



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the May 26th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the May 26th, 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 May 26th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the May 26th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on June 6th with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the May 26th, 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 June 9th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES



May 26th, 2025
Town Council Chambers

Deputy Mayor:

Teresa Cunningham

Councillors:

Ken Denson
Cameron Galisky
Shawn Hamm

Shaun Kranenborg
Tyrone Muller

Absent:

Mike Yargeau

Staff:

Sean Pendergast, acting CAO

Guests:

Jean Orchison
Jo Michalek

Deputy Mayor Cunningham 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**

2025-170

Councillor Hamm moved to accept the May 26th, 2025 Regular Council meeting agenda be accepted as amended.

CARRIED UNANIMOUSLY

2. **ADOPTION OF PREVIOUS MINUTES**

2.1 **Adoption of the May 12th, 2025 Regular Council Meeting Minutes**

2025-171

Councillor Denson moved to accept the May 12, 2025 Regular Council meeting minutes as amended.

CARRIED UNANIMOUSLY

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

2025-172

Councillor Galisky 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 May 7 - 21, 2025

2025-173

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from May 7 - 21, 2025 as presented.

CARRIED UNANIMOUSLY

2025-174

Councillor Kranenborg moved that Council requests a review on how Administration disseminates the detailed financial report information.

CARRIED UNANIMOUSLY

6.1. b. Central Alberta Economic Partnership (CAEP) membership

2025-175

Councillor Galisky moved that Council accept the CAEP membership information as information.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-176

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2025-177

Councillor Hamm 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

2025-178

Councillor Galisky 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)

9.1 Parkland Foundation

2025-179

Councillor Denson moved that Council accepts the Parkland Foundation's May 1, 2025 Board Meeting Agenda & Minutes and 2023 - 2025 Business Plan as information.

CARRIED UNANIMOUSLY

9.2 Penhold & District Library

2025-180

Councillor Kranenborg moved that Council accepts the resignation of Board Member Lynley Mainprize as presented.

CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-181

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

CARRIED UNANIMOUSLY

2025-182

Councillor Muller moved that Council direct Administration to submit a nomination for the Alberta Municipalities & SLGM 2025 Awards Dedicated Senior Team in recognition of work being done on the Public Services Building.

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.

2025-183

Councillor Kranenborg moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q & A Session

14. CLOSED SESSION

15. ADJOURNMENT

2025-183

Councillor Muller moved to adjourn Council Meeting at 6:38 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

Projects:

School:

- Our office has been working with Chinooks Edge School Division on a new garage/storage development at the new Middle School. Apparently, the division is building this unit not Krawford.
- Once we obtain a clear level one assessment report for the current public works area, we will then connect with the school division. The consultant has taken soil samples, and we are now waiting for the results and their report.

Administration:

- Our Land Use Bylaw (LUB): 837/2025
 - Open House, Wed June 11th from 4 to 6 pm at the Penhold Public Library.
 - Public Hearing has been set for June 23rd,
 - Based on information provided at the Open House, the Town's Municipal Development Plan may come forward to receive final reading if there are no further changes to be made.
- Oxford Landing: Our office forwarded recommended changes May 15th to Stantec, and we await their changes to be made in the planning document. Once this has been done the town can then move forward for development purposes.
 - Since Mr. Brooks' presentation, there appears to be interest for an additional larger parcel. This is now being incorporated within Melcor's proposal. If accepted by the parties involved this will be incorporated with the proposed zoning changes.
- 2025 taxes: over the past month there have been several concerns expressed. Staff has answered most and past on several to Mr. Watson, our assessor, who responded to their concerns.
 - Our office has seen a number of homes requesting the Monthly Tax Installment Payment Program.
 - Tricia and I met with Mr. Watson to discuss the transition process to Wild Rose. This will be occurring over the next year.
- HawkrIDGE Market Square: Our staff have been in contact and working to address several items of concern that has been expressed.
- Red Deer County has forwarded a new draft for our ICF Agreements. We have not had a chance to review the changes currently.
- Our staffing teams have been visited by OH&S Inspector over the past several weeks. He went through all departments and work processes. We were advised of several minor infractions that our team has already responded to. It was impressive to see there were no major safety concerns identified. Kudos to our safety team ensuring our documents are in place and staff are protected and trained so well.
- Thank you to Council for allowing myself to attend the Canadian Association of Municipal Administrators (CAMA) conference this year. Title Empowering Leaders -Transforming Communities.
 - Keynote speakers: topics: Michael Landsberg: from TSN and "Off the Record" talk show, talked about his anxiety and depression. He shared how one little statement changed his life and so many others from it. He was raw and so very real. At one point you could hear a pin drop from his presentation.
 - Chantal Hébert, Political Writer and requested host for CBC on many political discussion panels, spent time talking about the political landscape and what we may expect in the near future.
 - Sarah McVanel was the closing speaker pitching FROG: Forever Recognizing Others Greatness.
 - There were several other great sessions that made this a super informative conference.
- FCM had an estimated 2,400 delegates from across Canada. There were many great sessions. Key take aways: Homelessness and Drug Addiction is our highest priority. This area may be forced to be a focus for local municipalities. One comment made that was so impactful was "they are our residents. What can we do? The Provinces and Federal Governments are not doing well in trying to deal with this".

FOLLOW UP ACTION/UPCOMING:

- Follow-up with LUB requirements after 1st reading
- Attending Summer Mayors Caucus session with Mayor Yargeau on June 12th
- Continue to focus on development opportunities
- Attend the Local Government Administrators Association Convention with our management team.
- Attend the PCPS AGM meeting June 26th
- Attend the Local Government Administration Association Conference June 17 -20
- Review Offsite Levy Report
- Review the ICF report from Red Deer County
- Continue to monitor and work on election processes

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the June 9th, 2025, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

That Council accept the Multiplex Manager's monthly report as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex –

We received another payment from LiveBarn in May. A total of \$209.71 was sent to us which is our share of 11 basic monthly memberships, 8 premium monthly memberships and 1 basic annual memberships.

Our last booking on the ice for the season was on May 31st. That day we turned the plant off and started scraping the ice out. On June 1st, we removed the in-ice logos and the remaining white paint and lines. It took less than 24 hrs to remove the ice from the Arena. All that's left was a little clean up.

June will be a busy month for the Multiplex staff as we have a new event tent that we would like to learn how to put it up and take it down for Fall Festival. We also have repairs to the Arena threshold as that section of concrete has deteriorated for some time. One of our ice plant compressors will be overhauled this summer to make sure it is in peak working condition. We will be busy putting the finishing touches on the private dressing room as we have groups that will use it starting in July when we put the ice back in. Then comes all the regular maintenance in the building each summer like painting, floor care and other mechanical repairs and preventive maintenance.

In May our solar panels produced roughly 39,295 kWh of power, reducing our carbon footprint by 27,506 kg and saving us roughly \$3,143.60 in energy costs.

In May we had roughly 17,327 people visit the Multiplex.

Fitness –

	May 2024	May 2025
MEMBERSHIP SALES	\$9,899.00	\$5855.50
DROP-INS	\$276.00	\$243.00
TRAINING	\$650.25	\$1970.50
DROP IN GYM	\$439.00	\$285.00
TOTAL REVENUE	\$11,264.25	\$8,384.00

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

The Fitness Centre had **42** new members for the month of May.

The Fitness Centre has started to slow down with the warmer weather. Fitness classes have seen a small slow down but still have good participation. Classes running in May are Full Body Mix & Match, In the Zone, Pilates Fusion, Burn & Turn Spin, Yoga-Stretch & Restore, Zumba Step, TRX Restore, Muscle Up Express, Hot Beats, Early Burn, 8 Rounds, Pump It Up, Step, Butts & Gutt's HIIT Mix, Game of Gains, Power Step, Stretch & Release, and Power & Conditioning.

	May 2025	Totals 2025
Penhold Sr Track Users	14	141
Kids Gym	49	463
Staff Fitness Usage	20	212
Penhold Fire Dept	17	168
Pickle Ball	9	673

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

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the June 9th, 2025 Regular Council Meeting for the Town of Penhold

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

CAO

REQUEST FOR DECISION



Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Operations Report

RECOMMENDATION:

That Council accepts the Operations report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

Council defers back to administration for more information

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

After consultation with our Electrician, it appears the circuit board is the problem with the solar lights along Waskasoo Ave from Lucina to Hawkrigde Blvd. Most of the lights were working however #6 does not light up and #7 flashes.

After multiple discussions with First Light Technologies representatives, they recommend to replace the whole solar unit. The ones along Waskasoo were installed in 2014 and parts are no longer available for those specific lights. Parks will budget for 2026 onwards to replace the units with ones like what is along the Community Commons. We can still use the same poles as it is believed the units should fit. We will try the unit once we rent the lift to clean them.

WATER:

- Water consumption for May is up 12% from this time last year with 26,269 m³ of water produced for the community.
- Monthly water meter reads were completed on May 14th.
- 44% of Utility Accounts are currently signed up to receive E-bills.
- There were 4 new water meters installed in residential properties.
- TLC was out for the annual servicing and certification of our testers at both reservoirs. A fitting was found that had to be repaired on the online chlorine analyzer unit.
- Boersma Electrical was called out to inspect an issue with an exhaust fan at Reservoir #1.

SEWER:

- As of April 30th, 2025, sewer flows were 23,824 m³ for the month, which is down 28% compared with the previous year. Should be noted, 2024 had higher flows due to an air relief valve failure recirculating already metered sewage flow back to the wet well before it was discovered and fixed in May of '24.
- Sani Dump had 115 credit card transactions and 14 token users for the month.
- Operators completed the annual inspections of manholes.
- Operators have repaired a gate that was damaged at Newton Lift Station by a contractor.
- The Generator at Newton Lift Station developed a coolant leak and Sterling was dispatched and repaired the issue.
- Integral Coating performed rehab work on 2 manholes located on Dundee Cr

SRDRWC:

- Operations staff spent 151.5 hours working on the Regional System in May and there was one after hour callouts on the system.
- The SRD Operations Safety meeting was held on May 13th in Innisfail.

TRANSPORTATION:

- Proform completed the Newton bricks removal with concrete replacement. Some back fill and landscape still remains to be completed.
- Street Sweeping was done on May 6th, 7th, 8th, 9th, 13th, 14th, 15th, 16th, 21st, 22nd, 23rd, 27th, 28th, & 30th. The spring sweeping has been completed and the sweeper will perform maintenance sweeps when necessary through the summer.
- Staff completed the fence repairs located at the rear of the current shop yard.
- Staff assisted the Museum with dirt work around their mini golf.
- **Maintenance of equipment:** Sander was removed from the Toolcat for summer use. #35 had a fuel line leak repaired, a hydraulic valve that was discovered leaking was also repaired. Mower and weed whackers maintenance and repairs continued. Tires were changed over for the PFD Command 1. Maintenance has been performed on vehicles and equipment when required.

STORM:

- Culverts and drains were cleared and checked after rain events

PARKS & RECREATION:

- Garbage's were emptied on May 2nd, 9th, 15th, 16th, 20th, 23rd, & 28th.
- Soccer Field lines were painted on May 5th, 6th, 12th, 23rd, 26th, & 27th.
- Ball Diamonds were dragged and lined on May 5th, 7th, 8th, 9th, 12th, 14th, 15th, 20th, 22nd, 23rd, 26th, 28th, & 29th. The diamonds grass was watered on May 2nd, 5th, 7th, & 9th.
- Staff worked on prepping flower beds and planting the plants throughout town.
- Mulching of shrub beds continued.
- As requested by a resident Parks staff was able to transplant a tree from a resident's front yard to Tranquility Park.
- Pruning of trees continued.
- Park staff closed the MAP Park for the week of May 26th – 30th so staff could redo the paint, concrete repairs, asphalt repairs, dirt & sod repairs. Fencing was removed on the 30th and the area was reopened for use.
- Staff repainted the graffiti block gray as there was some offensive graffiti reported.
- Staff were out mowing on May 6th, 7th, 8th, 12th, 13th, 14th, 16th, 23rd, 26th, 27th, & 30th.
- Staff were out weed whacking on May 14th, 15th, 16th, 20th, 21st, 28th, & 30th.
- Staff completed the interior upgrades of the Lincoln St Rec Centre with a fresh coat of paint, new bathroom partitions, counters, sinks, mirrors, dispensers, drinking fountain, new bench, and security cameras. Photos of the transformation is attached. This facility is open during Splash Park operation for bathroom use.
- Splash Park was prepped by staff and orientation completed for new staff and Proform completed a repair of a drain in the concrete pad. The Splash Park opened on May 30th with the daily operating hours of 11am to 7pm.
- Staff removed the outside fitness equipment located at the Splash Park due to poor condition and lack of finding parts for repairs.
- Hawkridge Park was temporarily closed so a welding repair could be completed on the play structure.
- Staff installed the wooden posts and parking blocks at the Penhold Commons Parking lot expansion.

MEMORIAL HALL:

- There were 6 bookings for the month of May.
- There are 3 additional bookings scheduled for the month of June.
- Staff have performed maintenance by repairing toilets, outlet covers, and ceiling tiles when reported.

GARBAGE:

- Totes have been repaired when reported.
- May 1st Empringham Disposal started there contract of the curbside Waste and Recycling bin pickups.

- The Compost Bins have been pushed in on May 1st, 2nd, 6th, 8th, 9th, 12th, 13th, 14th, 15th, 16th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st and have been emptied 7 times in the month.
- Staff set up the Spring Cleanup site over at the pad by the new Operations & Fire Hall facility site. Spring Cleanup operated May 23rd to June 2nd and went smoothly.

RV Park:

- The Park opened for guests on May 2nd.
- We received 99 bookings in the Month of May. That brings the year total to 189 bookings, which is 6% higher compared to last year at this time. We have received a lot of positive feedback from guests and staff about the Campspot website and the ease to book sites.
- For May we averaged 12 sites occupied per night with the most being 41 of the 67 sites occupied.
- Staff have been filling in the roll of caretaker; mowing sites, grading the road, adding rock where needed, selling firewood, and cleaning the facilities on a regular basis with assistance from Multiplex Staff throughout the week.
- Speed bumps have been installed in the park to keep traffic to the lower speeds.
- New caretakers have been hired and signed a contract and are scheduled to start July 3rd. We look forward to Dale & Lorna Constantine joining the team, bringing years of experience managing and maintaining campgrounds.

ORGANIZATIONAL:

- OH&S conducted an audit on the Operations Department. Four work orders were issued and have been followed up with and completed to the satisfaction of the OH&S Inspector in a timely manner. We believe this speaks highly about our Crew and Safety Committee having the proper documentation available and training to do their tasks safely every day.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the June 9th, 2025 Regular Council Meeting for the Town of Penhold.



CAO

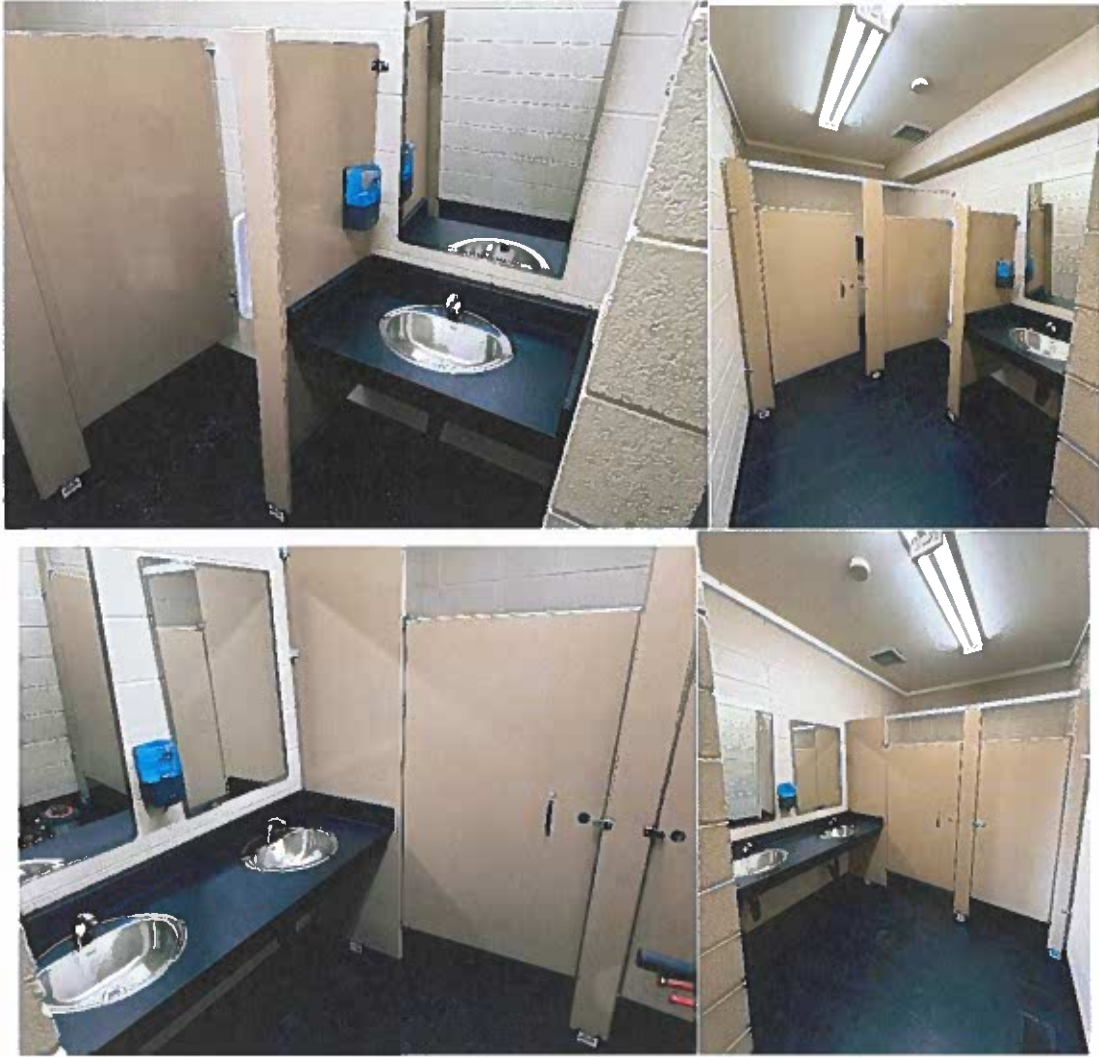
REC CENTRE UPGRADES 2025



REC CENTRE UPGRADES 2025



REC CENTRE UPGRADES 2025



REQUEST FOR DECISION



Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Compensation & Benefits Review

RECOMMENDATION:

1. That the Town of Penhold accepts the Council compensation review report as presented by Mr. E. Grose, from HR Outlook, Human Resource Consulting Inc.
AND FURTHER; that the report representing a 60% percentile rate be accepted by the town.
AND FURTHER; that this be implemented effective November 1st, 2025.
2. That the Town of Penhold accepts the staff compensation review report as presented by Mr. E. Grose, from HR Outlook, Human Resource Consulting Inc.
AND FURTHER; that the report representing a 60% percentile rate be accepted by the town.
AND FURTHER; that this be implemented effective September 1st, 2025.

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, Division 9, Part 6, Section 207 – Chief Administrative Officer's Responsibilities. Advises and informs the council on the operation and affairs of the municipality.

STRATEGIC RELEVANCE:

To ensure council and staff remain on the 60-percentile salary range compared to surrounding municipalities.

DESIRED OUTCOME(S):

Ensure the town remains in a competitive position within central Alberta

RESPONSE OPTIONS:

That Council defers to administration for additional information.

PREFERRED STRATEGY:

This grid be reviewed every 4 years prior to an election.

IMPLICATIONS OF RECOMMENDATION:

As per Council's direction.

GENERAL:

Penhold implemented a comprehensive Compensation and Benefit Review in 2013. From the Report came recommendations for salary bands and ranges that were accepted by the Town.

At July 2018 Regular Council meeting a motion was put forward asking Administration to proceed with a salary review of council and staff to determine if Penhold remains within a comparable compensation and benefit system. Council decided to place council and staff on the 60-percentile range to remain competitive within Central Alberta. Council further requested that this grid be reviewed every 4 years prior to an election to ensure the town remains in a competitive position.

April 28th, 2025. Mr. E. Grose from HR Outlook Human Resources and Consulting Inc. presented Council an updated market comparison on compensation and benefits currently occurring within Central Alberta.

Mr. Grose walked Council through the compensation philosophy with discussion focused on remaining current and competitive within Central Alberta. With industry changing this has shown some impact on several positions. All positions were placed onto a comparable grid system that reflects the Central Alberta market.

All staff will be expected to have annual performance measurements put into place and tracked on an ongoing basis.

The Performance evaluation that occurs is:

- All employees shall be subject to written performance evaluation after completion of the probationary period.
- A formal performance shall be evaluated annually, touching base regularly to ensure identified tasks are met. Tasks include training, job performing goals and mental health.
- Movement of an employee along the salary grid shall be determined upon a successful performance evaluation.
- Performance review format shall be determined by Chief Administrative Officer and Management. A copy of the review shall be placed in the employee's file.
- The Chief Administrative Officer shall evaluate the performance of Managers; Managers shall evaluate the performance of all other employees in conjunction with the employee's immediate supervisor if applicable.
- Salary management pay levels shall be calculated using an internal grid-based system. The grid system may be amended by Council from time to time and will be held in the CAO's files.
- The Chief Administrative Officer's performance review shall be conducted annually by Council or a chosen committee of Council.
- Cost of Living will be applied to the pay bands according to the most current Alberta Consumer Price Index (CPI) information as of October each year. Any increase of 3.0% or higher in the CPI will be implemented upon formal motion of Council.

ORGANIZATIONAL:

Administration

FINANCIAL:

Possible increase in payroll later in the year.

FOLLOW UP ACTION:

As per Council's direction.

COMMUNICATION:

None at this time

OTHER COMMENTS:

Presented at the June 9, 2025 Regular Council Meeting for the Town of Penhold

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

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Updated Town of Penhold 2024 – 2025 Strategic Plan & Economic Development Plan

RECOMMENDATION:

That Council accepts the updated Town of Penhold 2024 – 2025 Strategic Plan as provided.

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 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:

Provide an updated list of identified priorities ensuring the town continues to set goals and objectives now and into the future.

DESIRED OUTCOME(S):

At the end of Council’s four year term, the newly identified priorities for the town will be completed or well underway.

RESPONSE OPTIONS:

That Council defers the Planning document back to Administration and requests additional information.

PREFERRED STRATEGY:

Continue working on the identified priorities as presented.

IMPLICATIONS OF RECOMMENDATION:

Continues to provide direction to ensure focuses are being met.

GENERAL:

Council and Management participated in a Strategic Planning Retreat on Oct. 14, 2023 to once again identify priorities needing to be addressed both now and into the future. The attached document outlines the key priorities, provides action items along with timelines identified.

ORGANIZATIONAL:

Administration

FINANCIAL:

As Administration works through the identified priorities, any items identified having an impact to the approved budget will be brought forward to Council.

FOLLOW UP ACTION:

Continue to work through the identified priorities.

COMMUNICATION:

None at this time.

OTHER COMMENTS:

Presented at the June 9, 2025 Regular Council Meeting for the Town of Penhold



CAO

STRATEGIC PLAN 2024 - 2025

KEY PRIORITIES

PRIORITY #1:	Sustainable Service Delivery	Timeline
	Asset Management Files Inventory Index	Fall/Winter 2024
	* Build software program that will assist Asset management/Auditors satisfaction	2025
	Focus:	
	Infrastructure Construction Maps placed into GIS system	In progress
	All new Building Codes information track possible outside source	In progress
	life expectancy into future budget process; 10 year financial planning document April 2025	completed
	Tax file room past documents and tax rolls future focus.	
	Asset Retirement reporting:	Winter/Spring 2024
	* type of obligation; risk/liability; costing for the liability (audit requirements)	Fall/Winter/2024/25
	Working with the current audit team - Pivotal	In progress
	Public Works Site - Environ. Evaluation: Fleming Avenue (est \$20,000) in 2025 budget	May/June 2025
PRIORITY #2:	Balanced Approach to Growth	
	* Connect with Landowners of possible investment ready lands; compile list of contact information. Discussed opportunities with interested adjacent landowners.	Completed
	* Connect with realtors on housing needs in Penhold - Realtors Assoc	connected x 2
		Completed
	* Affordable Housing in Penhold - Melcor; K Day	In progress
	- connect with other land owners with potential Blairs	
	* Economic Development Plan Revisited (separate document)	2024/2025
	- reviewed minimum 2 times/year	updated Jan. 2025
PCPS	* Intermunicipal Development Agreement update (last updated 2017)	Completed
	* Municipal Development Plans	Spring 2025/ June
	* Land Use Bylaw update (last updated 2018) with MCP & Community	June 2025
	* Highway Intersectional Improvements report / Alberta Transportation	
	- CastleGlen Report (presented Jan. 2025) March accepted	Completed
	* Offsite Levies Review - after Master TIA done \$20,000	July 2025
	* Intermunicipal Collaborative Framework (ICF) Agreement	Spring 2025
	* Demographic Community update	Completed
	* Census for Town	Completed
PRIORITY #3:	Sustain a High Quality of Life	
	Active Transportation Plan	
	* path systems upgraded; finishing what was started in 2023	Completed
	* look at updating recreational plans; community connectivity; playgrounds	2024 - 2025
	Pending for funding approval 2026 updates to planning document	
	Public Works / Emergency Services Building Evaluation report	Completed
	* funding evaluation for building LGFF 2025 \$ 627,000 Res. 3.186 Million	
	* bidding - Sept	
	construction spring/ May 2025 completion Dec. 2025.	in progress
	Penhold School Development	Spring 2024 - 2026
	* current Penhold Elementary School disposal / ownership Demolish Nov 2025.	2025/2026
	* future of Fleming Avenue (North of school)	Fall 2025
	Emergency Preparedness Exercise (table top Mar. 8) (municipalities June 2025)	Completed
	Table top exercise done April 2025	
	Dog Park lands - location (Jan. 22, 2024)	Completed
	* Development subject to funding (CFEP Small Grant Application) and several other agencies	Jan. 15, 2025

Memorial Hall - future of the building	Ongoing Monitor
* upgrades Feb 2025 on flooring painting.	
Paving Stone Replacement Project - Hayter Street (Aug. 2024)	Completed
- Newton Drive May 2025	Completed
Utility Fees Cost / Recovery? When?	
* Further revisions monitor and update for next budget cycle	Summer/Fall 2025
Alberta Recycling: Registration outcomes from the Province Started May 2025	Completed



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Parkland Community Planning Services (PCPS) Chair's AGM Notice

RECOMMENDATION:

That Council accepts the PCPS Chair's Annual General Meeting Notice as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

Orderly planning; development at a reasonable cost for of our community

DESIRED OUTCOME(S):

PCPS provide municipal planning and related services and expertise to the town.

RESPONSE OPTIONS:

Council defers back to Administration for additional information.

PREFERRED STRATEGY:

Provide the opportunity for the town to request services from time to time on an as-needed basis or through an agreed upon work plan.

IMPLICATIONS OF RECOMMENDATION:

Increase of 25% for services required.

GENERAL:

The key item to be discussed is the sustainability of PCPS and its dependency on member municipalities to provide the necessary planning projects.

ORGANIZATIONAL:

FINANCIAL:

As per Council's directive.

FOLLOW UP ACTION:

As per Council's directive

COMMUNICATION:

OTHER COMMENTS:

Presented at the June 9, 2025 Regular Council Meeting for the Town of Penhold.

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

CAO



May 21, 2025

CHAIR'S AGM NOTICE

On behalf of the PCPS Board of Directors, I have been asked to inform our membership that PCPS will be holding its Annual General Meeting (AGM) on the morning of June 26, 2025 at the Lacombe Memorial Centre in the Rotary Board Room 2nd Floor, 5214 50 Avenue Lacombe, AB T4L 0B6.

Key Message: The sustainability of PCPS depends on our member municipalities to provide the necessary planning projects.

Draft 2025-26 PCPS Budget: Section 7.1 of the PCPS Master Agreement empowers the Board to establish fees and charges for the services provided by the Agency and the recovery of costs related to providing services. The proposed fee changes will be presented for discussion and approval which includes the following recommendations:

1. That; PCPS Membership fees be raised 25%, effective April 1, 2025.
2. That; PCPS seek approximately \$486 k in project revenues from member municipalities.

Proposed 2025-26 PCPS SDAB Fee Changes: Section 5.2 of the Regional SDAB Agreement requires that the service fees be reviewed every three (3) years and if changes are proposed the participating municipalities must be notified of the change by June 30 of the current year. The service fee changes will then come into effect on January 1, of the subsequent year. The proposed service fee changes will be presented for discussion and approval which includes the following recommendations:

1. That; Regional Subdivision Development Appeal Board (SDAB) membership fees be raised by \$100.00 for non-PCPS members, effective January 1, 2026.
2. That; Regional Subdivision Development Appeal Board (SDAB) service fees be adjusted as follows:
 - i) Planner Clerk service fees be adjusted from \$150.00/hr to match the current PCPS Planner hourly rates for Tier 1, Tier 2 and Non-Member hourly rates; and,
 - ii) Non-Planner Clerk rates be increased from \$70.00/hr to \$100.00/hr.

Municipal Elections: 2025 is a municipal election year and most municipalities will be scheduling individual and joint elected official training sessions. The Board is also interested to inform the newly elected officials about PCPS and its services and hope to be able to present following these sessions as they are organized. Please contact our Director, Ken Woitt to arrange a presentation.

The Board is committed to PCPS, thank you for your continued support and belief in the PCPS concept.

Tracey Hallman



ANNUAL MEETING NOTICE

**Thursday June 26, 2025
9:30 a.m. to Noon**

**Lacombe Memorial Centre
5214 - 50 Ave.
Lacombe, AB.
T4L 0B6**

**An agenda package will be sent
prior to the meeting date**

PCPS is pleased to announce our guest speakers for the June 26 PCPS AGM:

First, is Ms. Daina J. Young, Partner Reynolds Mirth Richards & Farmer (RMRF) LLP. She will be presenting "New MGA Amendments."

Second, Mr. Marc Fortais, Town of Bentley CAO, will be presenting "Bentley's Future Story: Annexation & Joint ASP" to celebrate our member successes and follow-up on last year's theme of "What is the community's story and what is their future story?"

The proposed 2025-26 PCPS Budget will be presented for approval which includes the following recommendations:

1. That; PCPS Membership fees be raised 25%, effective April 1, 2025.
2. That; the Regional Subdivision Development Appeal Board (SDAB) membership fees be raised by \$100.00 for non-PCPS members, effective January 1, 2026.
3. That; the Regional Subdivision Development Appeal Board (SDAB) service fees be raised:
 - i) Planner Clerk service fees be raised from \$150.00/hr to match current PCPS Planner hourly rates for Tier 1, Tier 2 and Non-Member hourly rates; and,
 - ii) Non-Planner Clerk rates be increased from \$70.00/hr to \$100.00/hr

**In the event that your Council appointed representative is
unable to attend, please ensure their duly appointed alternate
(if any) is notified of this meeting.**



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:

- May 30 letter from Athabasca County re: Highway 831 Fire
- June 5 email request re: Innisfail Legion Dominion Darts Application

EMAIL:

none at this time

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 June 9th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Phone: 780-675-2273
FAX: 780-675-5512
www.athabascacounty.com



3602-48 Avenue
ATHABASCA, ALBERTA
T9S 1M8

May 30, 2025

Town of Penhold
Mayor Michael Yargeau
Via email: myargeau@townofpenhold.ca

RE: Highway 831 Fire

On behalf of Athabasca County, we would like to extend appreciation to you and your organization for the support provided during our recent wildfire and evacuation near Boyle. It takes a community to stand up to a crisis such as this and in our moment of need you became part of our extended community.

Without your support the outcome for our region could have been significantly worse. Through the efforts of many different groups and organizations we were able to avert disaster by ensuring that nobody was injured and that no homes were lost.

Please pass along our many thanks from a grateful region for your support, especially to those that were present in our time of need. We are very thankful to know that there are so many fellow Albertans ready to answer the call and provide aid when needed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tracy Holland', is written over a blue circular stamp.

Tracy Holland
Reeve, Athabasca County

Subject: Innisfail Legion Dominion Darts Application
To: Michael Yargeau <myargeau@townofpenhold.ca>
Cc:

Good afternoon Mayor Yargeau,

I am reaching out to you on behalf of the Innisfail Legion and we are currently working on a bid to host Dominion Darts tournament in 2027.

While I know this is an election year we are hoping that you would provide a letter of support to go with this bid that we are submitting. We are just in the application stage so not a confirmation yet of hosting.

Ideally just a letter stating that the Town supports us hosting dart players from all across Canada and the support of the Legion type of thing.

Thanks so much,

Trish Proctor