



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the January 13th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the January 13th, 2025 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X 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 January 13th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the January 13th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.
Minutes were emailed out to Council on Jan. 20th with changes made.

PREFERRED STRATEGY:

That Council adopts the January 13th, 2025 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring 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 January 27th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES



January 13th, 2025
Town Council Chambers

Deputy Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shawn Hamm
Tyrone Muller

Absent:

Councillor Shaun Kranenborg

Staff:

Rick Binnendyk, CAO
Brandon Kowalchuk,
Operations Manager
Bonnie Stearns, Exec
Asst.

Guests:

Jean Orchison, Resident
Lori & Chris Wolfe, Residents
Trish Proctor, Office Administrator and
Michaela Ludwig, Director, Innisfail
Chamber of Commerce

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

1. CALL TO ORDER - Mayor

1.2. Adoption of the Agenda

2025-001

Councillor Hamm moved to accept the January 13th, 2025 Regular Council meeting agenda as provided.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the December 9th, 2024 Regular Council Meeting Minutes

2025-002

Councillor Cunningham moved to accept the December 9th, 2024; Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-003

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

- 5.1 Trish Proctor, Office Administrator and Michaela Ludwig, Director, Innisfail Chamber of Commerce**
re: Chamber Membership benefits

6. REPORTS

6.1. Financial

- 6.1. a. Monthly Accounts for Online Payments and Payments from December 4, 2024 to January 8th, 2025**

2025-004

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from December 4th, 2024 – January 8th, 2025 as presented.

CARRIED UNANIMOUSLY

- 6.1. b. Monthly Investment Statement for the month ending December 31, 2024**

2025-005

Councillor Denson moved that Council receives the Monthly Investment Statement for the month ending December 31, 2024 as presented.

CARRIED UNANIMOUSLY

- 6.1. c. Monthly Bank Reconciliation for the month ending Nov. 30, 2024**

2025-006

Councillor Galisky moved that Council receives the Monthly Bank Reconciliation for the month ending November 30th, 2024 as presented.

CARRIED UNANIMOUSLY

- 6.1. d. Federation of Canadian Municipalities (FCM) 2025 – 2026 Membership**

2025-007

Councillor Cunningham moved that Council directs Administration to renew its 2025-2026 Federation of Canadian Municipalities (FCM) membership in the amount of \$1,058.85.

CARRIED UNANIMOUSLY

6.1. e. Alberta Mid-sized Towns Mayors Caucus (MTMC) Membership

2025-008

Councillor Denson moved that Council directs Administration to renew its Alberta Mid-sized Towns Mayors Caucus (MTMC) membership in the amount of \$250.00.

CARRIED UNANIMOUSLY

6.1. f. Tourism Red Deer 2025 Membership

2025-009

Councillor Muller moved that Council directs Administration to renew its Tourism Red Deer 2025 membership in the amount of \$210.00.

CARRIED UNANIMOUSLY

6.1. g. Rural Municipalities of Alberta (RMA) 2024 – 2025 Membership

2025-010

Councillor Galisky moved that Council directs Administration to renew its Rural Municipalities of Alberta (RMA) 2024 - 2025 membership in the amount of \$261.45.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-011

Councillor Muller moved to accept the CAO's monthly report as information.

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2025-012

Councillor Denson moved to accept the Multiplex Managers monthly report as information.

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

- Distributed in Council Package

2025-013

Councillor Hamm moved to accept the Public Works monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Town of Penhold 2023 Accomplishments & 2024 Directives

2025-014

Councillor Cunningham moved that Council accepts the 2024 Town of Penhold Accomplishments & 2025 Directives as information.

AND FURTHER that the achievements be posted on the town's website.

CARRIED UNANIMOUSLY

7.2 Dog Park Committee – CFEP Small Grant Application**2025-015**

Councillor Galisky moved that Council supports the CFEP Small Funding grant application, for the construction of the Bark Park project, made by Penhold Community Leaders Society as presented.

AND FURTHER; that Council forwards a letter in support of this funding application.

CARRIED UNANIMOUSLY

7.3 Outstanding Utility Accounts 2023- 2024**2025-016**

Councillor Muller moved that Council supports the finalized utility accounts with an outstanding balance for the January 2023 – December 2024 calendar year be written off as presented;

AND FURTHER should the past resident move back to town, their outstanding account will be reactivated.

CARRIED

7.4 Appointment of Public Representative to the 2024 – 2025 MPC**2025-017**

Councillor Cunningham moved that Council appoint Jared Payot as Public Representative to the Municipal Planning Commission for the 2024-2025 year.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

9. REPORTS from COUNCIL BOARDS and COMMITTEES (Formal Reports)

10. BYLAW(s)

10.1 Bylaw 825/2024 Inter-Municipal Development Plan Bylaw – 3rd Reading**2025-018**

Councillor Hamm moved that Council move to give third and final reading to Bylaw No. 825/2024 to amend the Town of Penhold Inter-municipal Development Plan between The Town of Penhold and Red Deer County.

CARRIED UNANIMOUSLY

10.2 Bylaw 833/2024 Utility Bylaw – 1st, 2nd, and possible 3rd Reading

2025-019

Councillor Denson moved that Council moves to give first reading of the Utility Bylaw 833/2024.

CARRIED UNANIMOUSLY

2025-020

Councillor Hamm moved that Council moves to give second reading of the Utility Bylaw 833/2024.

CARRIED UNANIMOUSLY

2025-021

Councillor Galisky moved that Council moves to proceed with third reading of the Utility Bylaw 833/2024.

CARRIED UNANIMOUSLY

2025-022

Councillor Muller moved that Council moves to give third and final reading of the Utility Bylaw 833/2024.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-023

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2025-024

Councillor Hamm moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

No questions were posed.

14. CLOSED SESSION

15. ADJOURNMENT

2025-025

Councillor Muller moved to adjourn Council Meeting at 7:17 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil X___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities.

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

1. Verbal clarity on something that was identified.
2. Investigate an area in more depth for possible decision-making focus.

PREFERRED STRATEGY:

- Have an informed Council team.
- To identify an area that may need additional focus for policy change.

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

Projects:

School:

- Work continues: A meeting for the joint use agreements will be occurring on the 29th to discuss the new school's anticipated impact on town facilities and items over the past year. This is a yearly meeting on the operations of the agreement.

Public Works/Fire Hall:

Scott Builders is working towards a spring start.

Administration:

- Our management team all participated in the high school mock interviews. A great way to connect with the students.
- Jan 8th - our office responded to CPKC declining payment and there has been no further dialogue since.
- CastleGlenn's Intersections Improvement Report is undergoing a final review prior to coming to council for possible approval.
- Connected with Red Deer County and submitted a draft update of our joint Intermunicipal Collaborative Framework agreement (ICF). It was identified that there has been numerous changes since the agreement was originally drafted. There remains one area of concern, the capital commitment for recreational facilities. Mr. Hertzberg identified he will have his team review the document and reconnect in the next couple of months.
- The Municipal Planning Commission met and had some good dialogue on a number of possible changes for the Land Use bylaw. A draft is anticipated within the next 3 weeks with a presentation to Council perhaps by the end of Feb.
- FYI: I have once again volunteered to assist with the LGAA Association in the organizing of the upcoming June conference.
- Met with the owner of SudsStation with a further meeting to occur on Monday. The Town is trying to work with the owner for opportunities.
- Over the past couple weeks we have received calls from two other communities looking at doing a highway vicinity management report through CastleGlen.
- Our office forwarded a letter of reference on behalf of IJD for a bid to the City of Lacombe.
- Connected with ABMunis to review and evaluate our staffing benefits.
- The Town's Franchise Agreement with ATCO has been successfully approved with the new requirements as set out by AUC.
- Year-end file cleanup is occurring as well as set up for this coming year.

Economic Development:

- Attended the BREWD Survey launch with Mayor Yargeau, Councillor Cunningham and Ms. Stearns in Olds. There was a great turnout for the launch which was great to see.
- We have reached out to Melcor to possibly explore opening up additional multifamily homes. To date there has been no further development.
- Met with adjacent landowners to discuss their focus and possible timing for their lands to move forward for development.
- Met with several members from Nutrien Ag and our Fire Chief to go over fire suppression on their new building.

FOLLOW UP ACTION/UPCOMING:

- Working to finalize the Master Transportation Plan
- Continue work with our consultants on the LUB
- Clean up and closing off 2024
- 2025 is shaping up to be a busy year

COMMUNICATION:

This is meant to keep the Council informed on the Town's administrative activities.

OTHER COMMENTS:

Presented at the January 27th, 2025 Regular Council Meeting for the Town of Penhold

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

CAO



REQUEST FOR DECISION

Department: Community Services

Submitted by: Jennifer Blaylock

SUBJECT: Community Services Report

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS

Report/Document: Attached ___ Available ___ Nil

FOLLOW-UP:

KEY ISSUE(S)/CONCEPTS DEFINED: n/a

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: n/a

DESIRED OUTCOME(S): n/a

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

This report is being submitted to keep Council informed of Community Services' programs, events, and services.

IMPLICATIONS OF RECOMMENDATION: n/a

GENERAL: January report

FCSS Coordinator & FCSS Community Worker

- Playgroup averages from Sept. – Dec. 2024: approximately 27 participants (20 children) each session.
- The Card-Making Workshop at the Penhold Drop In Centre on Nov. 19 brought out five participants and the Ornament-Making session on Dec. 3 brought out eight participants. There are positive comments at these sessions about how nice it is to spend time with one another, how happy they are that they decided to attend, and how they enjoy the crafts.

- Food donations were collected at Community Christmas for the Innisfail Food Bank and toys were collected for the Red Deer Christmas Bureau.
- Grocery gift cards were provided from the Town of Penhold Compassion Fund to Jessie Duncan, Penhold Elementary, Penhold Crossing, Bright Beginnings Montessori and Church of Hope.
- The Stocking Stuffers for Seniors program had 15 registered seniors and 17 individuals who were matched with and fulfilled the seniors' wish lists and/or donated to the program with gift cards or other items such as hygiene products and activity books.
- December's Craft & Connect Night brought out 17 participants. The group enjoyed creating macramé ornaments of gnomes, stars, and Christmas trees. This program has seen positive engagement over the last two sessions, and we plan to continue offering it throughout 2025.
- December's Adulting Unlocked session saw two youth create thoughtful DIY gifts for their family and friends. There are four more Adulting Unlocked sessions scheduled for 2025, concluding in April.
- The Family Play Day in December was a success, attracting 31 participants, including nine families, for gingerbread-themed activities.
- FCSS had the opportunity to help serve turkey dinner to the Penhold Elementary students with parent volunteers on Dec. 17. We appreciated the invitation and request for assistance. We always look forward to connecting in the schools.
- January's Family Play Day, hosted in partnership with the Library, featured Doh-themed fun. It welcomed 29 participants, including 12 families.
- Working on our annual FCSS Outcomes Reports and planning for the year ahead.

Penhold Youth Club:

- PYC averages for November 2024
 Grades 9-12: 9
 Grades 7 & 8: 16
 Grades 4-6: 30
Community:
 Penhold - 264
 Red Deer County - 70
 Blackfalds - 2
 Red Deer - 10
- PYC averages for December 2024
 Grades 9-12: 10
 Grades 7 & 8: 15
 Grades 4-6: 29
Community:
 Penhold - 201
 Red Deer County - 30
 Blackfalds - 0
 Red Deer - 7

- Leaders in Training (LiT) volunteered 107 hours in November, and in December 76 hours in the grade 4-6 program.
- The Bowling fundraiser was a lot of fun with a lot of positive feedback from parents and youth. The program raised \$327.64 from the fundraiser, and we sold 33 tickets. Heritage Lanes was great to work with and were well organized at the event.
- We had 18 people attend PYC's Family Skate on November 24th. It was wonderful to connect with families.
- LiT Orientation - January 25th

Communication & Events:

The following 2025 Events have been scheduled:

Penhold Cares Community Blood Drive Challenge – February 1 - 28

Easter Eggstravaganza – Saturday, April 12 10:00 a.m. – 12:00 p.m.

Community Garage Sale – Saturday May 24 (tentative)

Canada Day Event (with PYC Pancake Breakfast) - Tuesday July 1 in the morning

Fall Festival – Friday Sept. 5 & Saturday Sept. 6

Community Christmas: Friday Nov. 21

- 2024 Community Christmas on November 22 was very well attended and feedback was positive, even from the Grinch. The Museum Society and Senior Drop-In Centre had successful fundraisers at the event and 115 Little Shoppers purchased gifts for family and friends with the assistance of Church of Hope volunteers in the Little Shoppers area.
- The event was also the kickoff to the holiday season in Penhold and there were activities and contests from November 22 through until December 15. Community engagement during the holidays was slightly higher this year than it was in 2023.
 - Tour of Lights: 13 registrations (24 in 2023)
 - Santa Letters: 73 (56 in 2023 but there was no Canada Post letters this year due to postal strike)
 - Colouring Contest: Age 0-4 years: 27 Age 5-8 years: 30 Age 9-12 years: 7
TOTAL: 64 (*33 total in all age groups combined in 2023)
 - Tour of Lights BINGO: 18 (14 in 2023)
- Penhold Cares Community Blood Drive Challenge will run the entire month of February. This is a Penhold versus all central Alberta challenge for blood donors with jars set up at Canadian Blood Services for donors to indicate where they live. Last year Penhold did very well as an individual town of 3,500 against the 4 zones and Red Deer.

The results for the 2024 Penhold Cares Campaign were:



1. Red Deer: 148
2. Zone 2 (East of QEI, North of HWY 42): 99
3. Zone 1 (West of QEI, North of HWY 42): 83
4. Penhold: 51
5. Zone 4 (East of QEI, South of Hwy 42): 35
6. Zone 3 (West of QEI, South of HWY 592): 32

We will be encouraging everyone to submit donation selfies again this year using #penholdcares to keep interest and awareness in the challenge growing throughout the month. In addition to the geographic challenge for bragging rights, there is also an inter-municipal challenge among the Central Alberta Mayor & Reeves Group to see which municipality can bring in the highest percentage of staff, council and protective service members.

The 2023 results of the inter-municipal were:

1. The Town of Sylvan Lake – no confirmed percentage
2. The Village of Alix – 5 staff donations for a total of 38.5% of staff
3. The Village of Clive – 4 out of 5 staff donated for a total of 80% of staff (winner)
4. Lacombe County - 15 staff donations for a total of 16.5% of staff
5. Town of Penhold – 5 staff donations for a total of 9% of staff AND 4 Council donations for a total of 57% of Council.

The Village of Clive was awarded the Penhold Cares trophy for 2024. Once the challenge is completed, this year's winner will have the trophy to display for the year and a Central Alberta Adventure Pack as a prize.

Communications:

- Social media continues to be a well-used communication tool with the highest engagement / reach coming from human interest and event posts. The most active and engaged following is on the Town of Penhold Facebook page. While the following on "X" remains strong, the post reach is very low with an average of 40 views while the Facebook post reach can be over 5,000 views, depending on shares.

Platform	January 2023 Followers	January 2024 Followers	January 2025 Followers
Facebook	3,067	3,318	3,518
Instagram	1,228	1,260	1,348
X (formerly Twitter)	2,283	2,275	2,229

- Throughout 2024 the traffic on the Town's website remained steady with a minimum of 100 visits per day, larger increases on the day the Penhold Reporter is available and during major events like Fall Festival and Community Christmas. Due to changes in the analytic for the website, annual statistics for 2024 are not available. E-News subscribers remain similar with 463 subscribers after the last removal of bot emails. In January 2023 there were 464 subscribers but there were several bot email addresses that had to be deleted so the number of people subscribed was less than 464.

Work Plan & Upcoming Special Dates:

February: Penhold Cares Blood Donation Campaign with Canadian Blood Services - all month

February 5: Palliative Ponders – Death Café

February 8: Family Play Day

February 5, 12, 26: Playgroup

February 19: Tech Tips for Older Adults & Seniors

February 24: Craft Club Spring session starts

February 25: Olympian Molly Simpson @ PYC

February 26: Adulting Unlocked

March 1: Family Play Day

March 3: Lego Club Spring session starts

March 12: Tech Tips for Older Adults & Seniors

March 22: Home Alone Safety for Kids course

April 2: Palliative Ponders – Death Café

April 12: Easter Eggstravaganza

ORGANIZATIONAL: n/a

FOLLOW UP ACTION: n/a

COMMUNICATION: n/a

OTHER COMMENTS: n/a

Presented at the January 27th, 2025, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Council Update Report

RECOMMENDATION:

That Council accepts the Fire & Protective Services monthly report as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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:

Operational

DESIRED OUTCOME(S):

The attached report is presented to keep the Council informed and up to date on tasks being worked on within Protective Services.

RESPONSE OPTIONS:

1. Verbal clarity on something that was identified.
2. Investigate an area in more depth for possible decision-making focus.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Information & possible direction

GENERAL:

FIRE DEPARTMENT

Operations:

- There were 14 emergency calls in November: 9 EMS, 2 Alarms, 1 Explosion, 1 Gas Leak, 1 MVC.
- There were 17 emergency calls in December: 8 EMS, 6 Alarms, 2 MVC, 1 Structure Fire.
- 2024 total emergency calls: 157
- We have 32 qualified members: 1 Chief, 2 Deputy Chiefs, 2 Captains, 4 Lieutenants, 17 Firefighters, 5 probationary firefighters.

- 10 Futures on Fire Cadets.

Training:

- NFPA 1041 Fire Instructor Course completed in early January.

Fire Prevention:

- Fire inspections are ongoing; 6 inspections completed in 2024.

Maintenance:

- Engine 2 and Ladder 1 had pump shift forks replaced in 2024.
- Tender 1 had a pump replacement in 2024.
- Various other minor repairs were performed.

Notes:

December saw the first full utilization of the new software. We are now working on optimization and assisting Innisfail and Red Deer County in their implementation of the same software.

Internal Events:

- Santa came to town and asked for a ride on Ladder 1! He plans to make this a yearly occurrence.
- The Charity Hockey game is on January 25th in support of the Red Deer Food Bank.

External Events: n/a**Municipal Enforcement:****Administration:**

- The new CPO car is in Edmonton getting outfitted with the required equipment to qualify it as a Community Peace Officer car.

Enforcement:

- In November there were 21 occurrences reported, and 42 violations issued. Among the most often issues are failure to remove snow (5), Fighting in a public place (2), No building permit (2), Parking violations (28), No seatbelt (3).
- In December there were 26 occurrences reported, and 10 violations issued. Among the most often issues are No business license (3), Failure to remove snow (2).
- In 2024:
 - o 443 violations were issued. 281 were citations, 162 were warnings, 7 mandatory appearances were included in the citations.
 - o 399 non-violation occurrences were reported from the public, Town staff, or other agencies.

Speed:

A speed sign was placed on highway 2A before the Bouteiller Close crosswalk.

Serial # 304112

Street: Highway 2A Southbound

Speed Limit: 50 KPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Dec 15	1762	368	21%	30	1	0	3:00p	147	8	1	56	43.7
Dec 16	2121	248	12%	9	0	0	3:45p	98	2	0	55	41.7
Dec 17	2181	316	15%	17	0	0	2:15p	118	6	2	55	42.7
Dec 18	2221	137	6%	11	0	0	1:15p	58	0	0	53	39.3
Dec 19	2286	212	9%	13	0	0	12:30a	77	1	0	53	41
Dec 20	2244	370	17%	19	0	0	2:15p	172	4	0	56	43.1
Dec 21	1919	447	23%	36	3	0	2:45p	196	7	1	58	44.7
Dec 22	1685	436	26%	35	1	0	3:00p	163	7	1	58	45.2
Dec 23	2125	468	22%	35	1	0	2:15p	187	6	1	56	44.7
Dec 24	1947	445	23%	29	0	0	2:00p	184	2	0	56	44.6
Dec 25	1192	293	25%	26	2	1	2:30p	104	7	1	56	45
Dec 26	1664	414	25%	42	1	0	1:30p	163	9	2	56	44.5
Dec 27	1891	475	25%	21	2	0	3:15p	180	5	1	56	44.8
Dec 28	1678	413	25%	29	0	0	3:30p	181	7	0	58	44.9
Dec 29	1603	382	24%	23	3	0	4:15p	123	6	1	56	44.9
Dec 30	1939	461	24%	38	1	0	3:00p	173	7	0	56	44.8
Dec 31	1961	267	14%	9	0	0	1:45p	93	3	0	55	42.3

Animal Control:

- The CPO team continues to respond to animal control calls and concerns.

Emergency Management:

- Preparing for the annual Emergency Management Audit in March.
- Preparing for a tabletop exercise in March and a full scale functional exercise in June.
- ICS 200 will be offered to town staff and protective services members in April.

Public Services Building:

- Design for the building is underway with applications to the development authority coming soon.

Year End Notes:

- It was a largely successful year for Protective Services.
- Community Peace Officers began a partnership with Lacombe Police Services for location and wellbeing monitoring services.
- We are working with the RCMP K Division to acquire RCMP AFRRCS channels for the CPO team.
- The Fire Department has successfully implemented a new software solution for response tracking, incident documentation, asset management, personnel management, pre-incident planning, report creating, training and payroll tracking, and command and scene management.
- The fire department entered into a free to use agreement with 1-800-BOARD-UP to provide boarding and fencing solutions in an emergency.
- Emergency Management continues to work within the regional partnership to further develop our emergency management team and skills.
- The Volunteer Fire Department maintains strong retention and recruitment.

Coming in 2025:

- Further development of the new software solution and resulting reporting.
- Replacing the patrol vehicle.
- Replacing the SCBA on the fire department.
- Project management of the Public Services Building.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the January 27th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Bylaw 834/2025 Business Licensing Bylaw

RECOMMENDATION:

Council move to give first reading of Bylaw 834/2025 being a Business License Bylaw.

CAO COMMENTS:

In review of other communities, the business license bylaws appear to be a less important focus by the respective communities. For Penhold it is being suggested that the fees remain minimum to encourage participation. The focus is to provide regulation and protection for the local businesses and residents.

RECOMMENDATION: **Report/Document:** Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Division 7 – Section 63(1), states a Council of a Municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

STRATEGIC RELEVANCE:

Bylaws are reviewed and once they are five or more years old, they undergo a review process to ensure contents of the bylaw are relevant and meet current legislations.

DESIRED OUTCOME(S):

Ensure the Business Licensing Bylaw has been written in accordance with all the other requirements of the MGA with respect to the revision of bylaws.

RESPONSE OPTIONS:

Council does not give Bylaw 834/2025 first reading and defers the bylaw back to Administration requesting more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Currently, Bylaw 736/17 being the Business License Bylaw, is eight years old. As per our efforts to update bylaws exceeding five years old, the Business License Bylaw was reviewed and essentially re-written to include current legislation requirements.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

If Bylaw 834/2025 receives first reading, Administration will make any necessary changes and bring it back to Council at its February 10th Regular Council meeting.

COMMUNICATION:

OTHER COMMENTS:

Debate has occurred in the past that business license is another form of tax and deters business. If the community wishes to promote business, why have a business license or make it at no cost has been commented.

Administratively, we are not aware of the impact of the above statement or aware of local urban communities that do not have a business license bylaw. If council wishes this could be evaluated further prior to next reading.

Presented at the Jan. 27, 2025, Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD

BYLAW NO. 834/2025

BUSINESS LICENSING BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta to provide for the control, regulation and licensing of all businesses within the Town.

WHEREAS pursuant to section 7(a) of the *Municipal Government Act*, a council may pass bylaws for the municipal purposes respecting the safety, health and welfare of people and the protection of people and Property; and

WHEREAS pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

WHEREAS pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) regulate or prohibit;
- b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- c) provide for a system of licenses, permits or approval including any or all of the matters

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

PART 1 – GENERAL PROVISIONS

SHORT TITLE

1. This bylaw may be cited as the Business Licensing Bylaw.

DEFINITIONS

2. In this bylaw:

- (a) **"active license"** means a license that is paid in full for the invoiced period
- (b) **"business"** means:
 - (i) a commercial, merchandising or industrial activity or undertaking,
 - (ii) a profession, trade, occupation, calling or employment; or
 - (iii) an activity providing goods or services;whether or not for profit and however organized or formed, including a co-operative or association of persons
- (c) **"business premises"** means the store, office, warehouse, building, enclosure, yard or other space occupied or capable of being occupied by any person for the purpose of any business.
- (d) **"cannabis retail sales"** means a specialty store licenses by the Province of Alberta where cannabis and cannabis accessories are sold
- (e) **"family day home"** means a Provincially licensed or unlicensed home-based childcare service operated from a private residence that provides care for up to six (6) children, at any one time, not including the children of the provider
- (f) **"Farmer's Market"** means the business of conducting a public open market at which various vendors lease and operate stalls
- (g) **"food cart vendor"** means a unit that sells or distributes food or beverages other than fresh fruit and vegetables
- (h) **"Land Use Bylaw"** means a Bylaw of the Town of Penhold, as amended from time to time
- (i) **"license"** means a license issued for the operation of a business under this Bylaw and includes an administrative license and an operational license
- (j) **"Licensing Officer"** means the person designated and authorized in writing by the Chief Administrative Officer to administer and enforce the requirements of this bylaw

- (k) **“mobile vending unit”** means a motor vehicle, structure, cart, table, stand or display that is self-contained, used to operate a business and located in any place where the public has an expected right to access
- (l) **“municipal tag”** means a form of ticket prescribed by the Town for a bylaw offence providing a person with the opportunity to pay an amount to the Town in lieu of prosecution
- (m) **“non-resident”** means a person who does not reside or maintain permanent Business Premises in the Town
- (n) **“Officer”** means:
 - (i) a Licensing Inspector;
 - (ii) a Bylaw Officer appointed to enforce bylaws of the Town;
 - (iii) a Community Peace Officer appointed by the Solicitor General of Alberta and authorized by the Town; or
 - (iv) a member of the Royal Canadian Mounted Police
- (o) **“out of town license”** means a license that is issued to a business that is located outside of Town but is performing work in Town
- (p) **“pawn shop”** means a business that received goods that are held as security for an advance of money
- (q) **“person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative
- (r) **“resident”** means a person who resides or maintains a permanent business premises in the Town
- (s) **“second-hand store”** means a business that sells previously owned goods
- (t) **“special event”** means activities, including parades, occurring in the Town which are open to or intended to attract the public and will take place in or on publicly owned lands or facilities and where various vendors may operate during the event
- (u) **“Town”** means the Town of Penhold

- (v) **“violation ticket”** has the same meaning as in the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended

PART 2 - LICENSING

LICENSE REQUIRED

3. No person shall operate a business within the Town unless that person holds a valid Town of Penhold Business License.
4. Notwithstanding section 3 herein, businesses that are exempt from requiring a municipal license are required to register their business through the Licensing Officer.
5. A separate license is required for each location at which the business operates.
6. Where more than one business operates at the same location, each business must have a separate license.

LICENSING REQUIREMENTS

7. It is the responsibility of each licensee to obtain as applicable, from the following as is required for the licensee's business:
 - (a) valid Municipal, Provincial and Federal licenses, permits, approvals, clearances and insurances; and
 - (b) valid development approvals under the Land Use Bylaw.
8. A licensee shall immediately notify the Licensing Officer if any required license, permit, approval, clearance or insurance is suspended or revoked; and
9. A licensee shall produce copies of the documents described in section 7(a) & (b) to the Licensing Officer upon request.
10. A license must be displayed in a prominent location on the business premises.

LICENSE APPLICATION

11. Before issuing a license a person must submit:
 - (a) an application in a form established by the Licensing Officer;

- (b) a current copy of the provincial business registration; and
 - (c) any additional information reasonably required by the Licensing Officer.
- 12. The licensee shall promptly inform the Licensing Officer of any change in the information submitted in the license application.

EXEMPT BUSINESS REGISTRATION APPLICATION

- 13. Exempt businesses, prior to the issuance of a business license, must submit to the Licensing Officer any change in the information submitted in the license application.
- 14. There is no charge for business registration.
- 15. All registered businesses can be advertised in the Town's Business Directory.

TERM OF LICENSE

- 16. Unless a license is cancelled, revoked or suspended, a license issued under this bylaw terminates as follows:
 - (a) weekly license – at the end of the seventh (7th) day for which the license was issued;
 - (b) seasonal license – period of time within the calendar year that is less than 4 months and expires no later than midnight, on the 31st day of December of the year for which the license was issued;
 - (c) yearly license – expires no later than at midnight on the 31st day of December of the year for which the license was issued;
 - (d) home occupation license – expires at midnight on the 31st day of December of the year for which the license was issued.
 - (e) Licensees are given until January 31 to renew their business license without penalty. Licenses not renewed by midnight on January 31 are subject to penalties as outlined in Schedule B.

EXEMPTIONS

- 17. The following businesses are exempt from the requirement to obtain a business license:

- (a) charitable organizations;
- (b) non-profit licensed family day homes;
- (c) the operator of a stall within a Farmer's Market;
- (d) any business that is working exclusively for the Town;
- (e) a newspaper and flyer delivery person who delivers the product to the house or business.
- (f) a residential garage sale that is on the residents property to a maximum of (4) weekends per calendar year.
- (g) any business that is exempt under Provincial or Federal legislations.

REFUNDS

18. License fees paid pursuant to the Fees and Charges Bylaw are not refundable.

MOBILE VENDING UNITS

19. Mobile vending units may only operate on private property in the **General Commercial District (C1)**, **Highway Commercial District (C2)**, **Light Industrial District (I1)** and **Industrial District (I2)** and on public land in the **Public Institutional District (PI)** as defined in the Land Use Bylaw as amended, and limited to public and quasi-public uses, Town owned parks, playgrounds, recreation facilities and parking facilities.

PART 3 – LICENSING OFFICER

POWERS OF LICENSING OFFICER

20. Without restricting any other power, duty or function granted by this Bylaw, the Licensing Officer may:
- (a) establish forms for the purposes of this Bylaw;
 - (b) carry out whatever inspections are reasonably required to determine compliance with this Bylaw;

- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) require any person making application for a license to provide any information reasonably required to make a decision regarding the application;
- (e) require a person holding a license to provide any information reasonably required to make a decision regarding that license;
- (f) consider advice and recommendations from internal departments and outside agencies with respect to license applications and to determine whether the granting of a license to a particular applicant is appropriate and in the public interest;
- (g) issue a license with such terms and conditions as are deemed appropriate;
- (h) determine whether it is appropriate to issue a license to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a license; and
- (i) in connection with pedicabs and quadricycles:
 - i. establish the hours of operation;
 - ii. establish the dates of operation.

REFUSAL, REVOCATION AND SUSPENSION

21. Subject to an appeal to Council, the Licensing Officer may refuse to grant any license and may impose any conditions on a license for any of the following reasons:

- (a) an applicant submits an application which does not comply with the requirements of this Bylaw;
- (b) the applicant or licensee does not or is no longer meeting the requirements of this bylaw;
- (c) the applicant or licensee does not hold a valid certificate, authority, license or other documents of qualification under this or any other bylaw, or under any law of Canada or Alberta;
- (d) the licensee or the applicant is not bona fide;

- (e) the licensee is not worthy of public trust;
 - (f) the applicant or licensee or any of its officers or employees;
 - i. furnishes false information or misrepresents any fact or circumstance to an Officer;
 - ii. has, in the opinion of the Licensing Officer based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - iii. fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - iv. has outstanding fees related to a business regulated under this Bylaw;
 - (g) in the opinion of the Licensing Officer based on reasonable grounds it is in the public interest to do so;
 - (h) the licensee fails to allow an Officer or Licensing Officer to enter and inspect a unit for the purpose of determining compliance with this Bylaw.
22. Upon a license application being refused, or a license being revoked or suspended, the Licensing Officer shall notify the applicant of the refusal, revocation, or suspension and the reasons for it by:
- (a) delivering a notice to applicant or licensee or any of its officers or employees personally;
 - (b) sending a notice by mail to the mailing address on the license application; or
 - (c) sending a notice by email to the email address on the license application.
23. Upon receipt of the notice of a revocation or suspension, the licensee shall terminate the operation of the business immediately.

PART 4 – APPEAL PROCESS

24. Where the Licensing Officer refuses an application for a license, or suspends or revokes a license, the applicant may appeal the decision by submitting a written formal appeal to the Licensing Officer.
25. An applicant or licensee wishing to appeal the decision of the Licensing Officer shall have five (5) business days from the date of refusal, revocation, suspension or

issuance subject to conditions, in which to make a written request to the Chief Administrative Officer stating the basis of the appeal, accompanied by the fee as shown in Schedule "A"; otherwise the right of appeal shall be barred and extinguished.

26. The appeal shall be heard by the Licensing Appeal Board, which shall consist of three (3) members of Council, at the time, and place set by the Chief Administrative Officer.
27. The Licensing Appeal Board shall hear the appeal within fourteen (14) days of receipt and shall give forty-eight (48) hours notice of the hearing in writing to the applicant.
28. The Licensing Appeal Board may, following a hearing of the appeal;
 - (a) confirm the refusal, revocation or suspension;
 - (b) direct that the license be issued;
 - (c) reinstate the revoked license; or
 - (d) remove or vary the suspension.
29. Where the Licensing Appeal Board finds that, in its opinion, that fault does not lie wholly with the applicant, the Licensing Board may refund all or part of the fee required.
30. A decision made by the Licensing Appeal Board on an appeal is final and binding on all parties.

PART 5 – ENFORCEMENT

OFFENSE

31. A person who contravenes this Bylaw is guilty of an offense.

CONTINUING OFFENSE

32. In the case of an offense that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offense is liable to a fine in an amount not less than the amount established by this bylaw, for each day the contravention continues.

VICARIOUS LIABILITY

33. For the purpose of this bylaw, an act or omission by an employee or agent of a person is deemed to be exercising the powers or performing the duties on behalf of the person under their agency relationship.

CORPORATIONS AND PARTNERSHIPS

34. When a corporation commits an offence under this bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
35. If a partner in a partnership is guilty of an offence under this bylaw, each partner is guilty of the offence.

PROOF OF LICENSE AND EXEMPTION

36. The onus of proving that a person has a valid and subsisting license for a business is on the person alleging the license.
37. The onus of providing that a person is exempt from the provisions of this bylaw requiring a license is on the person alleging the exemption.

ENGAGING IN OR OPERATING A BUSINESS

38. Proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

CERTIFIED COPY OF RECORD

39. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as *prima facie* proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

FINES AND PENALTIES

40. A person who contravenes or fails to comply with any portion of this Bylaw is guilty of an offense and is liable to payment of the penalty specified in Schedule B of this Bylaw.

41. For an offence for which there is no penalty the following fine amounts are established for use on municipal tags and violation tickets if a voluntary payment option is offered:
- (a) \$300.00 for a first offence;
 - (b) \$500.00 for a second offence; and
 - (c) \$700.00 for a third or subsequent offence.
42. Where an Officer reasonably believes that a person has contravened any provision of this Bylaw, the Officer may, in addition to any other remedy at law, issue and serve upon the person a municipal tag or a violation ticket. The recording of the payment of a fine made to the Town pursuant to a municipal tag or to the Provincial Court of Alberta pursuant to a violation ticket shall constitute an acceptance of a guilty plea and a conviction for the offence.

MUNICIPAL TAG

43. An Officer is hereby authorized and empowered to issue a municipal tag to any person who the Officer has reasonable and probable grounds to believe has contravened any provisions of this Bylaw.
44. A municipal tag may be issued to such person:
- (a) either personally; or
 - (b) by mailing a copy to such person at his or her last known address.
45. The municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:
- (a) the name of the person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 21 days of the issuance of the municipal tag; and
- any other information as may be required by the Chief Administrative Officer.

PAYMENT IN LIEU OF PROSECUTION

46. Where a municipal tag is issued pursuant to this Bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the municipal tag.

VIOLATION TICKET

47. If a municipal tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.
48. Notwithstanding Section 49, an Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
49. If a violation ticket is issued in respect of an offence, the violation ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.

VOLUNTARY PAYMENT

50. A person who commits an offence may:
- (a) if a violation ticket is issued in respect of the offence; and
 - (b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

OBSTRUCTION

51. No person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this bylaw.

PART 6 – CONSULTATION

52. The Licensing Officer may consult with internal departments and external agencies regarding any license application for the issuance or renewal of a license.
53. Any notifications of concerns from internal departments or external agencies can be used by the Licensing Officer to make a decision on the issuance or renewal of a license.

PART 7 – CONSEQUENTIAL PROVISIONS

GENERAL

54. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town bylaws, or any requirement of any lawful permit, order or licence.

SEVERABILITY

55. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

SCHEDULES

56. The following Schedules hereto attached form part of this Bylaw:

- (a) SCHEDULE A – SPECIFIED FEES/CHARGES
- (b) SCHEDULE B - PENALTIES
- (c) SCHEDULE C – MOBILE VENDING UNIT REGULATIONS – PRIVATE LAND

ENACTMENT

57. This Bylaw comes into force and effect when it has received third reading.
58. Bylaw 736/17 and its amendments are hereby repealed.

Read a First time by Council this ____ day of January, 2025

Read a Second time by Council this ____ day of February, 2025

Read a Third and Final time by Council this ____ day of February, 2025

Mayor Mike Yargeau

CAO, Rick Binnendyk

**BYLAW 834/2025
SCHEDULE A**

General Business License Fees	SPECIFIED PENALTY
Resident	\$70.00
Non-Resident	\$120.00
Specific Classification Business License Fees	
General Contractor with all sub-trades and subcontractors	
Up to eight (8) sub-trades	\$620.00
Each additional sub-trade fee per contractor	\$70.00
<i>It should be noted that the General Contractor must submit a listing of all sub-trades at the time of applying for a business license.</i>	
Non-Resident Single Contractor	\$70.00
<i>Less than seven (7) days contract/project duration</i>	
Non-Resident Single Contractor	\$95.00
<i>Less than three (3) month contract/project duration</i>	
Non-Resident Temporary/Weekly License	\$70.00
<i>Seven (7) days or less</i>	
Seasonal License	½ the fee
<i>Four (4) months or less</i>	
Other Charges	
Notice of change for Business Fee	\$25.00
Request for Appeal	\$100.00

**BYLAW 834/2025
SCHEDULE B
SPECIFIED PENALTIES**

SECTION	OFFENCE	SPECIFIED PENALTY
38	Engaging in or operating a Business without a valid license	\$400.00
7 (a) & (b)	Failure to obtain valid municipal, provincial or federal licenses, permits, approvals, inspections, clearances or insurances; or valid development approvals under the LUB.	\$200.00
9	Failure to produce documents to the Licensing Officer as required	\$200.00
16 (e)	Failure to renew business license prior to January 31 st deadline	
	MOBILE VENDING UNIT	
19 Schedule C	Breach of mobile vending unit license condition	\$200.00
	OBSTRUCTION	
51	Obstruct/hinder person in performance of powers	\$500.00

SCHEDULE C
MOBILE VENDING UNIT REGULATIONS

Any business that carries on a mobile vending unit with the Town must:

- (a) be self-contained;
- (b) maintain the unit at all times, in a sanitary, well-ventilated and clean condition;
- (c) Provide receptacles for waste and recycling for customers while the unit is operating;
- (d) regularly collect and dispose of any refuse within a six (6) meter radius of the unit while the unit is operating;
- (e) never leave the unit unattended;
- (f) not create any sight obstructions for pedestrians or vehicles;
- (g) not allow overhead canopies or vertically operating doors to obstruct or hinder safe pedestrian traffic;
- (h) not allow the unit to obstruct doorways, fire hydrants, driveways, loading zones, or emergency access routes;
- (i) orient the unit towards sidewalk traffic and away from any streets;
- (j) if operating a mobile food truck, place mats underneath the unit and clean up any grease or condiments which are produced by the unit or its customers;
- (k) ensure that any generator associated with the unit is reasonably quiet and not causing a disturbance;
- (l) not serve customers in their vehicles;
- (m) not actively solicit or harass anyone; and
- (n) not smoke within five (5) meters of the unit.



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 __ Available __ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED: n/a

EMAIL:

- Jan. 13 Alberta Municipalities re: Alberta Municipalities' Friday News - January 10, 2025
- Jan. 13 9 FCM Voice re: FCM Voice: FCM Voice: New Collective webinar | FCM Board vacancies in NS and SK | SSC 2025 Sold Out | and more
- Jan. 15 Municipal World Daily re: Your Municipal World Daily+ for Jan. 15, 2025
- Jan. 20 Alberta Municipalities re: Alberta Municipalities' Friday News - January 17, 2025
- Jan. 23 Chinooks Edge School Division re: Chinook's Edge Board e-News January 2025

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 apprised 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 item 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 Jan. 27th, 2025 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