TOWN OF TROCHU – AGENDA

FOR THE ORGANIZATIONAL MEETING HELD
October 26th, 2026
At 5:30 p.m. at the Town Office

Agenda Item and Information
Organizational Meeting - October 26th, 2026, 5:30

1. CALL TO ORDER:

The Organizational Meeting will be called to order by Mayor Kletke at 5:30 p.m.

a) Additions to Agenda
b) Agenda Acceptance – Motion to Accept the Agenda

2. DISCLOSURES

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

3. BUSINESS

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

- *Mayor calls for nominations for Deputy Mayor for a one-year term*
- *Nominations are taken*

Motion to cease nominations

- *Each candidate is given up to four minutes to speak.*
- *CAO supplies ballots for the vote to be taken.*
- *CAO and Secretary to Council leave the meeting to count ballots, CAO returns and declares who is Deputy Mayor for a One Year Term per the Town Bylaw*
- *CAO returns and announces results*
- *Mayor declares the Deputy Mayor Elected*

Motion to destroy ballots

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

c) Deputy Mayor to assume the position of Deputy Chair

4. Meetings of Council

a) Meeting Schedule for 2026/2027 term

Current schedule:

Regular Council meetings are scheduled for 6:30pm on the 2nd Monday of each month and Committee of the Whole meetings are scheduled for 6:30pm on the 4th Monday of each month except July, August, and December, in which one regular meeting per month will be scheduled with their dates to be determined at future regular Council meetings.

If a meeting falls on a statutory holiday, it will instead be held on the following Tuesday.

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All meetings are scheduled to take place in the Council Chambers of Trochu Town Office, 222 Northfield Road.

5. Committees of Council

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

6. Appointments

a) Appointment of the Chief Administrative Officer, as per Bylaw 2026-14
(Currently Jamie Collins)

b) Appointment of Director and Deputy Directors of Emergency Management as per Bylaw 2020-15
(Currently Director Marvin Franke, and Deputy Directors Jamie Collins and Joanna Krabsen)

c) Appointment of the Municipal Assessor
(Must be named, currently David Clark with Wild Rose Assessment Services)

d) Appointment of Municipal Auditor
(Currently Gitzel & Company)

e) Appointment of the Assessment Review Board Clerk, as per Bylaw 2020-04
(Currently the Designated Officer of the Central Alberta Regional ARB)

f) Appointment of the Subdivision and Development Appeal Board Clerk, as per Bylaw 2025-12
(Currently this is the Administrator of the Regional Intermunicipal SDAB)

g) Designation of Banking Institution
(Currently ATB Financial)

h) Naming of Town's signing authorities
(Currently Barry Kletke, Chris Reeds, Jaime Martel, Jamie Collins, Dave Nelson & Kim Helmer)

7. Document Reviews

a) Policy 2025-10-14-01, Councillor Fees
b) Policy 2019-28-10-03, Christmas Appreciation Policy

8. Adjournment

TOWN OF TROCHU

COMMITTEE REPRESENTATIVES, 2025/2026

In-House Committees	**Members**	**Alternates**
Economic Dev. Committee (Committee of the Whole)	All of Council	-
Audit and Finance Committee (Committee of the Whole)	All of Council	-
Policy & Bylaw Review Committee	All of Council	-
Capital Equipment Purchasing Committee	Armstrong, Reeds, Martel	Kletke
Asset Management Committee	Armstrong, Reeds, Martel	Kletke
CAO Evaluation Committee	All of Council	-
Committees with Requisition-Like Funding and/or Agreements To Partn	**Members**	**Alternates**
Kneehill Regional Family & Comm. Support Service (FCSS)	Martel	Cunningham
Kneehill Housing Corporation (KHC)	Cunningham	Armstrong
Palliser Planning Services (PRMS)	Reeds, CAO	Peterson
Drumheller & District Solid Waste Management (DDSWMA)	Reeds	Armstrong
Community Futures Wild Rose (CFWR)	Armstrong	Martel
Red Deer River Municipal Users Group (RDRMUG)	Cunningham	Peterson
Trochu Library Board (3 year term)	Peterson	n/a
Marigold Library Systems	Peterson	n/a
Ad Hoc Committees	**Members**	**Alternates**
Central Alberta Economic Partnership (CAEP)	Kletke, CAO	Dela Cruz
Municipal Planning Commission (MPC)	Armstrong, Peterson, Reeds, Glen Riep, Barry Reder	Kletke
Police Advisory Committee (PAC)	Dela Cruz, CAO	Cunningham
Regional Partnership Committee (Kneehill municipalities)	Martel, CAO	Dela Cruz
Intermunicipal Development Plan Committee (IDP)	Armstrong, Martel, CAO	Cunningham
Intermunicipal Collaboration Framework Committee (ICF)	Cunningham, Kletke, Armstrong, Reeds, CAO	-
Regional Emergency Management Advisory Committee (KREMA)	Kletke, CAO, Marvin Franke, Lawrence Hogg	Armstrong
Midsize Mayor's Caucus	Kletke	-
Seniors Housing Advisory Committee	Chairperson: Ron Zook	-
Other Groups	**Members**	**Alternates**
Trochu Housing Corporation	Reeds, Kletke, Dave Nelson, Ron Zook, Paula Kowalchuk	Peterson

TOWN OF TROCHU – POLICY

Payment of Councillor Fees Policy

POLICY No. – 2025-10-14-01

POLICY NAME: Councillor Fees Policy

I. HISTORY:

1) The Mayor and Council of the Town of Trochu have traditionally been paid fees which may include fees for Council and committee meetings, honorariums, mileage, and subsistence fees.

II. PURPOSE:

1) The Council of the Town of Trochu desires a policy to outline eligible Council fees and to facilitate expedient payment of these fees.
2) That Policy No. 2023-11-14-01 is now rescinded
3) That Schedule "A" form hereto attached forms a part of this policy and establishes the rates and fees for this Policy.

III. TERM of this POLICY:

1) January 1st, 2026 to December 31, 2030. This policy can be revisited at any time.

IV. POLICY GUIDELINES:

1) Submission of Councillor Fee Sheets / Expense Claim Sheets

(a) At the last meeting of each month Councillors shall submit their expense claim forms for that month. These claim forms may include any expenses from the prior month which were not included in the prior month's claim form.
(b) The Mayor, Deputy Mayor and Councillors shall review each claim form and initial it for payment which indicates that they agree to the claim by the individual Councillor. If they are not in agreement they may ask questions, however a majority vote would authorize payment in a dispute. This system is totally monitored by the Council and no staff member has authority to make changes to the expense form approved by Council except for mathematical errors. The CAO shall submit the forms for payment and

payment shall be made within five working days of the form. It is noted that in the event a claim is not extended into the proper categories on the claim form the person paying the claim may phone the Councillor to question the claim.

2) Eligible Expenses of Council

(a) Monthly Honorarium – defined as the monthly fee paid to the Councillor for service.

(b) Council Meeting Fees – defined as the fee paid to the Mayor and Councillors for attendance at Regular and Special Council Meetings.

(c) Committee Meeting Fees – defined as those fees paid to the Mayor and Councillors for attendance at Committee meetings, Committee of the Whole meetings; Strategy Planning, Budget Meetings, Conferences and Training sessions

(d) Hourly Meeting Fees – MPC, and Ad Hoc Committees (e.g. Capital Equipment Purchasing, Office Renovations etc.) When a meeting of this type exceed two (2) hours then the Committee Meeting Fee is paid.

(e) Mileage – shall be paid for those meetings, conferences and courses held out of the boundaries of Trochu. The rate paid shall be that set by the CRA. as of January 1st of the current year.

(f) Transportation – shall include payment with a receipt for transportation and taxis necessary to transport the Mayor and Councillors to a venue or from venue to venue at a conference, course or seminar. These receipts shall be provided to administration for payment ASAP. Council shall initial and approve this form at the next meeting of Council and any discrepancies will be deducted from the following month's payment.

(g) Meals – shall be paid to the Mayor or a Councillor when they are required to travel out of Town to a meeting, conference and course. When the Mayor or Councillor will be required to leave the Town of Trochu prior to 7:00 a.m. and shall not return until after 7:00 p.m. they shall be paid for three (3) meals at the meal rate. For a meeting, conference or course that lasts ½ day and the Councillor or Mayor is away at meal time they will be paid for one meal unless their departure time is prior to 7:00 a.m. Vouchers and Receipts are not required for this meal allowance and this fee is paid even though some of the meals may be provided at the meeting, conference or course.

3) Payment of Fees without Prior Council Approval:

(a) From time to time the Mayor and Councillors may require payment of fees without prior Council Approval. This would include payment for an expense claim when the Councillor is absent from the meeting where these would normally be approved or when the Mayor or Councillor is authorized to attend a conference, seminar or meeting and requires an advance of fees,

SCHEDULE "A"

POLICY No. 2025-10-14-01

EXPENSE	MAYOR	DEPUTY MAYOR	COUNCILLOR
MONTHLY HONOURARIUM	$475	$375	$325
Council Meeting Fees	$175	$150	$150
Committee Meetings (includes C.O.W.; Budget; Strategy, Conferences and Training			
• 4 hours or less	$150	$150	$150
• Over 4 hours	$275	$275	$275
Hourly Meeting Fees (e.g. MPC; Ad Hoc Committees – under 2 hours)	$40	$40	$40
Meals	$25	$25	$25
• Breakfast	$25	$25	$25
• Lunch	$40	$40	$40
• Supper	$50	$50	$50
Mileage	As per CRA Rate	As per CRA Rate	As per CRA Rate

This schedule was reviewed and passed on _____by the Council of the Town of Trochu.

_____ _____

Mayor CAO

Reviewed:_____ _____ _____

Mayor Initials CAO Initials

Reviewed:_____ _____ _____

Mayor Initials CAO Initials

Reviewed:_____ _____ _____

Mayor Initials CAO Initials

mileage and subsistence. They may also include fees payment of fees for an emergency. These items shall be submitted to the CAO who will authorize payment within five (5) working days.

4) Master Card Payments:

(a) The Mayor of the Town of Trochu shall be issued a Master Card in the Town's name and may from time to time use this for such items as:

- **i.** Payment of Hotel accommodations at meetings, conferences or courses.
- **ii.** Payment of meals which occur in the course of doing business
- **iii.** Other items that the Mayor feels is necessary to portray a positive image for the Town of Trochu.

(b) These items may be reviewed as requested by a motion of Council.

This policy was passed in Council, October 14th 2025, and comes into effect on January 1st, 2026

Mayor, Barry Kletke

CAO, Jamie Collins

TOWN OF TROCHU – POLICY

Christmas Appreciation Policy

POLICY No. 2019-28-10-03

POLICY NAME: Christmas Appreciation Policy

I. HISTORY:

1) Annually and historically, by motion of Council, the Council of the Town of Trochu have organized and participated in some activity to recognize the holiday season and have shown their appreciation to staff in the form of a gift, a gift certificate or cash contribution

II. POLICY:

1) The Town of Trochu, in appreciation of their staff and in recognition of the Christmas season shall organize and participate in an activity, and shall give each staff member a cheque or electronic fund transfer as per Policy Guidelines.

III. TERMS of this POLICY:

1) Effective December 1, 2019. This policy can be revisited at any time and shall be reviewed on an annual basis at the organizational meeting.

2) That Policy No. 2018-12-10-05 is now rescinded.

IV. POLICY GUIDELINES:

1) Annually the Town of Trochu shall organize or purchase tickets to an event to celebrate the Christmas season for:

a. each staff member and one guest

b. each Councillor and one guest

c. in an Election year those Councillors who were not re-elected or who did not seek re-election, and one guest

d. other guests who are invited by to the event by motion of Council

2) Annually, as a Christmas gift, all staff shall be issued cheques or electronic fund transfers in the amount as indicated:

a. $50.00 for seasonal staff who worked a total of 200 or more hours within the current calendar year.

b. $100 for full time, permanent staff

This policy was passed in Council on Oct. 28TH, and comes into effect on December 1, 2019

Mayor, Barry Kletke

CAO, Carl Peterson

Date of last review Oct 25/2021

Mayor _____ CAO _____

Date of last review October 24/2022

Mayor _____ CAO _____

Date of last review Oct. 23/2023

Mayor _____ for CAO _____

Date of last review Oct 27/2024

Mayor _____ for CAO _____