Amend Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation and give first reading as amended
3. Give first, second, and third readings, as Council sees fit, to Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation

#### **COLLABORATION OPPORTUNITIES:**

Collaboration between the Town of Trochu and property owner Branko Calina to preserve an important community asset. The designation recognizes private investment in heritage conservation and demonstrates the Town's commitment to working with property owners to maintain and celebrate Trochu's unique history and character.

#### **STRATEGIC PLAN ALIGNMENT:**

Partnerships – Builds a positive relationship between the Town and the property owner while helping preserve an important community asset. Designation may also provide the owner with access to provincial heritage funding opportunities to assist with future conservation and rehabilitation efforts.

#### **IMPACT ON BUDGET:**

No financial implications to the Town of Trochu associated with passing this bylaw.

#### **RECOMMENDED ACTION:**

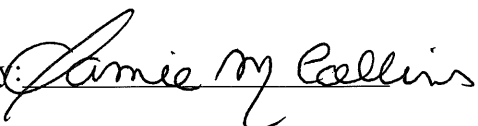
That the following motions be presented for consideration:

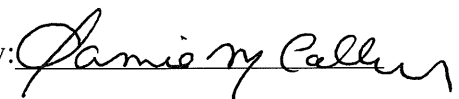
**“That Town Council gives first reading to Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation”**

**“That Town Council gives second reading to Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation”**

**“That Town Council unanimously agrees to consider third reading of Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation”**

**“That Town Council gives third and final reading to Bylaw No. 2026-08 Bank of Montreal Building Municipal Historic Resource Designation”**

Prepared by: 

Approved by: 

**TOWN OF TROCHU**  
**BYLAW NO. 2026-08**  
**BANK OF MONTREAL BUILDING MUNICIPAL HISTORIC RESOURCE DESIGNATION**

**WHEREAS** the *Historical Resources Act*, R.S.A. 2000, c. H-9, as amended, permits the Municipal Council of a municipality to designate any historic resource within the municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource upon giving notice to the owner of the resource in accordance with the *Historical Resources Act*; and

**AND WHEREAS** it is determined in the public interest to designate the property located in the Town of Trochu at 301 Main Street known as The Bank of Montreal Building as a Municipal Historic Resource; and

**NOW THEREFORE** the Council of the Town of Trochu, in the Province of Alberta, having complied with the *Historical Resources Act*, and duly assembled, hereby enacts as follows:

**1.0 BUILDING DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE**

1.1 The building known as the Bank of Montreal Building, specifically described in Schedule "A" which is located at 301 Main Street, Trochu, AB with the Legal Land Description of Lot 1 & 2, Block 3, Plan 8210AK is designated as a Municipal Historic Resource.

**2.0 PERMITTED REPAIRS AND REHABILITATION**

2.1 In this bylaw, subject to section 3 hereof, the site hereby designated in section 1 as a Municipal Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired, or otherwise permanently affected, other than in accordance with the terms of **Schedule "B"** attached.

This Bylaw shall take effect \_\_\_\_\_, 2026.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2026.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2026.

UNANIMOUS permission for third reading given this \_\_\_\_ day of \_\_\_\_\_, 2026.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, 2026.

**X** \_\_\_\_\_  
**BARRY KLETKE**  
**MAYOR**

**X** \_\_\_\_\_  
**JAMIE COLLINS**  
**CAO**

## SCHEDULE A- STATEMENT OF SIGNIFICANCE

This Statement of Significance forms Schedule "A" to Bylaw No. 2026-08 and provides a *Description of the Historic Place*, explains the *Heritage Value* of the building, and identifies, by written description and photographs, those *Character Defining Elements* of the Bank of Montreal which are regulated by the "General Guidelines for Conservation" (**Schedule "B"**) and must be preserved (the "Regulated Character Defining Elements").

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### Description of Historic Place

The Bank of Montreal Building is a prominent two-storey brick commercial building located on the southeast corner of Main Street and Arena Avenue in the Town of Trochu, Alberta. Constructed in 1913, the building served as the community's primary banking institution and remains one of the most recognizable early commercial buildings in the community.

The Trochu, Alberta branch, originally a branch of the Merchants Bank, first operated in a small, frame shack. The bank moved into these premises on the corner of Main Street and Arena Avenue when the building finished construction, a few years after the completion of the railway station in town. The boxy, simple construction with gable roof was characteristic of Merchants Bank branch architecture.

### Heritage Value

The Bank of Montreal Building is significant for its association with the early development of Trochu and the establishment of financial services necessary to support settlement, agriculture, and business growth in the community. The original Merchants Bank commenced operations in Trochu in 1909, relocated to the new townsite in 1911, and this purpose-built structure was erected in 1913. The building stands as a physical reminder of the optimism and economic development that characterized Trochu's formative years.

The building is also valued for its architectural significance as a substantial early twentieth-century commercial structure. Its scale, materials, and classical detailing distinguish it from surrounding development and contribute to the historic character of Trochu's downtown

streetscape.

The Bank of Montreal Building has become a local landmark and serves as an important visual reminder of the community's commercial and institutional history.

### **Character Defining Elements**

The character-defining elements of the Bank of Montreal Building include, but are not limited to:

- Its prominent corner location at Main Street and Arena Avenue;
- Its two-storey form and massing;
- Brick exterior construction;
- Low gable roof form;
- Decorative boxed cornices with plain frieze detailing;
- Concrete corner pilasters with bases and capitals;
- Symmetrical front façade composition;
- Keystones above window openings;
- Continuous windowsills;
- Semicircular windows located within the gable ends;
- Original masonry detailing and architectural ornamentation;
- The building's contribution to the historic streetscape of downtown Trochu;
- Pedimented front gable.

## SCHEDULE B - GENERAL GUIDELINES FOR CONSERVATION

This is **Schedule "B"** to Bylaw 2026-08 and identifies the "General Guidelines for Conservation" for the Bank of Montreal Building located at 301 Main Street, Trochu, AB, LINC 0018495350

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### GENERAL GUIDELINES FOR CONSERVATION

1. Approval of Development or Alterations

As per section 26 (6) of the Alberta *Historical Resources Act*, notwithstanding any other Act, no person shall destroy, disturb, alter, restore, or repair a historic resource or remove any historic object from a historic resource that has been designated under this section, without the written approval of the Council or person appointed by the Council of the purpose.

Council has appointed the Municipal Planning Committee as the approving authority for this purpose. Any development or alterations affecting the Bank of Montreal Building shall respect and conserve the heritage value and character-defining elements identified in the statement of significance in accordance with these General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

2. Compatible Uses

Wherever possible, the uses proposed for a Municipal Historic Resource shall be compatible with the existing building such that only minimal changes are required to the building.

3. Original Character

The original distinctive qualities and character of the building as designated by this Municipal Historic Resource bylaw should be preserved. The removal or alteration of any historical materials or features shall be avoided whenever possible.

4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact, or which recreate an earlier or later idiom shall be discouraged.

5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replaced wherever possible. Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the feature. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

8. Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods damages historic buildings and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone, or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a municipally designated historic resource, alterations shall be undertaken such that the new materials, should they fail, may be removed later without damage to the original fabric of the Municipal Historic Resource. Where this is not possible, (i.e., use of epoxy) only those methods and materials that have been thoroughly tested and found satisfactory shall be used.

10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten tile building fabric (underpinning, moving structures), the applicant shall compile a complete record of tile architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during tile subsequent repair work.

11. Original Construction Details

In some historic structures, poor construction details or inappropriate material resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.

12. Enforcement

The owner and the Town shall enter into an agreement to ensure that the designated structure will be maintained in such a manner as to prevent any deterioration.

13. Improvements

Prior to undertaking any improvements, a schedule of alterations should be prepared. This schedule should include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long-term maintenance work shall also be included.

14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means to minimize the impact on the historic fabric.

15. Signs

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 Trochu Land Use Bylaw.

DRAFT

SCHEDULE C – ORIGINAL INVENTORY SITE FORM COMPLETED

NUMERIC 0 1 2 5  
 ALPHA Ø I Z S X Ø

**Alberta**  
 CULTURE  
 HISTORIC SITES

INVENTORY SITE FORM

TYPE \_\_\_\_\_  
 SUB-TYPE \_\_\_\_\_

Borden Number TRU. 001 009 Research File R \_\_\_\_\_

Legal \_\_\_\_\_ 12 \_\_\_\_\_ 13 \_\_\_\_\_ 15 \_\_\_\_\_ 17 \_\_\_\_\_ 19 \_\_\_\_\_ 22 \_\_\_\_\_ 24 \_\_\_\_\_  
 LSD \_\_\_\_\_ 1/4 \_\_\_\_\_ S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_  
 1 & P LOT 002 BLOCK 003 PLAN 0008210AK

Address \_\_\_\_\_  
000 MAIN STREET

Town TROCHU County MD KNEEHILL 48 Urban/Rural \_\_\_\_\_

Name BANK OF MONTREAL

Date of Construction 1913 Style \_\_\_\_\_  
 Original Use BANK Present Use NONE  
 Active/Occasional Use Abandoned Ruins/Demolished \_\_\_\_\_ Dimensions 030 X 042  
 Condition: Structure GOOD / Repair GOOD Alterations PORCHES ADDED BACK FRONT



View NORTH ELEVATION

Date of Photo: APRIL 1981

Source ADA MAJOR

Negative Number 81R.578 11

View SOUTH EAST CORNER

Date of Photo: APRIL 1981

Source ADA MAJOR



ARCHITECTURE

Architect / Builder (Patron) / Designer / Engineer / Craftsman / Decorator / Contractor

1 BANK OF 16 MONTREAL

Foundation POURED CONCRETE FULL BASEMENT
Structure BRICK
Covering BRICK WITH CEMENT TRIM
Roof Type LOW GABLE
Roof Covering METAL
Plan Shape RECTANGULAR
Number of Storeys 2

Exterior Details THERE ARE CONCRETE BLOCK PILLARS WITH BASES & CAPITALS AT EACH CORNER. DECORATED BOXED CORNICES WITH PLAIN FRIEZE VOUSSOIRS WITH KEYSTONES OVER ALL WINDOWS. CONTINUOUS SILL.
Interior Details ABOVE & BELOW LOWER WINDOWS, SEMI-ELLIPTICAL WINDOWS IN GABLE ENDS. MODERN FRONT PORCH HAS BEEN ADDED. THERE IS A SQUARE ADDITION ON REAR WITH STAIRS & BALCONY LEADING TO UPPER LEVEL.
Setting / Environment / Garden LOCATED AT THE S.E. CORNER OF MAIN & ARENA, THE TWO COMMERCIAL STREETS.

ISTORY Persons

Events 1909 - BANK FIRST OPENED ON OLD TOWN SITE (4) AS MERCHANTS BANK
1910 - BANK BUILT OWN BUILDING IN OLD TOWN SITE (5)
1911 - BANK MOVED TO NEW TOWN SITE
1913 - BUILT THIS BUILDING.
BUILT NEW BUILDING ACROSS THE CORNER FROM THIS

Trends THE PEOPLE OF TRACHU ARE RELUCTANT TO SEE THEIR DISTINGUISHED OLD BANK DEMOLISHED BUT AS YET NO PRACTICAL USE HAS BEEN FOUND FOR IT.

COMMENTS I THINK IT WOULD MAKE AN EXCELLENT MUSEUM BUT THEY FEEL IT WOULD BE TOO COSTLY TO CARE FOR. HOWEVER IF IT WERE DECLARED AN HISTORIC SITE IN NO ALBERTA CULTURE WOULD HELP FINANCIALLY PERHAPS THAT WOULD BE A SOLUTION. A.M.

SOURCES (1) PICTURE ON P. 46 OF REMEMBER WHEN IS DATED 1913 & SHOWS BANK ALMOST COMPLETED
(2) (3) LOTS 234 & 24 BLK F PLAN 4923 (5) PICTURE OF THIS BUILDING CHARLES COLMAN, TRACHU AVE. ON P. 58 OF REMEMBER WHEN FIRST MERCHANT'S BANK.

NEW DODD & ADAM YAST
Form Completed on NOVEMBER 28, 1951 by ADA MAJOR
Site Inspected on APRIL 24, 1951 by ADA MAJOR

**TOWN OF TROCHU**  
**Director of Operations Report**  
**For May, 2026**

**Date: June 4, 2026**

**1. Arboretum**

- Installed water meter for irrigation and opened valve.
- Fixed cc in front of Arb.

**2. Arena/ Pool**

- Pool opened Monday, May 18. Weather was terrible on Sat and Sun
- Pool basin was scrubbed, some of the liner repaired,
- Painting and cleaning inside pool lobby and changerooms. Prepping for season.
- Cleaning and painting in arena
- Countertop finished in arena concession

**3. Garbage Collection**

- Some mowing at transfer site.
- Picked up garbage along fence lines.
- Furniture bins are available.

**4. Parks and Boulevards**

- Summer student began on May 5.
- Picked up garbage in parks
- Mowing and trimming of parks and public areas.
- Sprayed parks and public areas with weed herbicide
- Watered trees
- Set up Community Garden. Rototilled, set up fences, turned on water for irrigation.
- Moved some raised gardens to Kneehill Manor
- Gopher pest control and cemetery and campground.

**5. Public Works**

- Sprayed some herbicide in parking lots and on rock boulevard.
- Repair potholes throughout town. More to do.
- Used Town sweeper to remove gravel and some sand off streets.

## 6. Water, Wastewater

- Work on fire hydrant on Elevator Rd.
- Assist with sewer repair at 215 Poplar Ave
- Mowed and cleaned up around emergency water wellheads

## 7. Campground

- Turn on water at campground, fix minor water leak
- Float diamonds
- Mowed grass
- Sprayed weed herbicide
- Watered trees
- Set out picnic tables
- Clean Bruce Guard building and public washrooms
- Hired Jesse Masciola as campground manager

## 8. Bylaw Enforcement

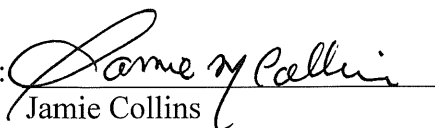
- Shut down basement digging in Evron Place due to not having AB OneCalls completed

## 9. NW Subdivision

- Grayson completed all underground services. Road compaction tested on May 30. Small area to be compacted further. To begin gravelling soon afterwards. Concrete curbs and gutters scheduled to be poured in June.
- Continued communication with ATCO Gas regarding High Pressure gas line gate station relocation.
- Discussion with Telus and THC to have communication lines installed into NWSD

## 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
- Looking into Library upgrade
- Planning for cellular data improvement at Fire Department.

CAO:   
Jamie Collins

Date: June 5 2026

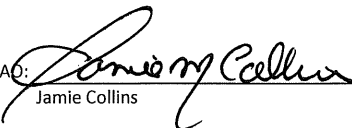
**TOWN OF TROCHU - STAFF REPORT**

**Water, Wastewater Report for the month of : May 2026**

Report Prepared by: Dave

Date: June 4, 2026

| <b>Date</b> | <b>Personnel</b>    | <b>Item</b>                                     | <b>Information/Explanation</b>  |
|-------------|---------------------|---|---|
| May 1       | Catlin, Devon, Dave | cc locate                                       | Locate cc at GTI  |
| May 5       | Catlin, Devon       | Campground water on                             | Open valve to campground, flush lines, test for chlorine                          |
| May 7       | Devon, Catlin       | Repair water break                              | Repair water break at campground  |
| May 19      | Dave                | Residential Sewer line                          | Assist 3rd party company with installing new sewer service line to 215 Poplar Ave |
| May 19      | Catlin, Devon       | Arboretum irrigation                            | Opened valve and installed water meter to Arboretum                               |
| May 20      | Catlin, Devon       | Community Garden and Cemetery water on          | Assist 3rd party company with jetting and videoing sewer main lines.              |
| May 22      | Catlin              | Hydrant on Elevator Rd                          | Able to turn off hydrant on Elevator Rd.  |
|             |                     |   |   |
|             |                     | Daily turbidity and chlorine residual testing   | All results satisfactory  |
|             |                     | weekly bacteriological reports                  | All results satisfactory  |
|             | <b><u>B</u></b>     | <b><u>Reports of Courses Taken/Seminars</u></b> |   |
| May 6       | Devon               | Certification Exams                             | Wrote and passed exams for water distribution and wastewater collections          |
|             |                     |   |   |
|             | <b><u>C</u></b>     | <b><u>Plans for Next Month</u></b>              |   |
|             |                     | Install more remote reader antennae             |   |
|             |                     |   |   |
|             | <b><u>D</u></b>     | <b><u>Concerns</u></b>                          |   |
|             |                     | PLC/HMI upgrade                                 | Discussing with other engineering firms   |
|             |                     |   |   |
|             | <b><u>E</u></b>     | <b><u>Priorities</u></b>                        |   |
|             |                     |   |   |
|             |                     |   |   |
|             |                     |   |   |

CAO:   
 Jamie Collins

Date: June 6 2026



# Town of Trochu Administrator's Report

**Reporting Period:** May 6<sup>th</sup>, 2026 to June 4<sup>th</sup>, 2026

**Submitted By:** Jamie Collins, CAO

**Date Submitted:** June 4<sup>th</sup>, 2026

## 1. Highlights

- Met with Travel Alberta – Grain Elevator Distillery
- Took and passed DEM course
- Trochu Housing work – Furniture and Equipment, Life Lease, Golf Tournament, Meetings, etc.
- Work on new ATTA & POPA requirements
- Final Work on Financials & Grant Reporting
- Meeting with CAO's and FCSS Director (agreement review)
- Staff Meeting
- Assisted Library Board with their granting papers (the municipal sections)
- Found a temporary employee to cover for Jaylene
- Rural Renewal Work
- Bylaw work and Debt Limit Worksheet
- 2 Day Functional Exercise Emergency Management

## Events & Engagement

- BASF Community Celebration June 4<sup>th</sup>, 2026
- THC Golf Tournament June 11<sup>th</sup>, 2026
- Tax Sale 10 AM June 8<sup>th</sup>, 2026

## 2. List of Ongoing Projects

### Trochu Housing Corporation

- Construction continues.

Project Total to Date \$24,531,062.44

### Food Security Project

- Jaime continues to work on this project

Project Total to Date \$14,752.73

### Northwest Subdivision

- Project continues

Project Total to Date \$2,339,959.92

### Economic Development Strategic Plan

- Meeting this week or next on tactical plan

Project Total to Date \$53,026.90



# Town of Trochu Administrator’s Report

## Sanitary & Roadway Study

Project Total to Date \$47,623.60

### CN Project

- Received an email that this is planned to occur this year.

### Pontmain Services

- No update – not planned now until 2027

### Sidewalks

- No update

### 3. KREMA

- DEM Course – Town of Trochu Office May 8<sup>th</sup>, 2026 – Jamie & Joanna attended
- Functional Exercise June 2<sup>nd</sup> & 3<sup>rd</sup>

### 4. Development Permits

| Permit #   | Type                             | Address                    | Status                                 |
|------------|----------------------------------|----------------------------|--|
| DP-2026-11 | Major Home Occupation - Cleaning | 109 Arena Ave              | Complete & Approved, In Appeal Process |
| DP-2026-12 | Fence                            | 301 Arena Ave              | Complete & Approved, In Appeal Process |
| DP-2026-13 | Fence                            | 161 1 <sup>st</sup> Ave N. | Complete, Approved, In Appeal Process  |
| DP-2026-14 | Covered Deck                     | 3, 501 School Road         | Complete & Approved                    |
| DP-2026-15 | Fence                            | 409 Main Street            | Complete & Approved                    |



## Town of Trochu Administrator's Report

|            |           |                |  |
|------------|-----------|----------------|--|
| DP-2025-26 | New House | 26 Evron Place | Complete,<br>Approved , In<br>Appeal Process |
|------------|-----------|----------------|--|

- Total Complete Permits 2026: 15
- Estimated Construction Value: \$755,950.00
  - 2025 Value - \$3,137,350.00
  - 2024 Value - \$42,403,450.00 (without THC \$1,403,450.00)
  - 2023 Value \$1,532,500.00

### 5. Staffing & HR Updates

- Still working on reviews
- Have hired coverage for front desk until Jaylene returns

#### 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 Strategic Priorities

#### 1. Infrastructure

#### 2. Fiscal Responsibility

- Financials & Borrowing Bylaws
- Grant Reporting

#### 3. Partnerships

- THC Work

#### Economic Development Priorities

#### 1. Capacity Building

#### 2. Business Retention & Expansion

- Travel Alberta Meeting

#### 3. Investment Attraction & Development Readiness

#### 4. Workforce Attraction & Community Appeal

#### 5. Future Workforce and Youth Retention



## Town of Trochu Administrator's Report

### 7. Arboretum


- Board Member Carl Peterson has agreed to work with staff to spray for weeds
- Meeting with new board, went well

### 8. Looking Ahead

#### Goals

- Significant progress on, if not completion of, the Personnel Policy and Employment Agreements.
- Ec Dev Social Media posting, Committee Planning Start

**TOWN OF TROCHU**  
**26-40**  
**For Information Only**

|                       |  |
|-----------------------|--|
| <b>Meeting:</b>       | <b>Regular Council Meeting</b>   |
| <b>Date:</b>          | <b>June 8<sup>th</sup>, 2026</b>   |
| <b>Prepared By:</b>   | <b>Jamie Collins</b>   |
| <b>Originated By:</b> |  |
| <b>Approved By:</b>   | <b>Jamie Collins, CAO</b>  (initials) |
| <b>Title:</b>         | <b>Kneehill Regional FCSS Agreement – CAO Review and Response Letter</b>   |

**PURPOSE:**

To provide Council with information regarding the review of proposed amendments to the Kneehill Regional FCSS Agreement and the subsequent response submitted by the regional CAO group.

**BACKGROUND:**

Kneehill County provided the Kneehill Regional FCSS Board with a marked-up version of the Regional FCSS Agreement containing proposed amendments for consideration.

Members of the FCSS Board provided copies of the proposed amendments to their respective Chief Administrative Officers for review. The CAOs from the Towns of Trochu and Three Hills and the Villages of Linden, Carbon, and Acme subsequently met with Angie Stewart, Executive Director of Kneehill Regional FCSS, to review the proposed amendments collaboratively.

The group reviewed the agreement line by line and discussed the potential impacts of the proposed changes on the region, governance, and operation of Kneehill Regional FCSS.

Following this review, the CAO group jointly prepared and submitted a letter to the Kneehill Regional FCSS Board outlining comments, concerns, and recommendations regarding the proposed amendments. The letter was signed by all participating CAOs and submitted for the Board's consideration.

**DISCUSSION/ALTERNATIVES:**

The response letter generally supports the continued collaborative regional approach that has historically guided Kneehill Regional FCSS while identifying several areas where additional clarification or discussion may be beneficial before amendments receive further consideration.

Key themes identified by the CAO group include:

- Maintaining the FCSS Board as the primary governance body for the organization.

- Ensuring significant agreement amendments are advanced through a collaborative regional process.
- Preserving Board oversight of policies, budget approval, and dispute resolution processes.
- Seeking additional clarification regarding the proposed full-cost recovery model and associated calculations.
- Confirming continued compliance with provincial FCSS legislation, regulations, and program requirements.

At this time, the letter has been submitted to the FCSS Board and Administration is awaiting further direction or response. No action is required from Council at this time.

### **COLLABORATION OPPORTUNITIES:**

This matter reflects ongoing collaboration between the participating municipalities within Kneehill Regional FCSS and demonstrates a regional approach to governance and service delivery.

### **STRATEGIC PLAN ALIGNMENT:**

#### **Partnerships:**

- Supports collaborative decision-making between regional municipal partners.
- Reinforces the Town's commitment to working cooperatively with neighbouring municipalities and regional organizations.
- Encourages open communication and shared governance on regional initiatives.

### **IMPACT ON BUDGET:**

There are no direct financial implications associated with this report at this time.

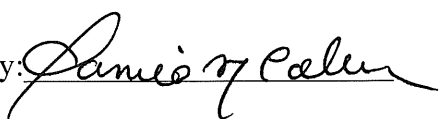
### **RECOMMENDED ACTION:**

For information only. No Council action is required at this time.

Prepared by:



Approved by:





May 29, 2026

Kneehill Regional Family and Community Support Services  
Attention: Board Members

**RE: Regional FCSS Agreement – Proposed Amendments**

Dear Members of the Kneehill Regional FCSS Board,

The regional CAO group, representing the Towns of Trochu and Three Hills and the Villages of Linden, Carbon, and Acme, met on May 20, 2026, to review the proposed amendments to the Kneehill Regional FCSS Agreement forwarded by Kneehill County. As a group, we remain proud of the strong regional relationships and collaborative approach that have historically existed among our municipalities. That spirit of cooperation has allowed our communities to work effectively together on important regional initiatives, and it is in that same spirit that we offer the following comments for the Board's consideration.

First and foremost, the CAO group would like to express its continued support for the work being carried out by FCSS throughout our communities.

During our discussion, the group felt it was important to reinforce the established process for reviewing and considering amendments to the agreement. It is our understanding that reviews should be initiated and advanced through the FCSS Board, rather than at the sole direction of any single member municipality. Once a review of the agreement has been initiated by the Board, each member municipality would then independently review the proposed changes through its respective process. Given the regional nature of the partnership, we believe any significant amendments should be advanced through collaborative discussion, transparency, and mutual agreement amongst the participating municipalities.

While there are many aspects of the proposed amendments that the CAO group is not opposed to in principle, several items require clarification and further consideration before municipalities can formally consider the proposed amendments. Several of the proposed amendments appear to reduce or remove governance responsibilities traditionally held by the FCSS Board. Preserving this governance function of the Board is vitally important to maintaining meaningful regional representation and accountability. Similarly, we firmly believe policies directing FCSS operations should remain as Board-approved policies established through the FCSS governance structure, rather than policies established solely by the Corporate Administrator (CA). The Board is the governing authority of the organization, and operational direction should continue to reflect Board-approved governance.

In that same regard, we do not support any amendment that would provide the CA with an additional vote regarding approval of the FCSS budget. We understand the CA role is administrative in nature and intended to support the operational functions of FCSS, not be a part of the governance structure. Budget approval is a governance responsibility and should remain with the appointed Board.

As drafted, the proposed dispute resolution process appears to bypass the FCSS Board. Given the Board's governance role within the organization, the Board must play a meaningful role in attempting to resolve disputes before matters are escalated to formal mediation or arbitration. Regional issues should first be

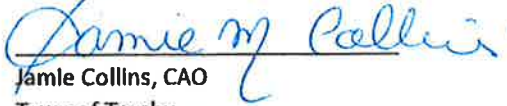
addressed through the established governance structure and collaborative discussion before proceeding to more formal dispute resolution mechanisms.

Considerable discussion occurred regarding the proposed "full cost recovery" approach. While we agree the concept warrants further conversation, the proposed amendments do not outline a methodology for determining full cost recovery, and additional clarification is needed regarding what costs would be included in the calculation, how those costs would be allocated amongst participating municipalities, and how the proposed approach aligns with FCSS Provincial Program Regulations. The CAO group does not support an annual review of the methodology used to determine these costs. A clearly defined and stable methodology is important to ensuring predictability, transparency, and long-term regional cooperation between member municipalities. Additional information is requested regarding the \$13,400 annual payment made to the CA, including what specific services or costs this covers. In that same context of funding, the CAO group is not opposed to reviewing the suggestion to reduce the CA's commitment from ten (10) years to three (3) years with a review before the end of the term.

Finally, the CAO group wishes to reiterate that the Province remains the governing authority with respect to FCSS funding and program requirements. Municipalities act as recipients and stewards of provincial grant funding and must ensure the agreement and related practices remain consistent with provincial legislation, regulations, and program expectations.

We appreciate the opportunity to provide these comments and look forward to continued discussion through the established governance process.

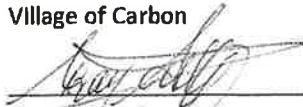
Respectfully,

  
\_\_\_\_\_  
Jamie Collins, CAO  
Town of Trochu

  
\_\_\_\_\_  
Ryan Leuzinger, CAO  
Town of Three Hills

  
\_\_\_\_\_  
Lynda Vanderwoerd, CAO  
Village of Linden

  
\_\_\_\_\_  
Tracey Gorr, CAO  
Village of Carbon

  
\_\_\_\_\_  
Gary Sawatzky, CAO  
Village of Acme

## Kneehill Regional Grant Writer Monthly Report For May 2026

### Grants Applied For

| Grant Name            | Organization & Details                | Hrs.      | Grant Amount        |
|-----------------------|---------------------------------------|-----------|---------------------|
| CFEP Small            | Trochu Library Board                  | 15        | 17,387.00           |
| Kneehill County Grant | Prairie Christian Academy             | 3         | \$ 7,500.00         |
| Kneehill County Grant | Silver Willow Senior Citizens Society | 2         | \$ 3,100.00         |
|                       |                                       | <b>20</b> | <b>\$ 27,987.00</b> |

### Approved Grants

| Grant Name   | Organization & Details | Grant Amount |
|--------------|------------------------|--------------|
|              |                        |              |
| <b>Total</b> |                        |              |

### Declined Grants

| Grant Name | Organization & Details | Grant Amount |
|------------|------------------------|--------------|
|            |                        |              |
|            |                        |              |
|            |                        |              |

### Tasks Related to Grant Writing

|                                | Hrs. Worked |
|--------------------------------|-------------|
| Regional Newsletter            | 2           |
| Research as requested          | 7           |
| Research and Editing           | 1           |
| Meetings & Phone Call Meetings | 3           |
| Upcoming grants research       | 8           |
|                                |             |
| <b>Total Hours</b>             | <b>21</b>   |

### All Pending Grants

| Grant Name                        | Organization & Details                     | Grant Amount         |
|-----------------------------------|--|----------------------|
| Inclusive Spaces Program          | Three Hills Early Childhood Society        | 32,482.36            |
| CFEP Small                        | Trochu & District Hall Development Society | 29,864.00            |
| Canada Post Community Fund        | Friends of the Three Hills School          | 5,000.00             |
| AB Blue Cross Community Wellbeing | Trochu Arboretum                           | 1,000.00             |
| AB Blue Cross Community Wellbeing | Kneehill Area Wellness Centre              | 1,000.00             |
| AB Blue Cross Community Wellbeing | Town of Trochu - Food Sustainability       | 1,000.00             |
| Walmart Community Grant           | Seniors Outreach                           | 2,000.00             |
| CFEP Small                        | Trochu Library Board                       | 17,387.00            |
| Kneehill County Grant             | Prairie Christian Academy                  | 7,500.00             |
| Kneehill County Grant             | Silver Willow Senior Citizens Society      | 3,100.00             |
| <b>Total Pending Grants</b>       |  | <b>\$ 100,333.36</b> |

### Other

| Networking/Community Engagement | Details  | Hrs Worked |
|---------------------------------|----------|------------|
| Kms Travelled                   | Location |            |
|                                 |          |            |
|                                 |          |            |



# COUNCIL MEMBER REPORT

Council Member: \_\_\_Bill Cunningham\_\_\_\_\_

Council Meeting Date: \_June 8, 2026\_\_\_\_\_

**Committee & Meeting Date: Red Deer River Municipal Users Group, May 21**

**Report: Ardley Dam project field work is almost done and report is due in the fall. At that point public consultation will commence. Realignment of HWY 21 over the dam is being discussed. Acadia Valley irrigation project still doing feasibility study. Will need government grants to fly. Water supply in Alberta watersheds is rated as good with the exception of Milk River which is poor. Concern expressed over ground water levels and fracking. Next meeting at Dickson Dam on July 17.**

**Committee & Meeting Date: Agritourism meeting, May 27.**

**Report: Local tourism providers met at Kirk's Alpaca farm to discuss collaborating to push visitors to each others venues. Lots of enthusiasm and sharing. Next meeting planned for late June at Trochu Arboretum. Initial meeting which I missed was at DNA Gardens.**

**Additional Topics:**



# COUNCIL MEMBER REPORT

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Council Meeting Date: \_June 8, 2026\_\_\_\_\_

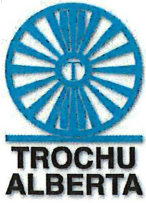
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**Additional Topics:**



# COUNCIL MEMBER REPORT

Council Member: Cerilo Dela Cruz

Council Meeting Date: June 8, 2026

## Committee & Meeting Date:

Report:

## Committee & Meeting Date:

Report:

## Additional Topics:

Report:

The Kneehill Fil-can Bayanihan society (Filipino Community) is requesting permission to use the Philippines Flag while camping at the Trochu Lions Campground on June 13-14, 2026

2 Days Basketball Tournament

Champion: Lowkey (Olds)

1st Runner up: Ankols ( Red Deer)

2nd Runner up: OLds





# COUNCIL MEMBER REPORT

Council Member: Jaime Martel

Council Meeting Date: June 8th

## **Committee & Meeting Date: KRFCSS May 12<sup>th</sup>, 2026**

Report: Annual Reports- Kneehill Community support coach: Children's program include -Girl's circle, Zone Patrol, Harmony Heroes, Art Camp, Art Club, Kindness Captains jr., Storytime & Crafts, No school camps. Youth Programs: Art Camp, Youth Skill Zone, Girls Circle. Family Programs: Mother-Daughter Circle, Family Art Series, Paint night. 86% Program attendance, 3 volunteers, 17 hours given to support our Programs.

First quarter from the seniors outreach highlights: Grief & Loss Support Groups delivered in Three Hills and Trochu, facilitated by Micaela Olson (RPN), Dementia Friendly Communities Group continue through Lorna Steeves. Seniors Outreach nominated for the 2026 Alberta Minister's Seniors service award.

Special meeting on June 16<sup>th</sup> to finalize the Multi-Municipal agreement.

## **Committee & Meeting Date: Senior Outreach AGM June 2<sup>nd</sup>, 2026**

**Report: I attended the AGM with Angie Stewart on behalf of the KRFCSS Board. The AGM was well attended, although numbers were down from last year. 4 members stepped down. They had only 4 put their names forward, so not needing any voting.**

## **Additional Topics: June 3, 2026 KREMA**

Carl and I attended KREMA for the morning session. As this was my first time, it was very informative. I applaud the organization that went behind this, it takes many people to make sure things go smoothly.



# COUNCIL MEMBER REPORT

Council Member: Carl Peterson

Council Meeting Date: June 8, 2026

## Committee & Meeting Date: MPC - May 25, 2026

Report: Development permit 2025-26: an amendment to allow for a variance regarding front yard setbacks at #26 Evron Place was reviewed and approved by the MPC.

Development permit 2026-11- a discretionary use (commercial cleaning business) for a Major Home Occupation at 109 Arena Ave. was approved by the MPC

## Committee & Meeting Date: THC

Report: May 29, Inaugural meeting of the THC policy committee - discussed the need for several policies regarding the new facility and basically determined the timeline and best way to develop the policies so they will be in place when needed.

June 2, The THC Board (community members only) met with members of the St. Mary's Foundation to discuss the relationship and the processes going forward regarding the new facility.

## Additional Topics:

Library Board Meeting June 2; KREMA Functional Exercise June 2, 3

Report: Library Board - 1) received an outstanding donation of 1000+ books from the estate of Allan McKay; 2) staff attended the annual Marigold conference; 3) Cora Park has been hired as a summer student; 4) Board and committee positions were adjusted and reaffirmed; 5) Yvonne attended the webinar regarding Bill 28.

KREMA: Attended the morning portions of the Functional Emergency Functional exercise hosted by KREMA. Great attendance and participation by the regional partners, the local facility reps, and support groups. The Provincial and regional emergency management associations gave good guidance and advice. The emergency event included a train derailment and CN was represented as well.



# COUNCIL MEMBER REPORT

Council Member: Chris Reeds

Council Meeting Date: June 8, 2026

**Committee & Meeting Date:** Nothing to Report

Report:

**Committee & Meeting Date:**

Report:

**Additional Topics:**

Report:



# COUNCIL MEMBER REPORT

Council Member: Barry Kletke

Council Meeting Date: June 8, 2026

**Committee & Meeting Date:** Mid-Sized Town Mayors Caucus

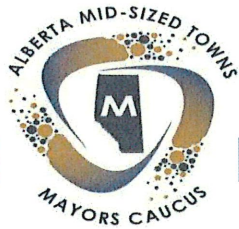
Report: Briefing notes and key messages attached.

**Committee & Meeting Date:**

Report:

**Additional Topics:**

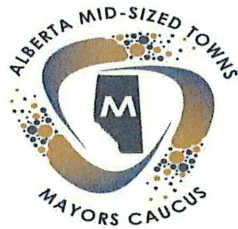
Report:



## Key Messages

**March 12, 2026**

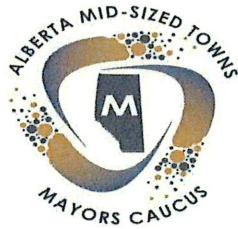
- Phone lists provided to Executive for actively promoting joining the Caucus;
- Firm dates set for 2026 virtual meeting: May 14, July 9, November 12;
- Firm date set for In-person meeting during Alberta Municipalities Conference: September 24 at the Westin (more information forthcoming);
- Brief discussion regarding the development of a communication strategy (briefing notes, elevator pitch, updating 2024 brochure).



## Key Messages

**May 14, 2026**

- Mayor of Stettler actively contacting non-member Mayors to encourage joining MTMC;
- Financial Report provided: as of April 30<sup>th</sup> – 25 members in good standing;
- Chair and Executive Committee continue to pursue meeting with Minister of Municipal Affairs;
- Executive Committee reviewed draft of “briefing notes” – will be shared with members for use in recruitment of new members;



## ALBERTA MID-SIZED TOWN MAYORS' CAUCUS BRIEFING NOTES

Formed in 2024, the Alberta Mid-sized Towns Mayors Caucus (MTMC) brings together Mayors from mid-sized Towns with populations between 1,000 and 14,999 citizens. Over the past number of years, it has become clear that while our communities are a critical part of Alberta's social and economic fabric, our collective voice is often overshadowed by the advocacy capacity of larger cities.

Mid-sized towns face challenges that are distinct from both major urban centres and rural municipalities. We deliver essential services and infrastructure to growing populations, yet our ability to generate additional revenue is limited. Unlike large cities, we do not have the tax base, development scale, or alternative revenue tools to offset rising costs. At the same time, provincial funding has not kept pace with inflation for more than a decade, creating a widening gap between available resources and the actual cost of maintaining our communities.

The most urgent pressure facing mid-sized towns is aging infrastructure – the pipes in the ground, paving, water, and wastewater connections that are fundamental to public health, environmental protection, and economic growth. These are not discretionary projects; they are core municipal responsibilities. Basic infrastructure and growing communities mean costs continue to rise, while existing funding programs are increasingly competitive and oversubscribed.

We are advocating for a separate, sustainable provincial funding model specifically for mid-sized towns, delivered through a dedicated funding stream that is in addition to existing provincial funding programs. This approach recognizes that mid-sized towns have unique needs and ensures our communities are not forced to compete directly with large cities for the same limited dollars. A targeted funding stream would provide predictability, fairness, and long-term planning certainty, enabling mid-sized towns to responsibly manage critical infrastructure and protect provincial investments already in place.

Supporting mid-sized towns is not a new cost – it is a smart investment. These communities are regional service hubs, employers, and economic drivers that support surrounding rural areas and contribute significantly to Alberta's overall prosperity. When mid-sized towns thrive, they reduce pressure on major cities, strengthen regional economies and provide Albertans with more affordable, connected places to live and work.

Membership in the Mid-sized Towns Mayors' Caucus matters. By working together, we amplify our collective voice, present a unified and credible advocacy position, and ensure decision-makers clearly understand the realities facing mid-sized towns. The Caucus creates a forum for collaboration, shared learning, and coordinated engagement with the provincial government – something individual communities cannot achieve alone. The power of 84 mid-sized towns is unstoppable and will make a difference in lobbying the provincial government.

Our request is straightforward and fair: recognize the vital role of mid-sized towns by establishing a dedicated, sustainable funding model that reflects our responsibilities, our limitations in generating revenue, and our contribution to Alberta's future. We are not asking for more than our fair share – we are asking for an equitable partnership that allows mid-sized towns and the Province to succeed together, providing Albertans a safe, sustainable place to live.

**Jamie Collins**

---

**From:** Chantalle Van Otterloo <chantalle.vanotterloo@ghsd75.ca>  
**Sent:** June 4, 2026 11:36 AM  
**To:** Barry Kletke; Jamie Collins; Barry Kletke  
**Subject:** Hockey Program at TroVal

Hello,

In the past, the town has been very generous to offer free skating to our students and classes at Troval as well as free ice time to run a hockey option a couple of years ago.

This coming semester, we would like to run a Hockey Program - on our Day 1s (generally Monday and Wednesdays, with the occasional Friday). The program would be run by two of our teachers and will be offered to Grade 7-12 students. We are hoping that the students could be on the ice from 8:45-9:45 am on those Day 1s.

Would it be possible to still partner with the Town to have access to the arena free of charge for our students? We were also wondering if there could be some space to store and keep equipment locked up as well. This program would run from September to the end of January. We do understand as well that the ice doesn't go in until October.

Thanks so much for considering our request-please let me know if you have any questions!

Chantalle



**Dear Mayor Kletke and Members of Town Council,**

Trochu Municipal Library is undertaking a community programming initiative this summer: a *Kids Community Speaker Series*.

The purpose of this program is to provide children with an engaging and interactive opportunity to learn about the people, services, and organizations that support and shape our community. Each session would feature a different community member or group sharing their role, daily responsibilities, and the ways they contribute to life in Trochu. Representatives from the RCMP and local fire department have also been invited to participate, helping children gain a broader understanding of the people and services that keep our community safe, connected, and running smoothly.

As part of this series, we would like to invite 1-3 members of Town Council to participate in one of the 1-hour sessions. This would give children a valuable opportunity to learn about local government directly, including how decisions are made, how Council operates, and how municipal leadership supports the community.

The format would be informal and conversational with an emphasis on interaction rather than formal presentations. Sessions would be designed to be age-appropriate for ages 8-14 with time for questions and discussion to encourage curiosity and participation.

We believe this program could be a meaningful way to strengthen community connection and help children better understand how their town functions and the people who contribute to it.

We look forward to hearing from you!

**Sincerely,**

**Leah Tremblay**

Manager, Trochu Municipal Library

**Town of Trochu  
Financial Summary**

| Account Description                                 | Monthly<br>Interest<br>Accrued | Interest YTD         | Balance as of<br>April 30, 2026 |
|---|--------------------------------|----------------------|---------------------------------|
| General Operating Account                           | \$86.91                        | \$2,486.07           | <b>-\$9,913.07</b> *            |
| Deferred Revenue MUSH Savings (Grant holding acct.) | \$319.77                       | \$1,276.33           | <b>\$147,045.43</b>             |
| Tax Recovery Savings                                | \$64.50                        | \$244.37             | <b>\$30,245.40</b>              |
| Revolving Loan (overdraft \$1,906,000 limit)        | <b>-\$1,138.28</b>             | <b>-\$3,700.63</b>   | <b>-\$1,597,549.74</b>          |
| Commercial Term Loan                                | <b>-\$44,306.66</b>            | <b>-\$170,251.69</b> | <b>-\$10,890,189.00</b>         |
| Municipal Revolving Loan-NW Sub-Division            | <b>-\$730.11</b>               | <b>-\$730.11</b>     | <b>-\$468,183.00</b>            |
| Koch Land 1 (\$445.00 paid every Friday)            | <b>-\$341.53</b>               | <b>-\$1,487.50</b>   | <b>-\$92,827.98</b>             |
| Koch Land 2 (bi-annual \$14,840.62) June & Dec      | <b>\$0.00</b>                  | <b>\$0.00</b>        | <b>-\$430,886.98</b>            |

  
 Approved by: \_\_\_\_\_

03-Jun-26  
 Date: \_\_\_\_\_

\*this is the reconciled balance of the chequing acct

**TOWN OF TROCHU**  
**26-38**  
**Request to Council for Decision**

|                       |   |
|-----------------------|---|
| <b>Meeting:</b>       | <b>Regular Council Meeting</b>  |
| <b>Date:</b>          | <b>June 8<sup>th</sup>, 2026</b>  |
| <b>Prepared By:</b>   | <b>Jamie Collins in consultation with Lavinia Henderson</b>   |
| <b>Originated By:</b> |   |
| <b>Approved By:</b>   | <b>Jamie Collins, CAO</b> <u>    <i>jc</i>    </u> (initials)   |
| <b>Title:</b>         | <b>Bylaw No. 2026-09 Municipal Operating Borrowing Bylaw and Bylaw No. 2026-10 Temporary Financing Trochu Housing Corporation</b> |

**PURPOSE:**

To provide Council with updated borrowing authority for municipal operations and to establish a separate borrowing mechanism to address temporary cash flow requirements related to the Trochu Senior Supportive Living Facility project.

**BACKGROUND:**

The Town of Trochu has historically maintained an operating line of credit to address short-term municipal cash flow requirements throughout the year.

Since the Trochu Senior Supportive Living Facility project began, the Town's operating line of credit has also been used at various times to temporarily support cash flow requirements of the Trochu Housing Corporation (THC). THC has repaid some of these advances as grant funding has been received.

The Trochu Senior Supportive Living Facility project is financed through a combination of grant funding and a long-term capital loan. Under the terms of the project financing, grant funding must be fully expended before additional draws can be made from the capital loan facility.

While the Town's operating line of credit has successfully bridged these shortfalls, Administration believes it is appropriate to separate municipal operating borrowing from project-related borrowing as the project approaches completion.

Bylaw No. 2026-09 renews and updates the Town's operating borrowing authority for municipal purposes, lowering the amount to what will cover expected operating shortfalls.

Bylaw No. 2026-10 establishes a dedicated revolving borrowing facility to address temporary cash flow requirements associated with the Trochu Housing Corporation project. Any amounts advanced under this facility will be repaid from future grant proceeds received by THC.

Administration believes separating municipal operating borrowing from project-related borrowing improves financial transparency and accountability.

The proposed approach clearly distinguishes:

- Borrowing required for municipal operations; and
- Borrowing required to temporarily bridge timing differences between project expenditures and grant receipts.

This structure provides Council, auditors, funding partners, and financial institutions with a clearer understanding of the purpose and use of each borrowing facility.

The proposed THC revolving loan is intended solely as a temporary cash flow tool and does not increase the approved project budget. It is designed to address timing differences in funding receipts and will be repaid as grant funding is received.

### **DISCUSSION/ALTERNATIVES:**

1. Defeat Bylaw No. 2026-09 and/or Bylaw No. 2026-10
2. Amend Bylaw No. 2026-09 and/or Bylaw No. 2026-10 and give first reading as amended
3. Give first, second, and third readings, as Council sees fit, to Bylaw No. 2026-09 and/or Bylaw No. 2026-10

### **COLLABORATION OPPORTUNITIES:**

This enables the Town of Trochu to support the Trochu Housing Corporation during the construction phase of the Trochu Senior Supportive Living Facility.

### **STRATEGIC PLAN ALIGNMENT:**

#### **Fiscal Responsibility**

- Improves transparency and accountability in municipal financial management.
- Separates municipal operating financing from project financing.
- Provides a clear framework for managing temporary project cash flow requirements.

### **IMPACT ON BUDGET:**

Bylaw No. 2026-09 authorizes an operating borrowing facility of up to \$900,000 for municipal operations.

Bylaw No. 2026-10 authorizes a revolving borrowing facility of up to \$2,500,000 for temporary THC project cash flow requirements.

Interest costs will apply only to amounts actually borrowed and outstanding.

The Town anticipates that any amounts advanced under the THC facility will be repaid through future grant payments associated with the Trochu Senior Supportive Living Facility project.

Administration has reviewed the Municipal Affairs debt limit calculation and confirmed that these bylaws do not exceed the Town's allowable debt limit. However, they do effectively bring the Town to its borrowing capacity, meaning any additional borrowing for other projects or

purposes would not be feasible at this time.

**RECOMMENDED ACTION:**

That the following motions be presented for consideration:

**“That Town Council gives first reading to Bylaw No. 2026-09 Municipal Operating Borrowing Bylaw”**

**“That Town Council gives second reading to Bylaw No. 2026-09 Municipal Operating Borrowing Bylaw”**

**“That Town Council unanimously agrees to consider third reading of Bylaw No. 2026-09 Municipal Operating Borrowing Bylaw”**

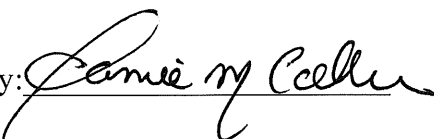
**“That Town Council gives third and final reading to Bylaw No. 2026-09 Municipal Operating Borrowing Bylaw”**

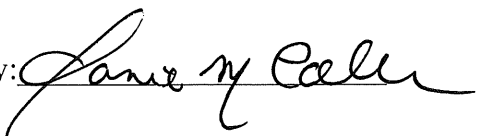
**“That Town Council gives first reading to Bylaw No. 2026-10 Temporary Financing Trochu Housing Corporation”**

**“That Town Council gives second reading to Bylaw No. 2026-10 Temporary Financing Trochu Housing Corporation”**

**“That Town Council unanimously agrees to consider third reading of Bylaw No. 2026-10 Temporary Financing Trochu Housing Corporation”**

**“That Town Council gives third and final reading to Bylaw No. 2026-10 Temporary Financing Trochu Housing Corporation”**

Prepared by: 

Approved by: 

**TOWN OF TROCHU  
BYLAW NO. 2026-09  
MUNICIPAL OPERATING BORROWING BYLAW**

**For the Purpose Specified in Section 256 of the *Municipal Government Act*, RSA 2000, c M-26**

**WHEREAS** the Council of the Town of Trochu (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

**FINANCING OPERATING COSTS**

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from ATB Financial up to the principal sum of \$900,000.00, for a term not to exceed three (3) years and repayable upon demand at a rate of interest per annum from time to time established by ATB Financial (not to exceed 10%), and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a) To apply to ATB Financial for the aforesaid loan to the Corporation and to arrange with ATB Financial the amount, terms and conditions of the loan and security or securities to be given to ATB Financial;
  - b) As security for any money borrowed from ATB Financial;
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB Financial the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB Financial are:
  - a) Taxation
  - b) General Revenue
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.

5. In the event that the *Municipal Government Act* permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB Financial is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB Financial will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB Financial will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
  
6. Bylaw No. 2026-02 is repealed, and this Bylaw comes into force on the final passing thereof.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD AND FINAL TIME THIS** \_\_\_\_ day of \_\_\_\_\_, 2026.

**CERTIFICATE**

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on this \_\_\_\_ day of \_\_\_\_\_, 2026, at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and the seal of the Corporation this \_\_\_\_ day of \_\_\_\_\_, 2026.

**X** \_\_\_\_\_  
Barry Kletke  
Mayor

**X** \_\_\_\_\_  
Jamie Collins  
CAO

**TOWN OF TROCHU**  
**BYLAW NO. 2026-10**  
**TEMPORARILY FINANCING TROCHU HOUSING CORPORATION**

**For the Purpose Specified in Section 259 of the *Municipal Government Act*, RSA 2000, c M-26**

**WHEREAS** the Council of the Town of Trochu (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of temporarily aiding in cash flow due to grant payment timings for the Trochu Housing Corporation Project; and

**WHEREAS** Bylaw No. 2025-03 Trochu Housing Corporation Loan Bylaw provided the parameters for The Town of Trochu to establish a loan to the Trochu Housing Corporation;

**WHEREAS**, Bylaw No. 2025-03 was amended to increase the maximum authorized loan amount from Twenty Million Dollars to Twenty-Two Million Five Hundred Thousand Dollars.

**NOW THEREFORE** pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a By-law that:

1. The Corporation borrow from ATB Financial up to the principal sum of \$2,500,000.00, for a term not to exceed three (3) years and repayable upon demand at a rate of interest per annum from time to time established by ATB Financial (not to exceed 10%), and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a) To apply to ATB Financial for the aforesaid loan to the Corporation and to arrange with ATB Financial the amount, terms and conditions of the loan and security or securities to be given to ATB Financial;
  - b) As security for any money borrowed from ATB Financial;
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB Financial the security or securities required by it.
3. The source of money to be used to repay the principal and interest owing under the borrowing from ATB Financial is:
  - a) Trochu Housing Corporation Final Grant Payments.

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the *Municipal Government Act*.
5. This bylaw shall expire at such a time that The Trochu Seniors Supportive Living Facility is completed, and all grant funds have been received. At such time the Trochu Housing Corporation will pay the debt for this short-term loan in full.
6. This line of credit is only to be used for the purposes of loaning money to the Trochu Housing Corporation for the costs related to the Trochu Senior Supportive Living Facility project.
7. The project is in compliance with all acts and regulations of the Province of Alberta.

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_, 2026.

**READ A THIRD AND FINAL TIME THIS** \_\_\_\_ day of \_\_\_\_, 2026.

**CERTIFICATE**


WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on this \_\_\_\_ day of \_\_\_\_, 2026, at which a quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

WITNESS our hands and the seal of the Corporation this \_\_\_\_ day of \_\_\_\_\_, 2026.

**X** \_\_\_\_\_  
Barry Kletke  
Mayor

**X** \_\_\_\_\_  
Jamie Collins  
CAO

**TOWN OF TROCHU**  
**26-39**  
**Request to Council for Decision**

|                       |  |
|-----------------------|--|
| <b>Meeting:</b>       | <b>Regular Council Meeting</b>   |
| <b>Date:</b>          | <b>June 8<sup>th</sup>, 2026</b>   |
| <b>Prepared By:</b>   | <b>Jamie Collins</b>   |
| <b>Originated By:</b> | <b>Jaylene Capnerhurst</b>   |
| <b>Approved By:</b>   | <b>Jamie Collins, CAO</b>  (initials) |
| <b>Title:</b>         | <b>Trochu Community Centre Utility Credit – 2025 and 2026</b>  |

**BACKGROUND:**

The Trochu Community Centre Utility Account (Account No. 381100000) has historically received an annual utility credit of \$1,500 as approved by Council.

Administration inadvertently did not bring this matter forward to Council in 2025. As a result, no utility credit was applied for the 2025 year.

Administration is requesting that Council authorize a utility credit for both the 2025 and 2026 years to maintain consistency with past Council direction and practice.

**DISCUSSION/ALTERNATIVES:**

**Option 1 – Approve the Utility Credit (Administration Recommendation)**

Council authorizes a utility credit of \$3,000 to the Trochu Community Centre Utility Account, representing:

- \$1,500 for 2025; and
- \$1,500 for 2026.

**Option 2 – Approve a Partial Utility Credit**

Council may choose to provide a utility credit for only one of the two years or an alternate amount.

**Option 3 – Decline the Utility Credit**

Council may choose not to provide a utility credit for either year.

**COLLABORATION OPPORTUNITIES:**

The utility credit supports the ongoing operation of a community facility that serves numerous organizations, events, and residents throughout the year.

**STRATEGIC PLAN ALIGNMENT:**

**Partnerships:**

- Supports the ongoing partnership between the Town of Trochu and the Trochu Community Centre.
- Demonstrates the Town's commitment to supporting community organizations that provide recreational, social, and community gathering opportunities for residents.
- Maintains a longstanding arrangement that assists with the operation of a key community facility.

**IMPACT ON BUDGET:**

Approval of the recommendation will result in a reduction of utility revenue in the amount of \$3,000.

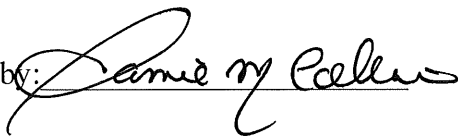
Funds will be accommodated within the Town's operating budget.

**RECOMMENDED ACTION:**

That the following motions be presented for consideration:

**"That Town Council authorizes a utility credit in the amount of \$3,000 to Trochu Community Centre Utility Account No. 381100000, representing the annual utility credits for 2025 and 2026."**

Prepared by:



Approved by:

