REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Bonnie Stearns**

SUBJECT: Adoption of the September 22nd, 2025 Regular Council Meeting Minutes

RECOMMENDATION:
That Council adopts the September 22nd, 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 September 22nd, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:
The minutes presented are the unapproved record of the September 22nd, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Oct. 27th with no changes made at the time of this report.

PREFERRED STRATEGY:
That Council adopts the September 22nd, 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 Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

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CAO

Town of Penhold

REGULAR MEETING MINUTES

September 22nd, 2025
Town Council Chambers

Mayor:
Mike Yargeau

Councillors:
Teresa Cunningham
Ken Denson
Cameron Galisky
Shawn Hamm
Shaun Kranenborg
Tyrone Muller

Guests:
Jo Michaluk
Kathy Sitter
Lori & Chris Wolfe

Staff:
Rick Binnendyk, CAO
Trish Willis, Corporate Services Manager
Bonnie Stearns, Executive Assistant

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2025-278
Councillor Hamm moved to accept the Sept. 22nd, 2025 Regular Council meeting agenda be accepted as amended.
CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the Sept. 8th, 2025 Regular Council Meeting Minutes

2025-279
Councillor Cunningham moved to accept the Sept. 8th, 2025 Regular Council meeting minutes as amended.
CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-280
Councillor Denson moved that Council accept the listed Business Arising out of the Minutes as information.
CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Sept. 3 – 17, 2025

2025-281
Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Sept. 3 - 17, 2025 as presented.
CARRIED UNANIMOUSLY

6.1. b. Monthly Investment for the month ending Aug. 31, 2025

2025-282
Councillor Kranenborg moved that Council receives the Monthly Investment for the month ending Aug. 31, 2025 as presented.
CARRIED UNANIMOUSLY

6.1. c. Accounts Receivable Reconciliation

2025-283
Councillor Cunningham moved that Council directs Administration to reconcile the accounts receivable list of overdue accounts as recommended.
CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-284
Councillor Hamm moved to accept the CAO's monthly report as information.
CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2025-285
Councillor Denson moved to accept the Community Services Manager's monthly report as information.
CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2025-286
Councillor Muller moved to accept the Fire & Protective Services Manager's monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-287
Councillor Galisky 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.

2025-288
Councillor Denson moved that Council accepts the verbal reports as information.
CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q & A Session

14. CLOSED SESSION

15. ADJOURNMENT

2025-289
Councillor Hamm moved to adjourn Council Meeting at 6:54 pm.
CARRIED UNANIMOUSLY

MAYOR	**CAO**

Penhold

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: November 3rd, 2025

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

COUNCIL FOLLOW-UP:

- Waskasoo Avenue North Lighting. There was a request to investigate this option prior to the election. With some discussion with Fortis, we have received a budget calculation for this stretch of road from Highway #42 to the new Public Services Building.

New Streetlight Service - Rate 31 - FortisAlberta to supply/Install 7x 150W LED EQ streetlight.

- Project estimate cost, inc GST $51,000.00

Please note, streetlight investment ($3,418.00) per net new streetlight is applied to the project estimate cost above.

*Budgetary Estimate cost cannot be accepted.

*Please keep in mind that a site check is required before we can provide you with a firm cost quote.

UPDATES:

Projects:
School:

- The facility partitional wall has been delayed re: backordered. It appears they are hopeful to put this up by the end of this year.
- We met and went over the current town site to evaluate the potential of negotiating a land transaction. They do not appear to be interested in the current site.
- Our staff team has made an application to the Safe School Routes grant offered through Federation of Canadian Municipalities (FCM). This grant encourages partnerships and we have letters of support along with roles and responsibilities identified with Chinook's Edge, RCMP, Fire & Protective Services, Citizens on Patrol and the town. This initiative, if approved, will see additional safety features incorporated throughout town which may include additional signage, crosswalk and crosswalk signals, painting curbs, roads, and paths, speed sign, as well as traffic calming items.

Offsite Levies: Our offsite levy report is in progress with Tagish Engineering; there has been some back and forth on some lands and infrastructure requirements within the long-term plans. A draft has been sent back to the town for our review and possible open houses once acceptable to council.

2025 Civic Elections: Is now officially complete. Reporting on the most part has been completed with the final results submitted and accepted by Municipal Affairs Oct. 24th.

- o Election participation ended up being 25% of the possible voters.
- o Nomination deposits will be returned to all candidates.
- o Council photos and Swearing in Ceremony occurred Wed. Oct 22nd

- Council orientation will continue with the upcoming dates.
  - o New Council Orientation occurred Sat. Oct. 25th
  - o Formal training was completed on Tues Oct 28th
    - ▪ Mr. Cuff's orientation was informative and somewhat concerning as to how fast things can go sideways.
  - o Alberta Munis Conference: Nov 12-14th,
  - o Budget meetings coming up Nov. 17th
  - o Strategic Priorities Setting Session coming up Dec 5th -7th.

Development items:

- Melcor has submitted a proposed playground site location and play structures. Our staff team has reviewed and provided comments; they appear to be good with the recommendations.
- Our office continues to work with potential opportunities in new development within Melcor and adjacent properties.
- Working with Operations team in getting information together for Council regarding Memorial Hall. A draft report has been forwarded for review.

Administration:

- Our office has been in discussion with ATCO on the path system going over the high-pressure gas line. Further information will be provided once we obtain clear directives.
- Our last zoom think tank workshop occurred with the Canadian Association of Municipal Administrators (CAMA). A report is being compiled and will be made available hopefully by the spring.
- The Bethany Group clearly identified that Penhold needs to build a business case for a possible income subsidized building.
- ATEC has forwarded further information for an extended paving strip going east approx. 2 kilometers.
- The Resident Survey on budget items has received good feedback with 135 + responses. This information will be reviewed and presented with the 2026 budget discussions.
- The Town's upcoming tax sale is now down to two Manufactured Home units. Public Auction is set for Nov. 10th at 10:00 AM

UPCOMING ITEMS OF INTEREST:

- Continue to focus on development opportunities
- Offsite Levy Report meet with developers once completed
- School Division re: their old site
- Alberta Munis Convention

- 2026 Budget Deliberations – Nov. 17

Presented at the Nov. 3rd, 2025, Regular Council Meeting for the Town of Penhold

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CAO

REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of October

RECOMMENDATION:
That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:
FCSS Supervisor & FCSS Community Navigator

- Both the Home Alone & Babysitter's courses had 16 participants in each. These courses are offered annually.
- Playgroup resumed in September with the following attendance: Sept. 10 (17 participants), Sept. 17 (17 participants), Sept. 24 (27 participants).
- We hosted our regular Craft & Connect in October. We had 15 people register to create pumpkin string art crafts. These evenings continue to offer an opportunity for participants to be creative while connecting with others.
- CSAB had its last meeting for 2025 on Oct. 16 and will resume meeting in January. The Penhold & District Optimist Club has this year's fall Charity Check Stop. Watch advertising on the date/time and make sure to support this community group.
- October's Family Play Day brought out 12 participants, including four families. We see a lot of regular families who use the opportunity to connect with other families.

Penhold Youth Club:

- <u>PYC averages for September 2025</u>
  Grades 4-6: 36 youth
  Grades 7 & 8: 7 youth
  Grades 9-12: 12 youth

- PYC's Open House was a success, with approximately 50–60 visitors stopping by to meet staff and explore the space. We received plenty of positive feedback about the program, and many enthusiastic youth, expressed excitement about joining PYC.
- We're also pleased to welcome Emily, our new Casual Youth Leader, to the PYC team. She has been doing an excellent job leading the Grades 4–6 group, and the youth have responded with enthusiasm, quickly engaging with her and making her feel at home.

- In September, we held our Leaders in Training (LiT) Orientation, with 22 youth registering for the program this year. Notably, 10 of these participants will be earning school credit through their involvement.

Communication & Events:

Community Events:

- Following Fall Festival there have been discussions with Inclusion Alberta regarding ways to ensure Penhold's community events are as inclusive as we can make them for people with physical / mental challenges requiring adaptations or considerations.

Community Christmas:

- Monarch Earthworks "Winter Village" will be happening this year. Monarch Earthworks and Jordan from CA Roofing / Perfect Lights will be installing lights and inflatables in the western loop of the RV Park and the light up of the Winter Village will be done in conjunction with Community Christmas on November 21. This area will be designed so people can drive in, loop through an RV site, and then go back out so they can walk in the area if they choose to. There will be $15,000 - $20,000 worth of lights set up at no cost to the Town for everyone to enjoy November 21 through until mid-January.
- Community Christmas will be the final community event of 2025 held on November 21, from 6:00-8:00 p.m. (The market will stay open until 8:30 p.m.)

Activities include:

- Crafts
- Cookie decorating
- Little Shoppers area
- Tree lighting
- Wagon rides through the Winter Village
- Vendor Market (Penhold Museum organizes and runs)
- Cookie Walk (Penhold Museum organizes and runs)
- Santa Photos (hosted by the Library)
- Silent Auction (Penhold Senior Drop-in organizes and runs)
- NO Entertainment area this year due to Penhold Crossing not having band programs anymore and teacher changes for grades 4-6 choir.

- Following the community event on November 21 there will be holiday activities until December 15 including Tour of Lights, Christmas Light BINGO and Colouring Contest.

Communications:

- Work is still in progress for signage for the RV Park and amenities surrounding the Community Hub
- Work is still in progress for getting trail maps added to website once the updated town map project is completed

- The digital highway sign modem has been sent for repair; the sign is currently not running and cannot be updated until the modem is repaired.
- The 2026 Budget Survey was launched Tuesday October 21 and will remain open until Tuesday November 4. It is being advertised in the October Utility bill insert and promoted through the Town's social media accounts, website homepage Notice and through E-NEWS.

UPCOMING ITEMS OF INTEREST:
November 4: Mosaic Craft at the Drop In Centre
November 5, 12, 19, 26: Playgroup
November 15: Family Play Day
November 15 & 16: PYC at the Penhold Market
November 17, Dec. 1 & 15: Lego Club
November 21: Community Christmas
November 24: Craft Club
November 29: Parents Night Out – PYC fundraiser
December 13: Parents Night Out – PYC fundraiser

CAO COMMENTS:

Presented at the November 3, 2025, Regular Council Meeting for the Town of Penhold.

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CAO

Penhold

REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of September

RECOMMENDATION:
That Council accepts the monthly Fire and Protective Services report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Fire Department

Operations:

The department consists of 29 qualified members, which includes 6 Probationary Firefighters, 13 Firefighters ranging from 4th to 1st class, 5 Lieutenants, 2 Captains, 2 Deputy Chiefs, and one Chief.

In September 2025, the Fire Department responded to a total of 14 calls:
- Rescue & EMS: 8 calls (57.14%)
- False Alarm & False Call: 3 calls (21.43%)
- Fire: 2 calls (14.29%) – 2 Red Deer County Vegetation fires, one became a structure fire.

- Service Call: 1 call (7.14%)

Compared to August (12 calls):
- Rescue & EMS: decrease by 1
- False Alarms: increase by 1
- Fire-related: increase by 1
- Service related: increase by 1

Training:

NFPA 1403 Standard for Live Fire Training Evolutions was completed

Standard First Aid for Cadets ongoing in October

Notes:
Penhold received a Training and Equipment grant for medical first response for $3,200.00 for new medical kits.

We received a grant from the Firehouse Subs Public Safety Foundation of Canada for $53,991.00 for bunker gear. The gear had multiple price increases from the time of grant submission to the time of reward. Thankfully, our vendor and supplier Associated Fire Safety Group and Starfield Lion agreed to absorb the price increases themselves. The gear will not be in our possession for weeks or months, once we have received the gear itself, we will take pictures and disseminate the information to the media. Approximately 12 weeks until delivery (16-week lead time originally). **Complete, equipment received.

Events:

2 Daycare tours, 1 preschool presentation.

Maintenance:

- Tender 1: Coolant leak found during weekly inspection, repaired.

Municipal Enforcement:

Operations:

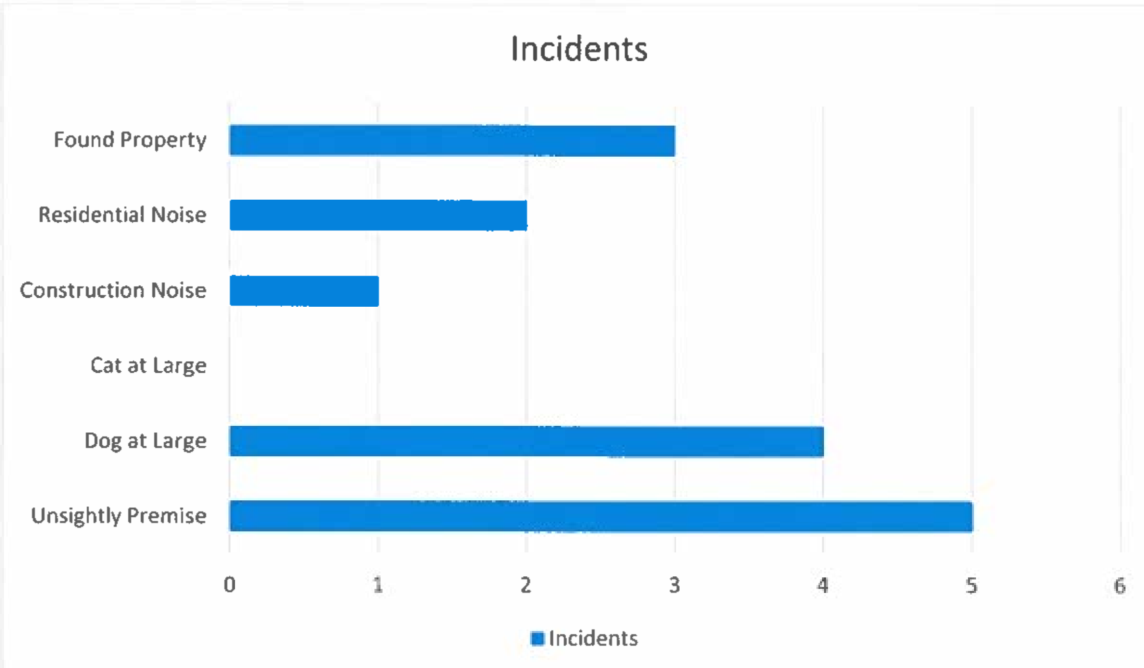
Pet Licence renewals were sent out October 1st. Residents who renew their pet licences between October 1st and December 31st for the 2026 licence year, can do so at a discount.

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (September 2025)

Top reported incidents:
- Unsightly Premise / Noxious Weeds / Overgrown Grass: 5
- Animal at Large: 4

- Noise Complaint: 3
- Others: Vandalism, graffiti, assist calls, etc.

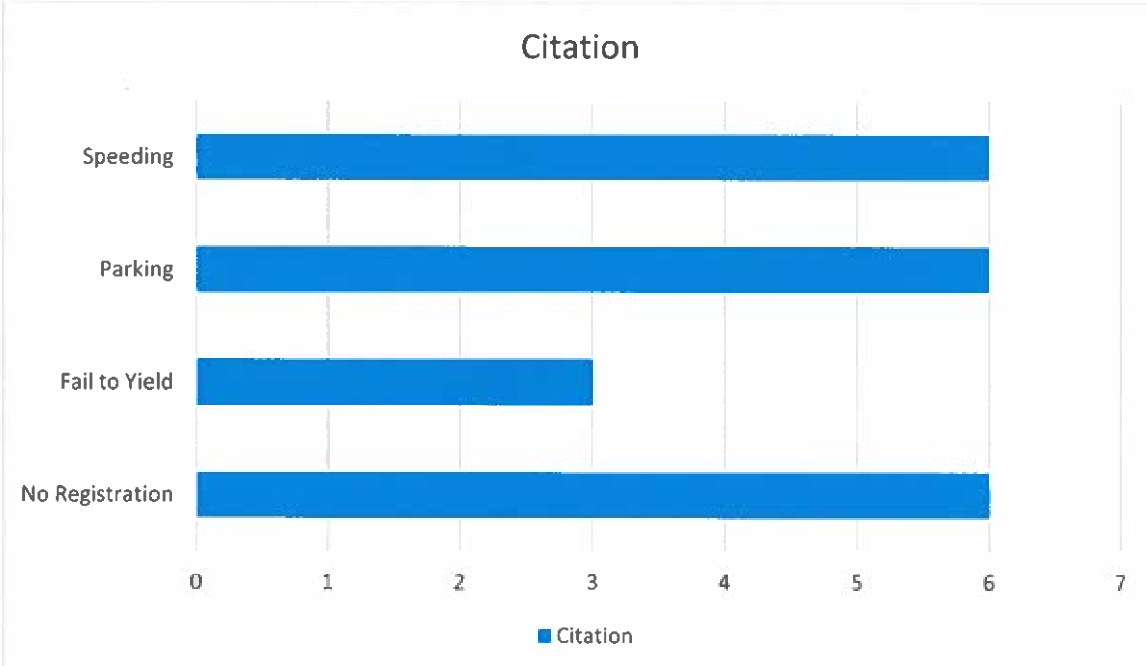
Total Incidents: 41
Compared to August (83 incidents): ↓ 42 incidents



MUNICIPAL ENFORCEMENT – CITATION TYPES (September 2025)

Citations issued:
- Fail to Yield to Pedestrian: 3
- No Registration: 6
- Improper Parallel Park: 6
- Speeding: 6

Total Citations: 30
Compared to July (16 citations): ↑ 14 citations



A speed sign was placed on Fleming Avenue south bound to assess traffic patterns along Fleming Avenue.

Serial # 304112 Street: Fleming Avenue Southbound Speed Limit: 40 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
Aug 28	117	10	9%	2	0	0	11:30p	2	0	0	40	31.1
Aug 29	111	11	10%	2	0	0	1:45p	5	1	1	40	29.6
Aug 30	92	7	8%	1	0	0	10:15p	1	0	0	40	26.3
Aug 31	54	7	13%	2	0	0	2:15p	3	0	0	42	31.4
Sep 1	60	2	3%	0	0	0	5:00p	1	0	0	37	28.2
Sep 2	189	2	1%	0	0	0	11:45p	0	0	0	37	25
Sep 3	171	9	5%	2	0	0	9:00p	4	0	0	39	28.4
Sep 4	129	7	5%	1	0	0	11:00p	3	0	0	39	28.1
Sep 5	171	9	5%	2	0	0	10:45p	2	0	0	40	29
Sep 6	159	5	3%	0	0	0	2:15p	2	0	0	37	23.7
Sep 7	46	2	4%	1	0	0	2:00p	2	0	0	39	27.4
Sep 8	121	12	10%	2	0	0	8:15p	2	1	0	40	29.5

A speed sign was placed on highway 2A North bound near the Hawkridge crosswalk.

Serial # 304112 Street: Highway 2ANorthbound (Hawkridge Crossing) 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
Sep 16	2014	928	46%	78	6	1	12:15a	191	14	3	58	49.9
Sep 17	1953	911	47%	79	4	0	10:15p	237	14	0	58	50.1
Sep 18	1989	848	43%	67	6	1	11:45p	191	8	2	56	49.7
Sep 19	1924	762	40%	63	6	4	12:00a	160	11	4	56	49.2
Sep 20	1666	788	47%	78	8	2	3:00p	177	14	2	58	50.1
Sep 21	1450	679	47%	68	4	0	3:45p	148	5	1	58	50.1
Sep 22	1896	878	46%	85	6	1	1:15p	207	14	1	58	49.8
Sep 23	1922	874	46%	63	4	0	3:45p	184	8	0	56	49.8

Emergency Management:

A Planning P workshop and Forms workshop are being planned in collaboration with AEMA (Alberta Emergency Management Agency) for early winter for the Town of Penhold staff to better understand the operating mechanisms within the incident command post of the emergency management.

The Town of Penhold hosted the RDREMP (Red Deer Regional Emergency Management Partnership) biannual meeting on September 24th. The meeting covered:

- Requirements of Elected Officials to obtain the Local Authority Elected Official Training in Emergency Management. Currently it is still available online, though it is moving to an in person only course. Required within 90 days of swearing into office.
- Review of the regional exercise and its learning opportunities.
- New Hazard Identification and Risk Assessment tool. This new tool is incredibly in depth and will require multiple days from the EM team to fully complete the top three hazards within Penhold. It is useful to find gaps in potential response.
- Exercise and training planning for 2026
- Shared Municipal Emergency Plan updates

Building Construction Milestones:

The construction is currently on budget, and we are expecting to be into the building by March/April 2026. The steel is installed, roof is on, and some concrete has been poured for aprons.

Site Setup: 100%

Site Development:

- Pad Compaction: 100%
- Site cut: 100%
- Site Services and Extension: 100%
- Site Electrical: 100%
- Site Gravelling: 100%
- Gas Service: 0%

- Bollard Install: 100%
- Gravel prep for NW Apron: 100%
- Forming NW Apron: 100%
- Gravel prep SW Apron: 100%
- Forming SW Apron: 100%
- Gravel prep SE Apron: 100%
- Forming SE Apron: 100%
- Gravel prep NE Apron: 100%
- Forming NE Apron: 100%
- Asphalt Prep: 100%
- Asphalt Paving: 100%
- Pin on Curbs: 100%
- Line Painting: 100%
- Wheel Stops: 100%
- Landscaping: 0%

Shop and Office Shell:

- Foundation and Piling Install: 100%
- Gradebeams: 100%
- Backfill: 100%
- Structural Steel Install: 100%
- Misc Steel Install: 100%
- Roof Install: 100%
- Wall Panel Install: 100%
- Trim and Gutters: 100%
- RTU Install: 100%
- Overhead Door Install: 100%
- Exterior Window Install: 0%

Top Down Finishes:

- Gas Line Install: 0%
- HVAC Install: 0%
- Lighting Install: 75%
- Sprinkler Install: 75%
- Sump Install: 0%
- Underground Plumbing Rough In: 0%
- Plumbing Backfill: 0%
- Underground Electrical: 0%
- Backfill Electrical: 0%
- Excavate for Trench Drains: 0%
- Radon Rock Install: 0%
- Radon Membrane Install: 0%
- Radon Inspection: 0%

- Trenches Forming and Rebar: 0%
- Place and Finish Slab: 0%
- Slab Sawcut and Sealer: 0%
- Mechanical and Electrical & Wall install: 0%
- Liner Panel Install: 0%

Office Main Floor:

- Underground Rough In: 0%
- Radon Rock Install: 0%
- Radon Membrane Install: 0%
- Radon Inspection: 0%
- Forming and Rebar: 0%
- Office Slab Pour: 0%
- Office Slab Sawcut and Seal: 0%
- Layout Office Walls and Tracks: 0%
- Firespray: 0%
- Office Wall Framing: 0%
- Doorframe Install: 0%
- Mechanical/Electrical Rough in: 0%
- Drywall: 0%
- Mud and Tape: 0%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%
- Millwork Install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Office Second Floor:

- Mezzanine Rebar: 100%
- Mezzanine Place and Finish: 100%
- Mezzanine Sawcut and Seal: 100%
- Steel Stud Framing: 100%
- Door Frame Install: 0%
- Mechanical and Electrical Rough In: 0%
- Drywall: 0%
- Mud and Tape: 0%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%

- Flooring: 0%
- Millwork Install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Cold Storage Building:

- Slab Gravel Install: 100%
- Forming and Rebar: 100%
- Slab on Grade and Apron: 100%
- Bollards and Form: 100%
- Wood Framing: 50%
- Roof and Wall Tin Install: 0%
- Overhead Door Install: 0%
- Electrical Install: 0%

UPCOMING ITEMS OF INTEREST:

- Continued Building Construction

CAO COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

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CAO

Penhold

REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of September

RECOMMENDATION:

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Arena – September brought the close of hockey camps and the preparations for the Fall hockey season. Many groups had their final bookings for the season while another group had their first bookings for the season. I have been checking over the facility bookings for a few of our users to make sure that there are no conflicts. I have also started to look at our facility rates in comparison to the communities around us for the next budget year.

Gymnasium – The Gymnasium is getting back into the swing of things with the school starting up and most of our regular drop-in programming starting as well. I have been talking with our wheelchair Rugby group as they are hosting a tournament in October right before the election about adding some lines on the floor in the gym to bring the space they use up to regulations for them. We will be putting a line down for the tournament and I will find out what the cost is to make the line permanent for 2026.

Facility Stats – In September we produced roughly 41,887 kWh of power with our solar panels reducing our carbon footprint by roughly 29,320 kg and saving us roughly $5,026.00 in power.

We also saw about 25,721 people visiting the Multiplex in September through the front doors of the facility. This jump in visitors is probably due to Fall Festival where we saw 5,354 people come through the building on the Friday and Saturday of Fall Festival.

Fitness -

	September 2024	September 2025
MEMBERSHIP SALES	$13,424.25	$13,381.75
DROP-INS	$252.00	$235.00
TRAINING	$2,449.75	$3,149.75
DROP IN GYM	$263.00	$161.00
TOTAL REVENUE	$16,803.50	$16,943.00

A total of **20** fobs were issued for 24-hour members in the month of September.

The Fitness Centre had **48** new members for the month of September.
Fitness Center usage started picking up towards the end of the month. We did a Fall Membership Sale for a 3-month membership. This brought in some new members and many members renewed until the end of the year. We also had a Staff Fitness Challenge. It was great to see the staff coming in more often to use the Fitness Center and Track.

Classes running in September are Full Body Mix & Match, In the Zone, Pilates Fusion, Burn & Turn Spin, Zumba Step, TRX, Muscle Up Express, Hot Beats, Early Burn, 8 Rounds, Pump It Up, Step, Butts & Gutt's HIIT Mix, Game of Gains, Power Step, and Stretch & Release.
This month all Gym drop-in activities started back up as well as drop in skating.

Registration for October – December Learn 2 Skate opened September 23rd. Most of the October classes are full.

	September 2025	Totals 2025
Penhold Sr Track Users	18	191
Kids Gym	57	558
Staff Fitness Usage	54	319
Penhold Fire Dept	16	242
Pickle Ball	--	673

The above chart will now be used for tracking information for 2025.

UPCOMING ITEMS OF INTEREST:

CAO COMMENTS:

Presented at the Nov. 3, 2025 Regular Council Meeting for the Town of Penhold

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CAO

Penhold

REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of September 2025

RECOMMENDATION: That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water Consumption of 27,621 M^3 for the month of September is up 15% in comparison to last year.
- Monthly water meter reads were completed on September 15th.
- 44% of utility accounts are signed up to receive E-Bills.
- There were two new water meters installed in residential properties.
- Sept 8, our quarterly THM Samples were taken and sent to WHS Labs in Calgary and results returned satisfactory.
- Empty CL2 Cylinders were exchanged for full ones at both reservoirs
- Sept 11. annual cleaning and inspections of Reservoir #1 was completed by Aquatech Diving.
- 1 water quality complaint was received and Operators went to the home and investigated. Flushing of the line and samples were completed.
- Annual Fall Flushing and hydrant pump out was started on Sept 29th.

SEWER:

- As of August 31st, sewer flows were up 17% in comparison to last year with the volume of sewer flow being 24,167 M^3.
- The Sani Dump had 112 credit card users and 39 token users through the month of September.
- Sterling installed the new Vega Level Sensor at BLS
- The foot pedal at the Sani dump had the bolts corroded away. Operators were able to create a new mounting bed and re-secure the pedal with new hardware.
- CP Inspections performed high pressure flushing on select stretches of sanitary line on Sept 17-19th

SRDRWC:

- Operators performed 160 hours of work in September on the Regional System, with no after hour call outs on the system.
- SRD Operations meeting was held on Aug 9th in Bowden.
- Sterling performed annual maintenance on all generators on the system

TRANSPORTATION:

- Staff assisted with setup and clean-up of Fall Festival activities.
- Street Sweeper was out on Sept 2nd, 3rd, 4th, & 8th
- Curb painting and crosswalk touchups were completed.
- Staff helped the Parent Council with the new middle school playground by spreading dirt, laying cloth, spreading engineered wood chips, and laying sod.
- Alleys were graded on Sept 26th & 29th.
- **Maintenance of Equipment:**
    - Hydro Vac Trailer burner thermostat was replaced.
    - Ball joints were replaced in #49 Gator
    - #9 had a replacement tailgate installed
    - Oil changes and regular maintenance is being completed when required.

STORM:

- Tranquility Park Fountain was cleaned when needed.
- The drainage ditch that runs behind Mann Drive was being cleaned out by Operators using the backhoe. This removed the bulrushes that were growing in the ditch and helped improve the drainage for the water. During this task our dump truck was too close to the edge and slid into the ditch and a tow service was required to recover the truck safely.
- CP Inspections performed High Pressure Flushing on select storm lines to clean out any sediment.

PARKS & RECREATION:

- **Sports Fields**
    - Ball Diamonds were dragged and lined on Sept 2nd, 4th, & 5th
    - Soccer Field & Ball Diamonds were watered on Sept 2nd, 3rd, 4th, 9th, & 15th.
    - Herbicide was sprayed on the sports fields on Sept 12th.
    - Sept 25 Staff installed extra goal posts.
    - The damaged partition at the Rec Centre was replaced on Sept 25th.

- **Parks**
    - A used Water Truck was purchased out of BC and two staff members drove the unit back
    - Garbages were emptied on Sept 4th, 11th, & 29th.
    - Dog Poop Receptacles were restocked on Sept 9th.
    - Leveling of dirt in the Penhold Commons took place.
    - Mowing was done on Sept 3rd, 9th, 12th, 19th, & 26th.

- Weed whacking took place on Sept 3rd, 9th, 11th, & 26th.
- Watering of trees, flower beds and sod took place on Sept 2nd, 3rd, 4th, 8th, 9th, 10th, 11th, 12th, 15th, 23rd, & 24th.
- Pruning happened on Sept 2nd, 3rd, 4th, 11th, 15th.
- Staff completed the landscaping along the freshly paved trail along Lincoln St.
- Staff assisted the group at Waskasoo Middle school with their dirt, laying of cloth, spreading of woodchips, & laying of sod.
- Staff started to clear out the flower beds for the season.

- **Splash Park**
  - Splash Park was closed on Sept 8th.
  - Staff worked on some maintenance items and prepared the Park for winterization.

MEMORIAL HALL:

- For the month of September there was four bookings in the Hall. For October there is four additional bookings and 3 lease agreement groups with weekly bookings.
- Staff repaired the Deck lights, Kitchen sink drain, a table leg, and a window screen in the men's Bathroom.

GARBAGE:

- Compost Bins were pushed in by staff on September 8th, 9th, 10th, 11th, 15th, 18th, 19th, 22nd, 23rd, 24th, 25th, 26th, & 29th.
- Compost Bins were moved to a temporary location by the Ball Diamonds on Sept 8th till the end of the 2025 season. This was done in order for groundwork to be completed on the new Public Services Building (PSB) facility site. The bins will return to their permanent location by the PSB facility in the spring of 2026.

RV Park:

- There were 66 bookings made in the month of September.
- Out of the total 67 Sites available, our nightly occupancy rate was on average 34 sites per night with the lowest being 24 and the most being 64 sites occupied.
- Operation Staff covered caretaking duties from Sept 24th to Oct 3rd while the caretakers were away on a pre-booked trip.

ORGANIZATIONAL:

- Staff have been updated on the approved grid.
- The remaining give Seasonal staff completed their employment by Sept 15th
- 2 Operators attended Western Canada Water Conference in Edmonton on Sept 15 - 19th

UPCOMING ITEMS OF INTEREST:

- Installation of Grain Elevator Signage.

- Signage & maps to come for Disc Golf; including being added to a disc golf mobile app with Penhold's 18-hole course mapped out on it.
- A section of sewer line to be replaced on Lucina St.
- A section of storm line to be relined on Minto St.
- Annual Water Valve replacement as part of the Town's Asset Management.
- Pathway to be completed on Lincoln St. to Waskasoo Ave.
- Annual Fall Flushing & Pumping out of hydrants.
- Fall Sweeping

CAO COMMENTS:

Presented at the November 3rd, 2025 Regular Council Meeting for the Town of Penhold

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CAO

Penhold

REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of October 2025

RECOMMENDATION: That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water Consumption as of October 28th is 22,443 M^3
- Monthly water meter reads were completed on October 14th. There was an issue with 30 accounts when bills were ran. Printed bills were pulled from being mailed and all customers were contacted to notify them of the issue and the delay in mailing out their bills. Administration is working with Vadim to correct the issue and to prevent it from happening again in the future. There was no issues found with any other accounts and bills were mailed out after being verified.
- 45% of utility accounts are signed up to receive E-Bills; a minor increase from the recent postal strike was observed. Noted, only 2 out of the 7 on Council are signed up for E-billing. If you contact our Utility Clerk, she would be more than happy to assist you with signing up for E-billing.
- There was one new water meter installed in a residential property.
- A water leak on the service connection before the CC was found and repaired at 20 Larne Pl.
- Sterling was out and performed annual maintenance and load testing on both backup Generators at both Reservoirs.
- Sterling also performed Annual Pump Maintenance at both Reservoirs
- Operators worked on Annual Fall Flushing of main lines & Hydrant pump out on Oct 1st, 2nd, 6th, 7th, 8th, 9th, 10th, 14th, 15th, 16th, 17th, 20th, & 24th.

SEWER:

- As of September 30th, sewer flows were 23,521 M^3 for the month. This up 14% in comparison to this time last year.

- The Sani Dump had 74 credit card users and 13 token users through the month of October.
- Operators worked on Annual Fall Flushing of Sanitary mains on Oct 1st, 2nd, 6th, 7th, 8th, 9th, 10th, 14th, 15th, 16th, 17th, 20th, & 24th.
- CP Inspections performed flushing and camera'ing on select sanitary mains.
- Sterling performed annual Generator maintenance and load testing at NLS.
- Sterling also performed annual Pump maintenance at BLS, NLS, & PLS.

SRDRWC:

- Operators performed 156 hours of work in October on the Regional System, with no after hour call outs on the system.
- SRD Operations meeting was held on Oct 14th in Olds.
- The Muffin Monster at WLS#1 failed and the trough had to be switched to the bar screen section while a plan to repair the unit happens. This requires staff to manually rake debris off the bar screen and haul out in garbage bags.
- Operators worked on pumping out ground water collected in the SRD Vaults along the line on Oct 14th and 15th.

TRANSPORTATION:

- Street Sweeper was out on Oct 6th, 9th, 10th, & 21st.
- Gravel stockpiles are starting to get restocked
- Potholes and larger cracks were repaired with the asphalt trailer
- Border Paving completed the repairs in various locations of town.
- Alleyways were graded on Oct 1st, 2nd, 7th, & 10th. Extra gravel was hauled in and Harley Raked on some alleys on the 16th, 17th, & 23rd.
- Operators began fall sidewalk inspections on Oct 23rd, 14th, & 27th.
- **Maintenance of Equipment:**
    - CVIP's on various trailers and units # 22 and 23 were completed.
    - Winter equipment is being serviced and prepped for the upcoming season.
    - Unit # 10 had its tires replaced
    - The tarp on #23 was damaged during an incident and the cloth and mechanism needed to be replaced.
    - Equipment that contains water and is stored outside of the Shop has been winterized.
    - Oil changes and regular maintenance is being completed when required.

STORM:

- Tranquility Park fountain was cleaned and water added when needed.
- Operators worked on digging out vegetative growth in the drainage ditch behind Mann drive. The Backhoe and Dump truck were used. This is to improve drainage in the ditch.
- Operators worked on vacuuming out catch basins and drains on Oct 24th and 28th.
    - Sterling performed annual pump maintenance at LLS.

PARKS & RECREATION:

- **Sports Fields**
  - Extra Soccer posts were installed in the Commons Area.
  - Lincoln Rec Centre Floor was Black Coated
  - Staff swept off the ODR surface and installed a rubber mat to prevent skates touching concrete when leaving the building.
  - Both Disc Golf Courses are mapped out on the U-Disc app and website. Users can use the app as a score card. Stat information is generated form the website as noted for October 19 - 26 @ Critters Corner where six rounds were played by four players; spending four hours playing and taking 11,454 steps. At Athletic Park, two rounds were played by two players; spending two hours playing and taking 4,320 steps.

- **Parks**
  - As part of the Tree Grant a used water truck was purchased out of Summerland BC, 2 Operators drove the truck back and completed a CVIP and adding a custom Hose Reel for filling planters.
  - Staff picked up 24 empty plastic barrels to build the dock for Penhold Commons Pond.
  - Hay bales were picked up to be placed at mount Penhold to prevent tobogganers from crashing into the culvert pipe.
  - Mowing was done on Oct 7th, 10th & 17th.
  - Weed whacking was done on Oct 7th.
  - Garbage cans were emptied on Oct 10th & 20th.
  - Watering of trees and sod were done on Oct 17th & 24th.
  - Flower pots and beds were cleaned out on Oct 3rd, 6th, 7th, 8th, & 10th.
  - Snow Fence was installed along the north Oxford walkway on Oct 27th.
  - Staff inspected Christmas lights and decorations on Oct 27th & 28th.
  - Staff had minor maintenance at the Commons Bathroom; which were closed for the season on Oct 14th.
  - Staff had to clean up some broken glass that was reported at Hayter Park on Oct 28th.

MEMORIAL HALL:

- For the Month of October there was four bookings in the Hall. For November there is three additional bookings and three lease agreement groups.
- Caretaker gave us notice that they would not be renewing their contract as she will be moving into a career field. We would like to thank Natalie for a great job done. She will conclude her caretaker duties on Dec 31, 2025. A posting for the contracted position has been posted onto the Town's Website.

GARBAGE:

- Garbage & Recycling Totes are repaired when reported.
- Compost Bins were pushed in by staff on October 1st - 3rd, 8th - 10th, 14th, 16th, 17th, 20th- 24th, 27th& 28th.

RV Park:

- RV Park closed for the Season on Oct 14th.
- For the month of October, there were 15 bookings made.
- Out of the total 67 Sites available our nightly occupancy rate was on average was 23 sites per night with the lowest being 19 and the most being 26 sites occupied.
- A season debrief meeting was held with the Caretakers and overall positive experience from the season for them. Lots of positive reviews about the cleanliness, amenities available, and how great staff have been. Caretakers had minor suggestions for park improvement, i.e. Site # Signs on both sides of posts; added gravel to level a couple stalls out. We would like to thank Dale and Lorna for joining us this year and hope to see them return next season as Caretakers.
- Staff started working on inspecting all and replacing 30amp receptacles on pedestals that were showing signs of failure.
- Staff rented a compressor and shut down the water and blew out all the lines on Oct 20th. CP inspections was brought in to pressure clear out all the sanitary lines in the park.
- A report with campground comparisons with pricing will be ready for next Operations Report.
- Cement barricades were placed to block the entrance until the Christmas Village will be installed in November.

ORGANIZATIONAL:

- 3 Operators attended Grader Training by Brandt Tractor at the Multiplex on Oct 9th.
- Staff attended the AED & Fire Extinguisher Training on Oct 15th.
- All Operations Staff got a tour of the construction progress of the new facility.

UPCOMING ITEMS OF INTEREST:

- Installation of Grain Elevator Signage along Fleming Ave.
- A section of Sewer line to be replaced on Lucina St. scheduled November.
- A section of Storm line to be relined on Minto St.
- Annual Water Valve Replacement as part of the Town's Asset Management Scheduled November.
- Fall Sweeping completed
- Community Christmas Decorations
- ODR Ice when weather allows

CAO COMMENTS:

Presented at the November 3rd, 2025 Regular Council Meeting for the Town of Penhold

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CAO

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Alberta Municipalities Nomination for President

RECOMMENDATION:
That Council endorses Mayor Yargeau to stand for election on Alberta Municipalities Board of Directors for the position of President;
AND FURTHER that Council supports $2,500 of expenses related to serving on the Board.

CAO COMMENTS:
Council, through the Town's Strategic Directives, have identified that we desire to have influence on higher levels of governance to further assist communities within central and all Alberta.

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 153 (a) states in part that Councillors have the duty "..... to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:
This member-elected body informs national policy priorities on behalf of cities and communities of all sizes. Board directors meet in person/hybrid three times per year, with some committee meetings in between.

DESIRED OUTCOME(S):
- To ensure the Federal Government hears our community/provincial voice.
- Assist in recommending policy directives affecting municipalities to the Federal Government.

RESPONSE OPTIONS:
1. That Council defers the FCM Board Nomination back to administration and requests additional information.
2. Choose not to participate.

PREFERRED STRATEGY:
Position Penhold to champion local and regional priorities at the national level.

IMPLICATIONS OF RECOMMENDATION:
Financial, possible administrative support

GENERAL:
See attached information

ORGANIZATIONAL:
Administration will support this process when called upon.

FINANCIAL:
Will be determined should Penhold's Mayor get elected by the number of meetings and required travel.

FOLLOW UP ACTION:
Nomination process will need to be completed.

COMMUNICATION:
Notification to the residents will be sent once results are in.

OTHER COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

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CAO

2025 Alberta Municipalities Board Elections

Candidate Information and Nomination Package

Alberta Municipalities
Strength In Members

Table of Contents

Introduction
The 2025 Alberta Municipalities Board elections will be held on Friday, November 14, 2025.

This package provides information to individuals interested in participating in the nomination and election process for Board positions. Prospective Board candidates are encouraged to contact the Returning Officer for further information on the role and responsibilities of a Board Member.

Positions Available
The following Board positions are up for election this year:
- President
- Director, Cities up to 500,000 - two-year term (2 positions)
- Director, Towns East - two-year term
- Director, Villages South - two-year term
- Director, Summer Villages - two-year term
- Vice-President, Cities up to 500,000 - one-year term
- Vice-President, Towns - one-year term
- Vice-President, Villages and Summer Villages - one-year term

The Voting Classifications and Electoral Zones are in Appendix A.

Board Role and Responsibilities
Alberta Municipalities operates as a member board and a governance board. This means the Board's role is to provide strategic oversight and direction to ensure the Association remains responsive, relevant and accountable to our members.

Key Board responsibilities include:
- Advancing the interests of the Association, its goals, programs, issues and policies.
- Developing and evaluating the specific advocacy programs and services of the Association.
- Ensuring that the powers, duties and functions of the Association are appropriately carried out.
- Carrying out the powers, duties and functions expressly given to it under legislation and the Bylaws or policies of the Association.
- Monitoring and influencing government legislation, programs and policies which impact the membership.
- Ensuring effective, credible relations in respect of advocacy are maintained with member municipalities, the provincial government and other organizations.
- Apprising the membership of significant national and provincial trends and/or issues that affect local governments and taking action to ensure their interests are known to decision makers.
- Monitoring, as the sole shareholder, the Association's interest in the Alberta Municipal Services Corporation (AMSC).
- Establishing a mandate for itself and for Administration on an annual basis and approving a business plan to achieve its mandate.

Executive Committee Role and Responsibilities
The Executive Committee is a standing committee of the ABmunis Board of Directors and consists of the ABmunis President and five (5) elected Vice-Presidents, with the President serving as the Chair.

Key Executive Committee responsibilities include:
- Make decisions within the authority delegated by the Board or outlined in bylaws and policies.

- Review advocacy communication plans to ensure ABmunis' positions are clearly shared with municipalities, media, and other governments.
- Respond to urgent issues on behalf of the Board when decisions are needed between meetings.
- Meet with provincial, federal, and municipal leaders to advocate for Alberta's urban priorities.
- Lead the annual performance review of the Chief Executive Officer, in collaboration with related Boards.
- Analyze and comment on the impact of provincial and federal budgets on members.
- Review and recommend updates to the Association's bylaws, policies, and objectives.
- Review and recommend the annual Operational Plan and Budget to the Board.
- Work with the CEO on matters related to personnel, organizational structure, and internal policies.
- Review committee terms of reference to ensure they remain relevant and effective.
- Set up reporting processes for external bodies where ABmunis has representation or interest.

Eligibility

Those eligible to stand in an election must:

- be an elected official of a Regular Member in good standing,
- submit completed nomination papers in the form prescribed by the Returning Officer,
- be nominated by at least two other elected officials of Regular Members in good standing in the relevant classification, and
- for President or Vice-President positions, have the nomination approved by a motion of the council of the nominee's municipality.

More details are outlined in the Elections Procedures.

Ideal Board Member Profile

Alberta Municipalities seeks committed Board members with high ethical standards and an interest in the long-term best interests of the Association and its members. Experience serving on public/private sector or not-for-profit boards is desirable. While not required, other desirable competencies include:

Desired Competencies

- Accounting/Financial
- Board Governance
- Business Administration/Management
- Communications and Marketing
- Community and Social Responsibility
- Community/Stakeholder Relations
- Critical/Strategic Thinking
- Environmental, Social and Governance (ESG)
- Public Policy
- Strategic Planning
- Executive Leadership
- Fostering Diversity
- Human Resources and Compensation
- Indigenous Community Awareness
- Information Technology
- Leadership/Teamwork
- Legal/Regulatory
- Municipal Governance/Operations
- Risk Management

Time Commitment

Serving on the ABmunis Board is a meaningful and rewarding experience that requires a significant investment of time and preparation. Below is the summary of the estimated time commitments associated with Board and Committee responsibilities. Meeting materials are uploaded to the Association's Board Portal, Convene, approximately one week in advance.

Meeting Preparation	**Time Commitment:** 3-4 hours per meeting (depending on materials).
Orientation Sessions	**Who:** New Board members (mandatory), Existing Board members (optional). **Frequency:** 2 sessions (individual and group) prior to the first regular Board meeting following election. **Time Commitment:** 4-5 hours.
Board Meetings	**Frequency:** Monthly (except in February and July). **Time Commitment:** 5-6 hours per meeting. **Number of Meetings:** Minimum 10 meetings per year. **Start Time:** 9:00 a.m. *Note: The first meeting of the new Board takes place immediately following the close of Convention and is scheduled for 1 ½ hours.* *Board members are also expected to attend special events as required from time to time.*
Federation of Canadian Municipalities (FCM)	Only required for the President.
Spring and Summer Municipal Leaders' Caucuses	**Frequency:** Annually, March and June. **Time Commitment:** 2 days (March), 3 days (June). *Note: Board members' attendance is optional.*
President's Summit	**Frequency:** Every 2 years, next event is 2027. **Time Commitment:** 1 day.
Strategic Planning Sessions	**Frequency:** Annually, May and August. **Time Commitment:** 2 days (May), 1 days (August).
Convention	**Frequency:** Annually (September), Municipal Election Year (November). **Time Commitment:** 4 days.
Education Sessions	As required.

Each Board member is expected to serve on at least one standing committee of the Board. Below is a summary of Committee time commitments excluding meeting preparation:

Committee	Frequency	Time Commitment	Meetings Per Year
Audit and Finance Committee	Quarterly	4-6 hours	4
Executive Committee	Monthly (except March, June, and August.)	4-6 hours	9
Governance Committee	Quarterly	4-6 hours	3
Human Resources Committee	Minimum three/year	4-6 hours	3
Investment Advisory Committee	Quarterly	4-6 hours	4

Advocacy Committee	Frequency	Time Commitment		Meetings Per Year	
		In Person Meetings	Virtual Meetings	In Person Meetings	Virtual Meetings
Finance and Economy	Per approved Governance Calendar and as required.	4-6 hours	1-2 hours	3	2
Health and Social Well Being		4-6 hours	1-2 hours	3	2
Infrastructure and Environment		4-6 hours	1-2 hours	3	2
Municipal Governance		4-6 hours	1-2 hours	3	2
Policing, Justice, and Emergency Management		4-6 hours	1-2 hours	3	2

Total estimated annual time commitment for a Board member

- **Board Meetings:** 50–60 hours.
- **Orientation:** 4–5 hours.
- **Committee Work:** Varies by Committee and appointment.
- **Other Events:** 10–20 hours.

Member Engagement

As a member-driven organization, Alberta Municipalities thrives on consistent and genuine member engagement. Given this, Board members are expected to utilize the tools and resources provided by the Association to regularly engage with the members within their respective zones.

In addition to interacting with members at events and responding to direct member inquires, Boards members are expected to reach out to each municipality in their zone during their two-year term using one or a combination of the following options:

- Conduct in person member visits,
- Send direct emails to their zone membership, and
- Host online meetings.

Board Member Role in Member Engagement and Discussing Business Services

Board members play an important role in sharing information about ABmunis' business services with Mayors, Councillors, and municipal administrators. Board members are encouraged to:

- Mention ABmunis business services during member visits.
- Highlight the connection between supporting business services and funding advocacy efforts.
- Share how these services benefit community non-profits in their municipalities.
- Offer positive, personal insights, especially if your municipality uses these services.
- Encourage follow-up by suggesting that municipal administration contact their regional manager for more information.

Member Engagement Time Commitment

While the exact time will vary depending on zone size and individual approach, Board members should anticipate member engagement (e.g., emails, calls, or meetings), periodic travel for in-person visits and preparation time for discussions on business services and advocacy.

Honoraria and Expenses

Board members are entitled to receive honoraria for their service on the Board, Committee, or Task Force and are reimbursed for expenses incurred in accordance with the Association's Honoraria and Expenses policy. Board members also receive an allowance for their professional development.

Nomination Papers

All nominees must file completed nomination papers for each position the nominee wishes to contest.

Nomination papers for each Board position is provided on the ABmunis website.

Nomination Deadline

The deadline for receipt of nomination documents is 11:59 p.m., Thursday, November 6, 2025.

Appendix A

Voting Classifications and Electoral Zones

Cities over 500,000	Cities up to 500,000	
Calgary	Airdrie	Lethbridge
Edmonton	Beaumont	Lloydminster
	Brooks	Medicine Hat
	Camrose	Mackenzie County
	Chestermere	Red Deer
	Cold Lake	Regional Municipality of Wood Buffalo
	Fort Saskatchewan	St. Albert
	Grande Prairie	Spruce Grove
	Lacombe	Strathcona County
	Leduc	Wetaskiwin

Towns East	Towns West	Towns South	Villages East	Villages West	Villages South
Athabasca	Barrhead	Banff	Alliance	Alberta Beach	Acme
Bashaw	Beaverlodge	Bassano	Amisk	Alix	Arrowwood
Blackfalds	Bentley	Bow Island	Andrew	Bawlf	Barnwell
Bon Accord	Bowden	Canmore	Boyle	Berwyn	Barons
Bonnyville	Calmar	Cardston	Chauvin	Big Valley	Beiseker
Bruderheim	Devon	Carstairs	Chipman	Bittern Lake	Carbon
Castor	Drayton Valley	Claresholm	Clyde	Breton	Carmangay
Coronation	Eckville	Coaldale	Consort	Clive	Champion
Daysland	Edson	Coalhurst	Czar	Cremona	Coutts
Elk Point	Fairview	Cochrane	Edgerton	Delburne	Cowley
Gibbons	Falher	Crossfield	Forestburg	Donalda	Delia
Hardisty	Fox Creek	Crowsnest Pass	Glendon	Donnelly	Duchess
Innisfail	Grimshaw	Diamond Valley	Heisler	Edberg	Empress
Killam	High Level	Didsbury	Holden	Elnora	Foremost
Lac La Biche County	High Prairie	Drumheller	Hughenden	Girouxville	Glenwood
Lamont	Hinton	Fort Macleod	Innisfree	Hay Lakes	Hill Spring
Legal	Jasper	Hanna	Irma	Hines Creek	Hussar
Millet	Manning	High River	Kitscoty	Nampa	Kananaskis I.D.
Morinville	Mayerthorpe	Improvement District No. 9 (Banff National Park)	Lougheed	Rosalind	Linden
Mundare	McLennan	Irricana	Mannville	Rycroft	Lomond
Ponoka	Onoway	Magrath	Marwayne	Spring Lake	Longview
Provost	Peace River	Milk River	Myrnam	Warburg	Milo
Redwater	Penhold	Nanton	Paradise Valley		Morrin
Sedgewick	Rainbow Lake	Nobleford	Ryley		Munson
Smoky Lake	Rimbey	Okotoks	Veteran		Rockyford
Stettler	Rocky Mountain House	Olds	Vilna		Rosemary
St. Paul	Sexsmith	Oyen	Waskatenau		Standard
Tofield	Slave Lake	Picture Butte			Stirling
Trochu	Spirit River	Pincher Creek			Warner
Two Hills	Stony Plain	Raymond			Youngstown
Vegreville	Swan Hills	Redcliff			
Vermilion	Sylvan Lake	Redwood Meadows			
Viking	Thorsby	Stavely			
Wainwright	Valleyview	Strathmore			
	Wembley	Sundre			
	Westlock	Taber			
	Whitecourt	Three Hills			
		Vauxhall			
		Vulcan			

Summer Villages *All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages*			
Argentia Beach	Half Moon Bay	Parkland Beach	Sunbreaker Cove
Betula Beach	Horseshoe Bay	Pelican Narrows	Sundance Beach
Birch Cove	Island Lake	Point Alison	Sunrise Beach
Birchcliff	Itaska Beach	Poplar Bay	Sunset Beach
Bondiss	Jarvis Bay	Rochon Sands	Sunset Point
Bonnyville Beach	Kapasiwin	Ross Haven	Val Quentin
Burnstick Lake	Lakeview	Sandy Beach	Waiparous
Castle Island	Larkspur	Seba Beach	West Baptiste
Crystal Springs	Ma-Me-O Beach	Silver Beach	West Cove
Ghost Lake	Nakamun Park	Silver Sands	White Sands
Golden Days	Norglenwold	South Baptiste	Yellowstone
Grandview	Norris Beach	South View	

Alberta Municipalities
Strength In Members

Connect

300, 8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431 ■ 310.MUNI

abmunis.ca

REQUEST FOR DECISION

Department: Legislative **Submitted by: Rick Binnendyk**

SUBJECT: 2026 Daines Ranch Pro Rodeo – Sponsorship Opportunity and Package

RECOMMENDATION:
That Council defers discussion of possible support to the 2026 Town of Penhold Budget Deliberations.

CAO COMMENTS:
The town has supported this venture in past with
$ 4,000 in 2024 and
$ 5,000 in 2025

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 153 (a) states in part that Councillors have the duty "….. to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):
Support local and neighbouring events.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:
Potential financial implications depending on Council's directive

GENERAL BACKGROUND:
The Town of Penhold has supported the Daines Ranch Pro Rodeo for the last two years by sponsoring different events being held. In 2024 the town sponsored the Tie Down Roping Event and in 2025 the town sponsored the Mutton Bustin Event.

ORGANIZATIONAL:
Administration

FINANCIAL:
Dependent on Town's involvement

FOLLOW UP ACTION:
As directed by Council

COMMUNICATION:
OTHER COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

CAO

Bonnie Stearns

From: Daines Ranch Professional Rodeo <dainesranch@gmail.com>
Sent: October 23, 2025 3:52 PM
To: Smalley, Marsha; marketing@fourlaneford.com; Megan Pierson; Kat Laforet; SGPRYSUNKA; cows@primetimecattle.com; kent@versatileenergy.com; Pat Thomas; Justin Daines; Park.Campbell@nutrien.com; terry@fire-flood.com; Scott Mannix; Cosmin Motley; shawn@nobleequipment.ca; 1081132 Alberta Ltd. o/a C J Plumbing & Heating; Darren Wright; Remi Chiasson; Ashlin Kellough; f717@fountaintire.com; Stephanie Proseilo; Lori Piper; Cassandra Dreeshen; steve.cormack@sharptailinspection.com; Jody Bouvier; Kane Gellert; Sandra Badry; Allison Stone; communications@equs.ca; Juanita Heidt; jamiegraystone@hi-way9.com; Michael Yargeau; Bonnie Stearns; Cody Gaudreau; Allan Olson; VWC Walker; Brent & Liana Jackson; general@futurefarms.ca; Sharon Smith; Duane; kball@e360s.ca; Lyle Kurtz; Cornish, Todd; Colleen.Kaiser@molsoncoors.com; jstevens@datascavenger.com; Merv Pidherney; cjmadisoninc@gmail.com; Jeramie Heistad; bsutter@reddeerrebels.com; jeff.chadwick@kontoorbrands.com; Community; gm@daysinninnisfail.com; frontdesk@daysinninnisfail.com; dtrejo@rangelandrv.com; kyle@rangelandrv.com; info@ramalarms.ca; tickets@tuffenergy.ca; kurtnbelich@gmail.com; gcupples@gentex.ca; info@discoverywildlifepark.com; iamarket@telus.net; Rudykoller@icloud.com; mscott@willinns.com; dfiddler@agri-trade.com; bauermeats@live.ca; jacqueline.dasilva@finning.com; jvercaigne@finning.com
Subject: 2026 Sponsorship Opportunity and Package
Attachments: 2026 Daines Ranch Pro Rodeo- V1.pdf.pdf

Hello Sponsors!

As CFR 51 has come to a close, we're incredibly proud to have been named Committee of the Year - Medium Rodeo for the second year in a row! This achievement wouldn't be possible without your generous support. Thank you for being such an essential part of our success.

Looking ahead to 2026, we're thrilled to offer you the chance to renew your sponsorship before the year ends. We've made a few exciting changes to our rodeo format: next year's event will run Thursday through Saturday, with the addition of a Thursday night Cabaret and an additional bull riding event on Saturday.

To secure your sponsorship for 2026, please let us know before December 31, 2025. After that, we'll be opening up opportunities to new sponsors.

🎇 Upcoming Event: New Year's Celebration 🎇

Mark your calendars and keep an eye on your inbox for more details! Sponsors will be offered a discounted ticket price.

- 📅 **Date:** December 31, 2025
- ⏰**Tickets on Sale:** November 20, 2025
- 📍 **Location:** Paterson Community Hall, Bowden, AB

The evening will feature:

- A delicious dinner
- Live music
- Silent auction — *proceeds will support the Golden Circle of Champions, raising awareness for pediatric cancer*
- Exciting giveaways
- Cash bar

We can't wait to celebrate with you and look forward to partnering again in 2026!

Thank you,
The Daines Ranch Pro Rodeo Committee

2026 Sponsorship Proposal

SD
DAINES RANCH
PRO RODEO
EST.1960

Innisfail, Aberta

JUNE 11-13 2026

Contact

Website www.dainesranch.ca

Email dainesranch@gmail.com

ABOUT US

The Daines Ranch Pro Rodeo is built on tradition, western heritage, and the enduring spirit of community. For over six decades, our family and neighbors have come together to showcase the sport of rodeo, giving fans an authentic experience unlike anywhere else. Just minutes from town but far from the bustle of the city, the rodeo offers families and friends a chance to gather, celebrate our western roots, and enjoy the kind of entertainment you can't find in an arena of concrete and steel. W**e are proud to say the Daines Ranch Pro Rodeo has been recognized as "Committee of the Year" three times since 2021—a reflection of the heart and dedication poured into every performance.**

Your support directly helps us keep this legacy alive. As the only professional rodeo in Canada that operates without government funding, we rely on our sponsors and volunteers to make the event possible. In exchange for their time, we proudly donate to local groups who help us run the rodeo, ensuring our impact extends far beyond the arena. We are also committed to investing in the future—our ongoing grandstand renovation project will allow us to comfortably host patrons and sponsors for years to come. Beyond the rodeo arena, we are honored to support the Golden Circle of Rodeo, a program that connects young warriors facing life-threatening illnesses with the rodeo community, giving them unforgettable experiences that celebrate their courage and resilience.

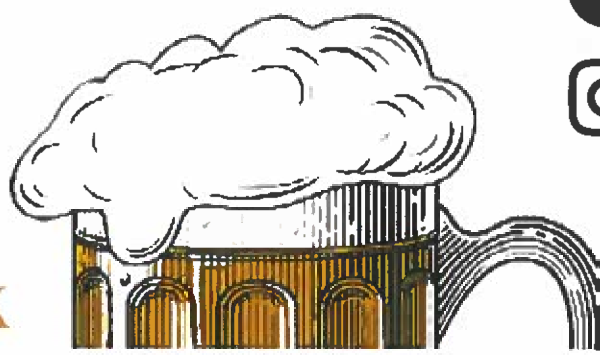
Led by a volunteer committee—Stephanie Aschenbrenner, Cheyenne Klassen, Emily Leggette, Amy Tyrkalo, Wyatt Daines, Kyle Daines, Rayel Gale, Mitchell Gale, and Lindsay Stewart—the Daines Ranch Pro Rodeo remains a labor of love and a celebration of what makes rural Alberta so special. With your partnership, we can continue to share the rodeo way of life, support our community, and ensure this tradition thrives for generations to come.

By The Numbers

SOCIAL MEDIA VIEWERSHIP

Average of 22,000 views per post on rodeo weekend

Average of 30,000 views on rodeo weekend



APPROX

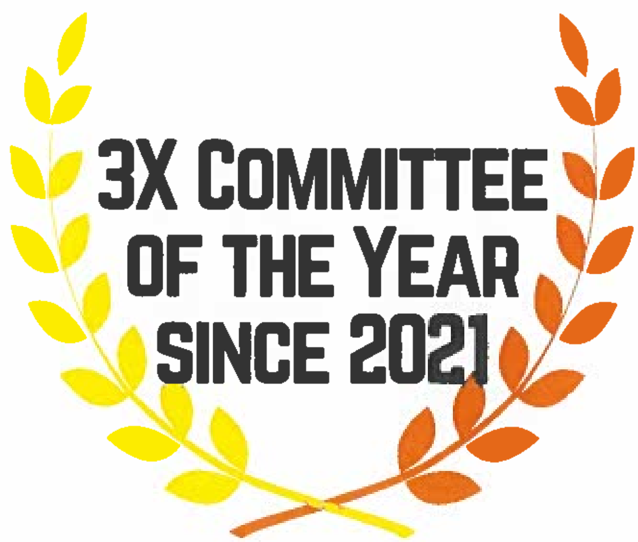
5,235,000

mLs of Beer Consumed Annually

10ACRES

OF FREE CAMPING

International attendance from 6 different countries in 2025



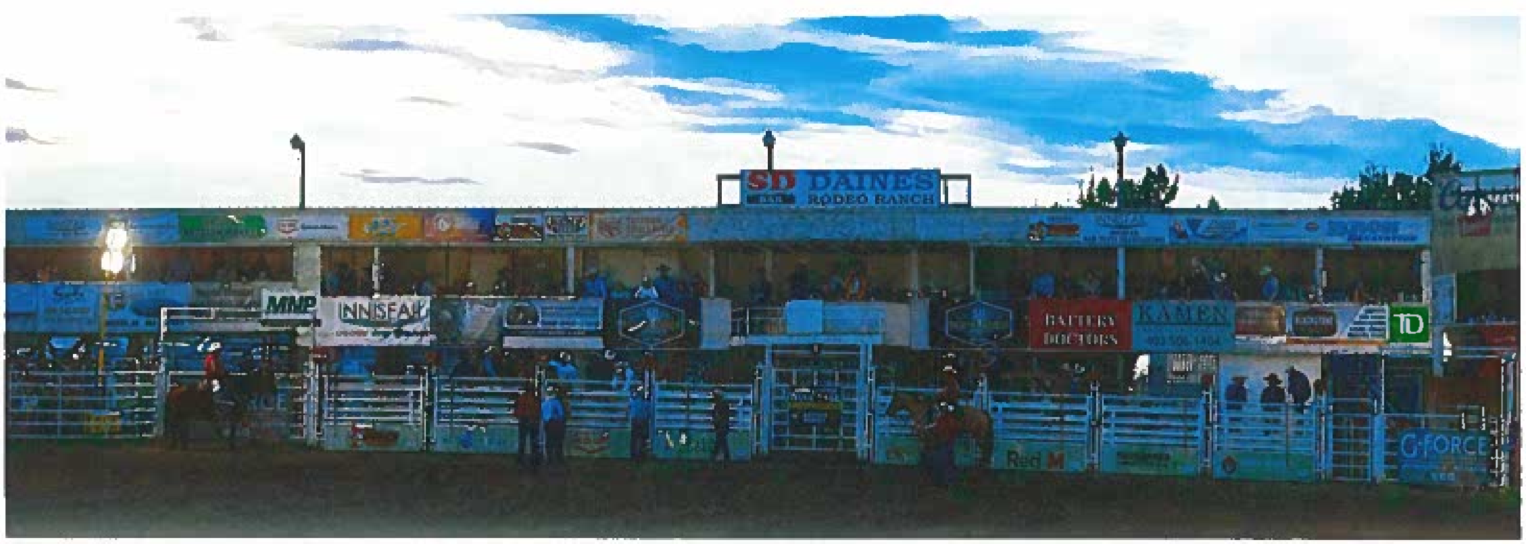
3X COMMITTEE OF THE YEAR SINCE 2021

Sponsorship Packages

SD
DAINES RANCH
PRO RODEO
EST.1968

Camping Sponsor- $10,000

- Naming rights for the campground at the Daines Ranch, including custom branded signage at the entrance to camping area
- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Reserved camping spots (2) in exclusive VIP camping area during rodeo weekend
- Company branding on online ticket sales
- Company logo displayed, or name mentioned with all references to camping
- Reserved VIP SkyBox for 15 people during all three rodeo performances (Includes: Private hosting area overlooking chutes with VIP bar & servers)
- 14 General Admission tickets for each performance
- Logo displayed on arena video screen, arena signage and throughout the facility
- Announcer recognition multiple times during each performance
- 0:30 second company commercial on JumboTron screen during each performance
- Vendor space near rodeo arena or camping area entrance, if desired
- Logo on event website



Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1968

Grandstand Sponsor- $10,000

- Naming rights for the main grandstand at the Daines Ranch Pro Rodeo
- Custom company billboard above grandstand for all events throughout the year
- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Reserved camping spots (2) in exclusive VIP camping area during rodeo weekend
- Company branding on online ticket sales
- Reserved VIP SkyBox for 15 people during all three rodeo performances (Includes: Private hosting area overlooking chutes with VIP bar & servers)
- 14 General Admission tickets for each performance
- Logo displayed on arena video screen, arena signage and throughout the facility
- Announcer recognition multiple times during each performance
- 0:30 second company commercial on JumboTron screen during each performance
- Vendor space near rodeo arena, if desired
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1968

Cabaret Sponsor- $10,000

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company branding on online ticket sales
- Custom Company signage for all events throughout the year in the Dance Hall
- Reserved VIP SkyBox for 15 people during all three rodeo performances (Includes: Private hosting area overlooking chutes with VIP bar & servers)
- 14 General Admission tickets for each performance
- Logo displayed on arena video screen, arena signage and throughout the facility
- Announcer recognition multiple times during each performance
- 0:30 second company commercial on JumboTron screen during each performance
- Vendor space near rodeo cabaret, if desired
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1968

Performance Sponsor- $7,000

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Reserved VIP SkyBox for 8 people during all three rodeo performances (Includes: Private hosting area overlooking chutes with VIP bar & servers)
- 12 General Admission tickets for each performance
- Logo displayed on arena video screen during each performance
- Announcer recognition multiple times during each performance
- 0:15 second company commercial on JumboTron screen during each performance
- Logo displayed on signage inside the arena and throughout the facility
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1968

Grain Bin Sponsor - $7,000

- Naming rights to the grain bin bar during each day of the rodeo
- Custom branded signage for bar area
- Company logo displayed or name mentioned with all references to the area
- Reserved VIP SkyBox for 8 people during all three rodeo performances (Includes: Private hosting area overlooking chutes with VIP bar & servers)
- 12 General Admission tickets for each performance
- Logo displayed on arena video screen during each performance
- Announcer recognition multiple times during each performance
- 0:15 second company commercial on JumboTron screen during each performance
- Logo displayed on signage inside the arena and throughout the facility
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST. 1968

Chute Sponsor- 8 Available $5,000

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company logo displayed on bucking chute
- Company recognition with each use of the chute
- Choice of one performance for reserved VIP seating for up to 12 people (Includes: VIP bar & servers).

  *Performance selection is on first come, first serve basis.
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- 0:15 second company commercial on Jumbotron Screen during each performance
- Logo on event website

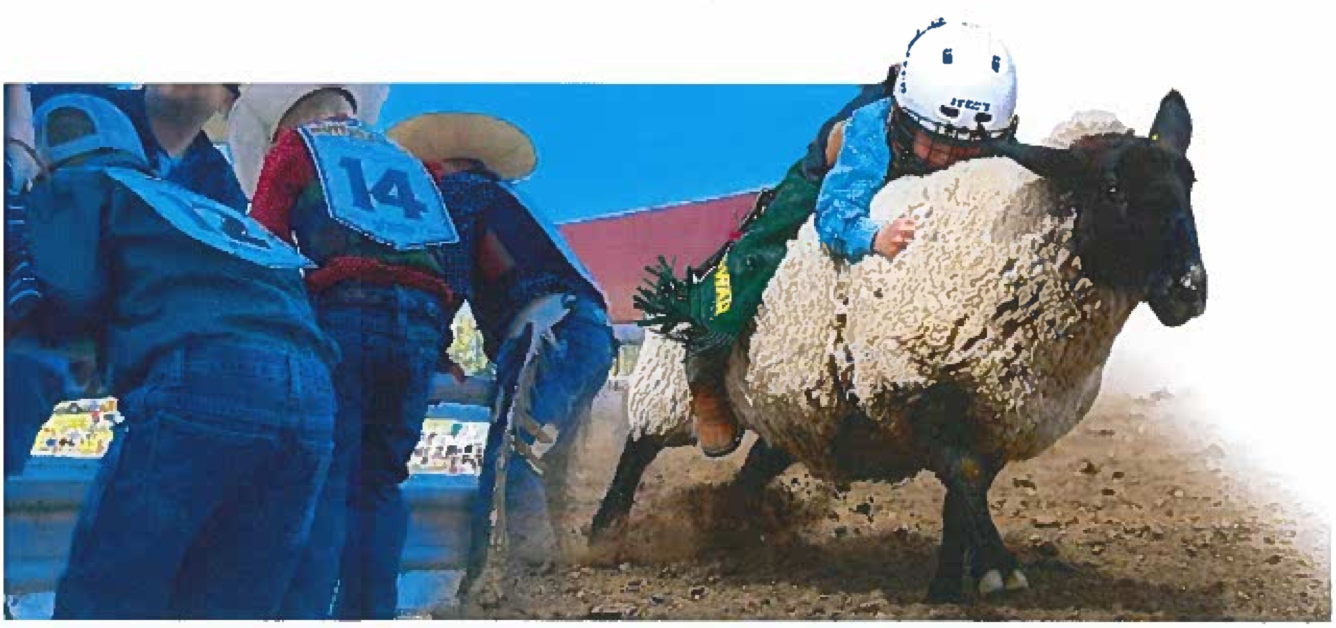
Sponsorship Packages

SD DAINES RANCH PRO RODEO EST. 1968

Mutton Bustin' Sponsor- $5,000

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition as Mutton Busting sponsor
- Company logo and branding on custom kid's back numbers
- Choice of one performance for reserved VIP seating for up to 12 people (Includes: VIP bar & servers).

  *Performance selection is on first come, first serve basis.
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- 0:15 second company commercial on Jumbotron Screen during each performance
- Logo on event website
- Reserves Mutton Busting entrees for each performance - 5 kids max (ages 5-7)
- Opportunity to hand out merchandise/ promote business with a booth



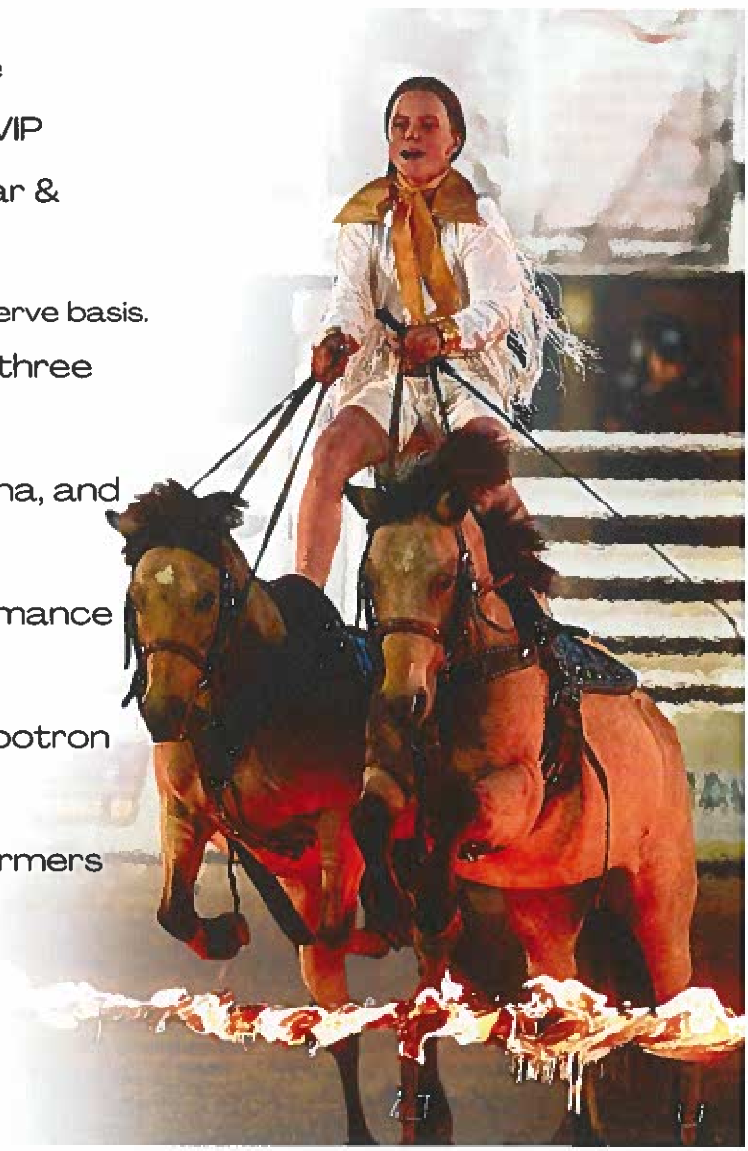
Sponsorship Packages

DAINES RANCH PRO RODEO

Entertainment Sponsor $5,000

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition as sponsor of the entertainment
- Company flag to be used in act if available
- Choice of one performance for reserved VIP seating for up to 12 people (Includes: VIP bar & servers).

  *Performance selection is on first come, first serve basis.
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website
- 0:15 second company commercial on Jumbotron Screen during each performance
- Meet and greet with entertainment performers



Sponsorship Packages

Sound Sponsor- $3,500

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition at the beginning of and throughout the event
- 10 General Admission Rodeo Tickets for all three performances
- Custom Signage and recognition as the sound sponsor
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Signage Sponsor - $3,500

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition as sponsor of the Sports Medicine Team
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Bull Fighter Sponsor- $3,500

- Your company name announced in front of international viewership via Cowboy
- Channel broadcast
- Company recognition as sponsor of the Bull Fighters
- Company logo and branding on custom Bull Fighter jerseys
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Sponsorship Packages

DAINES RANCH PRO RODEO EST. 1968

Rodeo Event Sponsor- $3,500

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition at the beginning of and throughout the event
- 10 General Admission Rodeo Tickets for all three performances
- Airtime in presenting the event buckle to event champion during Sundays performance
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Sports Medicine Sponsor- $3,500

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition as sponsor of the Sports Medicine Team
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Out Gate Sponsor- $3,500

  - Roughstock End -
  - Times Event End-

- Your company name announced front of international viewership via Cowboy Channel broadcast
- Custom signage on arena out gate
- 10 General Admission rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1960

Pick Up ManSponsor- $3,500

- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Company recognition as sponsor of the Pickup Men
- Company logo and branding on custom Pickup Men shirts
- 10 General Admission Rodeo tickets for all three performances
- Company signage displayed inside the arena, and throughout the facility
- Announcer recognition during each performance
- Logo on event website

Branded Bar Sponsor- $3,500

  - Cowboy Bar
  - Back Alley Bar
- Your company name announced in front of international viewership via Cowboy Channel broadcast
- Naming rights to your bar during each day of the rodeo
- Custom branded signage for bar area
- Company logo displayed or name mentioned with all references to the area
- 10 General Admission Rodeo tickets for all three performances
- Company logo displayed on video screen during each performance
- Announcer recognition multiple times during each performance
- Logo displayed on signage inside the arena and throughout the facility
- Logo on event website

Kiss Cam Sponsor- $2,500

- Your company name announced on international viewership via Cowboy Channel broadcast
- Company mentioned during segment (one per performance)
- 8 General Admission Rodeo Tickets for all three performances
- Company logo displayed on video screen during Kiss Cam
- Logo on event website

Sponsorship Packages

SD DAINES RANCH PRO RODEO EST.1968

Local Sponsor $1,000

- 4 General Admission rodeo tickets for all three performances
- Logo displayed on JumboTron screen before each performance
- Logo displayed on banner signage inside the arena
- Logo on event website

Support Sponsor $500

- 2 General Admission rodeo tickets for all three performances
- Logo displayed on JumboTron screen before each performance
- Logo displayed on banner signage inside the arena
- Logo on event website

SD

DAINES RANCH

PRO RODEO

EST.1968

Thank You!

Contact

Website
www.dainesranch.ca

Email
dainesranch@gmail.com

Address
28420 Township Rd 362, Penhold, AB

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Parkland Regional Library System
- Proposed 2026 Budget

RECOMMENDATION:
That Council accepts the Parkland Regional Library System's 2026 proposed Budget as information; **AND FURTHER**
That Council approves the $0.18 per capita increase and a requisition fee increase of $627.12 for the 2026 billing.

CAO COMMENTS:
Parkland Library Services has and continues to provide the local library with valuable services that allow and continues to permit the local library to access extensive services and assistance. This increase would suggest a reasonable calculation for what Penhold receives.

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. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):
That Council is apprised of information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:
Council acknowledges the 2026 Budget approved by the Library Board.

GENERAL:
In 2025, Penhold's requisition fee was a total of $34,178.04 which equated to $9.81 per capita. The proposed 2026 budget reflects an increase of 1.84% or $0.18 per capita for a total of $34,805.16 an increase of $627.12.

ORGANIZATIONAL:

FINANCIAL:
If Council approves the proposed 2026 Budget, there needs to be an increase of $627.12 to the Town's 2026 budget to cover the difference.

FOLLOW UP ACTION:
None required

COMMUNICATION:

OTHER COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

CAO

Penhold

From: Parkland Administration <administration@prl.ab.ca>
Sent: Friday, September 19, 2025 1:10 PM
To: Municipal Administrators <municipaladministrators@prl.ab.ca>
Subject: Parkland Regional Library System 2026 Proposed Budget
Importance: High

This message was sent from outside the company by someone with a display name matching a user in your organisation. Please do not click links or open attachments unless you recognise the source of this email and know the content is safe.

Good afternoon,

In accordance with the Parkland Membership Agreement, I have attached to this email a copy of the 2026 proposed budget for the Parkland Regional Library System

Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. Please respond with your council's decision regarding the 2026 per capita requisition **as soon as possible**.

The next meeting of the Parkland Library Board is on November 27th where the results of the municipal vote will be reviewed.

Parkland's Director, Ron Sheppard, is available to speak to your council or administration regarding the budget upon request. Please contact Parkland if you have any questions. We can be reached at 403-782-3850 or by email at administration@prl.ab.ca

Thank you,

Kara Hamilton
Office Administrator
Parkland Regional Library System | 4565 46 Street Lacombe AB T4L 0K2
403.782.3850 ext 232 | 1.800.567.9024.ext 232 | prl.ab.ca

Libraries – *Value Beyond Words*

Parkland Regional Library System

Proposed BUDGET 2026

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2026 Budget

		Present Budget 2025	Proposed Budget 2026
	Income		
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
	TOTAL Income	**3,900,392**	**3,938,991**
	Support Materials & Services Direct to Libraries		
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint.Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRLS Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Professional Development Materials (formerly reference)	2,600	3,600
	TOTAL Support Materials & Services Direct to Libraries	**1,423,188**	**1,451,466**
	Cost of Services		
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
	TOTAL Cost of Services	**2,477,204**	**2,487,525**
TOTAL Expenses (library materials & cost of service)		**3,900,392**	**3,938,991**
	Surplus/Deficit	0	0
	AMOUNT PER CAPITA REQUISITION	**9.81**	**9.99**

Notes for the Parkland Regional Library System Budget 2026

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2026, there is an eighteen-cent cent increase to the municipal per capita requisition to $9.99. This amounts to a $0.18 or 1.84% increase in the requisition.

The budget was built around the assumption that the Government of Alberta system operating grant will remain at the 2024 rate of $4.75 per capita and the rural library services grant will remain at $5.60 per capita, with both being issued based on the 2019 Municipal Affairs Population List.

Points within the budget to note include:

- Overall, expenditures are anticipated to increase by 0.99% in 2026.
- For 2026, seventeen expense lines are projected to remain unchanged from 2025, thirteen will see increases, and eight will decrease.
- The budget for 2026 is based on a new population figure of 223,641.
- Interest income is down because of a sharp decline in interest paid on Parkland's current bank account (line 1.5).
- The Cooperative Collection has been reduced by $5,000 to pay for additional eContent (line 2.4).
- eContent platform fees have been increased by $6,150 to cover cost increase for existing products (line 2.5).
- Internet connection fees are also down. Parkland's network infrastructure department had set aside funds for an increase in bandwidth it does not judge as necessary (line 2.8).
- Library Services tools have increased slightly due to an increase in the cost of one of Parkland's frequently used survey tools (line 2.9).
- Outlet contributions have dropped slightly since by 2026. The library in Nordegg will no longer be a Parkland service point (line 2.12).
- Line 2.13 has been eliminated with the funds added to line 2.22.
- The Workshop and Training lines have been increased slightly to cover the increased costs for Parkland's in-person conference which was reinstated in 2024 (line 2.17).
- eContent has been increased by $10,000 due to requests made by a few libraries for more eContent. (line 2.19).
- Audit fees are down slightly because 2024 had a Local Authorities Pension Plan audit in addition to Parkland's regular audit – LAPP audits only occur every third year (line 3.1).
- The salaries line (3.9) has increased to accommodate eligible employees moving up a step on the salary grid.
- The Supplies/Stationery/Building line (line 3.12) has been reduced by $7,600 and Supplies Purchased (line 2.15) increased by the same amount to reflect the inventory items purchased for member libraries.
- The Telephone line (line 3.13) has increased due to the number of staff who now require multi-factor authentication as part of their job with Parkland. Staff receive a $50 per month subsidy towards their phone plan.
- Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

Provincial grants amount to approximately 41% of PRLS' total income (lines 1.1, 1.2, 1.4).

At the end of the budget, is the Budget Supplement. In this section the board pre-approves purchases from reserves for the upcoming year and known transfers between reserves. In 2026, Parkland will be purchasing at least one new vehicle (estimated at $65,000). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a Return on Municipal Levy document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 91% of the 2026 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2026 Budgeted Amounts			2026
Materials Allotment for Libraries	(Books, DVD's, audiobooks, etc.)	$	253,392
Cooperative Collection Fund		$	25,000
Technology	(Hardware – budget plus reserves)	$	161,092
Postage	(Reimbursement for Interlibrary Loan)	$	2,300
Software	(For computers, ILS, etc.)	$	242,398
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	$	25,600
Internet	(Connectivity provided to member libraries)	$	9,600
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	$	158,000
Vehicle Expense		$	58,000
Marketing/Advocacy		$	20,000
Workshop/Training		$	16,000
Cataloguing Supplies		$	34,600
Contribution to Outlet Libraries*	($200 each for Brownfield, Spruce View and Water Valley)	$	600
Materials Discount	(34% in 2024)	$	224,997
Additional Services/Funding Available to Parkland Libraries:			
Rural Libraries Services Grant	(Given to PRLS and distributed directly to libraries)	$	452,928
SuperNet	(Fiber Optic connection provided by GOA)	$	370,022
Sub-Total		**$**	**2,054,529**
Requisition		**$**	**2,234,174**
			91%
Difference Between Levy & Direct Return		**$**	**179,645**

Parkland Regional Library System
Requisition Comparison for 2026 TO PREVIOUS 2025 YEAR

	2026 billing population	2026 per capita 9.99	2025 billing population	2025 per capita rate $9.81	Requisition change based on 9.99 2025 to 2026
ALIX	783	7,822.17	774	7,592.94	229.23
ALLIANCE	166	1,658.34	166	1,628.46	29.88
AMISK	219	2,187.81	219	2,148.39	39.42
BASHAW	848	8,471.52	848	8,318.88	152.64
BAWLF	412	4,115.88	412	4,041.72	74.16
BENTLEY	1,042	10,409.58	1,042	10,222.02	187.56
BIG VALLEY	331	3,306.69	331	3,247.11	59.58
BIRCHCLIFF SV	211	2,107.89	211	2,069.91	37.98
BITTERN LAKE	216	2,157.84	216	2,118.96	38.88
BLACKFALDS	11,415	114,035.85	10,470	102,710.70	11,325.15
BOWDEN	1,280	12,787.20	1,280	12,556.80	230.40
CAMROSE	18,772	187,532.28	18,772	184,153.32	3,378.96
CAMROSE COUNTY	8,504	84,954.96	8,504	83,424.24	1,530.72
CARSTAIRS	5,313	53,076.87	4,898	48,049.38	5,027.49
CASTOR	803	8,021.97	803	7,877.43	144.54
CLEARWATER M D*	12,335	123,226.65	11,865	116,395.65	6,831.00
*Plus population of Caroline					
CLIVE	775	7,742.25	775	7,602.75	139.50
CORONATION	868	8,671.32	868	8,515.08	156.24
CREMONA	437	4,365.63	437	4,286.97	78.66
CZAR	248	2,477.52	248	2,432.88	44.64
DAYSLAND	789	7,882.11	789	7,740.09	142.02
DELBURNE	919	9,180.81	919	9,015.39	165.42
DIDSBURY	5,070	50,649.30	5,070	49,736.70	912.60
DONALDA	226	2,257.74	226	2,217.06	40.68
ECKVILLE	1,014	10,129.86	1,014	9,947.34	182.52
EDBERG	126	1,258.74	126	1,236.06	22.68
ELNORA	288	2,877.12	288	2,825.28	51.84
FLAGSTAFF COUNTY	3,660	36,563.40	3,694	36,238.14	325.26
FORESTBURG	807	8,061.93	807	7,916.67	145.26
GULL LAKE	226	2,257.74	226	2,217.06	40.68
HALF MOON BAY SV	65	649.35	65	637.65	11.70
HARDISTY	548	5,474.52	548	5,375.88	98.64
HAY LAKES	456	4,555.44	456	4,473.36	82.08
HEISLER	135	1,348.65	135	1,324.35	24.30
HUGHENDEN	213	2,127.87	213	2,089.53	38.34
INNISFAIL	7,985	79,770.15	7,985	78,332.85	1,437.30
JARVIS BAY SV	213	2,127.87	213	2,089.53	38.34
KILLAM	918	9,170.82	918	9,005.58	165.24
LACOMBE	14,258	142,437.42	14,258	139,870.98	2,566.44
LACOMBE COUNTY	10,283	102,727.17	10,283	100,876.23	1,850.94
LOUGHEED	225	2,247.75	225	2,207.25	40.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	127,343.61	2,336.58
NORGLENWOLD SV	306	3,056.94	306	3,001.86	55.08
OLDS	9,209	91,997.91	9,209	90,340.29	1,657.62
PAINTEARTH COUNTY	1,990	19,880.10	1,990	19,521.90	358.20
PARKLAND BEACH SV	168	1,678.32	168	1,648.08	30.24
PENHOLD	3,484	34,805.16	3,484	34,178.04	627.12
PONOKA	7,331	73,236.69	7,331	71,917.11	1,319.58
PONOKA COUNTY	9,998	99,880.02	9,998	98,080.38	1,799.64
PROVOST	1,900	18,981.00	1,900	18,639.00	342.00
PROVOST MD	2,071	20,689.29	2,071	20,316.51	372.78
RED DEER COUNTY	19,933	199,130.67	19,933	195,542.73	3,587.94
RIMBEY	2,470	24,675.30	2,470	24,230.70	444.60
ROCHON SANDS SV	97	969.03	97	951.57	17.46
ROCKY	6,765	67,582.35	6,765	66,364.65	1,217.70
ROSALIND	162	1,618.38	162	1,589.22	29.16
SEDGEWICK	761	7,602.39	761	7,465.41	136.98
STETTLER	5,695	56,893.05	5,695	55,867.95	1,025.10
STETTLER COUNTY	5,666	56,603.34	5,666	55,583.46	1,019.88
SUNBREAKER COVE SV	131	1,308.69	131	1,285.11	23.58
SUNDRE	2,672	26,693.28	2,672	26,212.32	480.96
SYLVAN LAKE	16,275	162,587.25	15,995	156,910.95	5,676.30
WHITE SANDS	174	1,738.26	174	1,706.94	31.32
	223,641	2,234,173.59	222,026	2,178,075.06	56,098.53

Brief Notes – September 2026

INCOME

1.1 The Provincial Operating grant remains the same, as per notification from statements from the Public Library Services Branch (PLSB) calculated at $4.75 per capita
1.2 The On Reserve, On Settlement grant for reserve residents is calculated at $10.35 per capita
1.3 Estimated requisition to municipalities to balance budget increase to $9.99 population is based on 2024 Alberta Municipal Official Population List
1.4 Based on notifications from PLSB and calculated at $5.60 per capita
1.5 Decreased - reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

2.1 Estimate, based on statement from PLSB - see 1.4 above
2.2 Reflects materials allotment rate of $1.13 per capita
2.3 Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners
2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection. Reduced by $5,000 to pay for additional eContent (line 2.19)
2.5 This line increased by $6,150 to cover cost increase for existing products
2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at $5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
2.7 Held at 2025 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
2.8 Line reduced as bandwidth increase is deemed unnecessary
2.9 Increased slightly to $8,000 – Tools to assist with cataloguing library materials
2.10 Held at 2025 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
2.11 Increased slightly as this is based on current population at $0.30 per capita
2.12 Decreased to $600 - operating funding provided to PRLS' three outlet libraries (Nordegg no longer a Parkland service point)
2.13 Line eliminated with funds added to line 2.22
2.14 Held at 2025 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
2.15 Increased by $7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services - used for purchasing library material

processing items such as laminated book covers, cataloguing records, library cards and multimedia cases

2.16 Held at 2025 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs

2.17 Increased by $2,000 with funds taken from line 3.11 to cover increased cost for Parkland's in-person conference - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS CIRCULATING COLLECTIONS

2.18 Held at 2025 level $5,000

2.19 Increased $10,000 due to demands by libraries and renewal of license agreements. Some funds coming from line 2.4 -includes allotment for eBooks, eAudiobooks and other eContent agreements

2.20 Held at 2025 level $12,000

2.21 Held at 2025 level $5,000

2.22 Increased to $3,600 from funds from eliminated line 2.13

COST OF SERVICES

3.1 Decreased as no LAPP audit required in 2026

3.2 Reduced slightly to $1,200 - covers the cost of enhanced electronic banking services and cheques

3.3 Held at 2025 level of $4,700 based on review of actual over a three-year period

3.4 Held at $27,250 - actual costs reviewed plus an estimated increase in the building requiring more service calls

3.5 Held at 2025 level $13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)

3.6 Held at $26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building

3.7 Increased slightly to $38,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal

3.8 Held at 2025 level – reflects fees for photocopiers and based on estimated usage

3.9 Reflects current staff levels – includes new salary grid and compensation policy implementation

3.10 Reflects predicted costs for staff benefits based on current staff levels

3.11 Decrease $2,000 based on actual expenses

3.12 Decreased $7,600 going to line 2.15 to reflect inventory items that were for library support - based on a five-year review

3.13 Increase to $11,000 based on review - includes line charges, toll free number, mobile telephones, long-distance costs, staff phone reimbursement

3.14 Held at 2025 level – since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses
3.15 Held at 2025 level of $26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
3.16 Held at 2025 of $34,000 - based on review of actual costs and estimated increases

At the end of the budget documents, you will find the Budget Supplement which indicates planned purchases from reserves. The largest planned purchase is for computer hardware from the Technology Reserve, most of which is for member libraries. Expenditures are projected to be valued at $169,250. Parkland will also need to replace at least one vehicle in 2026 which is reflected by a planned expenditure of $65,000 from the Vehicle Reserve. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Also included is a "Return on Municipal Levy" document. It is based on comparing the amount of the municipal levy to items of direct financial benefit to member libraries. For 2026, it is projected an equivalent of 91% of the levy is returned in tangible form. This return is before considering the services provided by Parkland or taking into account the cost of running Parkland's system headquarters.

Another document has been included comparing the change in requestion paid by each municipality in 2025 and 2026.

Complete Notes to the 2026 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

		Present Budget 2025	Proposed Budget 2026
	Income		
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,178,075	2,234,174
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	67,500	50,000
	TOTAL Income	**3,900,392**	**3,938,991**

Income – Line Details

1.1 Provincial Operating Grant

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at $4.75 per capita - this rate is potentially subject to change annually

1.2 On Reserve, On Settlement Grant

The On Reserve, On Settlement grant from the PLSB is calculated at $10.35 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the $4.75 system operating grant and the $5.60 per capita operating grant. The $4.75 is used to fund operations of the regional system, the $5.60 per capita is to fund various First Nations service initiatives. See line 2.6

1.3 Membership Fees	$9.99 per capita requisition to municipalities to balance the budget, an eighteen-cent increase per capita using the 2024 Municipal Affairs Population List
1.4 Alberta Rural Library Services Grant	grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at $5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries
1.5 Interest Income	reduced in 2026 - estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account; the budgeted amount is reflective of the anticipated return on investments

Support Materials & Services Direct to Libraries

		2025	2026
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	251,794	253,392
2.3	Computer Maint. Agree. Software licenses	236,627	242,398
2.4	Cooperative Collection Fund	30,000	25,000
2.5	eContent Platform fees, Subscriptions	66,850	73,000
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	11,025	9,600
2.9	Library Services Tools	6,700	8,000
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	66,608	67,092
2.12	Outlets - Contribution to Operating	800	600
2.13	Periodicals	1,000	0
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	26,600
2.16	Vehicle expense	58,000	58,000
2.17	Workshop/Training expense	14,000	16,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	75,000	85,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	3,600
	TOTAL	**1,423,188**	**1,451,466**

Support Materials & Services Direct to Libraries - Line Details

2.1 Alberta Rural Library Services Grant

a $5.60 per capita provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income

2.2 Allotment Funds Issued to Libraries — reflects materials allotment rate of $1.13 per capita – using 2024 Municipal Affairs Population

2.3 Computer Maint. Agree. Software Licenses — *Line increased due to higher costs for software maintenance agreements and subscriptions for Polaris (the Integrated Library System), Microsoft, Sitecore (website platform), and a few others that renewed at higher rates. This line covers, but is not limited to, cybersecurity software, wireless management software, server software, backup software, and small non-capital peripheral items such as monitors and barcode scanners*

2.4 Cooperative Collection — decreased by $5000 - designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection

2.5 eContent Platform fees and Subscription fees — increased by $6150 – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for Ancestry Library Edition along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines

2.6 On Reserve, On Settlement Grant Exp — funding provided through a provincial government grant program calculated at $5.60 per capita for library service to the indigenous residents of Parkland's six First Nations reserves

2.7 Freight — vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2025 level

2.8 Internet Connection Fees — estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ

2.9 Library Services Tools increased, based on increase in actual costs – includes tools for Parkland's cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData

2.10 Marketing/Advocacy amount held at the same level as 2025 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS

2.11 Member Library Computers slight increase based on system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita

2.12 Outlet - Contribution to Operating decrease to $600 - funds for Parkland's three outlet libraries, amounts set by board policy, up to $200 annually, if a local library outlet's sponsoring society provides matching funds.

2.13 Periodicals line eliminated; funds added to line 2.22

2.14 ILL Postage Reimbursement for Libraries held at 2025 level - based on actual and estimates – reimbursement for items interlibrary loaned (ILL) by member libraries and ILLs sent for libraries from Parkland

2.15 Supplies purchased Cataloguing/Mylar increased by $7,600 with funds from line 3.12 to reflect support materials from inventory previously charged to cost of services funds for direct support items being included here – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases, barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries

2.16 Vehicle Expense held at 2025 level – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles). Also includes tire replacements

2.17 Workshop/Training	increased by $2000 with funds coming from the Staff Development line (3.11) - includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations

PRLS Circulating Collections

2.18. Audiobook Materials	held at 2025 level – used to support the physical audiobook collection
2.19 eContent	increased 10,000 due to demands for additional content by libraries and renewal of license agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent
2.20 Large Print Books	held at 2025 level to help refresh the collection
2.21 Programming Kits	held at 2025 level - to build new programming kits and replace consumables in current kits for programming in member libraries
2.22 Reference Materials	increased by $1000 due to line 2.13 being eliminated – to purchase limited amounts of reference material for use by member libraries and PRLS staff, and periodicals. eResources for reference and professional development purposes can also be purchased using this budget line

Cost of Services

		2025	2026
3.1	Audit	25,000	23,500
3.2	Bank expenses	1,500	1,200
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	27,250	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	26,500	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance	37,600	38,000
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,828,510	1,844,451
3.10	Salaries - Employee Benefits	387,644	391,024
3.11	Staff Development	20,000	18,000
3.12	Supplies/Stationery/Building	29,000	21,400
3.13	Telephone	9,000	11,000
3.14	Travel	3,500	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
	TOTAL	**2,477,204**	**2,487,525**

Cost of Services – Line Details

3.1 Audit decreased - three-year quote for audit services with MNP - no LAPP audit required this year, includes costs for an annual letter from PRLS' lawyers required for the audit process

3.2 Bank Expenses decreased based on actual - to cover the cost of enhanced electronic banking services and cheques

3.3 Bank Investment Fees fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2025 level.

3.4 Building-Repair/ Maintenance held at 2025 level – based on actual costs as reviewed

3.5 Dues/Fees/ Memberships	held at 2025 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
3.6 Insurance	held at 2025 level - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs
3.7 Janitorial/Outdoor Maint. Expense	increased slightly to $38,000 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal
3.8 Photocopy	reflects fees for photocopiers and estimated usage, based on 3-year average costs
3.9 Salaries	reflects current staffing levels and includes a step up the grid for qualifying staff
3.10 Salaries-Employee Benefits	reflects predicted costs for employer contributions and staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross, WCB
3.11 Staff Development	funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items and activities– reduced to $18,000
3.12 Supplies/Stationery/ Building	reduced - direct library supplies costs moved to line 2.15- includes, but not limited to, book processing-related supplies, building and stationery supplies
3.13 Telephone	increased slightly - includes line charges, toll free number, mobile telephones, long-distance costs, and mobile phone reimbursement for staff. Based on actual costs.

3.14 Travel	held at 2025 level - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at $0.57 per km to staff when they are unable to use the PRLS staff vehicles)
3.15 Trustee Expense	accounts for a 10-member Executive Committee and a 6-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes $100 half day/$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2025 level
3.16 Utilities	held at 2025 level - based on multi-year review of actual expenses

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2026 Budget

	Present Budget 2025		Proposed Budget 2026
TOTAL Income	3,900,392		3,938,991
TOTAL Support Materials & Services Direct to Libraries	1,423,188		1,451,466
TOTAL Cost of Services	2,477,204		2,487,525
TOTAL Expenses (library materials & cost of service)	3,900,392		3,938,991
Surplus/Deficit	**0**		**0**
AMOUNT PER CAPITA REQUISITION	**9.81**		**9.99**

Budget Supplement

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization, and Reserves

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing at least one new vehicle in 2026 (estimated at $65,000). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2026

Explanation points to the 2026 Budget dealing with Capital Assets, Amortization and Reserves.
In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.
Capital assets will be purchased from reserves.

1	**MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME**	**2026**	
	Amortization Reserve		
	Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	$89,810	**A**
	(actual amount will be affected by asset disposals during the year)		
	Vehicle Reserve		
	Anticipated funds required to purchase new vehicles	$65,000	**B**
	(actual amount will be based on exact purchase price in the year)		
	Technology Reserve		
	Anticipated funds required for Technology purchases	$169,250	
	(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)		
	*(Estimated capital PRLS assets - 2025, **$132,250 -B**)*		
		$324,060	
2	**INCOME FROM THE SALE OF CAPITAL ASSETS**		
	Vehicle selling price	$10,000	**C**
	(actual amounts will be based on exact selling price in the year)		
		$10,000	
3	**MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES**		
	Amortization Reserve		
	Residual Amortization anticipated - PRLS assets	$75,763	**B**
	Current Year Amortization estimated - PRLS Assets	$56,487	**B**
	(actual amounts will be based on exact purchase amounts in the year)		

Vehicle Reserve		
Proceeds from the sale of vehicles	$10,000	**C**
(actual amounts will be based on exact selling price in the year)		
Technology Reserve		
Budgeted for member library computers	$67,092	
	$209,342	

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	$89,810	**A**
(actual amount will be affected by asset disposals during the year)		
Amortization expense anticipated for building	$78,939	
(actual amount will be affected by asset disposals during the year)		
	$168,749	

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Penhold & District Library 2026 – 2030 Strategic Planning Document

RECOMMENDATION:
That Council accepts the Penhold & District Library 2026 – 2030 Strategic Planning document as presented.

CAO COMMENTS:
Penhold Regional Library has and continues to promote a strong sense of community. We are very pleased to see such a high satisfaction rating for our local library system.

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 153 (a) states in part that Councillors have the duty "..... to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):
That Council is apprised of infomration that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:
Council acknowledges the 2026 – 2030 Strategic Plan for the Penhold & District Library.

GENERAL:
See attached document

ORGANIZATIONAL:
Administration

FINANCIAL:
There is no financial implication to the Town.

FOLLOW UP ACTION:

COMMUNICATION:
this document will be pushed out through the library's website.

OTHER COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

____
CAO

Penhold
& District Library

Box 675
Penhold, Alberta
TOM 1R0
penholdlibrary@prl.ab.ca
403-886-2636

Town of Penhold
Box 10
Penhold, Alta.
TOM 1R0

October 2, 2025

ATTENTION: Mayor Yargeau and Town Council

Town of Penhold Library Board has worked along with community to complete our 2026 – 2030 Strategic Plan. The process involved a community survey with over 317 responses and a 94% satisfaction rating. Knowing there is always room for improvement and future challenges the Board desired to meet with the community in a round table of discussions. Community leaders; parents, homeschool school representatives, childcare facilities, Red Deer County residents, and business owners had engaging conversations and evaluated and clarified the survey results. The Library Board and staff were given the opportunity to add to the results and build a strategic plan. The final product is a comprehensive document that the Library Board and staff can work with to support community.

The library is a community-based service that is *passionate* about serving community. When people/families use our library, we desire to create a connecting environment that enriches family, community and lifelong learning. Our new Strategic Plan continues this path with the ability to pivot.

Thank you for your financial contributions and support in helping the library provide an interactive space for our community.

In Appreciation,

Myra Binnendyk

Myra Binnendyk
Library Manager

Penhold
& District Library

Strategic Planning 2026 - 2030

Table of contents

message from the board

Since 1981 Library Boards of Penhold & District Library have been challenging the future.

As our community has grown the library has grown alongside it, providing a space to connect. The vision of the library is for family to connect, community be engaged and lifelong learning opportunities experienced. Through this relationship we are able to open doors for literacy and access to resources throughout Alberta, enriching learning opportunities.

In 2021 we were very fortunate to be awarded the TD Summer Reading Club first prize, which allowed us to purchase a baby grand piano and open our doors to community beyond our borders. Innovation has opened doors for others to experience what our library offers.

It has been the steadfast support of the Town of Penhold Council and increased funding from the Province and County that assist in the library having flexibility and opportunity. Parkland Regional Library are the wheels to great resource sharing and educating library staff. Valuable staff keep the library connected to community and an organized and pleasant place to be. We appreciate dedicated Board Members who believe in the vision of our library.

Moving forward with our 2026 – 2030 Strategic Plan we continue on a path that listens to community and provides experiences and opportunities that enrich community.

On behalf of the Town of Penhold and District Library Board,

J. Schm

Joan Schmelke, Library Chair

acknowledgements

BOARD MEMBERS

Penhold and District Library is governed by trustees appointed from the Town of Penhold.

- Joan Schmelke (Chair)
- Crystal Schening (Vice-Chair)
- Brandi Filipchuk (Treasurer)
- Teresa Cunningham (Town of Penhold)
- Geralis Enns
- Gail Maki

Thank you to this team of committed volunteers for sharing their knowledge, expertise and energy. They are leaders in the community and are committed to making the Library a fun place to be for the whole community.

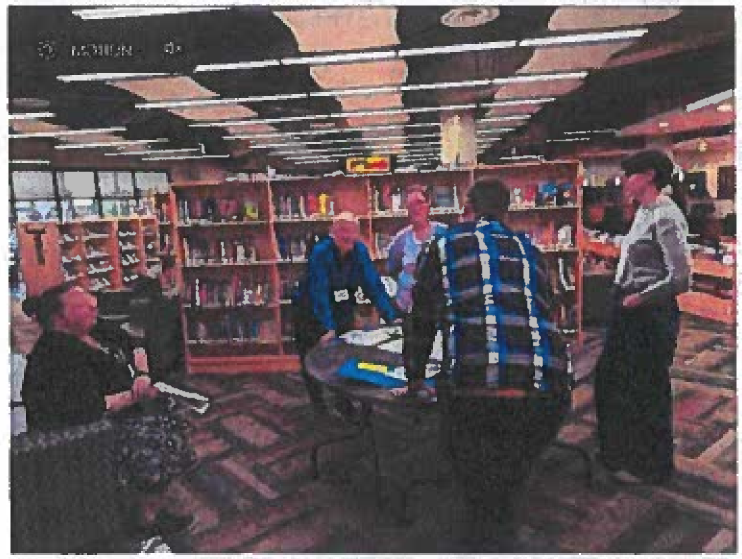
COMMUNITY STAKEHOLDERS

- Friends of the Library, Chair
  - Alison Marshall
- Friends of the Library / Book Club
  - Angela George
  - Liz Simpson
  - Lenore Hammers
- Home School Family
  - Amanda Holt
- Innisfail Dayhome Society
  - Ella Brekke
- Kid's Kingdom Preschool
  - Paula Kelly
- Optimist Club
  - Carole Ramage
- Organic Oasis
  - Raeleen McCutcheon
  - Jason McCutcheon
- Penhold Church of Hope
  - Greg Waddy
- Penhold Seniors Drop- In Centre
  - Linda Briggs
- Town of Penhold, PYC
  - Amanda Lindgren
- Town of Penhold Councilors
  - Tyrone Muller
  - Teresa Cunningham
- Town of Penhold, Community Services
  - Jamie Seiyama
- Town of Penhold, FCSS
  - Jennifer Blaylock
- Library staff
  - Jennifer Ball
  - Michelle Hayden
  - Krista Hemstreet
  - Aimee Molinski
  - Myra Binnendyk

Input from community stakeholders was important to understanding:

- Public perception of use of public funds
- Demographics of the community
- Insight into the needs of the community

Thank you to members of these organizations. Your feedback is important to the future of the Library and to helping to achieve the goals and objectives laid out in this plan. Your input will ensure that the Library remains relevant to the community, providing services that are useful and beneficial to the patrons.



SURVEY RESPONDENTS

A community survey was designed to give community members the opportunity to provide input to the planning process. In 2020 there were 77 respondents to a community survey leading to the development of the Service Plan. In the spring of 2025 we were so pleased that there were 318 respondents to the community survey.

We appreciate all of the responses and comments. The Library Board and stakeholders incorporated the results into the Strategic Plan so that services would remain relevant and useful to community members and library users.

Survey results are included in the appendix.

the planning process

The overall purpose of this Plan of Service or Strategic Plan is to provide direction for the library for the next 5 years. The Plan is based on an assessment of needs and of fulfilling the expectations of the Penhold Library Board and the communities served.

The scope of the project included engaging the community, its stakeholders and staff for development of the Plan. The Penhold Library considered the planning process laid out in "Strategic Planning Process for Results" - *Sandra Nelson* as a resource to guide the process.

Over the course of 6 months, activities included:

- A survey of the general public, users and stakeholders of the Penhold Library
- A community round table with key stakeholders
- Meetings with the staff and with the Board of Directors

Input from these activities became the foundation for drafting the content of the Plan. The Plan includes a list of recommended goals and objectives for the years 2026 to 2030.

Methodology:

- Review of 2021 - 2025 Service Plan, annual report, and other related documents
- Survey of community interests and analysis of results
- In person meetings with the Board of Directions, staff and community stakeholders to review results of a survey, the Library Mission, Values and Goals of Plan of Service 2021-2025 and achievements
- Documentation of findings from engagement with each group
- Presentation of findings to the Penhold Library Board
- Development of goals (service responses) for 2026-2030
- Preparation of the Final Report

Board Members reviewed each step including drafting of the community survey and plans for the community stakeholders meeting. The Library Board and Staff held meetings to review and respond to input from each activity and then finally to incorporate the results into Goals and Objectives for the next five years.

The Goals and Objectives are intended to be broad in nature to allow for creativity in actions and opportunities for change. The Plan will support the Library to focus energy and resources as they are available over the next five years.

Input from the community

A survey was shared with organizations in the community, patrons of the Library and with others in the community through social media. The survey was instrumental in determining community priorities for the next one to five years in order to make smart decisions about resource allocation.

Input from community stakeholders was important to understanding:

- Perception of public of use of public $
- Demographics (is it representative and futuristic)
- Insight into the needs of the community

Community Stakeholders met to review the results of the community survey and some basic data on the community and the library in order to begin thinking about the current state and how that might change over the next 5 years.

This work informed the final step of working with the Library Manager, Board and staff to develop the Strategic Plan 2026-2030.

vision and mission

The vision and mission statements for the Penhold Library provide guidance to where the organization aspires to go and define the organization's business, its objectives and how it will reach these objectives.

Our Vision

Penhold and District Library is passionate about community, literacy and life long learning.

Our Mission

To provide effective library service to all citizens of Penhold and region by connecting people of the community through programming, partnerships and the efficient use of resources.

"Fun for the Whole Family"

values

The Library Board and staff are committed to:

Accessibility:
Endeavoring to create a library environment of barrier-free access and community inclusiveness to our facility, resources, programming and lifelong learning.

Connectivity:
Create an environment that encourages connectivity between family, community and literacy.

Hospitality:
We will provide an inviting space that enables visiting communities to connect with family, community and resources.

Diversity:
We treat all people with respect and dignity.

Accountability:
We will be accountable for services we provide.

Quality:
In all we do, we desire to serve with excellence and a perceptiveness to the needs of our community.

Partnerships:
We believe in pursuing collaborative, innovative relationships to better serve the interests and needs of our community.

Creativity:
We will highlight and encourage creative expression.

Lifelong Learning:
We believe in creating an environment that supports and stimulates the love of learning at all stages in life.

Intellectual Freedom:
We support the intellectual development and growth of individuals as well as community and the exchange of information.

community profile

Penhold is described as a vibrant, family-oriented community with a country living feeling, centrally located on Highway 2A between Red Deer and Innisfail.

In Penhold, Alberta, the population was 3,484 in 2021, and the town has seen a population increase, with 3,854 residents reported in a recent census, reflecting a growth from 3,287 in 2016.

2021 Census:

The 2021 Census of Population conducted by Statistics Canada showed a population of 3,484 in Penhold, a 6% increase from the 2016 population of 3,287.

Historical Population:

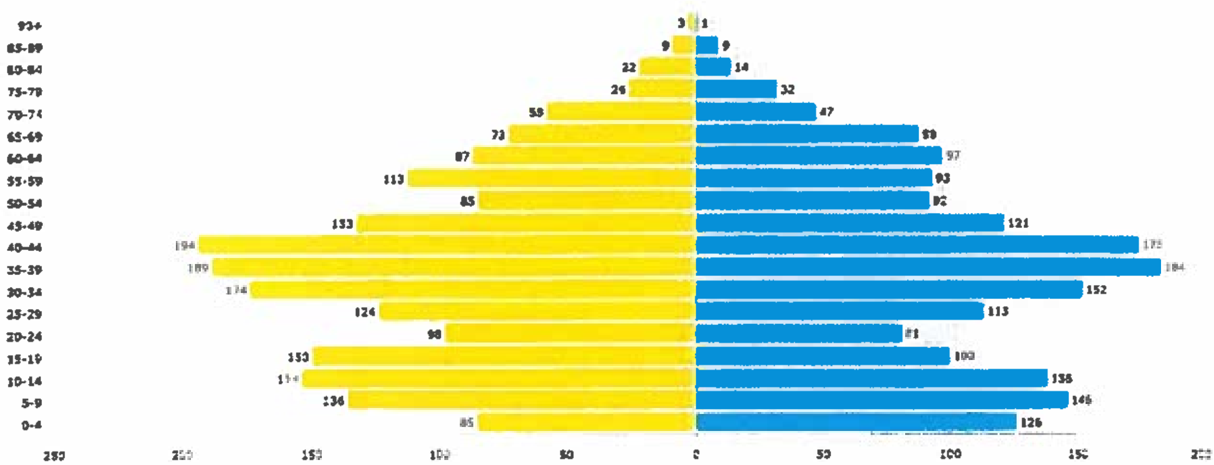
In 2016, there were 3,277 people recorded; in 2011, the number was 2,375; and in 2006, the town had just 1,971 people.

Population Density:

In 2021, Penhold had a population density of 311.1/km2 (805.7/sq mi) over its 11.2 km2 (4.3 sq mi) land area.

Penhold had a population of 3,725 in 2024. The population of Penhold increased 0.65% year-over-year, and increased 2.84% in the last five years. While the town is expecting further growth, a specific 2025 population number is not available. However, the town is undergoing a municipal census, and the mayor anticipates the population to be in the 4,000 range.

Age Pyramid



- *Alberta Regional Dashboard*

goals and objectives

Comfortable physical library spaces

1. **Goal: The Library will be a safe, welcoming, inclusive space for everyone in our community.**

Objectives:

i. Maintain awareness of the changing population
ii. Know the needs of the patrons, engage with visitors
iii. Invite the community to the library's welcoming space
iv. Maintain the physical components of the library
v. Be flexible in use of the library's spaces including creating opportunities for quiet spaces and times,
vi. Provide library hours appropriate to the needs of patrons
vii. Diversify and increase funding sources

Measures:

i. Increase traffic into the library using the door counter and program statistics
ii. Increase the number of Library Cards/Memberships

Satisfy Curiosity: Lifelong Learning

2. Goal: **The Library will increase visibility and strengthen connections by actively inviting the community to engage with the library's services, programs and events.**

Objectives:

i. Continue to reach out to Springbrook and the Red Deer County
ii. Maintain an active presence on social media with more posts and photos showing current activities and include a hyperlink to the main website
iii. Provide event notifications in multiple formats
iv. Communicate regularly with schools in Penhold
v. Tailor communication methods to age groups
vi. Maintain direct, in-library event, program, and service information and invitations
vii. Ensure services and programming information is up-to-date

Measures:

i. Maintain the collection and increase circulation on an annual basis
ii. Maintain a high overall satisfaction rating for services, resources and the facility using periodic surveys

Stimulate Imagination: Reading, Viewing and Listening for Pleasure

3. Goal: **The Library will understand and respond to the interests of the community and partner with other organizations to expand the range of offerings and reach.**

Objectives:

i. Provide the opportunity for social and speaker events
ii. Include Library services for all ages
iii. Source and cultivate local talents and experts to host programs
iv. Create and encourage young readers
v. Hire youth
vi. More engagement and interaction about potential events and scheduling
vii. Look for ways to reach out into the community, connect with other local groups including the Seniors Centre and schools
viii. Host programs and events outside of the library space
ix. Collaborate with community groups in hosting and developing programs and fundraising activities

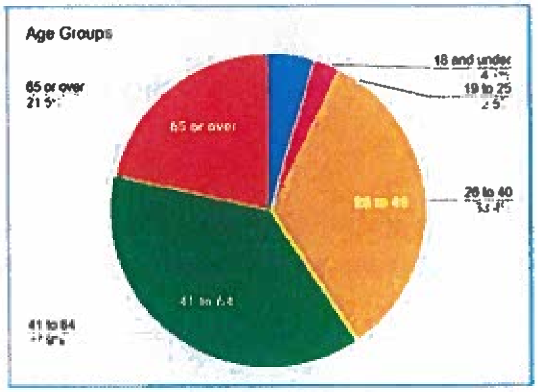
Measures:

i. Maintain a 95% satisfaction rating for programs
ii. Increase program attendance year over year using the year-end review as a measurement
iii. Match range of programming to the demographics of community by offering at least two new programs each year

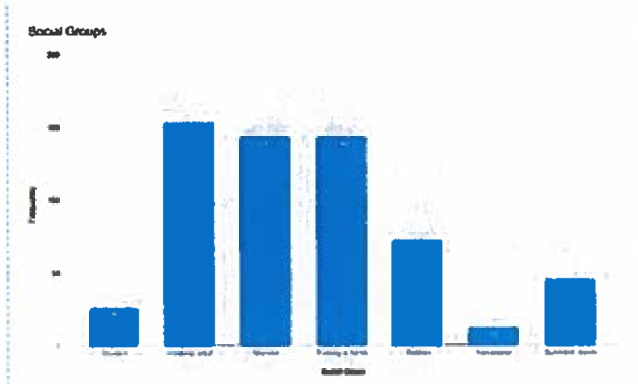
appendix

What did we learn from the community and users of the library?

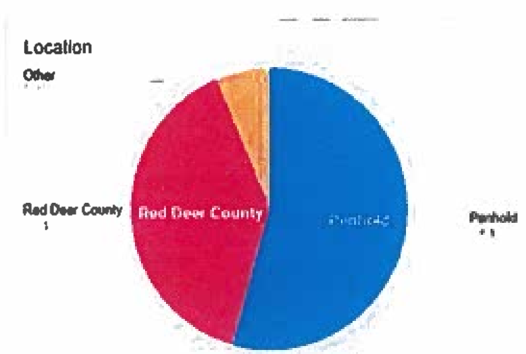
1. **What age group do you belong to?**



2. **Which of the following apply to you?**

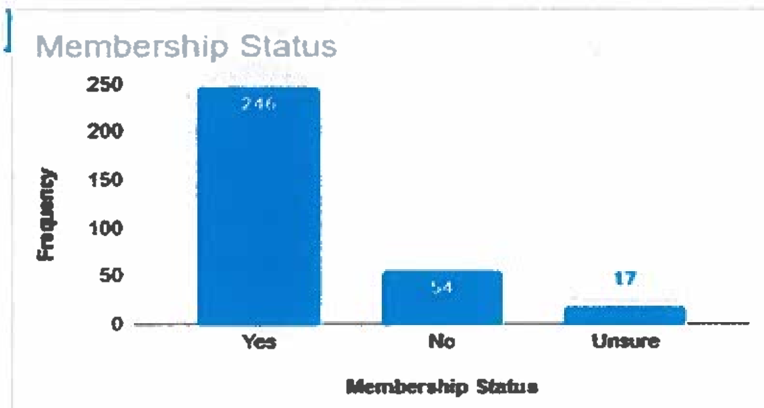


3. **Where do you live?**



4. What language do you speak?

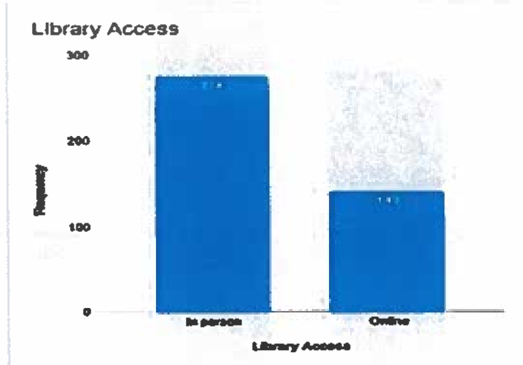
5. Do you have an active Library Card/Membership?



6. On average, how often do you access the library?

Library Visits	Frequency	Percentage
Daily	18	5.68%
Weekly	103	32.49%
Monthly	79	24.92%
Casually/Periodically	110	34.70%
Never (if selected, move to question 10)	7	2.21%
Totals	317	100.00%

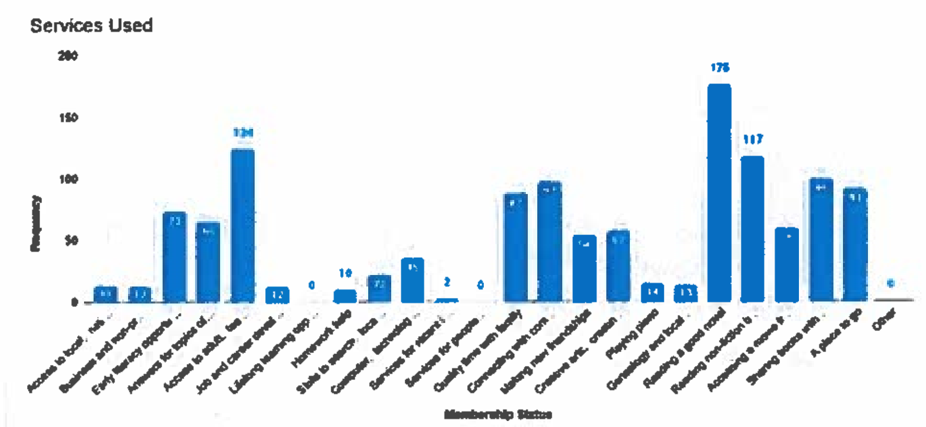
7. How do you access the library?



8. Tell us why you use the library? (Check all that apply.)

Top 7	Frequency	Percentage
Reading a good novel	175	55.21%
Access to adult, teen and family literacy	124	39.12%
Reading non-fiction books	117	36.91%
Sharing books with my children	99	31.23%
Connecting with community	97	30.60%
A place to go	91	28.71%
Quality time with family	87	27.44%

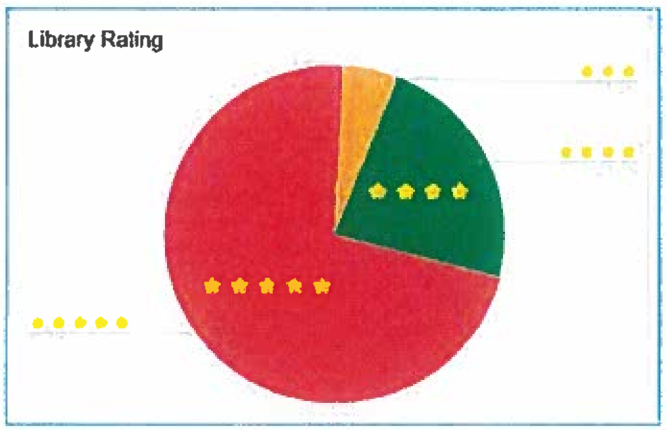
9. What services do you use



10. Service Ratings

Services Rated	★★★★		★★★		★★		★		
Adult programs	76	78.35%	18	18.56%	1	1.03%	2	2.06%	97
Teen programs	28	65.12%	9	20.93%	3	6.98%	3	6.98%	43
Baby programs (0 - 12 months)	35	76.09%	8	17.39%	2	4.35%	1	2.17%	46
Preschool programs (1 - 5 years)	69	88.46%	9	11.54%	0	0.00%	0	0.00%	78
Children's programs (6 - 12 years)	64	82.05%	12	15.38%	2	2.56%	0	0.00%	74
Family programs	78	82.11%	14	14.74%	3	3.16%	0	0.00%	95
Adult books/resources	148	74.00%	43	21.50%	9	4.50%	0	0.00%	200
Teen books/resources	45	68.18%	15	22.73%	5	7.58%	1	1.52%	66
Children's books/resources	90	84.91%	13	12.26%	3	2.83%	0	0.00%	106
E-content (e-books, e-Audio, e-Magazines, etc)	65	62.50%	30	28.85%	8	7.69%	1	0.96%	104
DVD - Blu-ray collection	51	62.20%	26	31.71%	5	6.10%	0	0.00%	82
Public Computers	53	82.86%	7	10.00%	3	4.29%	2	2.86%	70
Internet access	62	84.93%	5	6.85%	4	5.48%	2	2.74%	73
Exam Proctoring	15	60.00%	6	24.00%	3	12.00%	1	4.00%	25
Printing, scanning, faxing services	5	50.00%	4	40.00%	1	10.00%	0	0.00%	10
Drop-in craft	71	81.61%	11	12.64%	3	3.45%	2	2.30%	87
Piano	26	63.41%	8	19.51%	5	12.20%	2	4.88%	41

11. How would you rate your library?



12. If you could change or add something to the library, its services and programs, what would that be?

- **Library Hours & Accessibility** – Many users requested extended hours, including opening on Mondays, earlier morning hours, more evening and weekend availability, and another late-night opening to better accommodate working adults, families, and students.
- **Expanded Programs for All Ages** – There is strong demand for:
  1. More **homeschool programs**, especially in STEAM subjects (art, science, cooking, coding, 3D printing).
  2. More **adult-only programming**, including a writer's club, community living room, general interest classes, and a monthly art program.
  3. More **teen activities**, such as Warhammer and other engaging events.
  4. More **after-work and weekend activities** for adults and families.
- **Better Book & Digital Resource Availability** – Users want:

1. A larger selection of **e-books, audiobooks, and physical books** in various genres (romance, LGBTQ+, Indigenous, self-help, and non-fiction).
2. **More copies of popular e-books** to reduce long wait times.
3. Improved **organization of books** (e.g., better genre placement, new book displays, seasonal themes).
4. Greater access to **book loan networks** (e.g., joining TRAC or Red Deer Library).

- **Membership & Fees** – Several users suggested making **library memberships free,** as many libraries in other regions do. Some recommended charging for specific programs instead of access to books.
- **Library Environment & Facilities** – Key concerns included:
  1. **Excessive noise**, especially from the piano, making it hard to read or study. Some requested designated quiet study areas with doors.
  2. Improved **safety protocols for computers**.
  3. More **event space**, such as a 100-person hall.
  4. **Home delivery of books** for seniors or rural residents.

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Penhold & District Public Library
- 2026 Budget

RECOMMENDATION:
That Council accepts the Penhold & District Public Library's 2026 Budget as information
AND FURTHER: that this be referred to the budget deliberations.

CAO COMMENTS:
This request will be reviewed with all other departmental budgets in November.

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

KEY ISSUE(S)/CONCEPTS DEFINED:
Request for additional funding for 2026 budget year.

RELEVANT POLICY:
Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:
Providing Good Services to the Community

DESIRED OUTCOME(S):
To continue to promote a vibrant active library system, supporting our area.

RESPONSE OPTIONS: None currently

PREFERRED STRATEGY:
Review within the overall budget presentations.

IMPLICATIONS OF RECOMMENDATION:
Council acknowledges the 2026 Budget that has been approved by the Library Board.

GENERAL:

ORGANIZATIONAL:

FINANCIAL:
There may be a financial implication to the Town.

FOLLOW UP ACTION:
A response will be given back to the Library once the 2026 budget has been approved.

COMMUNICATION:
Advised the Library their information has been received.

OTHER COMMENTS:

Presented at the Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

____
CAO

Penhold and District Library

2026 Budget

Revenue	2025 Budget	2025 Sept. Actuals	2026 Budget
Municipal - Operating	178,137	178,137	188,251
Provincial - Operating	28,953	28,953	28,953
Red Deer County - Rural Service Grant	30,322	30,322	30,322
Canada Summer Jobs Grant - 2 Summer Students SRP	4,000	5,290	4,000
Coummunity Foundation of Central Alberta		840	0
Total Operational Funding	241,412	243,542	251,526
Bank Interest	50	35	50
Coffee	75	61	75
Donations & Charitable	0	1,000	0
Exams	0	40	0
Faxes	100	53	50
Fines	250	250	250
Fundraising (transfer of funds from the Friends)	240	1,562	0
GST Rebate	500	1,045	500
ILL Postage Refund from PRL	0	13	0
Memberships	3,700	3,075	3,700
Piano Recitals		240	0
Photocopies	400	477	500
Programs:			
Paid Programming (Paid programs help cover expenses)	500	1,282	0
Room Rental		100	0
TOTAL REVENUE	**247,227**	**252,774**	**256,651**
Expenses			
Salaries: Library Manager (30 hrs/wk @ 40.00) *$250/month RRSP	63,185		65,400
Staff 1 Circulation (21 hrs/wk @26.00)	27,300		28,392
Staff 2 Circulation (21 hrs/wk @ 23.00)	24,024		25,116
Staff 3 Circulation (21 hrs/wk @ 22.00)	22,932		24,024
Staff 4 Programmer (21 hrs/wk @ 27.14)	29,637		29,637
Canada Summer Jobs: 1 students @ $19.00/ hr. (Expense runs through payroll)	11,500		11,000
MERC (Mandatory Employment Related Costs @ 10%)	18,850		18,357
IT Website Support (7 hrs/wk @ 25.00)	8,736		9,100
Float Hours (SRP Assistant 4,500) (After School Programs 4,320)	8,580		8,820
Flex Health Credit (5 employees)	3,500		3,500
Salaries Sub Total:	218,244	144,704	223,346
Advertising (Arena 425 / Reporter 650 / Promotional 925)	1,500	1,917	2,000
Audit / Bank Charges / Transfers	2,700	2,756	2,800
Collection Development			
Books & DVD's	0	2,875	600
CESD	0	2,111	0
Magazines	800	744	800
In House Resources	500	297	800
Equipment	2,500	1,178	2,500
Fundraising Expenses	0	680	0
Honorarium / Recognitions	500	0	500
ILL Postage Refund	0		0
Insurance & WCB	550	931	1,025
Janitorial Services (5hrs/wk x 52 wks @ 23.00)	3,200	2,287	5,980
Memberships	0	0	100
Miscellaneous / Coffee / Lunches (hospitality)	600	1,249	800
PRL / Fines	100		100
Postage	200	134	200
Processing Supplies (library resources)	600	0	600
Programs	6,000	5,051	6,000
Repair & Maintenance	3,000	3,329	2,000
Stationary & Supplies (Photo Copier)	5,233	3,378	5,500
Workshop & Mileage	1,000	224	1,000
TOTAL EXPENSES	**247,227**	**173,845**	**256,651**

NOTES:

Municipal Operational Grant History: (2023 - $180,910) (2024 & 2025 - $178,137)
Float Monies support youth employment at the library

Town Council's on going support is appreciated and enables us to be a community builder.

. . . passionate about Community

REQUEST FOR DECISION

Department: Legislative Services **Submitted by:** Rick Binnendyk

SUBJECT: Bylaw 839/2025 Council Procedure Bylaw – 1st Reading

RECOMMENDATION:
That Council move to give first reading of Bylaw 839/2025 being the Council Procedure Bylaw as presented.

CAO COMMENTS:
This document is being brought forward to allow Council opportunity to adjust our procedures in doing meetings if so desired. This first reading will allow time to think about the legislative changes needed but also time for how council wishes to do council meetings.
FYI: looking forward to your perspectives.

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 Council Procedure Bylaw has been written in accordance with all the other requirements of the MGA with respect to the revision of bylaws as well as follows the process desired of Council.

RESPONSE OPTIONS:
Council gives Bylaw 839/2025 first reading and defers the bylaw back to Administration requesting more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:
With the 2025 municipal election now behind us, Administrative Staff reviewed the Council Procedure Bylaw for any discrepancies with new legislative changes. 2025 has seen multiple changes to the MGA therefore changes to the current Council Procedure Bylaw are required.

Legislative changes to the Bylaw are highlighted in yellow with the change in italics behind. Sections requiring change are:

Pg. 3

5.111. Town of Penhold Council Code of Conduct – currently there is no Council Code of Conduct required however Municipal Affairs advises us something will be coming however it may be another Provincial Legislation.

Pg. 6

7.1 (1.1) Added Items – the Town's Regular Council Agenda reads Additions & Deletions to Agenda

Pg. 7

Section 8.1 the current Bylaw references FOIP and PIPA however it needs to be changed to reference the Access to Information Act

Pg. 8

Section 10.2 The time of absence has changed from any period of eight weeks to any period of 60 consecutive days

Pg. 11

Section 15.5 The title of Legislative Assistant has been changed to Executive Assistant

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the Nov. 3rd, 2025, Regular Council Meeting for the Town of Penhold

____

CAO

TOWN OF PENHOLD
<u>BYLAW NO. 839/2025</u>

COUNCIL PROCEDURE BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, to provide for the orderly proceedings of Council meetings and the transacting of business by Council of the Town of Penhold.

WHEREAS the Section 145(b) of the ***Municipal Government Act***, RSA 2000, Chapter M-26, as amended (the "**Act**") states that Council may pass bylaws in relation to the establishment and functions of Council committees and others bodies;

AND WHEREAS the Council of the Town of Penhold wishes to establish procedures to be followed by Council, Council committees and other bodies established by the Council;

AND WHEREAS Council has a bylaw which provides a standard, familiar format for Council meetings and to make it clear for members of Council, staff, the media and the public to understand the decision making process.

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

SECTION 1: TITLE AND PURPOSE

1.1 This Bylaw may be cited as the "Council Procedure Bylaw".

1.2 The purpose of this Bylaw is to establish rules to follow in governing the meetings of the Council and Committees of the Town of Penhold.

1.3 The federal legislation supersedes provincial legislation and the MGA supersedes municipal bylaws.
a) Hierarchy of rules
- Municipal Government Act and any other provincial legislation
- Procedure Bylaw
- Principle Rules of a Meeting (Robert's Rules) (not legislated)

SECTION 2: DEFINITIONS

2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the ***Municipal Government Act***:

a) **"Agenda"** is the items of business of a meeting and the associated reports, bylaws or other documents;

b) **"Chair"** means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting;

c) **"CAO"** means the Chief Administrative Officer of the Town within the meaning of the Municipal Government Act, or his/her designate;

d) **"Closed Session"** means a meeting which is conducted without the public in attendance; this would be determined if a matter to be discussed is within one of the exceptions to disclosure as per the Freedom of Information and Protection of Privacy Act;

e) **"Council"** means the municipal Council of the Town of Penhold;

f) **"Councillor"** means a member of Council who is duly elected and continues to hold office;

g) **"Delegation"** means any person that has permission of Council to appear before Council or a Committee of Council to provide pertinent information and view about the subject before them;

h) **"Deputy Mayor"** means the member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;

i) **"Mayor"** means the Chief Elected Official of the Town within the meaning of the Municipal Government Act and is a member of Council;

j) **"Member"** means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council;

k) **"Minutes"** means the record of decisions of any meeting;

l) **"Municipality"** means the Town of Penhold, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

m) **"MGA"** means the Province of Alberta Municipal Government Act and any amendments thereto.

n) **"Person"** means any person, firm, partnership, association, corporation, company or organization of any kind.

o) **"Public Hearing"** means a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.

p) **"Quorum"** means the minimum number of members that must be present at a meeting for business to be legally transacted;

q) **"Rescind"** means to repeal, cancel, or revoke;

r) **"Special Resolution"** means a resolution passed by a two-thirds majority of all members;

s) **"Table"** means a motion to delay consideration of any matter and sets the date for reconsideration of the matter to resume;

t) **"Withdraw a Motion"** permits a member to remove a question from consideration even after the motion has been restated by the Chair.

SECTION 3: GENERAL

1. This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council.

2. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.

3. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.

4. A motion to waive any provision of this Bylaw may be brought at any time, and if accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed.

5. The precedence of the rules governing the procedure of Council is:
    i. The Province of Alberta Municipal Government Act
    ii. Other Provincial Legislation
    iii. Town of Penhold Council Code of Conduct

6. The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.

7. The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.

8. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.

9. As a rule the Chair does not make any motions, but shall be able to voice what he/she sees as a useful motion and seek someone to move the motion.

10. Direction to administration by Council shall be limited to Council as a whole directing the CAO only.

SECTION 4: DEPUTY MAYOR

1. At the Organizational Meeting, Council shall review and appoint the upcoming year's list of Deputy Mayors to act as Mayor in the absence or incapacity of the Mayor.

2. Council can by resolution, at a Council meeting, make changes to the Deputy Mayor schedule.

SECTION 5: MEETINGS – Organizational

1. When the Mayor has been elected at an election immediately preceding the organizational meeting the CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed the official oath prescribed by the Oath of Office Act.

2. The Organizational Meeting shall be held on the fourth (4th) Monday in October of each year, unless otherwise authorized by resolution of Council.

3. It is recommended that all Councillors be present.

4. The CAO shall have available for each member of Council and the public, a copy of the Organizational Meeting Agenda and all supporting materials no later than 12 noon no less than three (3) days before the date on which the Organizational Meeting is scheduled.

5. At the Organizational Meeting Council will set the dates, times and place for the next twelve month period for the regularly scheduled Council meetings.

6. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.

7. Council can, by resolution, make changes to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours notice of the change is given to any Councillor not present at the meeting at which the change was made and give notice to the public.

8. The order of business at the organizational meeting shall be stated in the agenda in the following order:
    1. Call to order
    2. Adoption of the agenda
    3. Deputy Mayors Appointment(s) for the next twelve month period
    4. Date, Time and Location of Regular Council meetings for the next twelve month period
    5. Date, Time and Location of the Council Workshop meetings for the next twelve month period
    6. Signing authorities
    7. Appointment of Town Auditor
    8. Appointments of Council Members to Authorities, Boards, Commissions and Committees
    9. Items of Business: review pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large
    10. Adjournment

9. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present, and the vote upon a matter of priority of Council business shall be decided without debate.

SECTION 6: MEETINGS – Regular

1. As a rule, regular Council meetings are held the second (2^{nd}) Monday at 6 p.m. and the fourth (4^{th}) Monday at 6 p.m., of each month, notwithstanding any deviations as established at the Organizational meeting.

2. Notice of regularly scheduled meetings need not be given.

3. At a meeting at which all of Council is present, Council shall by resolution, decide to hold regularly scheduled Council meetings on specific dates, times and place for the next twelve month period.

4. If a member is unable to attend a regular Council meeting Council may decide to place equipment in Council Chambers to allow participation of the meeting through electronic communications.

(Section 199 of the MGA states: 199(2) Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.)

5. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
   a) to any Councillors not present at the meeting at which the change was made, and;
   b) to the public.

6. The CAO shall have available for each member of Council and the public, an electronic copy of the regular meeting agenda and all supporting materials no later than 12 noon no less than three (3) days before the date on which the regular Council meeting is scheduled.

7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
   1. Call to order
      1.1) Added Items (*Additions & Deletions to Agenda)*
      1.2) Adoption of the agenda
   2. Adoption of previous minutes
   3. Business arising out of the minutes
   4. Public Hearings
   5. Presentations and Delegations
   6. Reports
      6.1) Financial Reports
      6.2) CAO Report
      6.3 – 6.6) Staff Reports
   7. New Business
   8. Outstanding Business
   9. Reports from Council boards and committees
   10. Bylaw(s)
   11. Correspondence and Information
   12. Council Round Table Reports - verbal
       12.1) Request for action/follow up
       12.2) Notice of motion: A request that has financial implications to the current year budget that will be brought back to the next regular Council meeting for deliberation and decision.
   13. Questions from the Gallery (at Chair Discretion)
   14. Closed Session
   15. Adjournment

8. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present.

SECTION 7: MEETINGS - Special Council Meetings

1. The chief elected official
   a) may call a special Council meeting whenever the official considers it appropriate to do so, and
   b) must call a special Council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

2. A special Council meeting called under subsection (1)(b) must be held within 14 days after the date that the Chief Elected Official receives the request or any shorter period provided for by bylaw.

3. The Chief Elected Official calls a special Council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

4. A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.

5. No matter other than that stated in the notice calling the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

SECTION 8: MEETINGS – Closed Session

1. As per Section 197 (2) of the MGA Councils and Council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. (*change to Access to Information Act*)

2. Resolutions or bylaws cannot be passed while in a closed session. Any decisions must be made at a meeting open to the public.

3. Under the MGA, Councillors are required to keep in confidence matters discussed in private (closed session) at a Council meeting.

SECTION 9: QUORUM

1. The CAO (or as designated by the CAO) shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

2. If a quorum is not present within fifteen (15) minutes after the time appointed for the meeting of Council, the CAO will take down the names of the members present and the meeting will be adjourned until the next regular meeting.

3. If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within fifteen (15) minutes the meeting will be deemed to be adjourned.

4. In the case that the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

5. If a Council meeting is adjourned for failure to constitute a quorum or due to loss of quorum the agenda for that meeting shall be considered at the next scheduled Council meeting, unless a special meeting is conducted to complete such business.

6. Special meetings of Council shall be established as required by Council according to the provisions of the MGA and the public shall be given notice.

SECTION 10: ATTENDANCE

1. Council attendance is required as pursuant to the MGA.

2. Under the MGA Section 174(1)(d) states that a Councillor is disqualified from Council if they are absent from all regular Council meetings held during any period of eight consecutive weeks, unless the absence is authorized by Council prior to the end of the eight weeks, or if there is no regular meeting during the eight week period, before the end of the next regular meeting. (*The Councillor is absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed.)*

   This does not apply if a bylaw under s 144.1(1) Maternity and Parental Leave is in effect or if a Councillor is away on Council business at the direction of Council by a motion of Council.

SECTION 11: CANCELLATION OF MEETINGS

1. Council meetings may be cancelled by resolution or bylaw:
    a) By a majority of Council, by resolution, at a previous meeting; or
    b) With written or oral consent of a majority, provided twenty-four (24) hours notice is provided to Council and the public.
2. Special Meetings may be cancelled by resolution or by bylaw:
    a) By the Mayor if twenty-four (24) hours written notice is provided to Councillors and the public; or,
    b) If less than twenty-four (24) hours notice is provided, the Mayor may cancel with the written or oral consent of two-thirds (2/3) of the Councillors.

SECTION 12: CONDUCT OF MEETINGS

1. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.

2. The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.

3. A motion may be withdrawn at any time before voting, subject to there being no objection from any member of Council.

4. The following motions are not debatable by Council:
    a) Adjournment
    b) Take a Recess
    c) Point of Order
    d) Table the Matter to another Meeting

5. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Mayor or other presiding officer so directs.

6. A motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.

7. Motions containing a negative statement shall be avoided whenever possible.

8. Whenever the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall apprise the member of Council immediately. He/she shall cite the rule or authority applicable to the case

without argument or comment, unless otherwise decided by a two-thirds (2/3) majority vote of the members of Council present.

SECTION 13: DELEGATIONS

1. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter and/or completion of "Presentation to Council" form located on Town of Penhold website or provided by administration. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1 p.m. in the afternoon at least three (3) business days before the date scheduled for the meeting at which it is to be presented, and it shall contain the full mailing address and contact information of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter.

2. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or other presiding officer.

3. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Mayor or other presiding officer may limit the length of time granted to the delegation.

4. Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

SECTION 14: PUBLIC HEARING

1. Council shall hold a public hearing when the MGA or another enactment requires Council to hold a public hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.

2. Council shall by resolution set a time, date and location of a public hearing.

3. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
   a. The Chair of a public hearing shall declare the public hearing open.
   b. A background shall be given on the proposed bylaw or resolution.
   c. Presentations shall be limited to five (5) minutes.

d. Persons speaking will be given an opportunity to speak only once.
e. Order of presentations shall be as follows:
    i. Those in support
    ii. Those opposed
    iii. Those deemed affected
f. Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
g. For clarification purposes, Council may ask questions of the speakers after each presentation.
h. No verbal or written submissions shall be received after the hearing has been deemed closed.
i. The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate c, d, e, f, g as listed above.

4. After the close of the public hearing Council may pass the bylaw or resolution; make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or; Council can defeat the bylaw or resolution.

SECTION 15: MINUTES

1. All minutes of Council meetings shall be recorded in the English language, without note or comment.

2. The names of the Councillors present at the meetings shall be recorded as present; the names of the Councillors absent shall be recorded as absent.

3. The minutes of each Council meeting shall be presented to Council for adoption at the next Council meeting.

4. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.

5. The CAO & Legislative Assistant (*Executive Assistant)*, or his/her designate, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

SECTION 16: VOTING

1. A Councillor has one (1) vote each time a vote is held at a Council meeting at which a Councillor is present.

2. A Councillor attending a Council meeting is required to vote on a matter put to a vote, unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.

3. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.

4. A Councillor shall abstain from voting on a bylaw or resolution if the Councillor was absent from all or part of the public hearing.

5. A Councillor may request that a vote be recorded prior to the call for the vote by the chair.

6. If the vote is unanimously carried or opposed, it shall be recorded as such; if the vote is split and approved by majority it shall be recorded as carried.

7. If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

SECTION 17: ENACTMENT

1. This Bylaw shall come into force and effect when it receives third and final reading and is duly signed.

2. This Bylaw hereby repeals Bylaw 795/2021.

Read a first time this 3rd day of November, 2025.

Read a second time this day of , .

Read a third and final time; and passed this day of , 2025.

____
Mayor Mike Yargeau

____
Rick Binnendyk, 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:
- Oct. 20 letter from Innisfail U18 Flyers Provincial Tournament Committee – sponsorship

EMAIL:
- Sept. 22 FCM Communique re: FCM Voice: GMF's 2024–25 Annual Report | Municipal Momentum | Federal announcements | and more
- Sept. 24 Alberta Municipalities re: The Weekly - September 24, 2025
- Sept. 25 email from Rick re: Innisfail & District Chamber – Business Awards Gala
- Sept. 25 email from Rick re: school space
- Sept. 25 email from Rick re: street lighting - Budgetary Request 500136644
- Oct. 1 email from Rick re: Customer Reviews
- Oct. 1 Alberta Municipalities re: The Weekly - October 1, 2025
- Oct. 1 email from Rick re: Innisfail & District Chamber of Commerce Business Awards Gala – last call
- Oct. 6 email from Rick re: Booking Reminder for Cilantro & Chive (Red Deer)
- Oct. 6 email from Rick re: Central Alberta Regional Assessment Review Board - Request for Volunteer
- Oct. 8 email from Rick re: 2026 Financial Survey
- Oct. 23 FCM Communique re: Bail and Sentencing Reform Act: FCM response and technical briefing sign-up

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 Nov. 3rd, 2025 Regular Council Meeting for the Town of Penhold

____
CAO

To: Whom it May Concern: October 20, 2025

Re: 2026 U18 Hockey Alberta Provincial Championships
Sponsorships and Raffle Table Donations

Dear Sponsor:

We are writing to request your support for the upcoming Alberta U18 Provincial Championship Tournament, which will take place March 26-29, 2026. This event is a premier youth hockey tournament that brings together the best U18 teams from across the province to compete for the title of Alberta Champion.

As you may know, the cost of organizing and hosting a tournament of this caliber is significant. Ice bookings, officials, awards and other operational expenses add up quickly. That is why we are reaching out to local businesses like yours to ask for your support in making this a successful event.

We are seeking either monetary donations or donations in kind, such as hockey equipment, raffle prizes or snacks for the players. Any contribution, no matter how big or small, will make a difference and will be greatly appreciated by the players, coaches and families involved.

Although we will not know if our bid to host has been successful until December 15, 2025, we are gathering sponsorship commitments now to demonstrate strong community support as part of our application.

In recognition of your support, we will prominently display your business name and logo in our programs and throughout the tournament venue. In addition, your business will be featured in our press releases and social media promotions of the event.

Thank you for considering this opportunity to support youth hockey and community sport. Your contribution helps create lifelong memories for young athletes and showcases the spirit of our community.

Innisfail U18 Flyers Provincial Tournament Committee

Levels of Sponsorship

Sponsorship Level	Amount	Name Exposure and Value Incentives
Platinum	$1200 +	Full Page Ad in Program, 4 individual weekend passes, 3 in game acknowledgements
Gold	$1000-$1200	Half Page Ad in Program, 4 individual weekend passes, 2 in game acknowledgements
Silver	$800-$1000	Quarter Page Ad in Program, 2 individual weekend passes, 2 in game acknowledgement
Bronze	$500-$800	Business Card Ad in Program, 2 individual weekend passes, 1 in game acknowledgement
Friend of Tournament	Under $500	Name in Program, 2 individual day passes Anonymous donations will be respected and applied at this level

*** The U18 Provincial Tournament Committee reserves the right to determine the amount of exposure for sponsorship of items in kind and donations that exceed the Platinum Level on a case-by-case basis ***

If you are interested in being a sponsor of the U18 Hockey Alberta Provincial Championships, should our bid be successful, please fill out the attached Letter of Commitment. We would begin collecting sponsorship money starting January 1, 2026

If you have any questions regarding sponsorship of the tournament, please contact one of the following:

Tournament Chair – Bruce Rafuse (403) 350-4431 bruce.rafuse@mcmancentral.ca

Sponsorship Chair – Shilo Reardan (403) 350-5562 shiloreardan@gmail.com

U18 Flyers Manager – Megan McDonald (403) 596-6066 mnmmeganmcdonald@hotmail.com

U18 Flyers Head Coach – Stephen Bates (403) 391-6865 ksbates@telus.net

Letter of Commitment for Sponsorship

____________________________________ will commit to sponsoring the U18
(Sponsor / Business Name)

Hockey Alberta Provincial Championship Tournament as a ______________________
(Sponsorship Level)

Level Sponsor in the amount of $______________ should the Innisfail U18 Flyers bid

be successful.

____
(Sponsor / Business Rep Name)

____
(Sponsor / Business Rep Signature)

____
(Date)