



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the April 27th, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council approves the Apr. 27th, 2026 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26, Division 9, Part 6, Section 208 Performance of major administrative duties. 'The chief administrative officer must ensure that the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'

STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the Apr. 13th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Apr. 27th, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on May 4 with changes captured in the minutes.

PREFERRED STRATEGY:

That Council adopts the Apr. 27th, 2026, Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensures the documents are properly handled.

FOLLOW UP ACTION:

The Minutes will be printed, signed by the Mayor and CAO, and placed in a secure location for long term storage.

CAO reviews minutes with management team to determine action items and identify follow up tasks.

Review at regular Manager's Meetings to ensure tasks are being completed.

COMMUNICATION:

The approved minutes will be posted onto the town's website for public viewing.

OTHER COMMENTS:

Minutes for the past several years are available for public viewing on the website.

Presented at the May 11, 2026, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

Town Council Chambers
April 27th, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shaun Kranenborg

Tyrone Muller

Kathy Sitter

Guests:

Lori & Chris Wolfe

Ann Bilyk

Jo Michaluk

Jean Orchison

Staff:

Rick Binnendyk, CAO

Caleb Moore, Archon IT

Mayor Yargeau called the meeting to order at 6:00p.m.

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2 Adoption of the Agenda

2026-132

Councillor Galisky moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1 Adoption of the Apr. 13th, 2026, Public Hearing Meeting Minutes

2026-133

Councillor Sitter moved to approve the Apr. 13th, 2026, Public Hearing meeting minutes as provided.

CARRIED UNANIMOUSLY

2.2 Adoption of the Apr. 13th, 2026, Regular Council Meeting Minutes

2026-134

Councillor Denson moved to approve the Apr. 13th, 2026, Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-135

Councillor Muller moved that Council accept the listed Business Arising out of the Minutes as information.

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

- 5.1 Ms. Tricia Willis, Corporate Services Manager**
- 2026 Town of Penhold Final Budget
 - Town of Penhold 2026 Tax Rates
 - Town of Penhold 10-year Capital Budget

CAO Binnendyk left the meeting at 6:05 pm.

CAO Binnendyk returned to the meeting at 6:06 pm.

Mayor Yargeau thanks Corporate Services Manager for the presentations.

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Apr. 8 - 23, 2026

2026-136

Councillor Kranenborg moved that Council receives the Monthly Accounts for Online Payments from Apr. 8- 23, 2026, as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the month ending Feb. 28, 2026

2026-137

Councillor Sitter moved that Council receives the Investment Statement for the month ending Feb. 28, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-138

Councillor Cunningham moved to accept the CAO's monthly report as information.
CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2026-139

Councillor Galisky moved to accept the Community Services' monthly report as information.
CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2026-140

Councillor Muller moved to accept the Fire & Protective Services Manager's monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Parkland Community Planning Services (PCPS) Wrap Up

2026-141

Councillor Cunningham moved that Council accepts Parkland Community Planning Services' (PCPS) decision to wrap up and dissolve the PCPS organization effective Mar. 31, 2026.
CARRIED UNANIMOUSLY

7.2 Growth Strategy partnership with the Town of Bentley and Village of Clive

2026-142

Councillor Galisky moved that Council accepts Shared Regional Growth Strategic Framework recommendation to offer the work to Urban Systems for Town of Bentley, Village of Clive and Town of Penhold, effective May 1, 2026, with a term ending December 31, 2026, in accordance with their submitted proposal.
CARRIED UNANIMOUSLY

7.3 Broadening Scope of Off-Site Levies

2026-143

Councillor Denson moved that Council supports seconding the resolution from the town of Cochrane to enhance legislation to permit possible recovery of growth-related infrastructure costs through offsite levy fees.
CARRIED UNANIMOUSLY

7.4 2027 – 2036 Financial Planning Document

2026-144

Councillor Kranenborg moved that Council approves the 2027 -2036 Financial & Capital Plan representing the Town of Penhold’s anticipated Ten-year Operational and Capital Budgets.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

9. REPORTS from COUNCIL BOARDS AND COMMITTEES (formal reports)

10. BYLAW(s)

10.1 Bylaw 846/2026 Tax Payment & Penalty Bylaw – 1st, 2nd, and possibly 3rd Reading

2026-145

Councillor Muller moved that Council move to give first reading of Bylaw 846/2026 being the Tax Payment & Penalty Bylaw.
CARRIED UNANIMOUSLY

2026-146

Councillor Sitter moved that Council move to give second reading of Bylaw 846/2026 being the Tax Payment & Penalty Bylaw.
CARRIED UNANIMOUSLY

2026-147

Councillor Cunningham moved that Council moves to proceed with the third reading of Bylaw 846/2026 being the Tax Payment & Penalty Bylaw.
CARRIED UNANIMOUSLY

2026-148

Councillor Denson moved that Council moves to give third and final reading of Bylaw 846/2026 being the Tax Payment & Penalty Bylaw.
CARRIED UNANIMOUSLY

10.2 Bylaw 845/2026 Tax Rate & Minimum Tax Rate Bylaw – 1st, 2nd, and possibly 3rd Reading

2026-149

Councillor Galisky moved that Council move to give first reading of Bylaw 845/2026 being the Tax Rate & Minimum Tax Rate Bylaw.
CARRIED UNANIMOUSLY

2026-150

Councillor Cunningham moved that Council move to give second reading of Bylaw 845/2026 being the Tax Rate & Minimum Tax Rate Bylaw.

CARRIED UNANIMOUSLY

2026-151

Councillor Denson moved that Council moves to proceed with the third reading of Bylaw 845/2026 being the Tax Rate & Minimum Tax Rate Bylaw.

CARRIED UNANIMOUSLY

2026-152

Councillor Kranenborg moved that Council moves to give third and final reading of Bylaw 845/2026 being the Tax Rate & Minimum Tax Rate Bylaw.

CARRIED UNANIMOUSLY

10.3 Bylaw 848/2026 Amendment to the Land Use Bylaw Schedule A – PI to Multi-Use Commercial – 1st Reading

2026-153

Councillor Galisky moved that Council give first reading to Bylaw No. 848/2026, a bylaw to amend Land Use Bylaw No. 837/2025 Schedule “A” Land Use District Map; from the current Public and Institutional District (PI) to Mixed-Use (MU);

AND FURTHER that Council schedule a Public Hearing to be held on May 25 at 6:00 pm in Council Chambers to hear comments for this Proposed zoning change.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-154

Councillor Sitter moved that Council receives the correspondence for information as presented.

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

Mayor and Councillors reported meetings they attended on behalf of the Town of Penhold.

2026-155

Councillor Cunningham moved that Council accepts the verbal reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY - NO ACTION IDENTIFIED

Q&A

14. CLOSED SESSION

ATIA and POPA

Division 2 Exceptions to Disclosure

Disclosure harmful to business interests of a third party

A brief recess was called at 7:15 pm.

2026-156

Councillor Sitter moved that Council go into Closed Session at 7:21 pm.

CARRIED UNANIMOUSLY

2026-157

Councillor Galisky moved that Council move out of Closed Session at 7:52 pm.

CARRIED UNANIMOUSLY

2026-158

Councillor Sitter moved that Council approve the sale of the former Fire Hall property located at 1001 Minto Street, legally described as plan RN26A, Block A, lots 16-20, to person listed on the Commercial Purchase Contract attached for the agreed to purchase price of plus applicable GST, in accordance with the terms and conditions of the executed Commercial Purchase Contract dated April 10, 2026, with a completion date of June 2, 2026.

CARRIED UNANIMOUSLY

15. ADJOURNMENT

2026-159

Councillor Muller moved to adjourn Council Meeting at 7:53pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Planning & Development

Submitted by: Rick Binnendyk

SUBJECT: Adoption of the amended 2026 Oxford Landing Outline Plan

RECOMMENDATION:

That Council table the Adoption of the amended 2026 Oxford Landing Outline Plan to allow time to review the Outline Plan in its entirety.

And Further; that the outline Plan be brought back for Council's consideration and possible approval at the May 25 meeting.

CAO COMMENTS:

Outline Plans have been a preferred option in making changes to tracts of land within Penhold. The use of outline planning allows great flexibility for the developer and town to make required changes in an expedited manner.

SUPPORTING DOCUMENTS: **Report/Document: Attached X Available ___ Nil ___**

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 633 - 638 Area Structure Plans.

STRATEGIC RELEVANCE:

Actively pursue growth and development in the Town of Penhold

DESIRED OUTCOME(S):

To establish a clear, high-level framework that guides future growth, land use, and decision-making while aligning with community goals and higher-level planning policies.

RESPONSE OPTIONS:

That Council wishes to proceed with a decision instead of tabling the item.

PREFERRED STRATEGY:

A phased, infrastructure aligned, and policy-consistent approach that uses the plan as a stable framework for coordinated growth while allowing limited, justified flexibility over time.

IMPLICATIONS OF RECOMMENDATION:

1. Allows adequate decision-making time.

2. Supports Council's responsibility to make informed, transparent decisions by ensuring consideration of the Outline Plan as a whole.

BACKGROUND:

Melcor Developments Ltd is requesting changes to the Oxford Landing Outline Plan to meet current market conditions.

Amendments to an approved outline plan require a resolution of Council to accept the proposed changes. A public hearing is not required; however, the outline plan describes the overall design of the future neighbourhood and provides the context for the requested change in designation under the Land Use Bylaw.

The attached Oxford Landing Outline Plan dated "Amended 2026" contains the proposed amendments to the outline plan and shows what the plan will look like if all proposed amendments are approved by Council.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW UP ACTION:

As directed by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the May 11, 2026, Regular Council Meeting for the Town of Penhold



CAO



Oxford LANDING

Where life takes flight.

OUTLINE PLAN

Melcor Developments Ltd.

Town of Penhold

Approved June 2012
Amended March 2016
Amended March 2019
Amended May 2026



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PREFACE

The Town of Penhold offers attractive neighbourhoods surrounded by economic, recreational, and social amenities. Due to these characteristics, its location within the Highway 2A Corridor, and proximity to surrounding communities; the Town provides an excellent opportunity for new residential and commercial development.

The purpose of the Oxford Landing Outline Plan is to describe the land use framework and development objectives for the parcel of land generally described as the SE ¼ of Section 01-37-28-W4M. This Outline Plan describes the overall vision for the development by identifying recreational amenities, the variety of housing options, land uses, servicing, and staging for Oxford Landing.

Oxford Landing is in the northern portion of the Town of Penhold on the east side of Highway 2A. The development encompasses an area of approximately 51.3 hectares (126.7 acres).

Stantec Consulting Ltd. has developed this Outline Plan on behalf of Melcor Developments Ltd, hereafter referred to as the Developer. As described in the remainder of this Plan, Oxford Landing will become a neighbourhood with complementary residential, commercial, and business land uses integrated with recreational opportunities such as interconnected parks, trails, and open spaces. As a result of its high-quality design, Oxford Landing will be a very desirable neighbourhood within the Town of Penhold.

1.0 PLAN AREA

As shown in **Figure 1 - Location Plan**, Oxford Landing is in the north portion of the Town of Penhold. The Plan Area encompasses 51.3 hectares (126.7 acres) with Highway 2A along its west boundary, Highway 42 along its south boundary, and the Penhold Regional Multiplex to the southeast. The following boundaries define the Plan Area:

- North Boundary:** Undeveloped agricultural farm land
- West Boundary:** Highway 2A
- South Boundary:** Highway 42, Hawkridge Estates
- East Boundary:** Waskasoo Avenue (Range Rd 280)

The Oxford Landing Outline Plan constitutes a logical planning unit with respect to identifiable Plan boundaries and servicing considerations.

1.1 POLICIES & RELEVANT PLANNING DOCUMENTS

The following relevant documents have been reviewed and referenced in preparation of this Outline Plan:

- The Town of Penhold Municipal Development Plan (MDP) (2025)
- The Town of Penhold Land Use Bylaw (LUB) (837/2025)
- Town of Penhold Streetscape Design Guidelines (2008)
- Parkland Geotechnical Ltd. – Phase One Environmental Site Assessment (2007)
- Parkland Geotechnical Ltd. – Phase Two Environmental Site Assessment (2007)

An Outline Plan facilitates the orderly development of an area in terms of proposed land uses, density of development, and location of the transportation network by describing the land use pattern and development objectives for the Plan Area by identifying the following:

- the size and location of various land uses,
- the alignment of roadways and lanes,
- the open space system,
- the proposed development density,
- servicing concepts for deep utility servicing, and
- the development staging sequence.

It is the intention of the Oxford Landing Outline Plan to be consistent with the guidelines and intentions of all existing Town of Penhold planning documents. The Outline Plan is envisioned to be a complementary document to be used in association with existing Town of Penhold planning documents. While the Plan has not been prepared as a statutory document, it follows the guidelines and policies set forth by the Town of Penhold for the development of new areas such as the Town of Penhold Municipal Development Plan.

Penhold's MDP outlines broad policies for guiding growth and changes within the Town. Among many other things, the MDP sets out the following policies regarding neighbourhood design:

- Residential density in new neighbourhoods should average between 12.5 to 15 dwelling units per gross developable hectare.
- The Town shall continue to require a mix of housing types and forms in all residential neighbourhoods.
- Buffers shall be provided between varying land uses (ie: highways and residential or commercial developments).

- The Town shall strive to achieve a 30:70 ratio of non-residential to residential assessment by encouraging appropriate economic development.

1.2 PROCESS

The Developer worked with the Town of Penhold during the initial design process of Oxford Landing (2012) to ensure the needs of the Town were met. The Oxford Landing Outline Plan was submitted to the Town of Penhold for review by the Developer to gain feedback. After the review, the Town provided comments and suggestions regarding the design, layout, and Outline Plan document. Subsequent to revisions, the Plan was resubmitted for final review and circulation by the Town to stakeholders such as the local school divisions and health district.

An Open House was held on February 9, 2012, to present the Oxford Landing development to the community at the request of the Town of Penhold. During this time, residents of the Town were given the opportunity to view the concept plan and illustrations of the neighbourhood to gain a greater understanding of the development.

The Plan was then presented to Council by administration with the Developer present to field questions from Council and the public. Following the presentation, Council endorsed the Outline Plan on June 11, 2012.

1.2.1 AMENDMENT – 2016

To support the development of the manufactured home park, an amendment was completed to provide additional details and requirements. Several minor text amendments were also completed.

1.2.2 AMENDMENT - 2019

Since the Outline Plan's approval in 2012, the market demands in Central Alberta have changed; with housing preferences shifting towards higher

density housing options. To reflect current housing preferences, Oxford Landing concept created additional multi-family housing options which increase the overall affordability of the neighbourhood.

The amendment also includes continuous Municipal Reserve dedication along the east and south boundaries of the Plan Area and a rezoning of the southeast commercial site from C1 General Commercial use to C2 Highway Commercial.

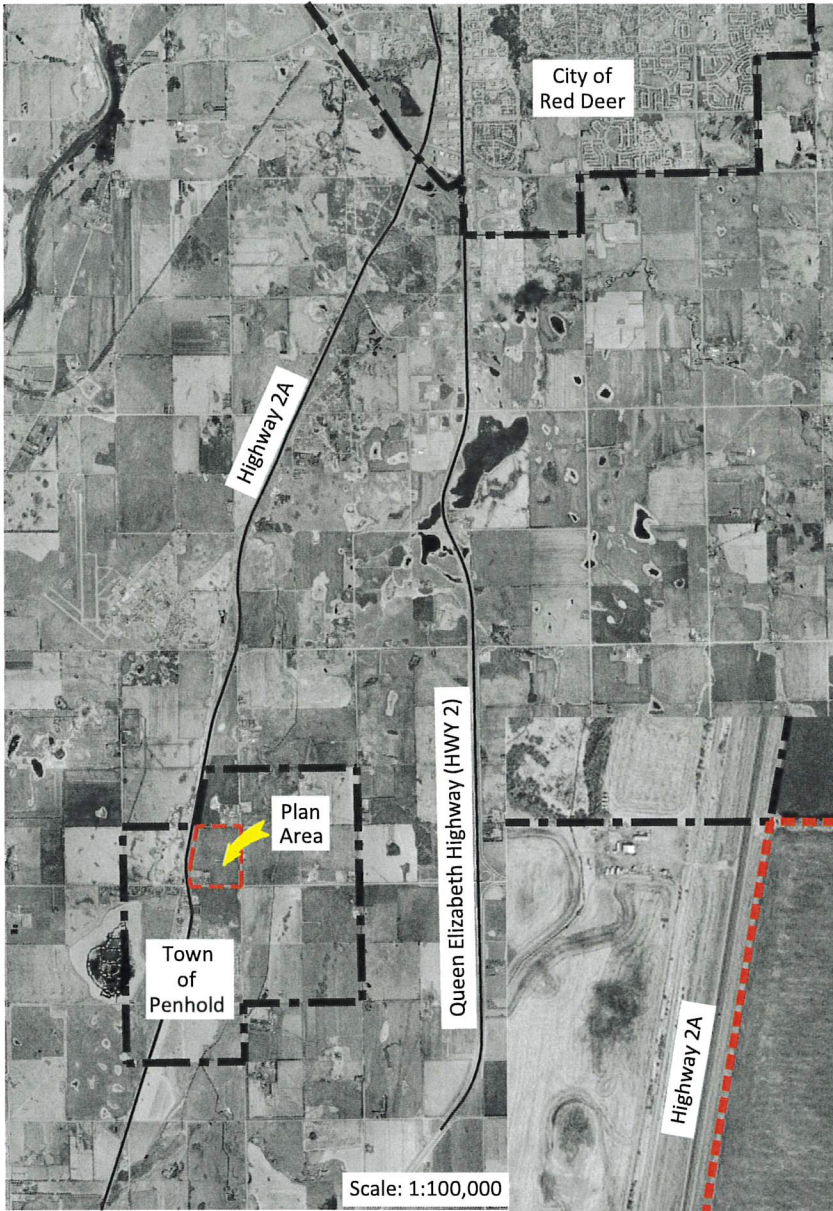
1.2.3 AMENDMENT – 2026

To support the continued growth of the neighbourhood, a 2026 amendment was completed to address several changes:

- A manufactured home park parcel was removed and converted to more traditional residential land uses. The Oxford Landing Outline Plan presents a balance of single family, townhome, duplex, and multifamily products.
- The Town of Penhold Land Use Bylaw was updated in July 2025. The Outline Plan has been updated to be consistent with the Land Use Bylaw.
- Through continued discussion with the pipeline operator, the operation of the pipeline and the need for the lease site will remain. As such, the Concept Plan has been revised to facilitate the continued operation of the centrally located wellsite. Once decommissioned and remediated, the well site will be utilized as a municipal reserve.

1.2.4 Existing Construction

At the time of the 2026 Amendment, Phase 1A, and 1C have been constructed, which consist of over 100 residential lots as well as a commercial property. Areas of existing construction have been shown on **Figure 2 - Existing Conditions**.



LEGEND
- - - Municipal Boundary
- - - Outline Plan Boundary

Figure 1.0
Location Plan
Oxford Landing Outline Plan

Prepared for:
Melcor Developments
Red Deer, Alberta



DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849204

October 2025

2.0 SITE CONTEXT AND DEVELOPMENT CONSIDERATIONS

2.1 EXISTING & NATURAL FEATURES

Much of the land located within the Oxford Landing Plan Area is undeveloped agricultural farm land with the exception of a farmhouse settlement and an active oil well site.

A small grouping of mature trees, utilized as a windbreak, is present on the residential property while the remaining vegetation in the Plan Area consists of agricultural crops. All natural and manmade features are shown on **Figure 2 - Existing Conditions**.

2.2 TOPOGRAPHY & SOILS

The topography of the Plan Area is relatively flat with the east portion of the property sloping towards the Waskasoo Creek, located approximately 500.0m east. The highest point on the site is in the southwest along Highway 2A at approximately 902.0m; the lowest point is located

in the northeast at approximately 896.0m for a total relief of 6.0m.

Based on the Phase 1 & 2 Environmental Site Assessment conducted by Parkland Geotechnical Ltd. in 2007, the Plan Area's soil profile consists of fill materials overlying deposits of silty clay followed by sand at approximately 4.0m deep. The groundwater flow direction in this area is east toward the Waskasoo Creek.

2.3 ADJACENT LANDS & SURROUNDING DEVELOPMENT

Lands west, north, and east of Oxford Landing are undeveloped agricultural farm lands. The residential neighbourhood Hawkridge Estates is located south of Oxford Landing, across Highway 42. Hawkridge Estates has commercial development along Highway 2A which includes a variety of commercial uses.



The Penhold Regional Multiplex is located kitty-corner to the southeast of the Plan Area across Highway 42/Waskasoo Avenue intersection. This facility provides the Town and surrounding communities with meeting rooms, a library, and administration offices. The Penhold Multiplex site also accommodates two public schools: Penhold Crossing Secondary School, (grades 7 to 12) and the Penhold Waskasoo Middle School (grades 4-8).

2.4 CURRENT LAND OWNERSHIP

Most of Oxford Landing is owned by Melcor Developments Ltd; areas that have been developed are owned by builders or personal homeowners.

2.5 ENVIRONMENTAL SITE ASSESSMENT

Parkland Geotechnical Ltd. completed a Phase 1 and 2 Environmental Site Assessment (ESA) for the Plan Area in March of 2007. The report showed that the Plan Area contained three water wells, three above ground storage tanks, and formerly had two underground storage tanks. The underground storage tanks were used for fuel and waste oil.

The following concerns were identified during the Phase 1 ESA as posing potential environmental risk to the Plan Area. A Phase 2 ESA was completed to assess the soil and ground water quality in the areas of the removed tanks.

In the area of the former underground fuel tank, a soil sample was taken with results showing that the soil was over the Alberta Tier 1 Assessment Criteria for petroleum hydrocarbon vapors. The ESA recommended removing the impacted soil from the subject property. The contamination around the underground fuel tank appeared to be stable as the groundwater table below the affected soil had not been significantly impacted above criteria.

In the area of the above ground oil storage tank, the soil sample taken was also over the criteria for petroleum hydrocarbon vapors. The ESA recommended removing the impacted soil from the subject property for landfill disposal.

The Phase 1 and 2 ESAs rated the subject property low for the potential of environmental risk, provided development setbacks near pipelines and facilities are met. All recommendations for the localized petroleum hydrocarbon vapors contamination issues were addressed and remediated.

Prior to the Development Agreement stage, written confirmation will be provided that the findings of the ESAs are still relevant and whether the potable groundwater table has been impacted by the soil conditions as noted above. Written confirmation will be provided by a geotechnical engineer or other qualified professional. If the findings and recommendations of the ESA are no longer relevant, the written documentation will identify any changes and recommend mitigation measures that will be reflected in the Development Agreement.

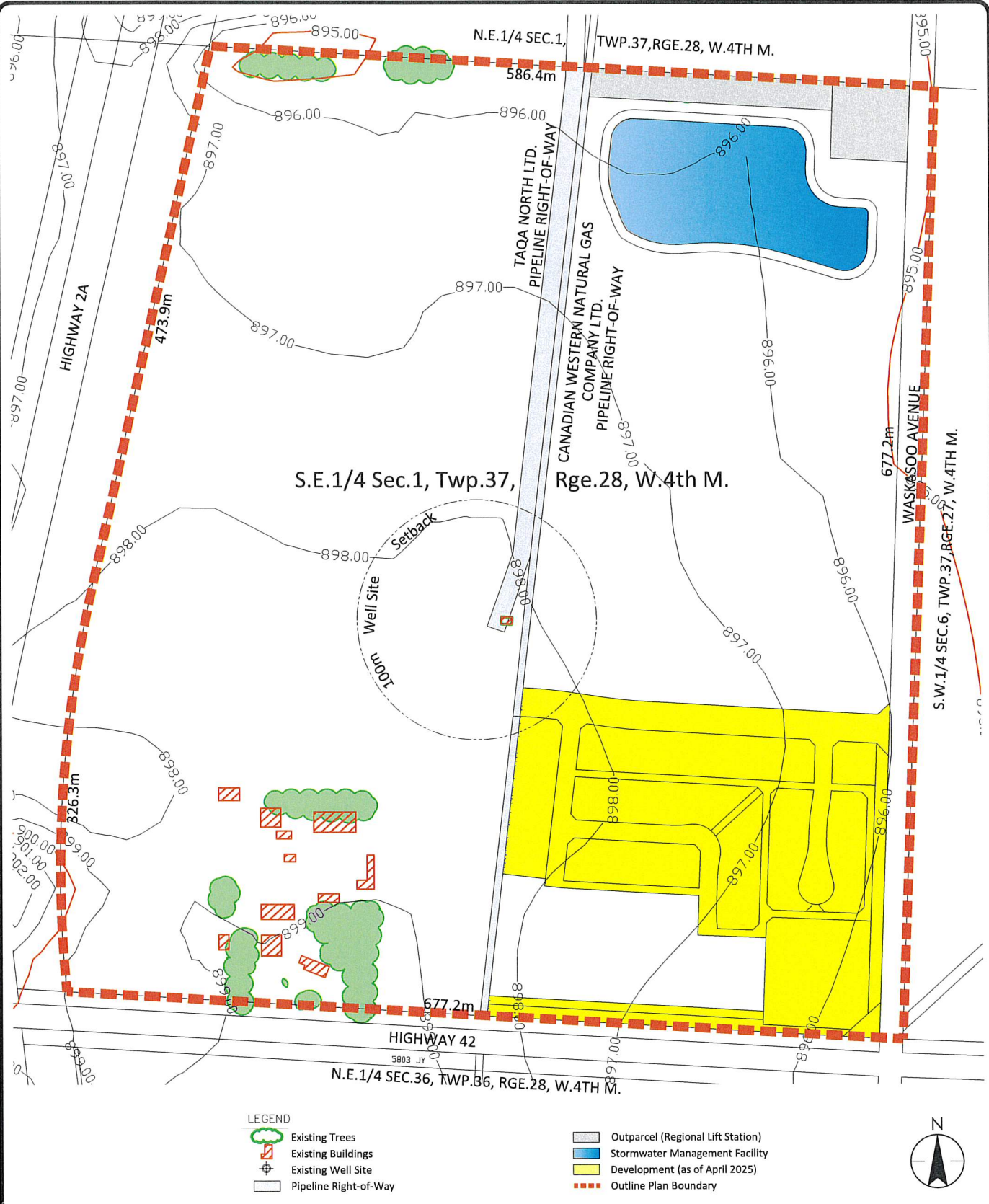
2.6 EXISTING UTILITIES

There are two gas line rights-of-way, both running from north to south, and an active well located in the Plan Area, as shown in **Figure 2 - Existing Conditions**.

2.6.1 Gas Lines

The western-most gas line runs through the northern portion of the Plan Area and stops near the center of the Plan Area at a well head. This pipeline is owned by TAQA North Ltd.

The eastern-most gas line runs parallel alongside the TAQA line from the quarter section to the north of the Plan Area, through the site, and into the quarter section to the south. This pipeline is owned by Canadian Western Natural Gas Company Ltd.



- LEGEND**
- Existing Trees
 - Existing Buildings
 - Existing Well Site
 - Pipeline Right-of-Way

- Outparcel (Regional Lift Station)
- Stormwater Management Facility
- Development (as of April 2025)
- Outline Plan Boundary



Figure 2.0
Existing Conditions
Oxford Landing Outline Plan

Prepared for:
Melcor Developments
Red Deer, Alberta



DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849204

October 2025

3.0 PLANNING OBJECTIVES

3.1 OVERVIEW

The Oxford Landing Outline Plan has been prepared for a comprehensively planned neighbourhood which takes advantage of its location along Highway 2A and proximity to surrounding areas and amenities.

The main objectives of this Outline Plan are:

- Develop a Plan consistent with the general intent and purpose of The Town of Penhold Municipal Development Plan (MDP).
- Provide a framework to deliver a high-quality, comprehensively planned neighbourhood by defining the general pattern and composition of land uses, transportation and pedestrian linkages, servicing, and development staging.
- Provide the Town of Penhold with a clear and accurate vision of the Plan Area once developed.

- Protect and enhance Penhold's gateway to the Multiplex and the overall impression of the Town to visitors by requiring a high level of design standards.
- Identify how to implement the Plan in an orderly, phased manner.

3.2 RESIDENTIAL POLICIES

- Encourage a variety of single and multi-family housing types by recognizing consumer preferences while still conforming to standards and policies set forth by The Town of Penhold.
- Design pedestrian-friendly streetscapes.
- Provide direct and safe pedestrian links to the community nodes and adjacent areas.
- Locate residential development to take advantage of open space features such as parks, trails, and the stormwater management facility.





- Orientate larger parcels of medium or high density residential development adjacent to the collector roadways to ensure accessibility and, where appropriate, to provide a transitional land use between adjacent single family development and commercial developments or major roadways.
- Average 12.5 to 15 dwelling units per gross developable hectare (5-6 du/acre).
- Ensure single detached dwellings do not exceed 70% of the total housing stock.

3.3 PARKS & OPEN SPACE POLICIES

- Through the dedication of Municipal Reserves, locate and provide open space to service the passive and active recreation needs of Oxford Landing and adjacent neighbourhoods' residents.
- Where possible, economically viable, and sustainable; utilize ROW, stormwater management facilities, and public utility lots to provide pedestrian linkages and open space recreational opportunities.

- Locate open spaces based on anticipated function and need of the surrounding area.

3.4 TRANSPORTATION POLICIES

- Provide a safe and efficient transportation system within the Plan Area to address the vehicular and non-vehicular transportation needs of residents moving to, from, and within Oxford Landing.
- Provide non-vehicular circulation options throughout Oxford Landing with special attention to linkages to the commercial sites, multi-family housing, and open spaces.
- Minimize walking distances by creating an interconnected network of trails and sidewalks.
- Develop streetscapes that minimize vehicular dependence and engage pedestrians.
- Design the transportation network to limit direct access into the neighbourhood from Highway 2A.
- Connect the primary collector roadway to Highway 42 to facilitate access to the Penhold Regional Multiplex, the high school, middle school and the rest of the Town of Penhold.

- Provide alternative transportation options by way of pedestrian amenities such as linked open space and trails.

3.5 ECOLOGICAL STEWARDSHIP POLICIES

- Develop land in an efficient manner and encourage urban development through a variety of housing options.
- Encourage naturalized landscaping on public and private lands to a level acceptable to the Town of Penhold to minimize environmental and economic costs associated with their maintenance.
- Promote the development of interconnected open spaces and walkway links between adjacent neighbourhoods and Oxford Landing for pedestrians, bicycles, and other non-vehicular modes of travel.
- Encourage energy efficient construction and other innovative building and infrastructure techniques.
- Highlight the small-town character of Penhold, and rural Alberta, using open space within the development.

3.6 COMMERCIAL POLICIES

- Provide a location for commercial development which is a walkable destination for residents.
- Locate the commercial sites along Highway 2A to provide convenient access to and from the site for the travelling public.
- Ensure commercial areas are located to minimize any potential negative impacts on the residential areas of Oxford Landing and surrounding neighbourhoods.
- Provide a mix of commercial and business tenants to provide service/ shopping/ employment opportunities for residents and surrounding neighbourhoods.
- Encourage the development of commercial-office/ business park by identifying appropriate locations.
- Locate and provide opportunities for commercial development that will be supportive of, and mutually beneficial with the Multiplex.

4.0 PLANNING CONCEPT

4.1 OVERALL CONCEPT

Oxford Landing respects a logical extension of growth within the Town of Penhold. Recreational opportunities within the neighbourhood will be realized through open spaces, trails, and parks. The proximity of the Plan Area to the Penhold Regional Multiplex will also increase the recreational opportunities available to residents.

The future density of Oxford Landing is estimated at 14.7 units per developable hectare. With a total area for residential development at 25.2 hectares; Oxford Landing is envisioned to include approximately 703 dwelling units.

4.2 RESIDENTIAL

As shown on **Figure 3 - Concept Plan**, the Oxford Landing neighbourhood is envisioned as a combination of residential and commercial or office properties, integrated with a system of open spaces and trails. A mix of low and medium density residential dwelling units is prescribed based upon the Town of Penhold Land Use Bylaw, and will be implemented based on market conditions and consumer preferences at the time of development.

Land use statistics, number of residential units, and density are represented in **Table 1 Land Use Summary** and **Table 2 Density Summary**.



Table 1 Land Use Summary

	Hectares	Acres	% of NDA	% of Housing Stock
Gross Area	51.3	126.7		
Residential	25.2	62.4	49.2%	100.0%
R1 Low Density Residential	0.8	2.0	1.6%	2.6%
R1-N Low Density Narrow Lot Residential	16.4	40.7	32.0%	58.7%
R2 General Residential	3.1	7.6	6.0%	13.3%
R3 Multiple Unit Residential	4.9	12.1	9.6%	25.4%
Commercial	3.8	9.4	7.4%	
C2 Highway Commercial	0.8	2.0	1.6%	
IB Industrial/Business Service	3.0	7.4	5.8%	
Open Space	10.3	25.5	20.0%	
Municipal Reserve	5.4	13.3	10.5%	
Public Utility Lot	3.0	7.5	5.8%	
Public Utility Lot - Stormwater Management Facility	1.9	4.7	3.7%	
Transportation Network	12.0	29.6	23.4%	
Roadway and Lanes	12.0	29.6	23.4%	
Total	51.3	126.7	100.0%	

Table 2 Density Summary

Residential Land Use	Hectares	Units	Persons/Unit*	Population
R1 Low Density Residential	0.8	18	2.6	36
R1-N Low Density Narrow Lot Residential	16.4	413	2.6	1,074
R2 General Residential	3.1	93	2.6	242
R3 Multiple Unit Residential	4.9	179	2.8	475
R5 Manufactured Home Residential	9.9	149	2.0	298
Total	25.2	703		1,827
Density: 14.7 du/ha (703 Dwelling Units / 47.5 Developable Hectares (Gross Area – Commercial))				

Low Density (R1) House Examples



4.2.1 Low Density Residential (R1)

The Low Density Residential District provides land to be used for single-family detached housing with front attached garages. As identified in the Town of Penhold LUB, the minimum area for these lots is 445.0m², with a minimum width of 12.2m. The R1 District provides the largest lots within Oxford Landing.

A variety of lot configurations and home sizes will be present within the Low Density District to provide various housing options. The R1 District will make up 2.6% of the total housing stock within Oxford Landing.

Penhold LUB, R1 lots have a minimum area of 300.0m² with a minimum width of 9.2m.

The R1 District is the most versatile district and will make up 58.7% of the total housing stock within the Oxford Landing.

4.2.2 Low Density Narrow Lot Residential (R1-N)

The purpose of the R1 district is to provide low density narrow residential lots while allowing for a mix of housing styles, with or without a front driveway/garage. As identified in the Town of

Low Density Narrow Lot (R1-N) House Examples





4.2.3 General Residential (R2)

The General Residential District has been incorporated into Oxford Landing to provide for semi-detached dwelling types. The minimum area for these lots is 400.0m² per unit. Semi-detached dwellings are an increasingly popular type of housing as they provide all the conveniences of a detached home: large square footage, private outdoor amenity space, and often an attached garage.

The R2 district has been distributed throughout the neighbourhood making up 13.2% of the total housing stock within the Oxford Landing.

4.2.4 Multiple Unit Residential (R3)

To accommodate the continued need and demand for multi-family housing options, several areas within the Oxford Landing neighbourhood have been identified for R3 uses.

In accordance with the Town of Penhold's LUB, the following housing styles may be permitted in these areas: fourplexes, row housing, or apartment buildings. As shown in **Figure 3 - Concept Plan**, the majority of R3 areas in Oxford Landing have been identified for the construction of townhouses with the north R3 site to be constructed based on market demand at the time of its development.

Similar to semi-detached housing, row housing is an increasingly popular housing style due to the range of amenities provided: enhanced privacy in comparison to apartment style buildings, private outdoor amenity space, relatively large square footage, and often an attached or detached garage.

The Multiple Unit Residential District makes up 25.4% of the total housing stock within the Oxford Landing.

4.3 COMMERCIAL

As shown on **Figure 3 - Concept Plan**, two commercial districts have been identified within the Plan Area. The northwest commercial area is identified for Industrial/Business Service use and is located to take advantage of the Highway 2A corridor. A second commercial area is identified in the southeast corner of the Plan Area and is identified for neighbourhood scale commercial use.

4.3.1 Industrial/Business Service (IB)

The intent of the Industrial/Business Service district is to provide for a range of light business industrial support services and compatible uses that require limited outdoor storage. This area is envisioned to combine commercial goods and service type businesses with offices to create a business park. The Industrial/Business District will provide local commercial services to the neighbourhood and increase opportunities for local employment.

This parcel will be accessible via the main north-south collector within Oxford Landing. A shadow plan has been created for this area to be implemented if the district is not sold for its intended purpose. As shown, the shadow plan identifies a potential residential layout.

4.3.2 Highway Commercial (C-H)

The Highway Commercial District is intended to provide a range of commercial uses accessible by vehicular traffic and pedestrians that are complementary to the Multiplex. This area, located at the corner of Highway 42 and Waskasoo Avenue, will allow the area to take advantage of traffic visiting the Multiplex, as well as residents of the Oxford Landing neighbourhood and of the Town. Some uses that may be found within this district include: retail stores, service facilities, restaurants, and convenience stores.

To limit use of the lanes bordering the commercial site to residential access only, a fence may be required by the Town as part of the Development Agreement process. As the commercial site is developed, additional screening may be required based on site design.

The Oxford Landing Highway Commercial parcel will be accessible via Waskasoo Avenue. As shown in **Figure 3 - Concept Plan**, access will run through a 10.0m wide Municipal Reserve. This Municipal Reserve is required to accommodate the Waskasoo Ave multi-use trail; however, to accommodate a commercial access in this location, an access agreement will be registered along the entire Municipal Reserve. At the time of commercial site design, the access agreement will be discharged, and access right-of-way will be registered to identify the exact location of the access.

The commercial site access has been circulated to Alberta Transportation who confirmed a full TIA would not be required for their approval; however, a technical memo will need to be submitted at the time of commercial site subdivision to confirm the access does not impact Highway 42.



4.4 PARKS AND OPEN SPACE

Oxford Landing will be developed with a mixture of active and passive recreational elements that will appeal to residents of all ages. As described in detail below, by connecting various open spaces throughout the development, a connected pedestrian network will be created to aid in shortcutting for non-vehicular modes of transportation.

To prevent vehicle traffic from accessing these parks, as well as any of the public utility lots, bollards will be installed.

4.4.1 Active Recreation Park Site

Three active park sites have been proposed within the neighbourhood; in the center of the Plan Area, within the northeast portion connected to the storm pond, and a pocket park in the southwest. These locations are conveniently within a short walking distance of all residential areas. Higher-density districts are located within proximity to these parks to encourage use while supporting higher-density land use within the Town.

4.4.2 Passive Recreation Park Sites

Green spaces have been placed throughout to serve as passive recreation park sites. Passive recreation is unstructured and does not require formal park equipment such as goal posts or playground structures. Examples of passive recreation include playing catch, having a picnic, jogging, etc.

4.4.3 Pedestrian Network

By linking Municipal Reserve sites, public utility lots, and any other open spaces within the Plan Area, a linear park system will be created throughout the development. This park system will act as a pedestrian network to connect all the areas of Oxford Landing together while creating shortcuts for non-vehicular modes of transportation. The linear park system will lead pedestrians to community nodes such as the active recreation park site, SWMF, and commercial district, as well as to the surrounding neighbourhoods and Penhold's larger trail system.

Additional trails will be developed in the south and west portions of the Plan Area. A smaller open space will be in the west. A proposed trail connection has been identified along the south boundary of the Plan Area to provide an east-west

pedestrian connection, per the Town of Penhold's Master Trail System.

The pedestrian network is shown in **Figure 4 - Open Space and Trails**.

4.4.4 Streetscapes

The Town requested that the development of the neighbourhood incorporate innovative and pedestrian-friendly streetscapes encourage pedestrianism and enhance the pedestrian experience.

Streetscapes within the neighbourhood have been developed to reflect the Town of Penhold's Streetscape Design Guidelines and accommodate pedestrians by including wider sidewalks on one side of the roadway, particular attention to linkages with popular pedestrian nodes such as park sites and the Multiplex, and accented materials within the sidewalks and roadways.

While the Plan is developed with the current standards, the Developer will continue to work with the Town to create and identify the locations for modified streetscapes. Through initial discussions, some of the ideas include wider sidewalks, separated local roadways, single sided sidewalks, meandering sidewalks, etc.

4.5 STORMWATER MANAGEMENT FACILITY (SWMF)

One stormwater management facility has been proposed for the development to control major stormwater events. The facility will be constructed as a wet pond that will conform to the requirements set out by Alberta Environment and Water. This pond will be in the northeast corner of the Plan Area and be dedicated as a Public Utility Lot up to the high-water line.

Stormwater management facilities are functional but also add to the aesthetics and recreational opportunities of neighbourhood development. Wet ponds, like the one proposed in Oxford Landing, provide an additional area for passive recreation within the neighbourhood by creating a scenic area for open space and trails.



LEGEND

- Low Density Residential District - R1
- Low Density Narrow Lot Residential District - R1-N
- General Residential District - R2 Duplex
- Multiple Unit Residential District - R3
- Multiple Unit Residential District - R3 Townhomes
- Commercial Highway District - C-H
- Industrial/Business Service District - I-B
- Municipal Reserve
- Lift Station/Water Reservoir
- Roadway/Lane
- Public Utility Lot
- Wellsite Lease / 100m Setback
- X Entry Feature
- Commercial Access
- Potential Residential Development
- Outline Plan Boundary



Figure 3.0
 Concept Plan
 Oxford Landing Outline Plan

Prepared for:
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March, 2026



Figure 4.0
 Open Space and Trails
 Oxford Landing Outline Plan

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5.0 TRANSPORTATION

The proposed system of roads for Oxford Landing is shown in **Figure 5 - Transportation Network**. This layout will provide residents, and the surrounding traveling public, with safe access to the area and to the rest of Penhold.

5.1 EXISTING TRANSPORTATION NETWORK

Oxford Landing is bound on three sides by existing roadways: Highway 2A, Highway 42, and Waskasoo Avenue. The northern boundary of Oxford Landing does not include a roadway.

A Traffic Impact Assessment and Highway Intersection Improvements Report has been prepared for Oxford Landing. Identified improvements will be implemented throughout the course of build out.

5.2 HIGHWAY 2A

Highway 2A functions as the primary highway connection in and out of the Town of Penhold. Within the Town, much of the light industrial and commercial development has been located along this highway. The Town of Penhold's Municipal Development Plan expresses the importance of continuing to have future commercial and industrial development concentrated around Highway 2A; this objective has been reflected within this Plan.

A land dedication has been identified along the west boundary of the Plan Area to accommodate a buffer from Highway 2A. As shown, this buffer does not extend along the Industrial/Business Service District; however, if the area is developed for residential purposes, a buffer will be constructed. This buffer will take the form of a berm and landscaping.

5.3 HIGHWAY 42

Highway 42 is the primary connection between Penhold's access roadway of Highway 2A and the Penhold Regional Multiplex. This roadway also provides a direct connection to Highway 2; as such, Highway 42 represents a primary gateway within the Town highlighting the community to visitors.

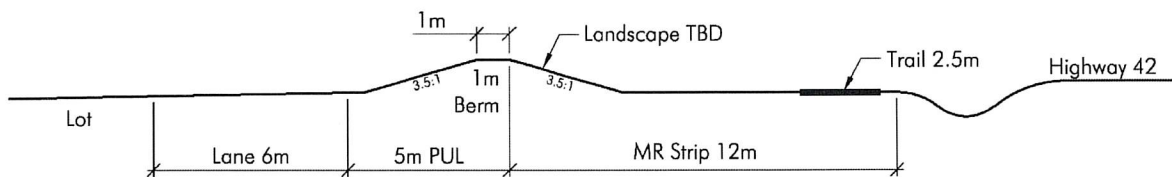
To ensure this roadway is aesthetically pleasing, a berm and pedestrian trail will be constructed within the Plan Area along Highway 42 as shown on the following page. As shown within the Concept Plan, an open space parcel will be reserved along the south boundary to accommodate a trail, berm, and landscape features.

5.4 WASKASOO AVENUE EXTENSION

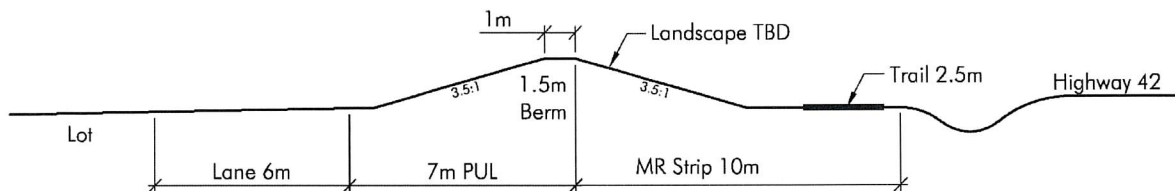
Waskasoo Avenue forms the east boundary of the Plan Area; this area is owned by the Town of Penhold. The Town of Penhold had identified Waskasoo Avenue as a collector roadway to provide better access to the Penhold Regional Multiplex and Oxford Landing.

The Waskasoo Avenue extension has been designed in accordance with the Waskasoo Avenue Design Guidelines which includes a 2.5m wide meandering paved trail on the west side of the roadway, located in a Municipal Reserve.

Highway 42 Berm Cross-Section



East: Typical Cross-Section Highway Same Elevation



West: Typical Cross-Section Highway 1m Higher

5.5 COLLECTOR ROADWAYS

This Plan identifies collector roadways that link the local roads to the rest of the Town. The collector roadways in Oxford Landing will be designed to provide connectivity from north to south, as well as west to east in the most efficient manner.

Collector roadway standards in the neighbourhood are shown in **Figure 6 - Transportation Details**. All roadways within Oxford Landing will be constructed to the standards set forth by the Town of Penhold.

5.6 LOCAL ROADWAYS

The system of local roads within the neighbourhood will be developed in a modified grid pattern to provide convenient vehicular and pedestrian access throughout the neighbourhood while discouraging outside traffic from shortcutting along local roadways.

Local roadways within the Oxford Landing neighbourhood are shown in more detail in **Figure 6 - Transportation Details**. All roadways will be

constructed to the standards set forth by the Town of Penhold.

5.7 LANEWAYS

Lanes have been located throughout Oxford Landing to provide access to lots that front onto collector roadways except for those lots backing onto green space. By providing rear lanes, traffic and parking will be minimized along the busier streets.

The proposed location of these lanes is shown in **Figure 5 - Transportation Network**. All laneways will be designed to the Town of Penhold standards. Any lanes adjacent to Municipal Reserves or public utility lots will have bollards installed to prevent shortcutting.



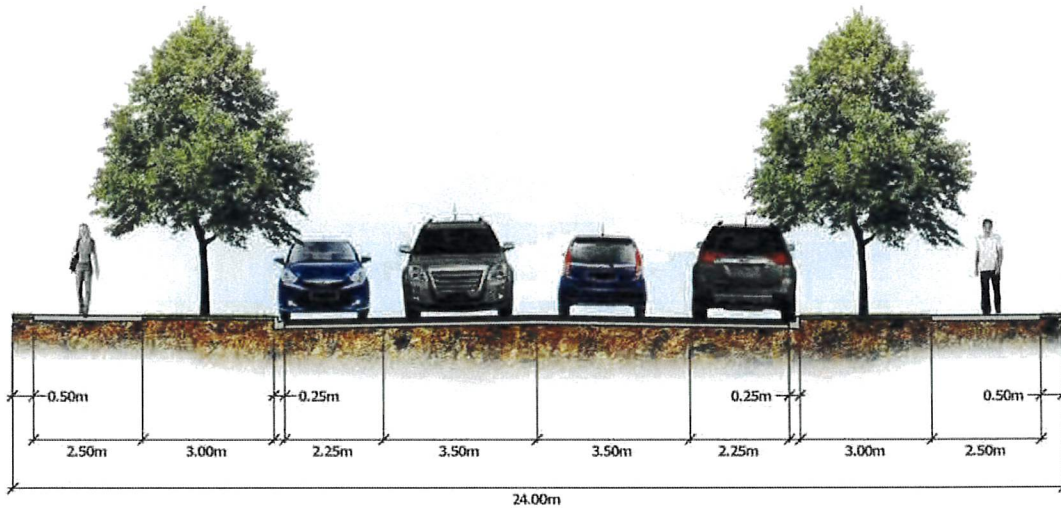
Figure 5.0
 Transportation Network
 Oxford Landing Outline Plan

Prepared for:
 Melcor Developments
 Red Deer, Alberta

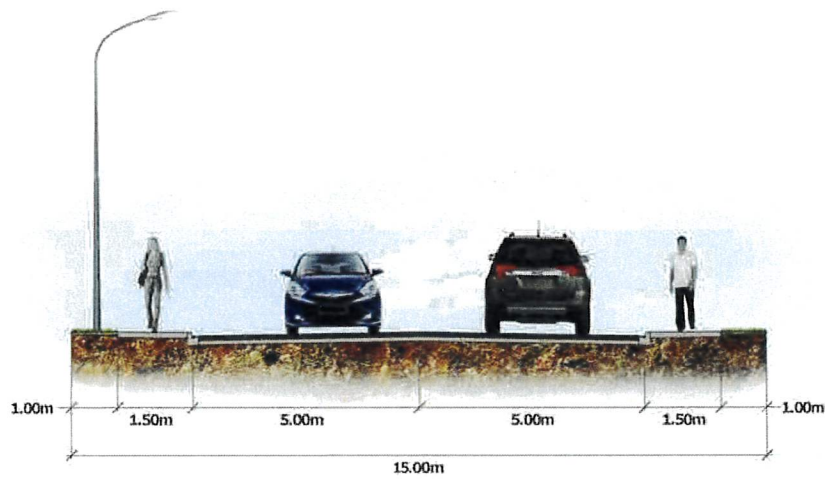


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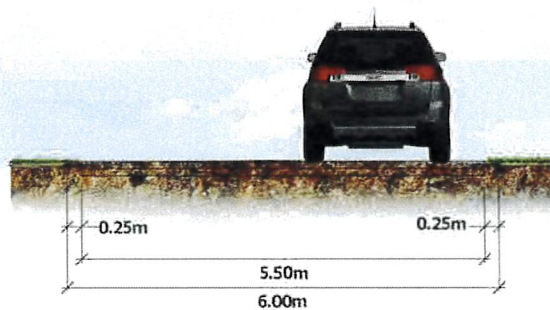
March, 2026



24.0m Collector Roadway



15.0m Local Roadway



6.0m Lane

Figure 6.0
 Transportation Details
 Oxford Landing Outline Plan

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October 2025

6.0 SERVICING AND UTILITIES

To further detail the topics discussed within this section, a Servicing Study has been submitted to the Town under separate cover.

6.1 SANITARY SEWER SYSTEM

Oxford Landing will be serviced via the regional wastewater sewer line constructed in the Waskasoo Avenue right-of-way. All sewage from the development will be routed by gravity mains to a lift station constructed in the northeast corner of the development and then pumped into the existing regional line.

The overall conceptual sanitary sewer system for the Penhold Plan Area is shown on **Figure 7 - Sanitary Network**.

Most of the sanitary pipes will be 200.0mm in diameter. All sanitary sewer facilities will be designed in accordance with the Town of Penhold guidelines and will be turned over the Town after a two-year maintenance period.

6.2 STORM SEWER SYSTEM

One stormwater management facility (SWMF) is proposed for the Plan Area to properly manage and control major storm events. This facility will be dedicated as a Public Utility Lot (PUL) up to the water line and located in the northeast corner and will provide stormwater storage for the entire Plan Area. This SWMF has been designed to accommodate 1:100 year stormwater flows and restrict flows to predevelopment rates from this site.

An underground storm pipe system has been designed to convey up to 1 in 5 year minor storm events from the Plan Area. This system will then discharge into the SWMF. A new storm outfall will need to be constructed from the SWMF to Waskasoo Creek.

The storm system is shown on **Figure 8 - Stormwater Network**.

6.3 WATER DISTRIBUTION SYSTEM

The Plan Area will mainly be serviced from the water reservoir along the north boundary as well as through two water connections from the residential development located to the south. One connection will be near the center of the quarter section, the other at the east end along the commercial site. They will cross Highway 42, from Hawkridge Estates and provide a looped system, a connection has been extended across Highway 42 to Hawkridge Estates.

All other main water facilities will be designed in accordance with the Town of Penhold guidelines and will be turned over to the Town after a two-year maintenance period.

The overall water distribution system is shown on **Figure 9 - Water Network**.

6.4 SHALLOW UTILITIES

There are no major servicing concerns regarding shallow utilities (gas, power, telephone, fiber optics and cable). All shallow utilities will be extensions of those already in place in adjacent developments to the south and follow typical Town of Penhold standards.



Figure 7.0
 Sanitary Network
 Oxford Landing Outline Plan

Prepared for:
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March, 2026



Figure 8.0
 Stormwater Network
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March, 2026



Figure 9.0
 Water Network
 Oxford Landing Outline Plan

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March, 2026

7.0 PHASING DEVELOPMENT

Infrastructure to service Oxford Landing will be extended from the quarter section to the south. As shown on **Figure 10 - Phasing**, development of Oxford Landing will begin in the southeast corner of the Plan Area with each successive phase developed with the logical and economical extension of municipal services. To provide stormwater management services to the development, the storm pond has been partially constructed as part of Phase 1.

The phasing boundaries are shown conceptually and may vary from those shown when redistricting and subdivision applications are made with the intent of meeting the needs of the regional and local housing market. Also, portions of separate phases may be developed concurrently if there is sufficient demand and/or if the municipal servicing is made more efficient as a result.

7.1 REDISTRICTING AND SUBDIVISION

To conform to the land use designations described within this Outline Plan, redistricting and subdivision applications will be undertaken as necessary. Redistricting and subdivisions will include the informational requirements necessary for each application, and will adhere to the Town of Penhold Land Use Bylaw.

7.2 ENERGY UTILITIES BOARD CONSIDERATIONS

As mentioned in **Section 2.6.2 – Existing Well Site**, there is an active well present in the center of the Plan Area. As previously described, no permanent structures will be constructed within 100m of the operating well; however, relaxation



will be applied for to reduce the setback. When the well is abandoned, proper techniques will be undertaken to ensure that it is safely remediated and reclaimed; after which, the setback will be reduced to a 5m radius.

Following decommissioning, the last stage of development may occur in accordance with ERCB criteria.

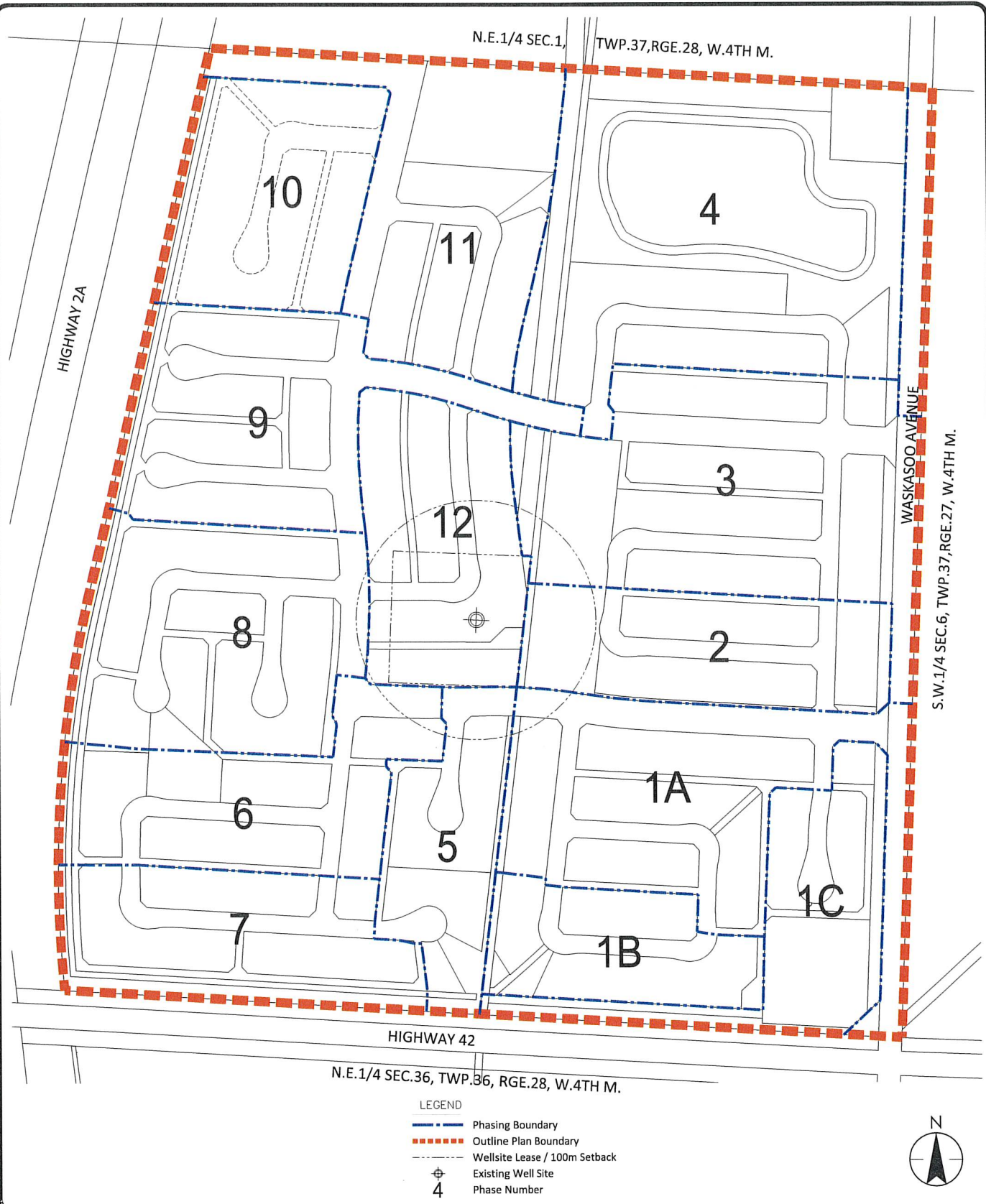


Figure 10.0
 Phasing Plan
 Oxford Landing Outline Plan

Prepared for:
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March, 2026



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: May 11th, 2026

RECOMMENDATION:

That Council receives the CAO's update report as information.

COUNCIL FOLLOW-UP/UPCOMING:

- Penhold's resolutions:
We had both our resolutions come back with recommended changes and once the changes were made for greater clarity they have been resubmitted to ABMunis.
- **Upcoming council items:**
 - Memorial Hall report will be available at the next council meeting.
 - Public Hearing for Bylaw 848/2026 amending the land use bylaw and possible changes will be next meeting.
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:**
- Our office has been advised by Chinooks Edge School Division that an additional 4 modulars have been requested and secured for JD School. Further information will be forthcoming within 30 days.
- Legislation has been identified that we are to have a Joint Use Planning Agreement (JUPA) in place prior to June 10th. Penhold has met this requirement with the Chinooks Edge School Division. We are, however, updating this agreement to include the new Middle School.

Offsite Levies: has been updated and requires a meeting with developers prior to moving to the next stage.

Development items:

- Outline Plan dialogue with Stantec has concluded. If Council is comfortable with the plan a motion will be required for acceptance.
- A Development Agreement is in progress to move the next phase forward. We have a draft ready and are waiting on several Schedules that are required prior to completing the agreement.
 - It should be noted that we have added that a park area and park structures need to be addressed in this phase.

- Underground construction services were submitted to the town, and our team has responded to the draft work identified.
- Growth Strategy for Penhold, Bentley and Clive have a kickoff meeting scheduled for May 13th.
- There was an expression of interest in the Town's ability to service a potential industrial user with 210 cubic meters of water per day. After investigating this vast amount of water, we identified that this represents 25% of our current daily community use. I am pleased to say that this is possible with some modifications. Unfortunately, the locating team was looking at a different area.
- With spring now here, there are several projects kicking off or about to start. This makes for a busy time for our staff.
- An onsite meeting with Fortis re: power line north on Waskasoo Avenue, is being held Wed.

Administration:


- Taxes are determined and notices were sent out at the end of last week.
 - Staff made a clean, not pie chart but Gouda Cheese Wheel, info graph outlining how much of our tax dollars goes back to the province and how much stays to support Penhold.
- The new tax rates, presentation to Council, 10 Year Capital planning document and the Audit reports have been uploaded to the website.
- All 2025 Statements of Financial Expenditures have been reported to the appropriate government departments.
- PCPS electronic files have been downloaded to the town's files.
 - Final payout and notice have been given to PCPS.
- Attended a virtual meeting with AB Munis; Municipal Affairs and AB infrastructure to hear about legislative changes and their impact. Keynote identified is that infrastructure is responsible for the school titled parcel site only. Everything that ties to it is the municipality's responsibility. All school lands are Provincial being they are centralizing their assets to ensure best use.
- Sent out an email to a past interested party for the current Public Works Shop on Fleming Ave. and am waiting to hear if they are still interested in this parcel.
- Local Government Administration Association (LGAA) conference committee is finalizing its 2026 conference.
- Local Municipal Initiatives Program: funding remains in the que.

UPCOMING ITEMS OF INTEREST:

- Our staff team (Alicia and Bonnie) have been successful in securing additional funding through FCM for safe & active school routes through the Green Municipal Fund. In the orientation meeting, it was noted that Penhold is the smallest community to receive this funding. They had a large intake and only awarded 20 communities across Canada. Kudos to OUR TEAM. GREAT JOB.
- Continue to work with Melcor on Subdivision registration; Development Agreement; servicing details of the parcel.
- Rezoning of PI to MU if approved by Council

- Our team reached out to Red Deer County for an Intermunicipal Collaborative Framework (ICF) meeting. Red Deer County suggested several dates in August. Our key discussion item remains the Recreational Capital partnership and how that should work.

Presented at the May 11th, 2026, Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be 'MB', is positioned above a horizontal line.

CAO



REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of May

RECOMMENDATION:

That Council accepts the Multiplex Manager’s report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Arena – April was the start of our spring ice. We have been busy with our regular hockey ice time, but we’ve also been able to add CanSkate in our facility through a new skating club called Momentum Skating Academy.

We are saddened to hear that the Fire Fighters Association had a lack luster response to their “Eats Beats and Summer Treats” event and decided to cancel the event. While we are sad that the event won’t be going on this June in the Arena, we are glad they made the decision when they did so that they did not lose any money on the event.

We are gearing up for a few more events coming our way, the Cornhole Tournament coming in June is wrapping up their final paperwork to get everything in order and we are getting excited to see how this event goes in the community.

Gymnasium – May will see an end to the indoor Pickleball in the gymnasium. Most of the players would rather play outside, so our Pickleball drop-in times usually get pretty slow in the summer so we decided to discontinue them from May to September.

Facility Stats – In April, roughly 42,080 kWh of power was produced with our solar panels reducing our carbon footprint by roughly 29,455 kg and saving us roughly \$3787.20 in power.

In April we had roughly 17,528 people pass through the front doors of the building.

Fitness -

	April 2025	April 2026
MEMBERSHIP SALES	\$15,883.75	\$18,855.00
DROP-INS	\$295.00	\$681.25
TRAINING	\$3,305.50	\$1,738.00
DROP IN GYM	\$1,278.00	\$993.00
TOTAL REVENUE	\$20,762.25	\$22,267.25

A total of **26** fobs were issued for 24-hour members in the month of February.

The Fitness Centre had **46** new members for the month of February.

The Fitness Centre had a Spring membership sale for 3 month memberships through all of April. We had a lot of current members and new members taking advantage of this sale. Fitness Classes running in February were In the Zone, Pilates Fusion, Burn & Turn Spin, Zumba, Recovery and Mobility, Booty Barre, Early Burn, Power & Conditioning, Fit Fusion Bootcamp, Pump It Up, Step, Pure Strength, Fierce Fitness, Peaceful Yoga, Stretch & Release, and Cardio Kick.

Learn 2 Skate did well through February. Revenue was \$600.00

	April 2026	Totals 2026
Penhold Sr Track Users	48	581
Kids Gym	101	446
Staff Fitness Usage	22	102
Penhold Fire Dept	18	64
Pickle Ball	146	247

The above chart will now be used for tracking information for 2026 year.

UPCOMING ITEMS OF INTEREST:

CAO COMMENTS:

Presented at the May 11, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of April 2026

RECOMMENDATION: That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water consumption as of April 30th is 22,943 M³; which is up 1% in comparison to March last year.
- Monthly Water Meter Reads were completed on April 14th.
- 47% of utility accounts are signed up to receive E-Bills.
- There was 1 new water meter installed in April.

SEWER:

- As of March 31st, sewer flows were 20,923 M³ for the month. This is down 9% in comparison to March last year.
- Sani Dump was turned on for the season on April 22nd.
- Sterling was out to diagnose and repair the coolant line heater on the generator at Newton Lift Station.

SRDRWC:

- Operators performed 139 hours of work in April on the Regional System, with four after-hour call outs on the system.
- SRD Operations Meeting was held on April 14th in Bowden.

TRANSPORTATION:

- Street Sweeping was done with some median sweeping on Apr. 13th-15th, 21st, 22nd, 28th, 29th, & 30th.
- Multiplex parking lots were swept on Apr 28th & 29th.
- Alleyways were graded & Harley raked on Apr 20th - 24th, 29th, & 30th.
- Operators filled in some potholes on the roadways around town with cold mix asphalt we have left over on April 21st & 27th.
- Operator filled in the gravel dig sites on Apr 9th, 10th, 13th, & 29th.
- A Yield sign was repaired on the corner of Windsor & Lucina.
- No inquiries for leasing the shop. Looking to post online and advertise.

- **Maintenance of Equipment:**

- Snow boards have been removed from the dump trucks
- Mowers have been serviced in prep of season
- New batteries for #33 were required
- #21 completed its CVIP inspection
- #60 had its Hydraulic tank drained and flushed as diesel was mistakenly added to the tank.
- Toolcat was taken to Bobcat after finding some issues in preparation for use at the RV Park.

STORM:

- Tranquility Park Pond was pumped out and cleaned up.

PARKS & RECREATION:

- **Sports Fields**

- Additional soccer posts were installed on April 23rd.
- Staff prepped multiple soccer pitches for different age ranges by prepping the turf and painting lines on Apr 20th- 22nd, and 27th - 30th.
- Basketball backboards were reinstalled at the Outdoor Rink on April 30th.

- **Parks**

- Pathways & sidewalks were cleared on April 2nd & 16th.
- Garbages were changed out on Apr 1st, 2nd, 7th, & 17th.
- Garbage was picked up from parks and ditches on Apr 7th & 9th.
- Mulching was done on Apr 21st - 24th.
- Pruning was done on Apr 13th - 15th.
- Dog Waste Receptacles were checked & restocked on Apr 17th, 20th - 22nd.
- Solar Lights were cleaned on Apr 28th & 29th.
- Damage to the Critters Corner swing was reported on Apr 29th and staff removed the seat for safety while a replacement part is shipped to complete the repair.

MEMORIAL HALL:

- For the Month of April there was six bookings in the Hall. In May there are six additional bookings and two lease agreement groups.
- Staff repaired some floor vents

GARBAGE:

- One Garbage Bin was replaced that was damaged by the contractor.

RV Park:

- For the month of April, 56 bookings have been made for the season, compared to 43 during the same month last year.
- Staff prepped sites and gravel pads and roadways.
- Firewood was stocked to sell to users for the season.
- RV Park Opened on May 1st.

ORGANIZATIONAL:

- Three Seasonal Staff backed out of their hiring and a new posting was put out with interviews and hiring currently in progress.
- Two Parks & Rec Staff attended the AARFP Conference in Grand Prairie.

UPCOMING ITEMS OF INTEREST:

- Installation of Grain Elevator signage along Fleming Avenue; Proform to start building pedestals in early May.
- A section of storm line to be re-lined on Minto Street in 2026.
- Spring flushing of hydrants & sewers.
- Annual Water Valve Exercising to begin.
- Seasonal staff to begin work.
- Ball diamonds & Soccer Field prepped for users.
- Moving into new PSB and becoming operational.
- Compost bins to return May 11th.
- RV Park opens from May 1st to October 13th.
- National Public Works Week May 17th-23rd.
- Spring Cleanup is scheduled for May 22nd to June 1st.
- Splash Park operation is scheduled for May 29th to September 7th.

CAO COMMENTS:

Presented at the **May 11th, 2026** Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Records for Destruction

RECOMMENDATION:

That Council approve the attached listing of items identified for destruction as outlined within the Municipal Government Act (MGA.)

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

Records eligible for destruction are identified.

RELEVANT POLICY:

Municipal Government Act (MGA) Revised Statutes of Alberta, 2000, Chapter M-26, Division 9, Part 6, Section 214 (1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made; 214 (2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.

STRATEGIC RELEVANCE:

Destroying records once they become eligible for destruction as per Records Management Alberta Regulation.

DESIRED OUTCOME(S):

Maintaining Town records in a manner that follows provincial legislation.

RESPONSE OPTIONS:

Council defers the listing and requests additional information from Administration.

PREFERRED STRATEGY:

Keeping records current and ensuring compliance with records management.

IMPLICATIONS OF RECOMMENDATION:

Records will be destroyed and no longer accessible.

GENERAL:

Alberta Municipal Affairs further gives a listing entitled Records Retention Schedule of which Penhold has followed over the past years. Further as per the Government Organization Act Records Management Regulation Alberta Regulation 224/2001 (with amendments up to and including Alberta Regulation 34/2018 Administration identified the following records that are ready for destruction. An additional document, Retention and Scheduling of Municipal Records,

published by Alberta Municipal Affairs, in January 2021 was also used to ensure compliance.

All records will be destroyed within the guidelines required by the Provincial Government.

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No financial implications


FOLLOW UP ACTION:

Contact shredding company to come and destroy identified records

COMMUNICATION:

OTHER COMMENTS:

Presented at the Apr. 13th, 2023, Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be 'R. D. G.', is written above a horizontal line.

CAO

**Town of Penhold
Record Destruction Listing**

Name of Record	Year	Date of Destruction
Fitness Membership Records	2015	2023
Fitness Membership Records	2016	2024
Fitness Membership Records	2013/2014	2022
AP Cancelled Cheques	2014-2017	2025
AP Cheq Stub 14315 - 14776 #1	2017	2025
AP Cheq Stub 14777 - 15212 #2	2017	2025
AP Cheq Stub 15213 - 15638 #3	2017	2025
AP Cheq Stub 15639 #4	2017	2025
AP Journal #1	2017	2025
AP Journal #2	2017	2025
AP Cheq Stub 14196 - 14389	2017	2025
AP Cheq Stub #2 14390 - 14585	2017	2025
AP Cheq Stub #3 14586 - 14776	2017	2025
AP Cheq Stub #4 14777 - 14934	2017	2025
AP Cheq Stub #5 14936 - 15110	2017	2025
AP Cheq Stub #6 15113 - 15305	2017	2025
AP Cheq Stub #7 15306 - 15424	2017	2025
AP Cheq Stub #8 15426 - 15612	2017	2025
AP Cheq Stub #9 15613 - 15835	2017	2025
AP Cheq Stub #10 15836 - 15917	2017	2025
Fitness January 2016	2016	2024
Fitness February 2016	2016	2024
Fitness March 2016	2016	2024
Fitness April 2016	2016	2024
Fitness May 2016	2016	2024
Fitness June 2016	2016	2024
Fitness July 2016	2016	2024
Fitness August 2016	2016	2024
Fitness September 2016	2016	2024
Fitness October 2016	2016	2024
Fitness November 2016	2016	2024
Fitness December 2016	2016	2024
Fitness January 2017	2017	2025
Fitness February 2017	2017	2025
Fitness March 2017	2017	2025
Fitness April 2017	2017	2025
Fitness May 2017	2017	2025
Fitness June 2017	2017	2025
Fitness July 2017	2017	2025
Fitness August 2017	2017	2025
Fitness September 2017	2017	2025
Fitness October 2017	2017	2025
Fitness November 2017	2017	2025
Fitness December 2017	2017	2025
Online Payment #1 January - February 2016	2016	2024
Online Payment #2 March - April 2016	2016	2024

**Town of Penhold
Record Destruction Listing**

Name of Record	Year	Date of Destruction
Online Payment #3 May - June 2016	2016	2024
Online Payment #4 July - August 2016	2016	2024
Online Payment #5 September - October 2016	2016	2024
Online Payment #6 November - December 2016	2016	2024
Online Payment May - June Telus & Visa 3.5	2016	2024
Online Payment July - August Telus & Visa 4.5	2016	2024
Online Payment September - October Telus & Visa 5.5	2016	2024
Online Payment November - December Telus & Visa 6.5	2016	2024
2015 Paid in 2016 Online Payment	2016	2024
Onlines January 2016	2016	2024
Onlines March 2016	2016	2024
Onlines April 2016	2016	2024
Onlines August 2016	2016	2024
Onlines December 10, 2010	2010	2021
Online Payment 2016 paid in 2017	2017	2025
Onlines May 2016	2016	2024
Onlines June 2016	2016	2024
Option Pay Nov 3		2020
Option Pay June - Nov. 23		2020
Front May - Aug 28		2020
Arena Jan 1 - Dec. 31		2020
Front Sept. 1		2020
Onlines Feb 2016	2016	2024
Online May 20 - June 15		2020
AP Journal #1	2016	2024
AP Journale #2	2016	2024
AP Cheq # 27493 - 27666 #1	2016	2024
AP Cheq # 27667 - 27843 #2	2016	2024
AP Cheq # 27844 - 28048 #3	2016	2024
AP Cheq # 28049 - 28186 #4	2016	2024
AP Cheq # 28187 - 28315 #5	2016	2024
AP Cheq # 28316 - 28531 #6	2016	2024
AP Cheq # 28532 - 28690 #7	2016	2024
Cash Deposit Slips 7905	2016	2024
Cash Deposits 8080 - 8399	2016	2024
Cash Deposits 8400 - 8699	2016	2024
Cash Deposits 8700	2016	2024
Onlines January 2017	2017	2025
Onlines November 2016	2016	2024
Onlines December 2016	2016	2024
Front September 1 - October 31	2016	2024
Front November 1 - December 31	2016	2024
AP Cheq # 13892 - 14081 #8	2016	2024
AP Cheq #14082 - 14195 #9	2016	2024
AP Cheq Stub #1	2016	2024
AP Cheq Stub #2	2016	2024

**Town of Penhold
Record Destruction Listing**

Name of Record	Year	Date of Destruction
AP Cheq Stub #3	2016	2024
AP Cheq Stub #4 14777 - 14934	2016/2017	2025
Onlines October 1 - 31, 2016	2016	2024
Onlines Payments #1 Jan - April	2017	2025
Online Payments #2 May - July	2017	2025
Onlines Payments #4 Aug - Nov	2017	2025
Onlines Payments #5 Nov - Dec	2017	2025
Front January 2016	2016	2024
Front February - March 3, 2016	2016	2024
Front Apr. 1 - May 31, 2016	2016	2024
Front June 1 - 30, 2016	2016	2024
Front July 1 - Aug. 31, 2016	2016	2024
Arena Jan 1 - June 31, 2017	2017	2025
Arena July 1 - Dec. 31, 2017	2017	2025
Arena Jan - July 2016	2016	2024
Arena August 1 - Dec. 31, 2016	2016	2024
Arena July 2016 - Dec. 2016	2016	2024
Front Jan. 1- Mar. 31	2017	2025
Front Apr. 17 - May 31	2017	2025
Front June 1 - 30	2017	2025
Front July 1 - Aug. 31, 2017	2017	2025
Front Sept. 1 - Oct. 31,	2017	2025
Front Nov. 1 - Dec. 31	2017	2025
Journal Entries #1 Jan - June 2016 (Voucher 1-584)	2016	2024
Journal Entries #2 July - Dec 2016 (Voucher 585-1192)	2016	2024
Journal Entries #1 Jan - June 2017 (Voucher 76-541)	2017	2025
Journal Entries #2 July - Dec 2017	2017	2025
Journal Entries #1 Jan - June 2018 (1-416)	2018	2026
Online Payments Telus & Visa #1 Jan - Feb. 2017	2017	2025
Online Payments Telus & Visa #2 Mar. Apr. 2017	2017	2025
Online Payments Telus & Visa #3 May - June, 2017	2017	2025
Online Payments Telus & Visa #4 July - August, 2017	2017	2025
Online Payments Telus & Visa #5 Sept - Oct. 2017	2017	2025
Online payments Telus & Visa #6 Nov - Dec. 2017	2017	2025
2017 paid in 2018	2018	2026
Onlines May 1 - 31, 2017	2017	2025
Onlines April 1-30, 2017	2017	2025
Onlines September 1-30, 2017	2017	2025
Onlines December 1-31, 2017	2017	2025
Onlines November 1-30, 2017	2017	2025
Onlines October 1-31, 2017	2017	2025
Onlines August 1-31, 2017	2017	2025
Onlines February 1-28, 2017	2017	2025
Onlines March 1-31, 2017	2017	2025
Onlines June 1-30, 2017	2017	2025
Onlines July 1-31, 2017	2017	2025

**Town of Penhold
Record Destruction Listing**

Name of Record	Year	Date of Destruction
2016 Annual Call Listings	2016	2024
2015 May - December Calls	2015	2023
2015 Practice	2015	2023
2015 Trip Inspections	2015	2023
Truck Checks	2015	2023
2016 Engine 2 Checks	2016	2024
2016 Miscellaneous	2016	2024
2013/2014 Call Listings	2013/2014	2025
2013 Financials	2013	2024
Fire Inspection Reports	2015	
Alberta justice Reports; Municipal Tickets, Prov Violations	2015	2023
Municipal & Provincial Tickets	2016	2024
Violation Tickets Provincial/Municipal	2014	2022
CPO 2015 #1	2015	2023
CPO 2012 files	2012	2020
2016/2017 Cash Deposits	2016/2017	2025
N/P 2002 - 2006	2002/2006	2017
Skills Link	2004-2007	2018
FCSS	2005-2006	2018
Alberta justice Reports; Municipal Tickets, Prov Violations	2018	2026
Penhold Shares Committee	2012-2013	2024
2013 Payables Paid in 2014	2014	2022
2013 pd in 2014 Online Payments	2014	2022
Online 2013 paid in 2014	2014	2022
2015-2016 PFD Calls & Practices; Fire Reports	2016	2024
2015 Fire Inspection Reports	2015	2023
2021, 2023, and 2025 Election documents		
Form 13 Elector Register		
	09-Oct	2021
	18-Oct	2021
	21-Oct	2021
	Oct. 11	2025
	Oct. 20	2025
Sept. 6, 2023 By-Election	2023	2023
2021 Campaign Disclosure & Financial Statement	2021	2025
Electronic counter tape rolls	2021	2021
Electronic counter tape rolls	2023	
2025 Valid Ballots	2025	
Election workers contact information	2025	2025
Ballot Count, Oct. 20, 2025	2025	
Unused Ballots, Oct. 20, 2025	2025	
Rejected Ballots, Oct. 20, 2025		
Spoiled Ballots, Oct. 20, 2025		

**Affidavit of Witness for
Destruction of Election Materials**

Local Authorities Election Act
(Section 101)

I, _____, solemnly swear (affirm) that on
_____, I witnessed the destruction of the content of the ballot
boxes used in the election held on _____, at the
_____ of _____.

I, _____, solemnly swear (affirm) that on
_____, I witnessed the destruction of the content of the ballot
boxes used in the election held on _____, at the
_____ of _____.

SWORN (AFFIRMED) BEFORE ME)

at the _____ of _____, in the Province)

of Alberta, this ____ day of _____,)

20____.)

(Signature of Person Taking Oath)

(Signature of Person Taking Oath)

_____))

(Signature of Commissioner for Oaths)



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Cancellation of Council Meetings: July 13th and August 10th, 2026

RECOMMENDATION:

1. That Council approves the July 13th, 2026 Regular Council meeting be cancelled.
2. That Council approves the August 10th, 2026 Regular Council meeting be cancelled.

CAO COMMENTS:

The cancellation of regular meetings in the summer allows staff to focus on the construction projects that are in progress and further allow a break for Council and staff to take some much-needed time off during the summer.

SUPPORTING DOCUMENTS: Report/Document: Attached __ Available __ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

Summer months tend to see staff and Council away; cancelling one meeting per month accommodates these absences while ensuring quality agenda content.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the following duties: to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

To be compliant with Council Procedure Bylaw 839/2025, Council must pass a motion to cancel upcoming Council meetings.

DESIRED OUTCOME(S):

That Council meeting agendas are comprised of relevant information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

1. That Council directs Administration to cancel only the July 13th Regular Council Meeting and provide an update on the website.
2. That Council directs Administration to cancel only the August 10th Regular Council Meeting and provide an update on the website.
4. That Council does not support cancelling either the July 13th or the August 10th Regular Council Meetings.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

If the identified meetings are cancelled during the summer, administration will be able to focus on priority projects as well as enjoy some summer holidays.

GENERAL:

Council Procedure Bylaw 739/2025 identifies in **Section 12 Cancellation of Meetings**, "1. *Council meetings may be cancelled: a) By a majority of Council, by resolution, at a previous meeting...*"

With summer soon upon us, several staff are planning to take holidays limiting the submission of agenda items. It is being suggested that the Regular Council Meetings be moved to one meeting per month for July and August.

ORGANIZATIONAL:

All departments will be advised of the change in meetings and adjust their Council submissions accordingly.

FINANCIAL:

There is a savings in time and costs

FOLLOW UP ACTION:

see Communication below.

COMMUNICATION:

Cancellation of meetings will be advertised through all communication methods. Affected departments will be advised of the change in date for the submission of their respective report.

OTHER COMMENTS:

Presented at the May 11th, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Amendment to the Utility Bylaw 847/2026 – High Water Usage (Commercial)

RECOMMENDATION:

1. That Council moves to give First Reading of the Utility Bylaw 847/2026.
2. That Council moves to give Second Reading of the Utility Bylaw 847/2026.
3. That Council moves to proceed with Third Reading of the Utility bylaw 847/2026.
4. That Council moves to give third and final Reading of the Utility Bylaw 847/2026.

CAO COMMENTS:

This was a commitment by council to review water/sewer usage after a year for high users.

SUPPORTING DOCUMENTS

Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

This amendment reflects several specific items:

1. Council discussion/focus to move to a cost recovery model for utilities
2. To support local business

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

Rate of utility service should be at cost recoverable.

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

1. That Council give first reading to Bylaw 847/2026 being the Utility Bylaw.
2. That Council does not give second reading to Bylaw 847/2026 and defers back to administration for requested changes.

PREFERRED STRATEGY:

Finalize the amended Bylaw so new commercial split utility rates can be reflected in the May 13 utility bill reads.

IMPLICATIONS OF RECOMMENDATION:

Businesses who currently hit the current split rate mark of 500 m³ will benefit from a decrease in the split rate to 400m³ resulting.

GENERAL:

A review of utility costing is done on a yearly basis to determine the level of recovery made for utilities.

As the town is doing an ongoing review of operational cost recovery for utilities there is also a modest capital percentage tied to the operational costs. This is to allow funds for future required capital projects. In addition, Penhold is tied to the regional SRD system, and their fees are built into the rates charged.

As a follow up to Council's request to evaluate the current split rate of commercial users, Administration has done a regional cost comparison and internal review of different reduced amount options. When the town starts looking at high water/sewer users there is only a small percentage of businesses that fall into the larger consumption use.

The savings being experienced is \$1 per cubic on sewer fees only. Administratively reviewing the use and dollar value there is a small savings on reducing the volumes. On the conservative end administration is suggesting a further reduction on the split rate down perhaps by an additional 100 cubes. This leaves opportunity to review further later to determine if additional savings may be made. The recommended result is reflected in Bylaw 847/2026 which would see The Town lower the commercial split rate mark from the current 500 m³ down to 400 m³.

ORGANIZATIONAL:**FINANCIAL:**

Users over 400 cubes per month will see a reduction of \$1 per cube above the minimum rate set.

FOLLOW-UP ACTION:

As directed by Council.

COMMUNICATION:

All past high water/sewer users will be advised of the change.

OTHER COMMENTS:

Penhold's utility rates for commercial high utility users is currently in a favourable position in comparing surrounding communities.

Presented at the Regular Council Meeting May 11th, 2026, for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW 847/2026

AMENDMENT TO THE UTILITY BYLAW – HIGH WATER USAGE (COMMERCIAL)

Being a Bylaw with the purpose of amending the Utility Bylaw Schedule A Fee Schedule to reflect changes for High Water COMMERCIAL Usage for the Town of Penhold in the Province of Alberta.

WHEREAS: Council has authority under the Municipal Government Act, to pass bylaws respecting the safety, health and welfare of people.

WHEREAS: Council of the Town of Penhold has deemed it appropriate to provide for the establishment and operation of certain public Utility Services, including provision for the terms and conditions under which such utilities will be provided.

NOW THEREFORE, the Municipal Council of the Town of Penhold, in the province of Alberta, duly assembled enacts as follows:

1. Adopt the Schedule A Fee Schedule 847/2026, highlighting the amended Feb. 23, 2026, Fee Schedule reflecting the:

Institutional/Commercial/Multi-Family (more than 2 units on 1 meter):

Fixed charge \$21.00

Per cubic meter (m3)

→ Commercial/Industrial consumption up to 400 m3 Billed at Rate \$ 4.60

Commercial/Industrial consumption over 400 m3 to be Billed at Rate \$ 3.60

Effective Date:

This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the *Municipal Government Act*.

Read a first time this 11th day of May 2026.

Read a second time this th day of May 2026.

Read a third & final time this th day of May 2026.

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

This listing identifies correspondence either attached or emailed to Council for review.

ATTACHED:

- Staff Sergeant Ihme, Innisfail RCMP re: RCMP Q4 Report
- Letter from Penhold Volunteer Firefighters Association re: Summer Eats, Beats & Boozy Treats

EMAIL:

- May 1 email from Alberta Municipalities re: Alberta Municipalities' Friday News - May 1, 2026
- May 4 email from Chinook's Edge School Division re: Jason Drent

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 201 (a) states in part that Councillors have the role of “..... Developing and evaluating the policies and programs of the municipality”.

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

That Council is aware of information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

1. Council may wish to have something further investigated; this matter will be moved for further administrative review.
2. Council may wish to act on something and move the item for action.
3. Council may wish to move the items as information.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

The information shared with Council can have a direct impact on Penhold or provide information beneficial to Penhold.

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

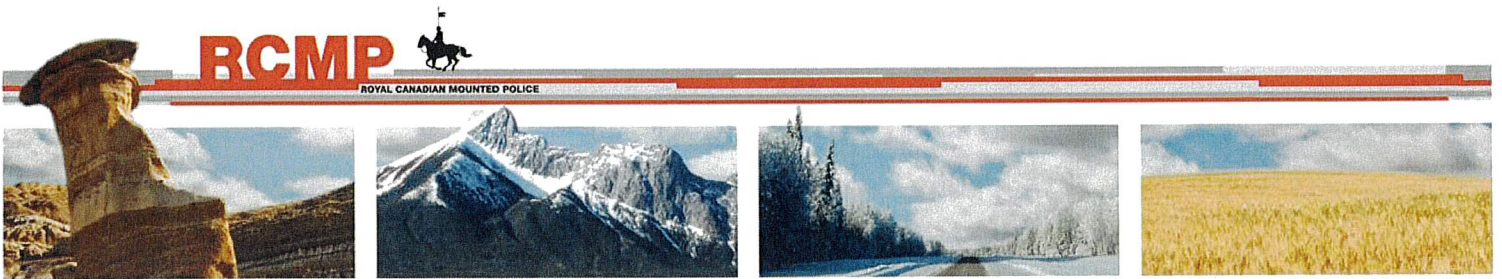
May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the May 11th, 2026, Regular Council Meeting for the Town of Penhold



CAO



May 4th 2026

Dear Mayor Yargeau,

Please find attached the quarterly Community Policing Report for the period of January 1st to March 31st, 2026. This report provides an overview of human resources, financial information, and crime statistics for Innisfail Detachment and reflects the ongoing priorities identified by the community we serve.

In addition to the information contained in the attached report, I would also like to highlight a significant national development that will impact frontline policing operations in the coming months. The RCMP has recently awarded a contract for a new modernized general duty service pistol, marking an important step in enhancing public and officer safety, as well as operational effectiveness.

The selected model is the Glock 45 MOS 7 Duty Pistol. This modernized pistol will be issued as part of a comprehensive package, including a red dot sight (Aimpoint Acro P-2), a weapon-mounted light (Streamlight TLR-7X), three magazines, interchangeable grip components, a lanyard loop attachment, a Safariland duty holster, and a secure carrying case.

The rollout will occur in phases with priority given to frontline officers. Distribution across RCMP divisions will be based on operational needs, and full deployment is anticipated by summer 2028.

A transition of this scale requires comprehensive training to ensure safe and effective use. A training program has been developed and will begin rolling out to instructors this summer. A mandatory four-day training program for frontline officers is expected to follow in late summer and fall, concluding with annual firearms qualification. Training schedules are being developed to ensure there is no impact to frontline service delivery levels.

This modernization effort reflects the RCMP's ongoing commitment to ensuring officers have the appropriate tools and training to serve their communities safely and effectively. Investments in equipment such as this are essential to maintaining high standards of policing and adapting to evolving operational demands.

We remain committed to transparency and to keeping our municipal partners informed of significant developments that impact policing services in your community. Should you have any questions or wish to discuss this initiative further, please do not hesitate to reach out.

Sincerely,

S/SGT Ian Ihme – Innisfail RCMP



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Innisfail

Detachment Commander

S/SGT Ian Ihme

Report Date

May 4, 2026

Fiscal Year

2025-26

Quarter

Q4 (January - March)

Community Priorities

Priority #1: Police/Community Relations**Updates and Comments:**

The detachment continues to work on increasing positive relations between local citizens and the police. Detachment members attended 112 community events throughout the year. The detachment also hosted 3 townhalls – one in each of Innisfail, Penhold and Red Deer County. 118 positive youth tickets were issued. 32 Rural school visits were conducted and 61 social media posts were made throughout the year

Priority #2: Crime Reduction**Updates and Comments:**

Detachment members spent this year focuses on Crime reduction efforts and on measures to increase citizen feeling of safety in the community. Members conducted 227 prolific offender checks and 289 prolific property checks. 3 warrant round up events were conducted. 635 proactive vehicle patrols were recorded for the Town of Innisfail and 590 for the rural area.





Priority #3: Road Safety

Updates and Comments:

Detachment members completed 15 checkstops in the Town of Innisfail and 15 in the rural area. 505 total provincial violations were issued throughout the year.





Community Consultations

Consultation #1

Date	Meeting Type
January 21, 2026	Meeting with Stakeholders
Topics Discussed	
(1): Diversity	
Notes/Comments:	
Detachment Commander met with the chair of the Innisfail Welcoming and Inclusivity Committee. Meeting was to understand the scope of the committee and how the RCMP can be involved and support their work in the community.	

Consultation #2

Date	Meeting Type
January 13, 2026	Meeting with Stakeholders
Topics Discussed	
(1): Regular reporting information sharing (2): Education Session	
Notes/Comments:	
Detachment Commander attended Raven Crime Watch meeting. Provided information on Crime stats and APP initiatives. Answered questions from Community members.	

Consultation #3

Date	Meeting Type
January 6, 2026	Meeting with Elected Officials
Topics Discussed	
(1): Education Session (2): Crime Reduction Initiatives (3): Regular reporting information sharing	
Notes/Comments:	
Detachment Commander and detachment member attended Red Deer County Council meeting for meet and greet with new mayor and council and information sharing along with the other Red Deer County Commanders	





Consultation #4

Date	Meeting Type
February 3, 2026	Town Hall
Topics Discussed	
Rural Town Hall	
Notes/Comments:	
Rural Town Hall conducted in Red Deer County – Focus on crime stats and information sharing as well as policing priorities and initiatives.	

Consultation #5

Date	Meeting Type
March 5, 2026	Town Hall
Topics Discussed	
Rural Police Advisory Committee	
Notes/Comments:	
Rural Police advisory committee meeting – Discussion around policing priorities and initiatives for the upcoming fiscal year	





Provincial Service Composition

Staffing Category	Established Positions	Working	Temporary Absences	Hard Vacancies
Regular Members	8	7	1	0
Detachment Support	3	3	1	0

Notes:

1. Data extracted on March 31, 2026 and is subject to change.
2. Temporary Absences are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, seven officers are currently working with one officer on a temporary absence (Medical leave). There are no hard vacancies at this time.

Detachment Support: Of the three established positions, three resources are currently working with one on a temporary absence (Parental leave). The position has been backfilled to ensure coverage. There are no hard vacancies.





Innisfail Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	3	1	2	5	150%	150%	0.5
Other Sexual Offences		1	1	0	1	1	0%	0%	0.0
Assault		12	16	14	14	18	50%	29%	1.0
Kidnapping/Hostage/Abduction		0	0	0	1	2	N/A	100%	0.5
Extortion		0	0	0	2	0	N/A	-100%	0.2
Criminal Harassment		2	6	2	3	5	150%	67%	0.3
Uttering Threats		8	8	5	8	4	-50%	-50%	-0.8
TOTAL PERSONS		25	34	22	31	36	44%	16%	1.9
Break & Enter		21	10	16	8	5	-76%	-38%	-3.4
Theft of Motor Vehicle		9	1	6	5	3	-67%	-40%	-0.8
Theft Over \$5,000		5	2	3	3	2	-60%	-33%	-0.5
Theft Under \$5,000		26	12	20	15	7	-73%	-53%	-3.5
Possn Stn Goods		28	16	13	3	1	-96%	-67%	-6.7
Fraud		13	12	12	11	11	-15%	0%	-0.5
Arson		4	0	1	1	0	-100%	-100%	-0.7
Mischief - Damage To Property		17	13	13	4	11	-35%	175%	-2.1
Mischief - Other		1	1	4	4	10	900%	150%	2.1
TOTAL PROPERTY		124	67	88	54	50	-60%	-7%	-16.1
Offensive Weapons		0	2	2	2	5	N/A	150%	1.0
Disturbing the peace		9	6	3	0	0	-100%	N/A	-2.4
Fail to Comply & Breaches		8	4	4	4	6	-25%	50%	-0.4
OTHER CRIMINAL CODE		4	4	4	2	3	-25%	50%	-0.4
TOTAL OTHER CRIMINAL CODE		21	16	13	8	14	-33%	75%	-2.2
TOTAL CRIMINAL CODE		170	117	123	93	100	-41%	8%	-16.4



Innisfail Provincial Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	5	0	4	2	-33%	-50%	-0.3
Drug Enforcement - Trafficking		1	1	2	3	3	200%	0%	0.6
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	6	2	7	5	25%	-29%	0.3
Cannabis Enforcement		0	2	0	1	0	N/A	-100%	-0.1
Federal - General		1	1	0	0	0	-100%	N/A	-0.3
TOTAL FEDERAL		5	9	2	8	5	0%	-38%	-0.1
Liquor Act		4	0	0	0	0	-100%	N/A	-0.8
Cannabis Act		2	0	1	0	0	-100%	N/A	-0.4
Mental Health Act		10	15	24	12	19	90%	58%	1.5
Other Provincial Stats		22	15	29	27	22	0%	-19%	1.2
Total Provincial Stats		38	30	54	39	41	8%	5%	1.5
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		4	3	2	9	10	150%	11%	1.8
Total Municipal		4	3	2	9	11	175%	22%	2.0
Fatals		0	0	1	0	1	N/A	N/A	0.2
Injury MVC		8	13	9	8	9	13%	13%	-0.3
Property Damage MVC (Reportable)		101	77	80	32	49	-51%	53%	-14.9
Property Damage MVC (Non Reportable)		30	6	8	5	11	-63%	120%	-3.9
TOTAL MVC		139	96	98	45	70	-50%	56%	-18.9
Roadside Suspension - Alcohol (Prov)		5	3	9	7	9	80%	29%	1.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		584	354	345	263	301	-48%	14%	-65.7
Other Traffic		3	1	3	2	0	-100%	-100%	-0.5
Criminal Code Traffic		5	4	10	13	11	120%	-15%	2.1
Common Police Activities									
False Alarms		14	8	6	10	12	-14%	20%	-0.2
False/Abandoned 911 Call and 911 Act		27	12	8	7	23	-15%	229%	-1.3
Suspicious Person/Vehicle/Property		58	43	31	36	29	-50%	-19%	-6.5
Persons Reported Missing		2	0	1	2	4	100%	100%	0.6
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		9	10	7	4	10	11%	150%	-0.4
Form 10 (MHA) (Reported)		3	1	6	0	3	0%	N/A	-0.1



Innisfail Municipal Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		2	1	1	4	2	0%	-50%	0.3
Other Sexual Offences		0	2	2	2	0	N/A	-100%	0.0
Assault		14	18	12	21	21	50%	0%	1.7
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		0	1	1	1	0	N/A	-100%	0.0
Criminal Harassment		4	8	6	6	10	150%	67%	1.0
Uttering Threats		9	8	12	6	9	0%	50%	-0.2
TOTAL PERSONS		29	39	34	41	43	48%	5%	3.0
Break & Enter		7	5	6	7	4	-43%	-43%	-0.4
Theft of Motor Vehicle		11	7	6	4	3	-73%	-25%	-1.9
Theft Over \$5,000		0	1	1	2	1	N/A	-50%	0.3
Theft Under \$5,000		30	31	42	39	30	0%	-23%	0.8
Possn Stn Goods		8	10	9	5	1	-88%	-80%	-1.9
Fraud		13	23	20	27	19	46%	-30%	1.6
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		28	10	16	17	14	-50%	-18%	-2.1
Mischief - Other		8	3	22	13	12	50%	-8%	1.8
TOTAL PROPERTY		105	90	122	114	84	-20%	-26%	-1.8
Offensive Weapons		2	1	3	1	1	-50%	0%	-0.2
Disturbing the peace		8	8	17	11	7	-13%	-36%	0.1
Fail to Comply & Breaches		6	9	4	6	9	50%	50%	0.3
OTHER CRIMINAL CODE		5	2	1	3	3	-40%	0%	-0.3
TOTAL OTHER CRIMINAL CODE		21	20	25	21	20	-5%	-5%	-0.1
TOTAL CRIMINAL CODE		155	149	181	176	147	-5%	-16%	1.1



Innisfail Municipal Detachment Crime Statistics (Actual) January to March: 2022 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2022	2023	2024	2025	2026	% Change 2022 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	0	0	2	1	-75%	-50%	-0.4
Drug Enforcement - Trafficking		2	1	5	2	2	0%	0%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	1	5	4	3	-50%	-25%	-0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	1	1	0	-100%	-100%	-0.3
TOTAL FEDERAL		7	3	6	5	3	-57%	-40%	-0.6
Liquor Act		0	0	1	2	2	N/A	0%	0.6
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		12	43	40	37	70	483%	89%	11.0
Other Provincial Stats		12	31	35	44	42	250%	-5%	7.3
Total Provincial Stats		24	74	76	83	114	375%	37%	18.9
Municipal By-laws Traffic		2	1	0	3	1	-50%	-67%	0.0
Municipal By-laws		6	16	14	27	19	217%	-30%	3.7
Total Municipal		8	17	14	30	20	150%	-33%	3.7
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		6	8	2	2	1	-83%	-50%	-1.6
Property Damage MVC (Reportable)		27	27	9	8	16	-41%	100%	-4.1
Property Damage MVC (Non Reportable)		1	11	6	9	6	500%	-33%	0.8
TOTAL MVC		34	46	17	19	23	-32%	21%	-4.9
Roadside Suspension - Alcohol (Prov)		2	3	4	0	6	200%	N/A	0.5
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		124	122	119	83	85	-31%	2%	-11.7
Other Traffic		2	0	2	1	0	-100%	-100%	-0.3
Criminal Code Traffic		10	3	10	2	6	-40%	200%	-0.9
Common Police Activities									
False Alarms		11	16	12	10	13	18%	30%	-0.2
False/Abandoned 911 Call and 911 Act		13	12	11	15	20	54%	33%	1.7
Suspicious Person/Vehicle/Property		37	28	33	47	30	-19%	-36%	0.5
Persons Reported Missing		6	5	4	15	2	-67%	-87%	0.2
Search Warrants		1	0	1	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		14	14	11	12	22	57%	83%	1.4
Form 10 (MHA) (Reported)		4	9	5	3	7	75%	133%	0.0



Dear Mayor and Members of Council,

On behalf of the Penhold Volunteer Firefighters Association, I am writing to inform you that we have made the difficult decision to cancel the upcoming *Summer Eats, Beats & Boozy Treats* event due to a lack of sufficient interest and participation.

We truly appreciate the support shown by the Town through your generous contribution of \$2,000. Please find that cheque enclosed/returned with this letter.

We would like to sincerely thank you for your continued support of our association and the work we do in the community. Your partnership plays an important role in helping us serve and protect the residents of Penhold, and we are grateful for your ongoing encouragement.

We hope to have the opportunity to collaborate on future events that better engage our community, and we look forward to continuing our positive relationship.

If you have any questions or would like to discuss future initiatives, please don't hesitate to reach out.

Respectfully,

Dwayne Marsden

A handwritten signature in black ink, appearing to read "Dwayne Marsden", with a horizontal line extending to the right.

President

Penhold Volunteer Firefighters Association