



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

That Council accept 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 item only

GENERAL:

Projects:

Schools:

- Draft Joint Use Agreement (JUA) pending for final review.
- Agreement for the land claim removal; pending with land titles. Final documentation Submitted Dec. 23rd.
- Lot servicing to occur upon announcement. This will need to be added as a budget item.

- Had a zoom meeting; retrieved, and forwarded overland storm water information to the engineering group for analysis.

Healthy Communities: Community Hub

- Work is progressing on this project.
- Funding source identified they will commit to the finalization of this project.

Public Works/Fire Hall Site – Site work is completed.

Green Funding application for feasibility study is in the works. There has been a virtual meeting with the engineering team with back-and-forth application work being done. This application has been extensive and detailed. We anticipate submission by the end of February.

Active Transportation Fund: Open House was held on Feb. 16th to gather community input. There was a good response with 30+ attendees looking at the upcoming projects. Written responses for trails was positive. Our office is working on a “Request for Proposal” for the Town’s engineering team for this project.

Administration:

- CastleGlen Consultants – a final draft report is now completed. A request for acceptance will be forth coming.
- Open House: February 16th; looking forward to moving forward with the projects.
- Year-end close off of town records and reporting continues with info. Being sent to our auditors.
- Feb. 9th: attended Brownlee Legal seminar in Calgary. Key take aways:
 - Constructive taking of lands case from Halifax. Municipal down zoning giving advantage to take lands.
 - Land Use Bylaw: the importance of clarity for verbiage within the bylaw. It needs to be kept current.
 - Statutory plans provides for strong development focus and ensuring all levels of government is considered. I.e. Fed realms: Aeronautics, Communications; Airport vicinities.
 - Cybersecurity Breaches in public sector: not how but when attempts are made.
 - Land titles: how to work around title changes. Currently taking around 4 months. Before 2 to 3 weeks max.
- Website: we are working on updating the town’s website. This is a major project focus for this year.
- Our team has put together a nomination for the Town of Penhold to be recognized through the Canadian Association of Municipal Administrators Association (CAMA) for “Outdoor Inclusive/Accessible and connected Recreation Space within Penhold”. This is a national award.
- **Canada Infrastructure Program: (ICIP) - waiting for response. (March)**

FOLLOW UP ACTION:

- 2023 Strat Plan regrouping of outstanding directives to be done.
- Yearend closing of files and reporting for Auditors
- Working with the planning committees for the Local Government Administration Association and Society of Local Government Managers for their upcoming conferences
- Finalize Joint Use Agreement with Chinooks Edge
- Staff Work Directive/evaluations will be occurring over the next month.
- CAO Review

COMMUNICATION:

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

OTHER COMMENTS:

COUNCIL FOLLOWUP: none at this time

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



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 ___

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:

1. Council receives the report as information
2. 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: February report

FCSS Coordinator & FCSS Community Worker

- Playgroup January attendance: Jan. 18th (11 adults, 30 children), Jan. 25th (4 adults, 12 children). February attendance: Feb. 1st (10 adults, 21 children), Feb. 8th (8 adults, 18 children), Feb. 15th (11 adults, 33 children). 10 families and 7 day homes have accessed this program so far in 2023.
- February’s Family Play Day was a great success with 60 people in attendance for the Pokémon themed day. The feedback from the completed surveys was positive and

participants indicated they were from Penhold, Springbrook, Markerville, Innisfail and Delburne.

- FCSS is partnering with the school councils at Penhold Elementary and Penhold Crossing to host screenings of both Screenagers and Screenagers: The Next Chapter. Both shows explore the impact of screens and how parents can help their child navigate them.
- The Caught Caring project in partnership with Penhold Crossing School is to recognize youth that are displaying empathy and kindness. Youth demonstrating these traits can be nominated for a prize. An email to penholdcrossing@cesd73.ca will get these youth a chance to spin the prize wheel for being awesome! Prizes are spun for every Friday at lunch with the prize wheel. A class is also volunteering with the Snow Angels program. This initiative which was created for the FCSS 2022 Regional Project is being promoted on our social media and word of mouth.

Mental Health Project timeline:

- Souper Neighbours program - ongoing
- 2023: Training for community – Brain Sciences & Resilience and Trauma Informed Care Principles & other training
- 2023: Implement initiatives to provide supports for the areas of need identified from the facilitated community conversations.
- 2023: Community Conversation
- 2023: Community Mental Health assessment
- 2023: Other initiatives

Penhold Youth Club:

- PYC attendance in January:
Grades 4-6: 30
Grades 7-12: 13
- On January 28th, staff trained 2 more Leaders in Training (LiT) members for PYC. The next training session will happen in the fall.
- PYC ran Bake Sales at Penhold Crossing School on Thursdays in February to raise money for the youth's field trips
- On February 10th-12th, PYC sold popcorn and candy bags at a hockey tournament at the Multiplex. The youth raised \$521.80 over the weekend. There will be another hockey tournament on March 10th-12th.
- PYC staff will be working on Summer Camp details in March

Communication & Events:

- Winterfest was held Friday Feb. 17 and had about 100 people in attendance. While the warm weather and lack of snow caused plans to be modified, the event was enjoyed by those who attended. The assistance from the Fire Dept, Ma & Pa's Bakery Cafe and the Girl Guide Multi-Unit contributed to the success of the event.
- While All-Net is working on the updated appearance of the website, staff is working on updating the content to make sure the revamped site is as up to date as possible when All-Net is ready.

- A "Welcome to Penhold" package is being developed for new residents and a similar online version will be created and added to the website.

Work Plan & Upcoming Special Dates:

February 27: Spring Lego Club starts
March 1 & 8: Screenagers
March 8: Community Legal Clinic presentation
March 16: The Art of Conversation
March 18: Babysitter's Course
March 18: Daddy & Me Play Day
April 22: Home Alone Course
TBD: Walk & Tech (Spring)
TBD: Seniors Information sessions (Fall)

ORGANIZATIONAL: n/a

FOLLOW UP ACTION: n/a

COMMUNICATION: n/a

OTHER COMMENTS: n/a

Presented at the February 27th, 2023 Regular Council Meeting for the Town of Penhold



CAO

Community Services

2022 Year in Review



Workshops, Presentations & Programs

Penhold Family & Community Support Services (FCSS) offers a variety of programs for all ages.

Little Libraries, Self-Defense Workshop, Volunteer Week, Community Gardens, Home Alone Course, Babysitters Course, Downsizing & Moving Forward presentation, Good Enough Parenting Workshop, Seniors Week, Summer Park Plays, Walk & Talk program, Discovery Night info fair, Walk With the Mayors-Falls Prevention, Yard Angels, Snow Angels, Mental Health Week, Stocking Stuffers for Seniors program, CSAB meetings, Playgroup, Daddy & Me Play Days, Family Play Days, Family Literacy Day, Super Dads Super Kids, Lego Club, Baby Babble, Mental Health First Aid, Ladies Night, Information & Referrals, installation of sidewalk stencils



Community Events

2022 saw a return to more traditional community events bringing the community together 14 times throughout the year.

Winterfest, Culture Days, Kindness Days, Mental Health Week, Youth Week, Spring Fling-It, Easter Eggstravaganza, Backyard Boredom Busters, Canada Day, Fall Festival, Cultural Days, Pumpkin Head Scarecrow Contest, Remembrance Day Ceremony, Community Christmas



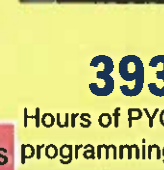
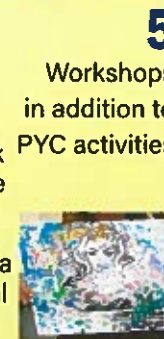
Penhold Youth Club (PYC)

It has been wonderful to see PYC so busy in 2022. The youth had the opportunity to go to West Edmonton Mall for grades 10-12 (Youth Advisory Committee), grade 7-12 and grade 4-6 field trips in June. A total of 17 youth participated in the Leaders in Training program (LiT). The Youth Advisory Committee (YAC) put together the first ever Youth Pride Week with activities ranging from dodgeball and trivia night, to bake sales and chalk the walk at local parks.

206
Youth registered



PYC youth hosted their first ever Pancake Breakfast at Canada Day and volunteered at the Easter Event, Fall Festival, Cultural Night and Community Christmas. There was a total of 5 workshops brought in to educate youth & parents on a range of topics such as a Blanket Exercise, art workshops, gender identity and Anime art. There are many great things in the works for 2023 so stay tuned!



5
Workshops in addition to PYC activities

393
Hours of PYC programming

\$7,424 Raised for PYC through fundraisers

Staying Connected

The Town of Penhold, Town of Penhold Community Support Services and Penhold Youth Club (PYC) social media pages are a source of information for residents.

4,317 facebook followers

1,228 instagram followers

2,283 twitter followers

490 E-NEWS subscribers



100
Information & Referral Requests

FCSS & PYC staff helped connect residents with area resources, supports and information.



115
Volunteers

contributed over 600 hours of their time to ensure the success of programs, activities and events in Penhold.



www.townofpenhold.ca



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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 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 January: 12 EMS, 1 alarms, and 1 motor vehicle collision.
- We have 31 qualified members: 1 Chief, 1 Deputy Chief, 1 Assistant Deputy Chief, 2 Captains, 4 Lieutenants, 15 Firefighters, 7 probationary firefighters. (0)

Training:

- Deputy Chief Wilson and Assistant Deputy Chief Flight have completed all safety codes courses, fire inspection courses, and practical evaluations and are awaiting designation as safety codes officers fire discipline level B2.
- We have applied for the Fire Services Training Grant with the Provincial Government for \$8,203.53 to run two courses; NFPA 1002 Driving Pumping and Aerial Deployment and NFPA 1001 level I (in 2024) Professional Firefighting. We await a response from the Province. (Still waiting to hear) going ahead with training.
- The fire department will be training in ICS 200 with two catered courses for our volunteers in March and October.

Fire Prevention:

- Several fire inspections have been scheduled between January and April of 2023.
- We will be wrapping up our internal review of our safety codes (fire).

Maintenance:

- Engine 1 has a pneumatic locking system for the overhead ladder that has been sticking and causing delays. It will be sent in to investigate.

Notes:**Internal Events:****External Events:**

- The Fire Department has attended Winterfest to provide support for the community event.

Municipal Enforcement:**Administration:**

- CPOs are focusing on dog violations and snow removal.
- Officer Pereira completed ICS 200 with the town.
- Officer Pereira is scheduled to complete Crime Prevention through Environmental Design.

Enforcement:

- 64 various citations were issued in January: 5 speeding violations, 7 warnings, 10 traffic violations, 2 parking violations, and 39 other violations.

Speed:

- A data collecting speed sign was placed on Hawkridge Blvd in the playground zone from January 19th to Feb 2nd. Data attached.

Animal Control:

- Officer Pereira has been registered for advanced animal control in May.

Emergency Management:

- Town employees successfully completed ICS 200 providing them with better tools and skills to respond to municipal emergencies.
- We are working with EML Canada on a pilot project to connect multiple businesses and organizations to our Municipal Emergency Plan. (ongoing)

Public Services Building:

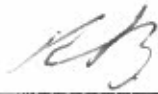
- The application for Green Municipal Funding with FCM has been completed and is being reviewed and will be sent this week. The application is for 50% funding of our proposed feasibility study for a net-zero energy public services building.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

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



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Swearing In of Deputy Mayor Shaun Kranenborg

RECOMMENDATION:

That Council appoints Councillor Shaun Kranenborg as Deputy Mayor, to be in effect March 2023 up to and including October 31, 2023.

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):

To ensure all Councillors are assigned the Deputy Mayor role during their tenure.

RESPONSE OPTIONS:

That Council does not follow alphabetic the Swearing in of a new Deputy Mayor at this time.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Deputy Mayor Muller will complete his term Feb. 28, 2023.

GENERAL:

At the Oct. 25th, 2021 Organizational Meeting Councillor Denson made a motion that Councillor Shaun Kranenborg is to serve an eight month term as Deputy Mayor from March 2023 up to and including October 2023. Motion was carried.

FOLLOW UP ACTION:

Switch photos around on the Council wall.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Feb. 27th, 2023, Regular Council Meeting for the Town of Penhold



CAO



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:

EMAIL:

- Feb. 8 Alberta Municipalities re: The Weekly – Provincial Budget Advocacy & more!
- Feb. 14 Rick re: Staff change
- Feb. 14 Rick re: CAMA Collaboration Award of Excellence submission
- Feb. 14 Rick re: Council Meeting reports
- Feb. 16 Chinook's Edge re: Chinook's Edge Board e-News February 16, 2023
- Feb. 17 Alberta Municipalities re: Alberta Municipalities' Friday News - February 10, 2023
- Feb. 22 Alberta Municipalities re: Alberta Municipalities' Friday News - February 17, 2023

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 Feb. 27th, 2023, Regular Council Meeting for the Town of Penhold



CAO