



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the February 23rd, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council approves the Feb. 23rd, 2026 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 Feb. 23rd, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Feb. 23rd, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Mar. 4 with identified change made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Feb. 23rd, 2026 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensures the documents are properly handled.

FOLLOW UP ACTION:

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

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

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

COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the Mar. 9, 2026 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

Town Council Chambers
February 23rd, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller
Kathy Sitter

Guests:

Ann Bilyk, Resident
Lori Wolfe, Resident

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Executive
Assistant

Mayor Yargeau called the meeting to order at 6:01 p.m.

1. **CALL TO ORDER - Mayor**

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2026-052

Councillor Galisky moved to adopt the agenda as presented.
CARRIED UNANIMOUSLY

2. **ADOPTION OF PREVIOUS MINUTES**

2.1. Adoption of the Feb. 9th, 2026, Regular Council Meeting Minutes

2026-053

Councillor Cunningham moved to approve the Feb. 9th, 2025, Regular Council meeting minutes as provided.
CARRIED UNANIMOUSLY

3. **BUSINESS ARISING OUT OF THE MINUTES**

2026-054

Councillor Sitter 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 Feb. 4 - 18, 2026

2026-055

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Feb. 4 - 18, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-056

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2026-057

Councillor Sitter moved to accept the Community Services' monthly report as information.

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2026-058

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 2026 Graduation Signs

2026-059

Councillor Kranenborg moved that Council continues with gifting the Grad Photos along Waskasoo Avenue for the 2026 Graduation Class.

CARRIED

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

10.1 Utility Bylaw amending Schedule A Fee Schedule

2026-060

Councillor Galisky moved that Council moves to give first reading of the Utility Bylaw 842/2026 amending Schedule A Fee Schedule.

CARRIED UNANIMOUSLY

2026-061

Councillor Sitter moved that Council moves to give second reading of the Utility Bylaw 842/2026 amending Schedule A Fee Schedule.

CARRIED UNANIMOUSLY

2026-062

Councillor Muller moved that Council moves to proceed with third reading of the Utility Bylaw 842/2026 amending Schedule A Fee Schedule.

CARRIED UNANIMOUSLY

2026-063

Councillor Kranenborg moved that Council moves to give third and final reading of the Utility Bylaw 842/2026 amending Schedule A Fee Schedule.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-064

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2026-065

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

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY - NO ACTION IDENTIFIED

14. CLOSED SESSION - NONE

15. ADJOURNMENT

2026-066

Councillor Muller moved to adjourn Council Meeting at 6:36pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Tricia Willis

SUBJECT: Debenture Options for Public Services Building

RECOMMENDATION:

1. That Council approve administration signing a Blended Amortization loan with Alberta Capital Finance for 3.5 Million dollars over a 15-year term.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Section 258 Capital property – long-term borrowing.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

Council supports the Bylaw and authorizes Administration to continue with the process to borrow money for the new Public Services Building.

RESPONSE OPTIONS:

1. That Council approve administration signing a loan with Alberta Capital Finance for 3.5 million dollars over a 20-year term.
2. That Council approve administration signing a loan with Alberta Capital Finance for 4 million dollars over a 20-year term.
3. That Council approve administration signing a loan with Alberta Capital Finance for 4 million dollars over a 15-year term.
4. That Council approve administration entering into a loan with ATB Financial for 3.5 or 4 million dollars.
5. That Council recommend administration keep the outstanding debt on the ATB line of credit to afford flexible payment options.

PREFERRED STRATEGY:

That Council approve administration signing a Blended Amortization loan with Alberta Capital Finance for 3.5 million dollars over a 15-year term.

IMPLICATIONS OF RECOMMENDATION:

Once a determination of the amount of funding and type of loan, administration can move ahead and file the needed paperwork to start the funding process.

GENERAL:

Debenture Bylaw 824/2024 was approved in May 2024, authorizing the Town to borrow up to \$5,500,000 toward the total \$9,500,000 cost of constructing the new Public Services Building. At that time, the bylaw established a maximum borrowing amount based on a repayment term not exceeding 30 years.

As we near completion of the project, I am pleased to report that several positive developments have occurred throughout the construction phase. The Town has been successful in securing additional grant funding and leveraging external contributions, significantly reducing the amount we need to borrow while supporting our long-term financial stability. Over this same period, interest rates have also decreased, improving the affordability of the borrowing we do need to undertake.

While we did experience added costs—such as steel tariffs and other inflationary pressures—prudent project management and careful oversight have allowed the building to come in well below our original estimates.

Currently, Administration is recommending that the Town proceed with a 15-year blended amortization loan in the amount of \$3.5 million. This represents a considerably lower borrowing requirement than originally anticipated. The proposed financing structure will result in an estimated annual debenture payment of approximately \$312,549.46.

This approach reduces long-term debt, shortens our repayment horizon, and demonstrates our continued commitment to responsible stewardship of taxpayer dollars while delivering a critical community asset.

ORGANIZATIONAL:

Administration

FINANCIAL:

Repayment of indebtedness over a 15-year period.

FOLLOW-UP ACTION:

As directed by Council

OTHER COMMENTS:

Presented at the March 9, 2026, Regular Council Meeting for the Town of Penhold

for 

CAO

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: March 9th, 2026

RECOMMENDATION:

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

COUNCIL FOLLOW-UP/UPCOMING:

- Red Deer County Regional Forum to discuss ICF's (Intermunicipal Collaboration Framework agreements). March 11th @ 5pm
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:** no new information

Offsite Levies: Pending/ On hold

Memorial Hall: surveys have been launched and there is a strong survey response.

- Post boards have been placed in the library. For March /April.
- An Open House has been planned, at Memorial Hall, on Monday, April 20th from 5 to 6:30 pm.
- After the Open house information will be compiled into a report for Council to be presented in May.

Development items:

- We have been encouraging Melcor to move the required zoning request forward.
- PCPS is making ready the subdivision application for the proposed 39 lots west of Suds Car Wash. This subdivision will be pushed to allow for the zoning bylaw change to occur prior to the subdivision presentation. This is anticipated to work with the zoning at the same meeting April 13th Council Meeting.
- A development agreement is in progress to meet the subdivision requirements.
- Our office has been advised that there are only 2 single family residential lots remaining for sale within the current parcel. There are no row housing options at the present time. Melcor is working towards their lot layout in the near future.
- Our office has been advised that Melcor wishes to be in the ground by May this year. There is still several key planning steps required to ensure this timing is obtainable.
- A meeting was held with Fortis in reference to the current power lines running on the east side of Waskasoo Avenue north of Highway #42. Options have been identified and are currently under review.

- Atco – has responded to the towns' comments and appreciated the feedback. It was further identified that they are looking at the maintenance along the high-pressure gas line and will be responding in a few weeks.
- We continue to have discussions on several land matter fronts. old fire hall, school site.
- We met with Jenifer Hartigh Regional Economic Specialist through Alberta Government. Discussion tied to mostly granting programs and access.
- The town's grain elevators' silhouettes from the Ford Family are now complete and awaiting pickup this week.

Administration:

- Our accounting Firm Pivotal has begun our 2025 yearend close as of today. They will be in most of this week.
- Continue working with the Local Government Administration Association (LGAA) conference committee for the upcoming June conference.
- Carrie is working on putting up the information from Alberta Munis on Property taxes reimagined. The presentation tells a story of how our tax dollar works for us within the municipal side.
- Jen DiePye has sent out letters for tax arrears advising clients they are about to be registered for upcoming tax sale. This year is down with only 9 homes and 23 Manufactured homes.
- PCPS has advised they are winding down operations, and we are looking at retrieving our files with hard copy and electronic.

UPCOMING ITEMS OF INTEREST:

- Continue to work with new zoning and subdivision items.
- Memorial Hall survey and reporting
- Financial year end reports
- Safety Codes disciplines review
- Staff focuses and expectations for 2026
- Upcoming Mayors Caucus sessions in Edmonton, Mar 25-28.

Presented at the Mar 9th, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of March

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Arena – There were many playoff games in February, and as head into March, some teams have already been eliminated. The Amazons, a long-standing tenant, were just eliminated from the playoffs on February 28. We have already started selling off the playoff ice time allocated to them and have most of it sold already.

I have contacted Hockey Canada to see if the Town of Penhold could host a game for the World Juniors that are being held in Alberta this winter. I have recieved an email back from Hockey Canada and they will be sending me details on RFP timelines and details soon.

Gymnasium – The Gymnasium is hosting the annual Fire Fighters Association’s Dueling Pianos event in March. Get your tickets as it will be a great event!

Facility Stats – In February, roughly 22,581 kWh of power was produced with our solar panels reducing our carbon footprint by roughly 15,807 kg and saving us roughly \$2,032.29 in power.

In February we had roughly 17,243 people pass through the front doors of the building.

Fitness -

	February 2025	February 2026
MEMBERSHIP SALES	\$9,852.00	\$9,594.00
DROP-INS	\$553.65	\$610.75
TRAINING	\$2,658.25	\$1,610.00
DROP IN GYM	\$1,242.00	\$807.00
TOTAL REVENUE	\$14,305.90	\$12,621.75

A total of 17 fobs were issued for 24-hour members in the month of February.

The Fitness Centre had 53 new members for the month of February.

The Fitness Centre put on a Fitness Class Sampler event in February to promote the classes and instructors. This gave people interested in classes a chance to meet all the instructors and try a quick class with them. Fitness Classes running in February were Power HIIT, In the Zone, Pilates Fusion, Burn & Turn Spin, Zumba, Muscle Up Express, Booty Barre, Early Burn, 8 Rounds, Pump It Up, Step, Butts & Gutt's HIIT Mix, Fierce Fitness, Peaceful Yoga, and Stretch & Release.

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

	February 2026	Totals 2026
Penhold Sr Track Users	48	100
Kids Gym	84	210
Staff Fitness Usage	32	80
Penhold Fire Dept	24	46
Pickle Ball	112	247

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

UPCOMING ITEMS OF INTEREST:

CAO COMMENTS:

Presented at the March 9, 2026 Regular Council Meeting for the Town of Penhold

CAO





REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: February 2026

RECOMMENDATION: That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water Consumption as of February 28th is 21,575 M³; which is up 7% in comparison to February last year.
- Monthly Water Meter Reads were completed on February 13th.
- 46% of Utility accounts are signed up to receive E-Bills.
- There was no new water meters installed for February.
- Jesse Skwaruk, our Red Deer region Alberta Environment & Protected Areas Drinking Water Operations Specialist, visited our Reservoirs to see our operations and meet our Operators. If we have any issues or questions that need clarity, he is a resource available for us to use.
- An Hour Meter on Pump #3 in Reservoir #1 was replaced.
- Operators worked on painting Reservoir #1 Control Room Floor.

SEWER:

- As of January 31st, Sewer flows were 22,604 M³ for the month. This is down 3% in comparison to January last year.

SRDRWC:

- Operators performed 139 hours of work in February on the Regional System, with no after-hour call outs on the system.
- SRD Operations Meeting was held on Feb 10th in Bowden.
- Operators filled the water Tote at Waskasoo Lift Station #2. This allows Operators to wash their hands after working in the station.

TRANSPORTATION:

- Snow Removal was completed on Feb 2nd - 6th, 9th, 10th, 12th, 13th, 17th - 20th, 23rd - 27th.
- Intersections were scraped on Feb 17th.
- Sanding Truck was out on Feb 9th, 18th, 23rd - 28th.
- A stop sign located at the Multiplex was repaired on Feb 9th.

- **Maintenance of Equipment:**

- Oil changes are being completed when needed.
- #7 had fuel injectors replaced and a thermostat.
- Replaced Bearing & Stub Shaft on Viring Angle Broom Attachment
- 500 Hour service was completed on Unit #34; a quick attach issue was covered under warranty and repaired by Brandt
- Door seal was replaced on Unit #60
- Asphalt Trailer was taken to Industrial Machine for a season preparation inspection.
- The chute on the RPM Snowblower developed a hole; our Mechanic was able to weld and patch the hole.

STORM:

- With warmer weather, staff set up a steam unit in unit #4. Staff steamed some catch basins and drainage areas on Feb 6th, 10th - 12th.
- Feb 27th Staff primed and pumped down Lincoln Lift Station

PARKS & RECREATION:

- **Sports Fields**

- Staff worked on cleaning and flooding the Outdoor Rink when Mother Nature allowed on Feb 2nd, 5th, 9th - 13th, 18th, 20th, 23rd - 27th. Rec Centre is open from 11am to 9:30pm daily. Staff will be closely monitoring ice conditions with the warm weather and try and flood if weather allows.

- **Parks**

- Pathways and sidewalks were cleared on Feb 17th - 20th, 23rd, 24th, & 27th.
- Garbage's were changed on Feb 5th and 26th.
- Pruning was done on Feb 12th and 13th.
- Feb 11th snow piles were hauled away from parks.
- Feb 3rd, 6th, and 13th, staff in conjunction with the Fire Department did Storm Pond Safety presentations at all three schools.

MEMORIAL HALL:

- For the month of February, there were five bookings in the Hall. For March there are six additional bookings and three lease agreement groups.
- Information posters have been placed in the Library for the public to view. Information has been posted on the Town's website and socials with links and QR codes to the survey for Memorial Hall.

GARBAGE:

- Repairs on bins were completed when reported.

RV Park:

- Letters were sent out to 18 campers regarding seasonal stays in the Park for 2026. Six campers have booked for seasonal stays so far.

- General bookings opened at Campspot on Monday March 2nd.
- RV Park Opens for use on May 1st.

ORGANIZATIONAL:

- All Staff attended the Cultural Awareness Training on Feb 3rd.
- Feb 11th Administration staff had a chance to tour the New Operations Building. Feb 25th Operations Staff and some Fire Fighters went on an updated tour of the building's progress.
- Posting for Seasonal Staff was completed Feb 12th. Resumes and interviews are currently being reviewed and processed.

UPCOMING ITEMS OF INTEREST:

- ODR Ice maintenance continues while Mother Nature allows.
- Snow removal continues where needed. Priority ones will start again if snow accumulation numbers are reached.
- Intersection scraping, pathway sweeping, and sanding ongoing when needed.
- Alleyway drainage will be monitored and addressed as warm weather returns
- Steaming of storm drains and culverts for drainage as warm weather returns.
- Installation of Grain Elevator Signage along Fleming Ave. Spring 2026
- A section of storm line to be re-lined on Minto St. in 2026
- RV Park opens from May 1st to October 13th.
- Spring Cleanup is scheduled for May 22nd to June 1st.
- Splash Park Operation is scheduled for May 29th to September 7th.

CAO COMMENTS:

Presented at the **March 9th, 2026** Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative

Submitted by: Rick Binnendyk

SUBJECT: Draft Resolution - Enhancing CPA Reporting Requirements on Municipal Financial Statements Irregularities

RECOMMENDATION:

That Council approve the draft resolution titled “Enhancing CPA Reporting Requirements on Municipal Financial Statement Irregularities”;

AND FURTHER THAT Council direct Administration to submit it for consideration at the next Alberta Municipalities resolution session.

CAO COMMENTS:

This recommendation comes from looking at the financial statements from a community that recently identified they may have to dissolve. Pulling off their 2024 financial statements, looking at the Auditors Opinion letter, there was nothing suggesting any matter that may cause alarm.

However, looking at the financial information there was a totally different story being shown as to the dire state this community was in financially. It appears that the council/public were not aware as to what was occurring. Clear concise comments from the auditors this may have brought the problems to light much sooner. versus the generic statements that is in most financial reporting statements.

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:

Enhances clarity in the auditor–municipality relationship.

DESIRED OUTCOME(S):

Strengthen the accountability, transparency, and consistency of municipal financial auditing processes.

RESPONSE OPTIONS:

1. Council may direct Administration to revise the language or scope of the resolution before bringing it back for approval.
2. Council declines to endorse the resolution. No further action would be taken.

PREFERRED STRATEGY:

Creating a more transparent, accountable, and standardized audit communication framework that protects municipalities and ensures elected officials receive full and timely disclosure of any financial irregularities.

IMPLICATIONS OF RECOMMENDATION:

1. Supports informed decision-making by Council.
2. Reinforces financial oversight responsibilities.
3. Builds public confidence in municipal financial processes.

GENERAL:

The draft resolution proposes that the Government of Alberta, CPA Alberta, and CPA Canada:

1. Develop clear, mandatory reporting requirements for auditors to disclose *any* identified irregularities, not solely material misstatements.
2. Standardize communication protocols so all municipalities receive consistent reporting from their auditors.
3. Enhance transparency obligations to ensure that irregularities are communicated directly to Council, not solely administration.
4. Clarify escalation procedures when an auditor believes irregularities could indicate mismanagement, non-compliance, or risk exposure.
5. Support municipalities through guidance materials, training, or templates for audit reporting expectations.

This advocacy aligns with municipal objectives of protecting public funds, maintaining high accountability standards, and ensuring elected officials receive complete information.

BACKGROUND & RATIONALE:

Municipalities are often the largest financial business within a community and manage significant public funds, yet often operate with small financial teams, limited internal controls, and increasing exposure to complex procurement and infrastructure financing. These realities heighten the risk of financial irregularities that may not meet the strict threshold of “material misstatement” but still represent meaningful governance concerns. Without clear audit or reporting, councils lack the information needed to identify problems early and take corrective action.

This resolution supports stronger national audit standards that reflect modern municipal risk environments and upholds the public interest- responsibilities of the accounting profession.

Simply put: It is being suggested that Auditors see irregularities within financial reporting should be obliged to make comments on them.

ORGANIZATIONAL:

Administration

FINANCIAL:

No financial implications

FOLLOW UP ACTION:

As per Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the Mar. 9th, 2026, Regular Council Meeting for the Town of Penhold

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

CAO

RESOLUTION:

March 9, 2026

Strengthening Auditor Reporting Standards to Clearly Identify Financial Irregularities in Municipal Financial Statements

WHEREAS, Municipal councils rely on audited financial statements as a primary mechanism for ensuring accountability, transparency, and sound stewardship of public funds; and

WHEREAS, Auditors frequently limit reporting of irregularities—such as unexplained variances, misclassifications, procurement anomalies, weak internal controls, or unusual reserve transactions—to internal management letters, which are not always clearly communicated to staff or council or made available to the public; and

WHEREAS, Current CPA Canada auditing standards do not explicitly require auditors to clearly disclose financial irregularities resulting in many concerning patterns being underreported or communicated in highly technical language that is difficult for elected officials and public -to interpret; and

WHEREAS, Municipal councils, often composed of members without formal financial backgrounds, depend on auditors to highlight irregularities in a clear, accessible manner to make informed decisions and mitigate emerging risks; and

WHEREAS, Standardized, easy to understand reporting expectations for municipal audits will improve transparency, strengthen internal controls, reduce long-term financial risk, and reinforce public confidence in local government -financial management.

RESOLVED, That the Alberta Munis Association urge CPA Canada to strengthen its professional standards, guidance, and training requirements to ensure that auditors clearly and explicitly report financial irregularities identified during municipal audits, including but not limited to:

- unusual financial transactions or variances;
- irregular or high-risk- journal entries;
- procurement or contract anomalies;
- weaknesses in internal controls or segregation of duties;
- Indicators of potential fraud or mismanagement.

RESOLVED, That the Alberta Munis Association request that CPA Canada develop a standardized, plain language- Municipal Financial Irregularities Reporting Template to accompany municipal audits, including:

- a summary of identified irregularities;
- severity/risk classifications;
- recommended corrective actions;
- status updates on repeat or unresolved issues.

Town of Penhold, AB



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Appointment of Director of Emergency Management

RECOMMENDATION:

That Council appoints Mr. Sean Pendergast as the Director of Emergency Management in accordance with the Emergency Management Agency Bylaw No. 813/2023.

CAO COMMENTS:

This position requires expertise and ongoing training to effectively manage this position.

SUPPORTING DOCUMENTS: **Report/Document: Attached __ Available __ Nil _X_**

KEY ISSUE(S)/CONCEPTS DEFINED:

Having key individuals in key positions should the need arise.

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”.

Section 615 Municipal emergency MGA

Emergency Management Act Chapter E6.8

Town of Penhold Municipal Emergency Management Bylaw

STRATEGIC RELEVANCE:

Making and keeping a safe community.

DESIRED OUTCOME(S):

With a new director put into place, this will allow further evolving of other staff members to participate as Deputy Directors yet make a stronger team within Penhold.

RESPONSE OPTIONS:

1. Council may wish to consider an alternative person for the position.
2. Council may wish to remain as is with the current Director.

PREFERRED STRATEGY:

Move forward with what we believe is an excellent option to establish highly trained individuals, forming a new enhanced team concept for Penhold and our surrounding region.

IMPLICATIONS OF RECOMMENDATION:

The town will have a trained/experienced individual acting as the Director of emergency management role.

GENERAL:

Emergency Services has expanded over the years from dealing with what may occur within the community of Penhold, to a much larger focus now playing as a key partner within a regional concept within Central Alberta, that can serve the greater Province/country of Canada.

Mr. Pendergast has trained and is knowledgeable within emergency management. He has been involved locally, provincially, and has some federal exposure in dealing with emergency management.

In our recent staffing review of how we can best serve our community it was suggested and now being requested that Mr. Pendergast become the Emergency Management Director.

FINANCIAL:

this is task focus and no direct financial cost to the community. Ongoing meetings and regional training will be within the current pay structure.

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

There will be internal communication to staff.
Our regional agencies will be advised of the change
Province will be advised of the change in Directorship

OTHER COMMENTS:

Mr. Pendergast has been involved in the regional structure for some time, and it is good to align this position.

Presented at the Mar. 9, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Multiplex Concession Lease

RECOMMENDATION:

That Council accepts the Multiplex Manager's recommendation to enter into a lease with Linda M. for a one-year term to operate the concession.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 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:

Utilize the facility to its fullest potential

DESIRED OUTCOME(S):

Provide food services to the community and users of the Multiplex.

RESPONSE OPTIONS:

Council defers the recommendation and asks Administration to continue to search for another candidate for the concession.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Ma & Pa’s Bakery Café will lose the location for its cookie dough fundraising initiative.

GENERAL:

At its Jan. 26th Council meeting, Council tabled the signing of a two year agreement with Ma & Pa’s Bakery Café to allow time for Administration to put a call out for parties interested in operating the Concession as it was intended.

We advertised the space for a month and received three Expressions of Interest, with each party coming for a tour of the Concession. The next step was to see if we would receive any proposals to operate the concession. We received one proposal, for a one-year term, offering \$1,000/month plus GST. The submitted proposal identifies the Concession would be open Thursday and Friday evenings, and all day Saturday and Sunday.

If Council wishes to proceed with the new lease, the lease would start Aug. 1st, 2026.

We extended the current lease with Ma and Pa's to get them through their busy time with their cookie dough until July. Ma and Pa's will be moving their cookie dough production to another location this fall.

ORGANIZATIONAL:

Administration

FINANCIAL:

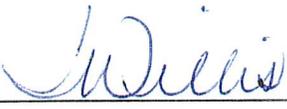
FOLLOW UP ACTION:

As per Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the Mar. 9th, 2026, Regular Council Meeting for the Town of Penhold

for 

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Penhold & District Library
– Dec. 31, 2025 Financial Statement

RECOMMENDATION:

That Council accepts the Penhold & District Library Dec. 31, 2025 Financial Statement documents as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached 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:

The Library requires Council’s acceptance of their Financial Statements and must provide a motion in order to complete the year end process.

GENERAL:

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

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

FOLLOW UP ACTION:

Advise Library of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Mar. 9th, 2026 Regular Council Meeting for the Town of Penhold



CAO



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

February 27, 2026

ATTENTION: Mayor Yargeau and Town Council

Town of Penhold Library Board is submitting our 2025 Financial Statement that was compiled by RSM Canada LLP, Kevin Fergusson.

The library has a history of being fiscally responsible in handling the budget. 2025 we buckled down for a tight budget and were fortunate to receive unexpected grants that left us with a surplus. Also, this is the final year that deferred funds from Chinook's Edge School Division will be recorded in the statement. To this end, the Library Board has been preparing for the future and time when the library will need to be refurbished. Funds will be added to an existing term, with future hopes of a matching grant, so that a well-kept environment can be enjoyed by our community. Additionally, there are project plans being put in motion to add new resources that will further enhance our library.

We are passionate about community and about making our space a positive community experience that connects family to community and lifelong learning. So many times, we hear people say they are from other local communities like Innisfail, Red Deer, Lacombe and Sylvan Lake. That is a very high compliment and we appreciate the support from Town Council that makes it possible for the Penhold library to be a destination.

Respectfully,

A handwritten signature in blue ink that reads "Myra Binnendyk". The signature is fluid and cursive, with a large loop at the end.

Myra Binnendyk
Library Manager

Attachments:
2025 Financial Statement

... passionate about community, literacy and lifelong learning.

**PENHOLD & DISTRICT
PUBLIC LIBRARY**

**Compilation Engagement Report and
Financial Information**

December 31, 2025



COMPILATION ENGAGEMENT REPORT

To the Management of the Penhold & District Public Library

On the basis of information provided by management, we have compiled the statement of financial position of the Penhold & District Public Library as at December 31, 2025, the statements of changes in net assets and operations for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Red Deer County, Alberta

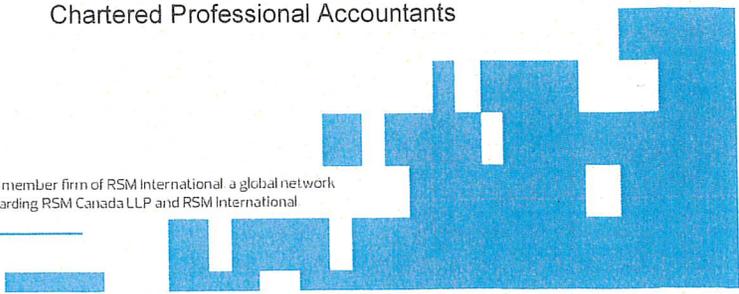
February 23, 2026

RSM Canada LLP

Chartered Professional Accountants

THE POWER OF BEING UNDERSTOOD
ASSURANCE | TAX | CONSULTING

RSM Canada LLP is a limited liability partnership that provides public accounting services and is the Canadian member firm of RSM International, a global network of independent assurance, tax and consulting firms. Visit [rsmcanada.com/about-us](https://www.rsmcanada.com/about-us) for more information regarding RSM Canada LLP and RSM International.



PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Financial Position

As at December 31, 2025

	2025	2024
ASSETS		
Current assets		
Cash	\$ 121,637	\$ 110,479
Term deposit	55,899	53,972
Goods and services tax receivable	<u>797</u>	<u>1,045</u>
	<u>\$ 178,333</u>	<u>\$ 165,496</u>
LIABILITIES		
Current liabilities		
Accounts payable and accruals	\$ 474	\$ 612
Deferred revenue	<u>-</u>	<u>11,454</u>
	<u>474</u>	<u>12,066</u>
NET ASSETS		
Unrestricted	121,960	99,458
Capital projects reserve	<u>55,899</u>	<u>53,972</u>
	<u>177,859</u>	<u>153,430</u>
	<u>\$ 178,333</u>	<u>\$ 165,496</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Changes in Net Assets

Year ended December 31, 2025

	Unrestricted	Capital Projects Reserve	Total 2025	Total 2024
Balance, beginning of year	\$ 99,458	\$ 53,972	\$ 153,430	\$ 152,425
Excess of revenues over expenditures	24,429	-	24,429	1,005
Transfer to reserve	<u>(1,927)</u>	<u>1,927</u>	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 121,960</u>	<u>\$ 55,899</u>	<u>\$ 177,859</u>	<u>\$ 153,430</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Statement of Operations

Year ended December 31, 2025

	2025 Actual	2025 Budget	2024 Actual
Revenues			
Municipal funding	\$ 178,137	\$ 178,137	\$ 178,137
Red Deer County funding	30,322	30,322	30,322
Provincial funding	28,953	28,953	28,953
Chinook's Edge School Division	11,454	-	17,194
Grant revenue	9,713	4,000	4,042
Memberships	5,075	3,700	4,867
Operating revenue	4,640	1,625	5,374
Donations and fundraising	4,118	240	1,135
Fines	490	250	464
	<u>272,902</u>	<u>247,227</u>	<u>270,488</u>
Expenditures			
Wages and benefits	204,325	218,794	213,641
Repairs and maintenance	7,810	3,000	8,709
Office	7,491	7,233	6,466
Programming	6,890	6,000	10,802
Books and periodicals	6,422	1,300	7,929
Janitorial	4,344	3,200	2,250
Advertising and promotion	3,568	1,500	2,237
Capital expenditures	2,777	2,500	11,294
Professional fees	2,730	2,700	2,585
Printing and copying	989	-	2,323
GST expense	674	-	794
Workshops and mileage	453	1,000	453
	<u>248,473</u>	<u>247,227</u>	<u>269,483</u>
Excess of revenues over expenditures	<u>\$ 24,429</u>	<u>\$ -</u>	<u>\$ 1,005</u>

PENHOLD & DISTRICT PUBLIC LIBRARY

Note to the Financial Information

December 31, 2025

1. Basis of Accounting

The basis of accounting applied in the preparation the financial statement of Penhold & District Public Library is on the historical cost basis, reflecting cash transactions with the additions of:

- ◆ Term deposit recorded at cost plus accrued interest
- ◆ Goods and services tax receivable
- ◆ Accounts payable and accruals
- ◆ Deferred revenue recorded over term of agreement



REQUEST FOR DECISION

Department: Planning & Development

Submitted by: Rick Binnendyk

SUBJECT: Land Use Bylaw Amendment UR/R5 to Multiple Zonings

RECOMMENDATION:

That Council give First Reading to Bylaw No. 843/2026, a bylaw to amend Land Use Bylaw No. 837/2026 Schedule "A" Land Use District Map; from the current Urban Reserve UR and part Residential 1 Manufacture Homes to Multiple Residential housing as identified within Oxford Landing Phase 1B & 2 dated January 2026.

AND FURTHER that Council schedule a Public Hearing to be held on Apr. 13 at 6:00 pm in Council Chambers.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Section 640 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "MGA") requires municipalities to adopt a land use bylaw; and Section 191 of the MGA authorizes Council to amend a bylaw.

STRATEGIC RELEVANCE:

Aligns LUB mapping with approved subdivision plans.

DESIRED OUTCOME(S):

Ensures the Land Use Bylaw is consistent with approved development, removes outdated information, and properly identifies the existing wellhead and its setback to confirm that residential land uses remain fully compliant with regulatory requirements

RESPONSE OPTIONS:

Council may direct administration to modify the figure or wording prior to second reading.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Future planning and development applications will benefit from accurate mapping, improving clarity for staff, developers, and the public.

GENERAL:

1. A subdivision and rezoning process associated with the adjacent lands to the west of the current commercial development up to the PUL on the west.
2. A further rezoning to occur on the north side of the current Oxford Blvd Road structure to allow R3 townhomes, R2 Duplexes and a green setback area from the active well head identified as Municipal Reserve MR.

This land use planning follows the intended use as outlined within Penhold's Municipal Development Plan.

Planning staff have updated the figure to:

- Reflect the current parcel boundaries resulting from the subdivisions;
- Add and clearly illustrate the existing wellhead and AER-regulated setback, confirming how the setback encroaches into the residential district.

Because these changes impact an adopted figure within the Land Use Bylaw, a formal bylaw amendment is required.

DISCUSSION

The changes that are being requested follows the long-term planning document from Melcor identified as their Outline plan. This outline plan was most recently updated October 2021 by Bylaw 805/2021. This update is further clarity from the previous bylaw showing UR to various housing types at this time. The current R5 area is now reflecting additional housing and green area (Park).

Attached to this bylaw is the following information documents:

- Outline Plan Phasing – From Melcor Outline Plan Document
- Previous districts showing UR from Bylaw 805/2021
- Proposed housing types, green areas, PUL
- Compliance with AER setback requirements;
- Accurate mapping for administration, developers, and the public.

ORGANIZATIONAL:

Administration

FOLLOW UP ACTION:

After first reading there will be advertising and public hearing prior to second and third readings.

Currently there is a subdivision being circulated inquiring for comments on the new development. This is for the parcel adjacent to Suds Car Wash.

As per the MGA, zoning is required to be in place prior to subdivision approval being given.

COMMUNICATION:

Website; info bulletin board and other electronic means.

OTHER COMMENTS:

Presented at the Mar. 9th, 2026, Regular Council Meeting for the Town of Penhold

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

CAO

N.E.1/4 SEC.1, TWP.37,RGE.28, W.4TH M.

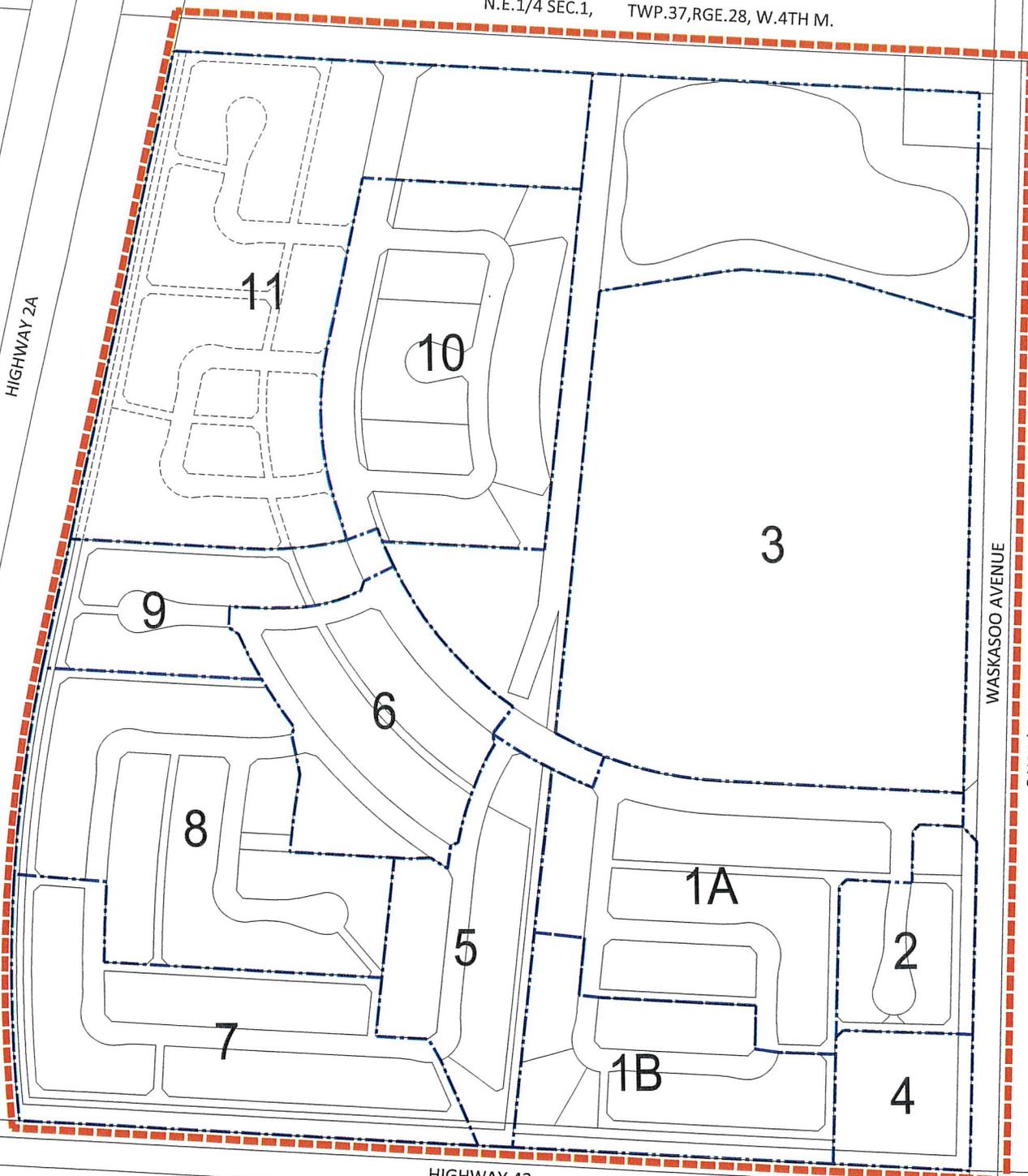
HIGHWAY 2A

WASKASOO AVENUE

S.W.1/4 SEC.6, TWP.37,RGE.27, W.4TH M.

HIGHWAY 42

N.E.1/4 SEC.36, TWP.36, RGE.28, W.4TH M.



LEGEND

-  Phasing Boundary
-  Outline Plan Boundary
-  Phase Number



Figure 10.0
 Phasing Plan
 Oxford Landing Outline Plan

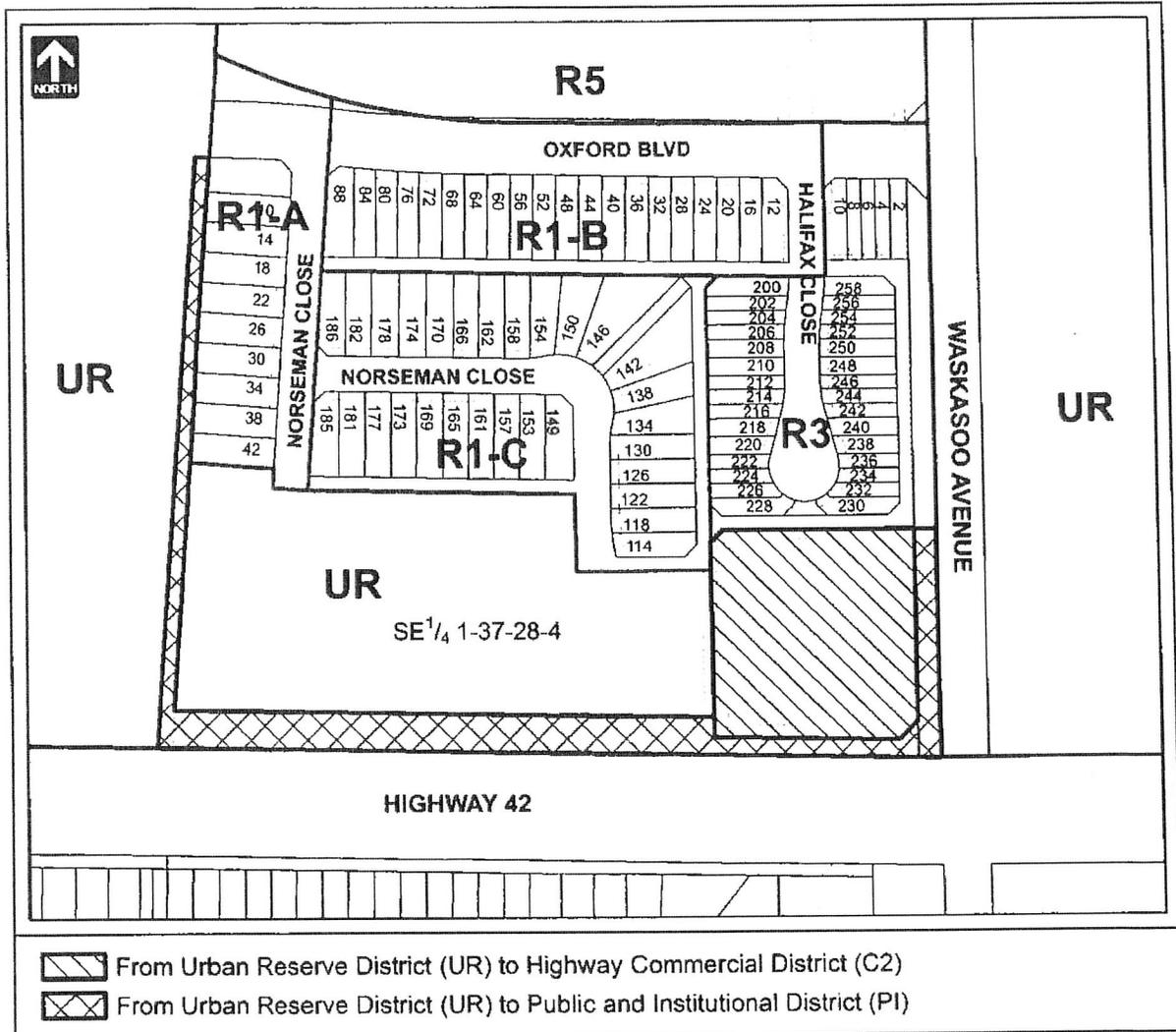
Prepared for:
 Melcor Developments
 Red Deer, Alberta



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

May 2019

SCHEDULE A – Bylaw Number 805/2021



M
RS

Schedule A'

Updated 26/01/27, 9:59 AM By: SSTAFFORD



- Legend**
- Low Density Residential District R1
 - Low Density Narrow Lot Residential District R1-N
 - General Residential District - R2 Duplex
 - Multiple Unit Residential District - R3 Townhome
 - Municipal Reserve (MR)
 - Public Utility Lot (PUL)
 - Roadway
 - Area Affected (4.76 ha)



Oxford Landing Phase 1B & 23
 Land Use Bylaw Amendment
 Town of Penhold

Prepared for:
 Melcor Developments
 Red Deer, Alberta

Stantec
 #1100, 4900 50th Street, Red Deer, AB T4N1X7
 Ph: (403) 341-3320 Fax: (403) 342-0969

DRAWN BY: SAS
 CHECKED BY: cb
 SCALE: 1:2,500
 PROJECT #: 1161120180

January, 2026

U:\1161120180\DRAWING\LEGAL\PHASE 2\120180_IN.DWG

TOWN OF PENHOLD
BYLAW NO. 843/2026

Being a Bylaw with the purpose to amend the Land Use Bylaw 837/2025 for the
Town of Penhold in the Province of Alberta.

- WHEREAS:** Section 640 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the “MGA”) requires municipalities to adopt a land use bylaw; and
- WHEREAS:** Section 191 of the MGA authorizes Council to amend a bylaw; and
- WHEREAS:** The parcels formerly identified as Public Utility Lot / Municipal Reserve (PUL/MR) to the south of the subject lands, and the Public Utility Lot (PUL) to the west, have been rezoned and subdivided as part of the adjacent commercial development; and
- WHEREAS:** These PUL/MR and PUL parcels no longer form part of the residential planning area shown in Oxford Landing Phase 1 B & 3 of Land Use Bylaw No.837/2025; and
- WHEREAS:** The existing wellhead and its regulated setback are shown and are located outside the proposed residential district boundary; and
- WHEREAS:** Council deems it advisable to amend Schedule “A” of Land Use Bylaw No. 837/2025 to accurately depict the updated parcel configuration and features.

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

1. AMENDMENT

1.1 Replacement of Figure

Schedule “A” of Land Use Bylaw No. 837/2025 is hereby deleted and replaced with Schedule “A” (Revised) attached as *Schedule A* to this bylaw.

The revised Schedule “A” reflects the following updates:

- Outline Plan Phasing – From Melcor Outline Plan Document 1B & 3
- Proposed housing types, Roads, Green areas and PUL
- Compliance with AER setback requirements;
- Accurate mapping for administration, developers, and the public.

Addition and clear identification of the existing wellhead and its regulated setback, shown entirely outside the proposed residential area.

2. SCHEDULES

This bylaw contains the following schedule:

- Schedule A – Revised showing updated parcel boundaries and wellhead/setback location.

3. EFFECTIVE DATE

This bylaw shall come into force upon third reading and final reading in accordance with the *Municipal Government Act*.

READ a first time this 9th day of March, 2026.

READ a second time this ___ day of _____, 2026.

READ a third time and finally passed this ___ day of _____, 2026.

Mayor

Chief Administrative Officer

SCHEDULE A (Revised) – Bylaw Number 843/2026



- Legend**
- Low Density Residential District R1
 - Low Density Narrow Lot Residential District R1-N
 - General Residential District - R2 Duplex
 - Multiple Unit Residential District - R3 Townhome
 - Municipal Reserve (MR)
 - Public Utility Lot (PUL)
 - Roadway
 - Area Affected (4.76 ha)





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Feb. 26 email from Staff Sergeant Ihme re: RCMP Priorities and Initiatives for the next fiscal year
- Mar. 3 email re: Westerner Days 2026 Parade
- Mar. 4 Invitation for 20th Annual Central Alberta Mayor's Prayer Breakfast

EMAIL:

- Feb. 20 email from Rick re: former Mayor, Tim Wilson
- Feb. 27 ABMunis re: Alberta Municipalities' Friday News - February 27, 2026
- Mar. 2 Chinook's Edge Board of Trustees re: Chinook's Edge Board Update & Meeting Highlights
- Mar. 4 FCM Communique re: FCM Voice : Registration for AC2026 now open | New Voices Initiative | Upcoming webinars | and more
- Mar. 5 Parkland Regional Library System Services Brochure

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 Mar. 9, 2026 Regular Council Meeting for the Town of Penhold



CAO

From: Ihme, Ian (RCMP/GRC) <Ian.IHME@rcmp-grc.gc.ca>
Sent: Thursday, February 26, 2026 2:02 PM
To: Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Subject: RCMP Priorities and Initiatives for the next fiscal year

Hello Rick,

Just looking to start a conversation with council about policing priorities for the next fiscal year. I have a meeting with the Innisfail Policing committee tonight to get their input and I am trying to set up a meeting with the Rural committee as well.

From a detachment perspective not a lot has changed in the last year. My suggestion is to keep the priorities and initiatives relatively the same. I am good with adding or deleting things or changing priorities as council desires.

Our Current priorities and initiatives are:

1) Police / Community Relations – Visibility of the Police

- a. Member participation in community events
- b. RCMP Town Hall meetings
- c. Positive youth tickets
- d. Rural school visits – **A big push for this next year is to significantly increase our presence in the county/penhold schools**
- e. Increased informational Social media posts

2) Crime Reduction – Property and Drug Crime:

- a. Habitual offender checks
- b. Habitual property checks
- c. Foot/bike patrols
- d. Dedicated proactive vehicle patrols (Innisfail)
- e. Dedicated proactive patrols (rural)
- f. Warrant Round up – **We have been doing 2 of these a year but looking to decrease to 1 as we have been running out of wanted people to go arrest, which is a good problem.**

3) Traffic Safety:

- a. High-visibility traffic operations (Innisfail)
- b. High-visibility traffic operations (rural)
- c. Provincial traffic violations

Could you share this with council and enquire if they would like to have a more in person discussion regarding policing? Keeping things relatively the same is my proposal but I am good with what ever works for council including adding additional items that fit their agenda.

Thanks

Ian

*S/Sgt Ian Ihme
Detachment Commander
Innisfail Detachment
4904 45th Avenue Innisfail AB
403-227-3342*

From: Shayla Flanagan <sflanagan@westernerpark.ca>

Date: March 3, 2026 at 12:47:34 PM MST

To: Shayla Flanagan <sflanagan@westernerpark.ca>

Subject: Westerner Days 2026 Parade

Good Morning,

We are so excited to be launching our Parade Entry Applications for 2026! The Annual 2026 Westerner Days Fair & Exposition Parade will take place at 9:30am on Wednesday July 15, 2026. Our parade route will remain the same, but we have added some enhancements for 2026.

NEW for 2026:

- Theme: This years theme is "Golden Days at the Fair"
 - The joy, traditions, and shared experiences we return for year after year is a reminder to slow down, soak it in, and do it for the memories that connect generations and bring our community together.
 - Floats and entries are encouraged to capture the magic of fairs past and present, from the laughter spilling out from carnival rides to the pride of prize-winning exhibits and the warm glow of golden summer days. These are the moments that stay with us. The reason we come back, year after year, to do it for the memories.
 - Gold and warm tones, vintage fair imagery, ribbons, lights, and harvest accents can help bring this feeling to life. Carousel horses, Ferris wheels, and scenes of families enjoying classic fair fun reflect the simple joys that turn a day at the fair into lifelong memories.
 - Together, the parade becomes a celebration of golden moments, honouring the memories that shaped us while creating new ones worth coming back for, year after year.
- Viewers Choice Award for Best Float:
 - Each parade float will feature a QR code that allows attendees to cast a live vote for the Best Float. This interactive element invites spectators to engage directly with the parade, support their favourite entries, and be part of the excitement. Votes will be tallied and the top-voted float will be awarded a prize in recognition of their creativity and effort. (Plus bragging rights!)

Here is the link to our 2026 Parade Application: [Parade Application and Guidebook 2026](#). If you are interested in being an entry, please fill out the application and return with your insurance certificate as specified in the guidebook. Please ensure that you read the package fully as some rules have changed, and important ones have been bolded/revised to match our new theme.

If you have any questions or concerns, please reach out to me directly. I can't wait to celebrate our 2026 fair year with you!

Shayla Flanagan

Internal Event Specialist

E sflanagan@westernerpark.ca

P 403.309.0202

C [587-877-4987](tel:587-877-4987)

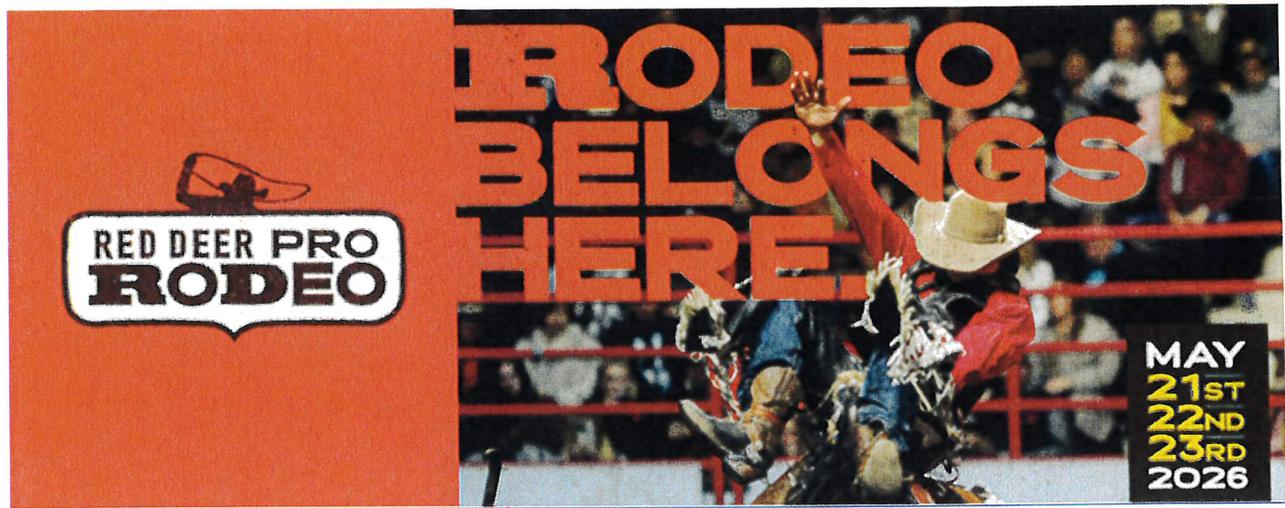
4847A 19 Street
Red Deer, AB T4R 2N7



Westerner
Park

403-343-7800

westernerpark.ca



SAVE THE DATE!



20TH ANNUAL

Celebrating
20 YEARS

CENTRAL ALBERTA

Join us in honoring two decades of prayer for our City and region

**CHRISTIAN MAYOR'S
PRAYER BREAKFAST**

COME TOGETHER!

This annual event brings together business leaders, elected officials, Christian faith leaders, and community members for a morning of prayer, encouragement, and unity.

16 APRIL | THURSDAY
2026

SAVE THE DATE!

Pidherney Centre
4725 43 St. Red Deer

Presented by Success Builders
www.successbuilders.ca

SUCCESS
BUILDERS

You are warmly invited to attend the 20th Annual Christian Mayor's Prayer Breakfast at the Pidherney Centre.

We are honoured to welcome Dr. Mike Bolton as our keynote speaker. Dr. Bolton is passionate about leadership, both in its study and its practical application. As a certified John Maxwell Executive Director and Coach, he equips individuals and organizations with proven leadership principles to overcome challenges and expand their impact and success.

Reserve a table today and invite your friends, coworkers, or business associates to join you for this meaningful and inspiring morning.

Get Your Tickets Here

Stay on our email list.

Click this link to keep receiving emails about Mayor's Prayer Breakfast.

[MPB email](#)

Home Church | 37557 Hwy 2A | Red Deer County, AB T4E 1S2 CA

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)

Information Technology (IT)

Software

- An assortment of software is provided to members at no cost for both staff and public computers.

Hardware

- Equipment is provided by and managed by PRLS every year and includes desktop and laptop computers, networking hardware, wireless access points, printers, scanners and more.

PAC & Polaris

- The patron (PAC) and staff-accessible (Polaris) catalogues are used to circulate items throughout the system and get books into the hands of patrons.

Network Infrastructure

- Management of the Alberta SuperNet for each member library in addition to supplying member libraries with no cost Internet access.

Support & Maintenance

- IT provides ongoing maintenance for software and hardware during regular hours and for emergency after-hours support. They also do plenty of proactive support on tech items.

About Parkland

The Parkland Regional Library System was formed in 1959 to bring cost-effective service to libraries across rural Alberta. Headquartered in Lacombe, today Parkland is a cooperative network that shares physical material, resources, and expertise. We support 49 public libraries, serving residents of 64 municipalities, as well as supporting on-reserve indigenous residents in Central Alberta.

Contact Us



403-782-3850



4565 46th Street Lacombe



prl.ab.ca



Parkland Regional Library System

Parkland Regional Library System

Catalogue of Services

Library Services Consulting & Marketing

Programming Support

- Access over 100 different program kits, book club kits, technological equipment, promotional materials and reduced rates on public performance rights for video screenings.

Collection Management

- Get help with weeding old or outdated books, counting inventory, collection analysis and selection for new purchases.

Communications & Marketing

- Assistance with social media, marketing and promotional campaigns, attraction/signage audits, advocacy efforts and more.

Training

- Training for staff, managers and board members on topics including best practices, technology, responsibilities, human resources, marketing, programming and more.

Support

- Help with Plans of Service, PLSB submissions, policy development, space planning, statistics gathering and more.

Library Services Collections & Cataloguing

eResources

- Free access to 15 digital resources for patrons in all member libraries.
- Training and promotional materials for all library staff are available on the Support Site. This includes social media templates for each of the 15 resources.

Interlibrary Loans

- Processing of items borrowed from outside of the Parkland system, including books from across the province and beyond.

Shared & Special Collections

- Access to several special collections including:
 - A library professional development collection.
 - Large print and audiobook rotating collections.
 - Victor Readers for patrons with print disabilities and access to CELA and NNELS for accessible books.

Cataloguing Services

- PRLS uses worldwide library standards and will catalogue new items purchased from discounted vendors, donations, physical equipment and kits, magazine subscriptions, and more.

Finance & Operations

Ordering

- Review carts, import the information to Polaris and place your orders. Liaise with the vendors regarding any item status updates, and communicate with libraries when necessary for ordering accuracy and efficiency.

Receiving

- Process weekly shipments of invoices from multiple vendors, checking all physical materials for damage or irregularities before adding your library code, barcode, price, spine labels, and protectors.

Processing

- Create allotment, bill direct and process only packing slips for daily van runs. Check incoming kits and equipment for damage and missing items. Split multi-sets for DVD/Blu-ray combo packs, cover donations in mylar, and more.

Shipping

- Manage nine van delivery runs per week where items are sent to libraries.
- Prepare and send out rotating collection requests.
- Daily sorting of all incoming materials to get them where they need to go next.
- Prepare all outgoing ILLs for shipping and sort all incoming ILLs for processing.