



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the January 12th, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the Jan. 12th, 2026 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached 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 Jan. 12th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Jan. 12th, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Jan. 19th with changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Jan. 12th, 2026 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

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 Jan. 26, 2026 Regular Council Meeting for the Town of Penhold



CAO



Town of Penhold

REGULAR MEETING MINUTES

Town Council Chambers
January 12th, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Cameron Galisky
Shaun Kranenborg

Tyrone Muller
Kathy Sitter

Absent:

Ken Denson

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Executive
Assistant

Guests:

Ann Bilyk, Resident
Lori & Chris Wolfe, Residents
Jean Orchison, Resident

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2026-001

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

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the Dec. 15th, 2025, Regular Council Meeting Minutes

2026-002

Councillor Cunningham moved to approve the Dec. 15th, 2025, Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-003

Councillor Muller 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 Dec. 10, 2025 – Jan. 7, 2026

2026-004

Councillor Galisky moved that Council receives the Monthly Accounts for Online Payments from Dec. 10, 2025 – Jan. 7, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-005

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2026-006

Councillor Kranenborg moved to accept the Multiplex Manager's monthly report as information.

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

2026-007

Councillor Sitter moved that Council receives the Operations Manager's monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Memorial Hall Community Discussion

2026-008

Councillor Cunningham moved that Council supports a public consultation, in the form of advertising with a display stand being placed at the Library, for comments from the public to determine the long-term fate of Memorial Hall;

AND FURTHER that information be provided showing current operational costs with the information on the current state of the building;

AND FURTHER that Staff/Council representation be available at a pre-set time to hear comments from the public and provide a report back to Council on the community's discussions.

AND FURTHER that an Open Consultation be held in April at the Memorial Hall.

CARRIED UNANIMOUSLY

7.2 Multiplex Rate Change for 2026

2026-009

Councillor Galisky moved that Council support the Multiplex Manager's recommendation to increase the rates for the Arena (ice in) and Gymnasium as well as a few other rental areas.

CARRIED UNANIMOUSLY

7.3 Corn Hole Tournament

2026-010

Councillor Muller moved that Council support the Town partnering with Central Sport in hosting a Corn Hole Tournament;

AND FURTHER that the Town participates as a sponsor in the amount of \$5,000, which includes a cash and in-kind donation for the use of the Multiplex.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

10.1 Bylaw 841/2026 Utility Bylaw – 1st, 2nd and possible 3rd reading

2026-011

Councillor Galisky moved that Council moves to give First Reading of the Utility Bylaw 841/2026. **CARRIED UNANIMOUSLY**

2026-012

Councillor Cunningham moved that Council moves to give Second Reading of the Utility Bylaw 841/2026. **CARRIED UNANIMOUSLY**

2026-013

Councillor Kranenborg moved that Council moves to proceed with Third Reading of the Utility Bylaw 841/2026.

CARRIED UNANIMOUSLY

2026-014

Councillor Sitter moved that Council moves to give Third and Final Reading of the Utility Bylaw 841/2026.

CARRIED UNANIMOUSLY

2026-015

Councillor Galisky moved that Council direct Administration to place any surplus of 2025 designated utilities be moved to a Utility Reserve Account.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-016

Councillor Muller 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.

2026-017

Councillor Cunningham 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

2026-018

Councillor Muller moved to adjourn Council Meeting at 7:10 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: January 26th, 2026

RECOMMENDATION:

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

COUNCIL FOLLOW-UP/UPCOMING:

- Feb 10th at 6:00 PM, Staff Sergeant Ihme will be at the Penhold and District Library with Protective Services Manager Pendergast, and COPA, to update our community on past year and upcoming focuses for 2026.
- Our Strategic Planning document draft has been received and will be brought forward to the next council meeting.
- We have received responses back already regarding our asks at the recent meeting with Minister Dreeshen.
- Human Infrastructure Symposium: there was interest expressed. Is there anyone attending? Thurs. Feb. 19th.
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:**

- Our office has been advised the province will be responsible for the demolishing of the current school site. In their communication it appears this will occur in 2026 with seasonal landscaping to occur in 2027.
- We have a meeting this week to discuss Joint Use agreements; current one in place and a new one for the newly built middle school.
- Our office has been contacted by the school division requesting a right turn only coming out of the school. Upon discussion and placement requirements for the sign, they have proceeded to place a temporary sign up. Our staff have received several complaints about this sign.

- Federation of Canadian Municipalities (FCM) School Routes granting has requested further information of which our team is currently providing.

Offsite Levies: On hold for the current time.

Memorial Hall: A survey is in the works to accompany the display that will be placed in the Library. We are looking to have this information in the community for February/March and host the open house at Memorial Hall in April.

Development items:

- We met with a representative for property development from East Lincoln Properties. There is interest in working in Penhold. They are looking for a Housing Needs Assessment suggesting key areas for focus.
- Had an opportunity to meet with Mr. Brian Wood to hear about an idea on Veterans and First Responders Village. This project would be called Hero's Haven Penhold. We suggested that once he has a little more information, we would love to reconnect. This appears to be an idea at the present time.
- Met with Fortis representatives to discuss the overhead lines going north along Waskasoo Ave. They will be bringing back information on several options that the Town may wish to consider.
- 2026 is off to an excellent start.
 - Melcor has identified a new developer who has spoken for 5 lots.
 - A subdivision by Melcor is currently being put into circulation for feedback. A Report will be forth coming from PCPS at the March 9th Council Meeting. This subdivision will have additional single-family units (15) and (22) duplexes.
 - A zoning request is in progress for the south area adjacent to Suds Car Wash. A further zoning request has been made for the lands to the north of Oxford Blvd.
 - Melcor is looking to be in the ground by May this year.

Administration:

- A training session occurred for all users within the Vadim Software. With the move to the cloud, all users had to make adjustments to their computers.
- Our staff team assisted with the Dog Park Committee and their efforts to satisfy the grantor's requested documentation. Kudos to this group in putting this all together.
- Met with fellow CAOs from around central Alberta. Had an opportunity to connect with the new interim CAO for Bowden and Elnora.
- Our office has been pursuing several outstanding accounts and tax accounts.
 - Accounts receivable: Northwest Territories have paid their outstanding account. \$40,752. the remaining receivables have been cleaned up for the year.
 - As of this past week we have been advised that several wells have been deemed orphan wells and the companies will not be responsible for outstanding accounts. This information has been forwarded to Municipal Affairs for their information and hopefully removal from our assessment rolls.
 - Our accountant will be in the office Feb. 17th making ready the final reports for the Audit team in March.
 - We are now looking at financing for the new operations building.

UPCOMING ITEMS OF INTEREST:

- Continue to with development opportunities
- Continue dialogue with the School Division re: the old school site
- Updated Strategic Planning documents
- Memorial Hall information into the community
- Financial information updates and financing will be presented on March. 9th.

- Staff training session on Feb 3rd, SevGen will be delivering training which covers foundations Indigenous history in Canada, protocol, terminology, and more, aligning with the Truth and Reconciliation Commission's Calls to Action.

Presented at the Jan 26th, 2026, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of January

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP: n/a

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

- The toy donations collected at Community Christmas were given to Red Deer Christmas Bureau, and the non-perishable food items were given to Innisfail Food Bank. Thank you to the community for their continued generosity.
- An intergenerational activity, Holiday Crafts: Kids & Seniors Edition, was offered in December at the Penhold Seniors Drop In Centre, with a variety of holiday crafts for the participants. 12 participants attended, with 3 of these being a mom and her two children. The cold and blowing snow in December postponed the original date. This could have affected the number of families being able to attend if the rescheduled date didn't work. Even with only one younger family attending, the participants connected, and laughter was shared.
- For December's Family Play Day, we joined the Penhold & District Library's Merry Mingle. We had 49 people join in for some festive music, cookie decorating and crafts.
- There were 17 seniors registered in the Stocking Stuffers for Seniors program.
 - One participant shared: "I am overwhelmed with receiving these gifts! I kept looking at them and was touched that someone took the time and money and spent it on me, a stranger. You are all truly amazing! and have made Christmas so special this year."
- We brought in Stems Flowers & Cafe for December's Craft & Connect. The 24 participants were shown how to make a festive metal wreath. This session was a fantastic way to end the year; there was so much joy and connection in the room.
- The Snow Angels program continues to receive registrations. There have been 10 new registrations since Nov. 2025 – Jan. 2026.
- We are working on the 2025 FCSS Annual Outcomes Report due Jan. 31.
- The 2026 Awareness Days Calendar is attached. The calendar highlights various observances throughout the year, ranging from resource-sharing to organized events or activities which aim to raise awareness and engage the community in meaningful ways.

Penhold Youth Club:- PYC averages for November

Grades 4-6: 30

Grades 7 & 8: 10

Grades 9-12: 17

Community Representation

Penhold: 253

Red Deer County: 51

Delburne: 2

Blackfalds: 3

- PYC averages for December

Grades 4-6: 17

Grades 7 & 8: 11

Grades 9-12: 13

Community Representation

Penhold: 171

Red Deer County: 26

Delburne: 3

Blackfalds: 1

- The youth performed exceptionally well at the November market, raising \$852.90 towards field trips and selling nearly all the items they created.
- In addition, nine youth volunteers participated in Community Christmas, where they assisted at the cookie decorating and craft tables.
- Unfortunately, Parents' Night Out was cancelled due to low registration.
- In December, 18 of our 22 Leaders in Training (LiT) attended the LiT Christmas party. This event was a wonderful opportunity to thank the youth for their dedication and the important role they play in making our program successful.

Communication & Events:Community Events:

- The activities for the community following Community Christmas were enjoyed by many, and the Monarch Winter Village was a success enjoyed by people from Penhold and surrounding areas throughout the holidays. Monarch Earthworks' plan was for this to be the first annual event and have plans for it to return in 2026.

Christmas Light BINGO: 12 entries

Colouring Contest: 33 entries

- **2026 Event Schedule**

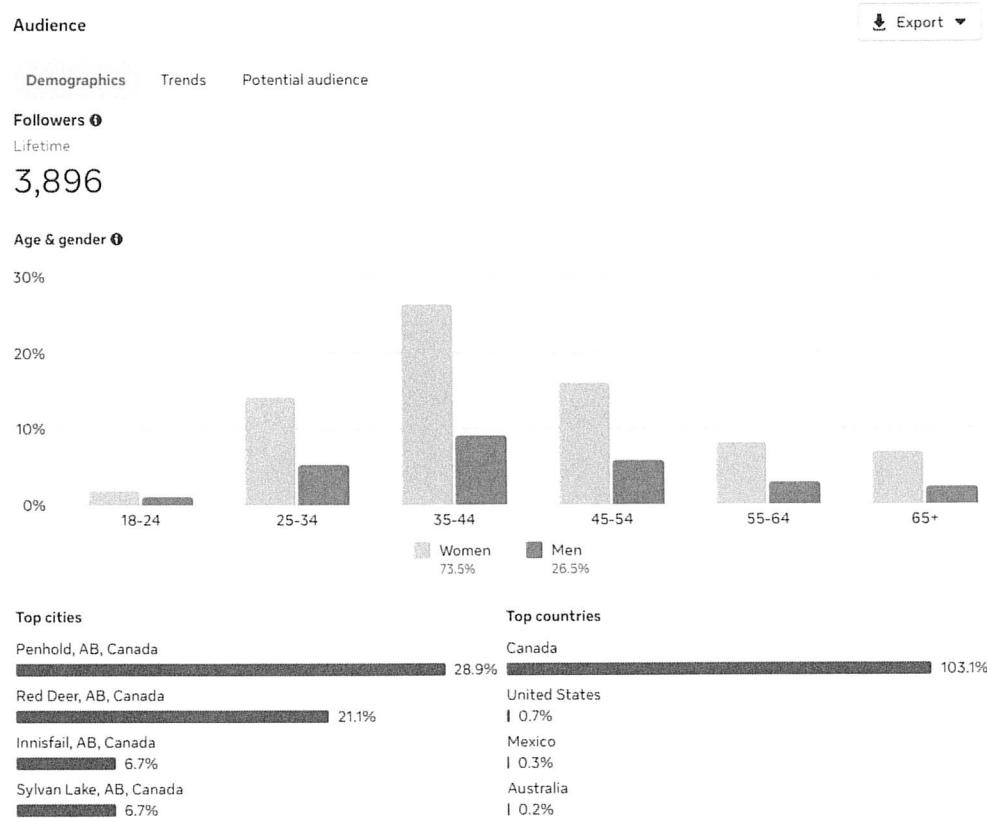
- Easter Eggstravaganza: Saturday March 28 10:00 a.m. - 12:00 noon at Penhold Multiplex
- Canada Day: Wednesday July 1 9:30-11:30 a.m. at Lincoln Street Rec
- PYC Pancake Breakfast 8:30-10:30 a.m.: Fall Festival Friday Sept. 11 (evening) & Saturday Sept 12 (until 5:00 p.m.)
- Community Christmas: Friday November 20 6:00-8:00 p.m. at Penhold Multiplex

Communications:

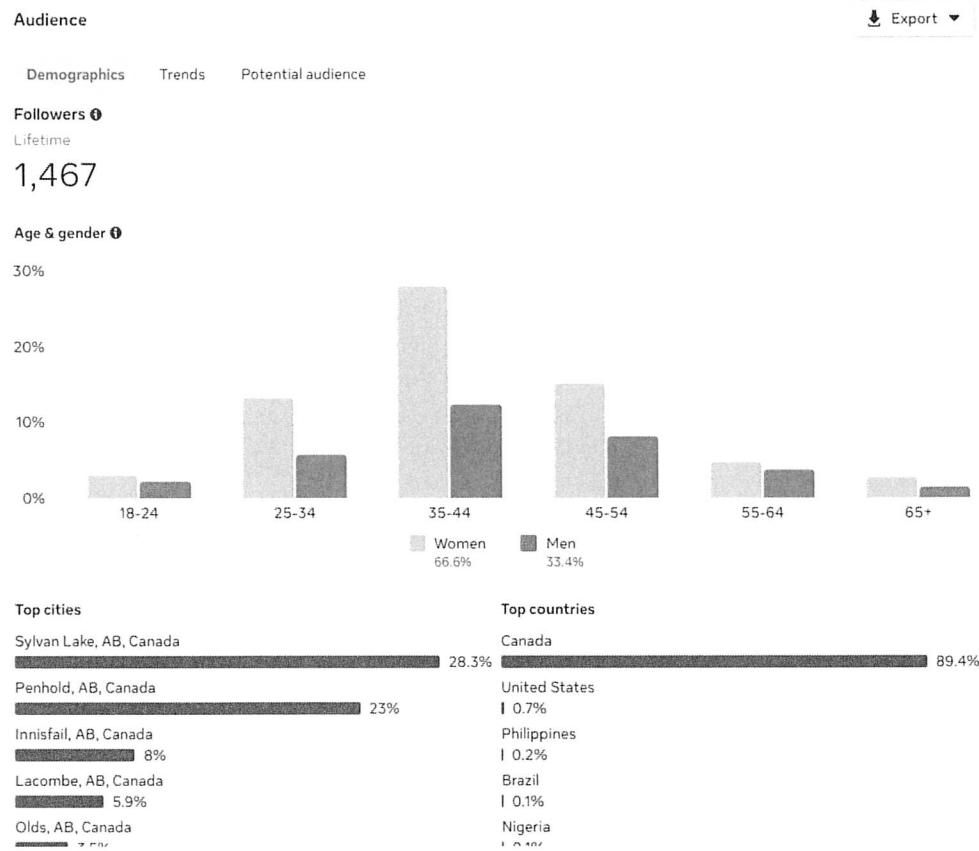
- The digital highway sign is back up and running.

- **Social Media Statistics to December 31, 2025**

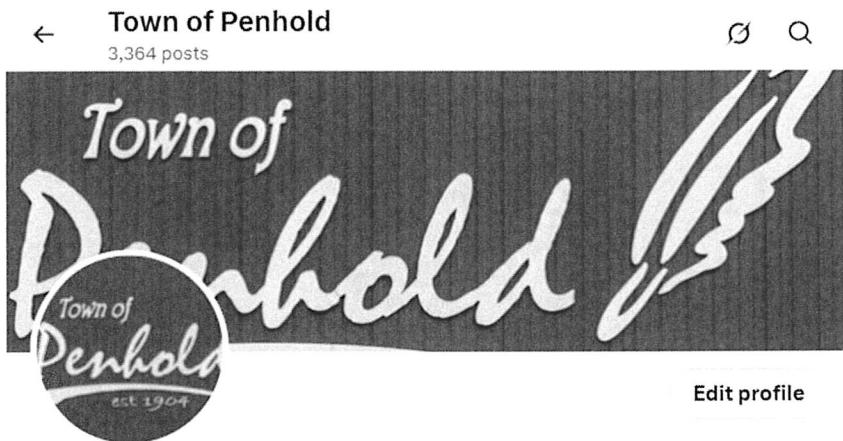
Facebook – Primary social media tool with the most followers and interactions.



Instagram – Growing in popularity with people 25-35 years old as a source of local information, limited interaction with followers.



Twitter (X) – Least interactive and most restrictive as a means of sharing information of all social media accounts; trends are showing less interest in this platform overall by former Twitter users.



Town of Penhold  Get verified
@TownofPenhold

Penhold is a vibrant family orientated community with a country living feeling. Penhold offers the perfect place to raise a family.

 Penhold, AB  townofpenhold.ca  Joined October 2009 >

1,772 Following 2,198 Followers

UPCOMING ITEMS OF INTEREST:

January 27: Family Games Night

January 28, February 4 & 11: Math Chefs

February 4, 11, 25: Playgroup

February 11: Tech Tips for Older Adults & Seniors

February 14: Family Play Day

March 11: Tech Tips for Older Adults & Seniors

March 19: Palliative Ponders – Death Cafe

CAO COMMENTS:

Presented at the January 26, 2026, Regular Council Meeting for the Town of Penhold.

CAO

2026 Awareness Days Calendar

January

January 21 Bell Let's Talk Day

This day encourages Canadians to talk openly about mental health, break down stigma, and support various mental health organizations and programs.

January 27 Family Literacy Day

Family Literacy was created by ABC Life Literacy Canada in 1999. This day reminds us of the importance of involving families in life-long learning and literacy activities.

February

February 16 Family Day

Observed in the Canadian provinces of Alberta, British Columbia, New Brunswick, Ontario, and Saskatchewan. This holiday celebrates the importance of families and family life to people and their communities.

February 17 Random Acts of Kindness Day

Each year on February 17th, National Random Acts of Kindness Day is celebrated by individuals, groups and organizations nationwide to encourage acts of kindness.

February 25 Pink Shirt Day

Pink Shirt Day began in 2007 when a student in Nova Scotia was bullied for wearing a pink shirt to school. It has since been recognized annually worldwide as a day to stand against bullying.

March

Fraud Prevention Month

An annual campaign to help Canadians recognize, reject, and report fraud, with a focus on emerging threats like AI scams, investment fraud, online scams, and mass marketing/phone scams, supported by the Competition Bureau and Canadian Anti-Fraud Centre (CAFC) with weekly themes and resources.

April

April 19 – 25 National Volunteer Week

National Volunteer Week (NVW) is a time to celebrate and thank Canada's 12.7 million volunteers, specifically our Penhold volunteers.

May

First week of May - Emergency Preparedness Week – dates are officially released closer to the time.

Emergency Preparedness Week (EP Week) is a national event supported by Public Safety Canada, working closely with provincial and territorial emergency management organizations, Indigenous organizations, non-governmental organizations, and private sector who support

activities at the local level. An annual event for over 25 years, it traditionally takes place during the first full week of May.

May TBD Tim Horton's Smile Cookie Week

100% of proceeds from every Smile Cookie support charity and community groups in local communities. PYC is the current recipient of the Smile Cookie campaign in Penhold.

May 1 National First Responders Day

May 1 is recognized as National First Responders Day in Canada. This day is dedicated to recognizing the dedication and crucial work of first responders, including police officers, firefighters, paramedics, and other essential emergency personnel.

May 4 National Firefighters Day

National Firefighters Day is a time where the world's community can recognize and honour the sacrifices that firefighters make to ensure that their communities and environment are as safe as possible. It is also a day in which current and past Firefighters can be thanked for their contributions.

May TBD Youth Week

Provincial celebration of youth. Fun-filled interactions and celebrations intended to build a strong connection between youth and their communities; celebrating youth in arts, sports, civic engagement, and community building.

- Mayor's Youth Award, activities, special treat days for youth at local businesses.

May 4 – 10 Mental Health Week

This week focuses on increasing understanding, reducing stigma, and promoting mental well-being across Canada, building on annual efforts by organizations like the CMHA and Bell Let's Talk.

May 17 – 23 Public Works Week

Since 1960, APWA has sponsored National Public Works Week. Across North America, over more than 29,000 members in the U.S. and Canada use this week to energize and educate the public on the importance of public works to their daily lives: planning, building, managing and operating at the heart of their local communities to improve everyday quality of life.

June

Pride Month

Many countries around the world celebrate Pride Month in June. Pride month is about acceptance and equality, celebrating the work of LGBTQIA+ people, and raising awareness of issues affecting the LGBTQIA+ community. Pride can mean different things to different people.

June 1 – 7 Seniors Week

Albertans are encouraged to show appreciation for seniors and recognize the important contributions seniors make to our province.

June 21 National Indigenous People's Day

On June 21, we commemorate National Indigenous Peoples Day to recognize the history, heritage and diversity of First Nations, Inuit, and Métis peoples in Canada.

July

July 1 Canada Day

September

September 1 - 30 Alberta Cultural Days

Alberta Culture Days is an opportunity to discover, experience, and celebrate arts and culture through local events and activities, in person and online across the province.

September 30 National Truth & Reconciliation Day and Orange Shirt Day

Each year, September 30 marks the National Day for Truth and Reconciliation. A yearly observance in Canada to remember residential school survivors, those who didn't return, and the ongoing impacts, serving as a critical day for education, reflection, and fostering reconciliation between Indigenous and non-Indigenous peoples, often recognized alongside Orange Shirt Day.

October

October 4 – 10 Fire Prevention Week

During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education to drastically decrease casualties caused by fires.

October 18 – 24 Small Business Week

This week celebrates entrepreneurship and small businesses across the country.

November

Family Violence Prevention Month

Alberta has the third highest rate of self-reported spousal violence among Canadian provinces, yet family violence is preventable. November is Family Violence Prevention Month (FVPM) in Alberta. It is a time to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships in our communities.

Falls Prevention Month

Fall Prevention Month is observed every November in Canada, aiming to raise awareness about falls, especially among older adults where they are the leading cause of injury-related hospitalizations, and to promote strategies for reducing risks through home safety, exercise, and regular health check-ups to maintain independence.

November 11 Remembrance Day



REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of December

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

- The Firehall is being listed for sale through Salomons Commercial, which was recommended by local residential realtors.
- An After-Action Review was held with Alberta Emergency Alert and the Protective Services Manager regarding the boil water advisory. In the review the following was discussed:
 - o The glitches experienced during the alerting
 - o The wording used in the alert
 - o The flow of information

Alberta Emergency Alert was impressed with how the Town of Penhold approached the emergency, worded the alert, provided important information, and navigated the glitches experienced.

- Snow removal on sidewalks is being monitored with four tickets and multiple warnings issued over the past three weeks.

MONTHLY UPDATE:

Fire Department

Operations:

The department consists of 29 qualified members, which includes 4 Probationary Firefighters, 15 Firefighters ranging from 4th to 1st class, 5 Lieutenants, 2 Captains, 2 Deputy Chiefs, and one Chief.

In addition, we have 10 Futures On Fire Cadets.

In December 2025, the Fire Department responded to a total of 13 calls:

- Rescue & EMS: 7 (53.85%)
- HAZMAT: 1 (7.69%)
- False Alarm: 4 (30.77%)
- Citizen Assist: 1 (7.69%)

Compared to November (11 calls):

- Rescue & EMS: ↓ 3
- HAZMAT: no change
- Alarms: ↑ 4



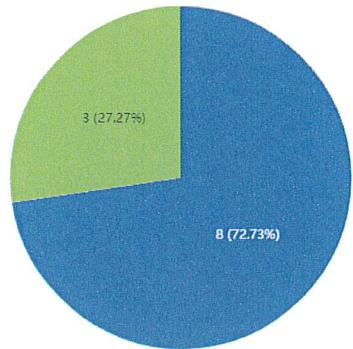
In 2025, the Fire Department responded to 164 calls for service within the Town of Penhold and 11 calls outside our boundary. Of the 11 mutual aid responses, 3 were to the Government of Alberta to assist during other jurisdictions state of local emergency (Athabasca County, Red Earth, Sturgeon County) and eight were to Red Deer County.

Of the 164 calls within our boundary, 64% were for EMS and Rescue operations, 25% for false alarms and 5% (8 total) for actual fires.



Total aid given and received (11)

■ Mutual aid given
■ Other aid given



2025 saw an increase in call volume of ~9% going from 157 calls in 2024 to 173 in 2025.

Training:

In 2026 the Fire Department will host a NFPA 1001 standard for firefighter professional qualifications.

Notes:

- Packing has begun to prepare for the move in spring.
- A realtor has been secured (Salomons Commercial).

Events:

- The Annual Charity Hockey Game takes place on January 31st at the Multiplex. Entrance by Food Bank donation, with beverage sales, 50/50, and mini stick sales. Doors at 6:45PM, puck drop at 7:30PM

Maintenance:

- Tender 1: Has a coolant line leak being repaired
- Tender 1: Foam level indicator being repaired
- Tender 1: Shows signs of “blow by” which is when hot combustion gases leak past the piston rings into the crankcase. While small amounts are normal, larger volumes are a sign of excessive wear on the rings and cylinders. Currently this is of note and not concern, it will be monitored during the vehicle’s lifetime
- Command 2: Had minor repairs to the washer fluid dispenser
- Ladder 1: Small oil leak has been repaired

Municipal Enforcement:

Operations:

Officer recertifications were recently completed.

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (December 2025)

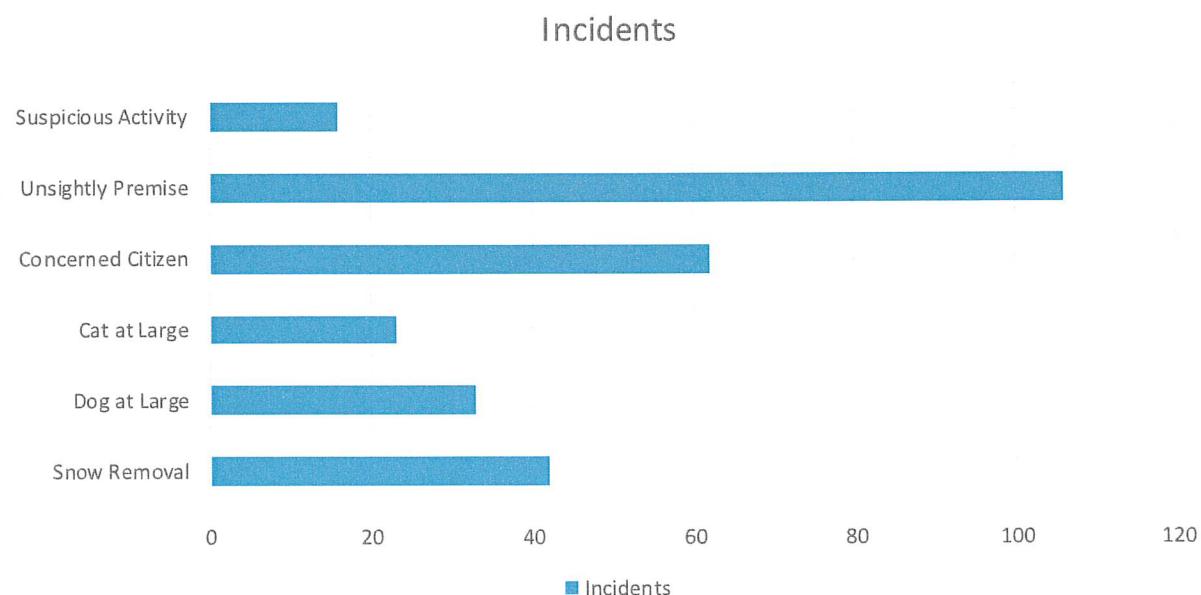
Top reported incidents:

- Concerned Citizen: 7
- Animal at Large: 0
- Public Inquiry: 2
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 18

Compared to November (27 incidents): ↓ 9 incidents

For the 2025 calendar year, 546 incidents were reported with the following breakdown of the most popular:



MUNICIPAL ENFORCEMENT – CITATION TYPES (December 2025)

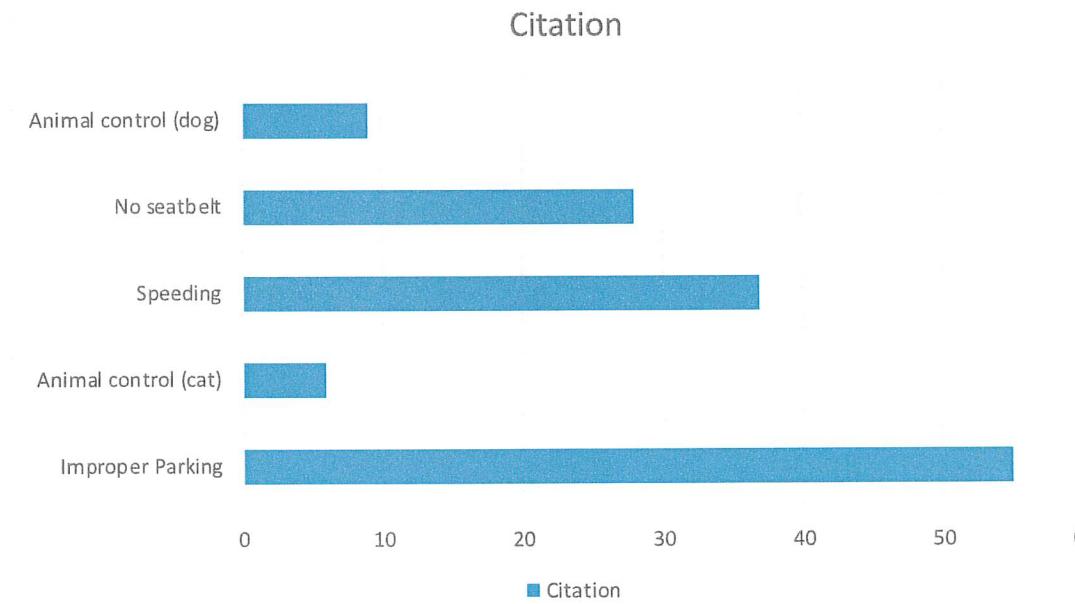
Citations issued:

- No Registration: 4
- Abandoned Trailer: 1
- Abandoned Car: 1

Total Citations: 6

Compared to November (12 citations): ↓ 6

For the 2025 calendar year, 325 violations were reported with the following breakdown of the most popular:



A speed sign was placed on Highway 42 and Waskasoo Avenue in a transition zone to encourage drivers to slow down before entering the main part of town.

Serial # 304112		Street: Highway 42								Speed Limit: 60 KPH		
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Nov 30	1162	379	33%	85	13	2	2:15p, 5:45p	501	120	15	77	57.6
Dec 1	1280	409	32%	86	16	1	1:00p	422	100	18	76	56.8
Dec 2	1270	326	26%	48	13	1	5:00p	293	66	10	72	55.3
Dec 3	1329	356	27%	73	17	4	4:45p	359	79	16	74	55.4
Dec 4	1380	403	29%	81	21	5	2:15p	438	84	12	76	56.4
Dec 5	1334	367	28%	77	17	4	1:15p	422	93	13	76	55.4
Dec 6	1027	178	17%	36	11	2	4:30p	230	39	10	72	52.6
Dec 7	941	236	25%	42	11	1	5:15p	325	63	9	76	55.4
Dec 8	1342	384	29%	98	16	4	11:45p	454	84	14	76	56.6
Dec 9	1300	392	30%	80	22	8	2:00p	461	104	22	76	56.9
Dec 10	1468	498	34%	106	24	9	10:15p	538	123	16	76	57.7
Dec 11	1233	310	25%	55	9	3	12:30a	321	60	11	74	54.9
Dec 12	1165	384	33%	85	18	4	3:15p	423	95	18	77	56.8
Dec 13	1036	204	20%	47	11	3	5:45p	280	59	9	74	53.4

Emergency Management:

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

Elected Official Emergency Management training, as legislated, will be held in Innisfail in January.

We are booking the annual audit of our Emergency Management Department in February.

Hazard Identification and Risk Assessments are being completed for multiple potential disaster scenarios (Drinking Water Emergency, Tornado, Rail Disaster, Flood) and will be presented for discussion in an upcoming Emergency Management Advisory Committee meeting.

Building Construction Milestones:

The construction is currently on budget, and we are expecting to be in the building by April 2026.

Site Setup: 100%

Site Development: 100%

Shop and Office Shell: 100%

Top Down Finishes:

- Gas Line Install: 100%
- HVAC Install: 100%
- Lighting Install: 100%
- Sprinkler Install: 100%
- Sump Install: 100%
- Underground Plumbing Rough In: 100%
- Plumbing Backfill: 100%
- Underground Electrical: 100%
- Backfill Electrical: 100%
- Excavate for Trench Drains: 100%
- Radon Rock Install: 100%
- Radon Membrane Install: 100%
- Radon Inspection: 100%
- Trenches Forming and Rebar: 100%
- Place and Finish Slab: 100%
- Slab Sawcut and Sealer: 100%
- Mechanical and Electrical & Wall install: 0%
- Liner Panel Install: 0%

Office Main Floor:

- Underground Rough In: 100%
- Radon Rock Install: 100%
- Radon Membrane Install: 100%
- Radon Inspection: 100%
- Forming and Rebar: 100%
- Office Slab Pour: 100%
- Office Slab Sawcut and Seal: 100%
- Layout Office Walls and Tracks: 0%
- Firespray: 80%
- Office Wall Framing: 0%
- Doorframe Install: 0%
- Mechanical/Electrical Rough in: 0%

- Drywall: 0%
- Mud and Tape: 0%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%
- Millwork Install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Office Second Floor:

- Mezzanine Rebar: 100%
- Mezzanine Place and Finish: 100%
- Mezzanine Sawcut and Seal: 100%
- Steel Stud Framing: 100%
- Door Frame Install: 100%
- Mechanical and Electrical Rough In: 100%
- Drywall: 100%
- Mud and Tape: 50%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%
- Flooring: 0%
- Millwork Install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Cold Storage Building:

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

UPCOMING ITEMS OF INTEREST:

- Continued Building Construction
- Firehall Sale
- Moving

CAO COMMENTS:

Presented at the January 26, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Concession Lease

RECOMMENDATION:

The Town enter into a lease agreement with Ma and Pa's Bakery effective March 1, 2026, to Feb. 28th, 2028.

COUNCIL FOLLOW-UP:

OPTIONS:

- 1) Proceed with renewing the lease for two years with Ma and Pa's
- 2) Not renew the lease with Ma and Pa's and try to locate a new vendor
- 3) Proceed with renewing the lease for two years and install a Coffee vending machine

Concession Lease:

For the last year, Ma and Pa's Bakery have been working out of the concession space in the Multiplex using it solely as a commercial kitchen. They have used the space to make cookies and other products in support of their Bakery in town.

During the term of this lease, we have had no issues, and they have been excellent tenants.

There have been comments about the Concession not being open during games or tournaments, but we have had markets in the facility at the time of tournaments that sold coffee and treats. We have also had a pop-up concession during the one tournament that was a fundraiser put on by the hosting team to help fill the gap.

The new lease would be a lease extension of two years with a 2.5% increase to the monthly lease payment, raising the monthly lease from \$1000 per month to \$1025 per month.

OTHER INFORMATION:

We have tried to connect with Mr. Kelvin Angeltvedt on three occasions and further sent an email about his proposal to take over the lease of the concession. He called back and left two messages prior to Christmas. We have again reached out Jan 7th by phone and email and have not heard anything back.

CAO COMMENTS:

Other than Mr. Angeltvedt there has not been anyone expressing any interest in this concession. Mr. Szewczuk has worked with other groups to cater to the tournaments with standalone popups.

If there is a specific area of interest, a vending machine may also be available to capture this need.

Presented at the January 26, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: New Home Buyer Incentive Program

RECOMMENDATION:

That Council continue with the New Home Buyer Incentive Program for 2026;
AND FURTHER upon written request and confirmation of title within 60 days of the purchase of a new home, owners be eligible for a 2-year municipal portion tax reduction in the amount of 50% for year one and 25% reduction for year two;
AND FURTHER that this rebate program continues to be available until Dec. 31st, 2026.

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 347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business ... can cancel reduce or defer tax.

STRATEGIC RELEVANCE:

Continue to offer a possible two-year incentive for residents purchasing a new home.

DESIRED OUTCOME(S):

To offer incentive to bring new residents into Town and showcase the living opportunities within Penhold.

RESPONSE OPTIONS:

That Council does not support the continuation of the New Home Buyer Incentive Program.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Less revenue will be received as people experience reduced taxes in year one and two.

GENERAL:

At its Nov. 25, 2024, Regular Council meeting, a motion was passed to continue with the New Home Buyer Incentive Program. This program was developed to offer individuals purchasing a newly constructed home in Penhold a municipal tax reduction of 50% the first year, and 25% the second year they own the home.

There were five homes in 2020, 16 homes in 2021, 19 homes in 2022, 13 homes in 2023, 20 homes in 2024, and 22 homes in 2025 signed up under the New Home Buyer Incentive Program.

In addition, a resolution from Council will be required for each year permitting a municipal tax reduction. Agreements will layout the incentive being given.

ORGANIZATIONAL:

FINANCIAL:

The Town does not receive 100% of taxes when homes are purchased under the Incentive Program as home buyers receive a municipal tax reduction of 50% in the first year and 25% in the second year.

2025:	\$ 30,724 total of 22 clients received the incentive
2024:	\$ 30,117 total of 20 clients received the incentive
2023:	\$ 30,639 total of 13 clients received the incentive
2022:	\$ 21,994 total of 19 clients received the incentive
2021:	\$ 20,757 total of 16 clients received the incentive

2023/24 includes a commercial business.

FOLLOW UP ACTION:

As directed by Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the January 26, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: 7 RCACS Penhold – Merit Review Boards: Feb. 11, 2026

RECOMMENDATION:

That Council approve Deputy Mayor Cunningham attend the Feb. 11 Merit Review Boards as per request dated Dec. 31, 2025.

CAO COMMENTS:

With the recent clarity on meeting expenses that identified only meetings that have been assigned to each councillor in the organizational meeting is to be compensated, unless a motion by council is given to permit our representative to attend.

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: The 7th RCACS Penhold is our local group, and it is being suggested that the council supports this organization by attending specific requested functions.

IMPLICATIONS OF RECOMMENDATION:

Support the 7 RCACS Penhold and celebrate its Cadets.

GENERAL:

There are seven Cadets who will be going in front of a promotion board (often called “sitting a board”). The purpose is to be considered for promotion from Sergeant (Sgt) to Flight Sergeant (FSgt).

In many cadet programs (Air Cadets, Army Cadets, etc.), a *board* is like an interview or review panel where cadets are evaluated on leadership, knowledge, uniform, performance, and readiness for the next rank.

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

FOLLOW UP ACTION:

As directed by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Jan. 26, 2026, Regular Council Meeting for the Town of Penhold

CAO

From: Teresa Cunningham <tcunningham@townofpenhold.ca>
Sent: Wednesday, December 31, 2025 5:23 PM
To: Michael Yargeau <myargeau@townofpenhold.ca>; Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Subject: Fwd: Merit Review Boards: Feb 11th 2026 1900-2030

I am able to attend this event.

Sent from my iPhone

Begin forwarded message:

From: McRitchie SLt KB [REDACTED] M. McRitchie <kb.mcrichtie@rcac.mil.ca>
Date: December 31, 2025 at 7:12:38 AM MST
To: Crashley Capt JA [REDACTED] J. Crashley <j.a.crashley@rcac.mil.ca>, Ron King [REDACTED] R. King <r.king@rcac.mil.ca>, Schneider Capt WK [REDACTED] W. Schneider <w.k.schneider@rcac.mil.ca>, Teresa Cunningham <tcunningham@townofpenhold.ca>
Cc: Ouellette Capt LM [REDACTED] L. Ouellette <l.m.ouellette@rcac.mil.ca>
Subject: Merit Review Boards: Feb 11th 2026 1900-2030

Good Morning and Happy soon-to-be New Years to you all,

I would like to formally request your participation in our upcoming Merit Review Boards which we will hold on February 11th at 1900 hrs. We have 7 Cadets who will be sitting boards to move from Sgt to FSgt.

Your support is appreciated,

Thank you

SLt Kourtney McRitchie CD

Training Officer, 7 RCACS PENHOLD
Canadian Armed Forces

Officier d'entraînement, 7 RCACS PENHOLD
Forces armées canadiennes



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:

- Jan. 19 The Human Infrastructure Agenda and Speaker Bio
- Jan. 16 EOEP (Elected Officials Education Program) Year in Review 2025 and Upcoming Course Opportunities

EMAIL:

- Jan. 12 Tyler Gandam Consulting – The Human Infrastructure
- Jan. 15 Community Futures Central Alberta re: Find out what's new at Community Futures Central Alberta
- Jan. 15 Alberta Municipalities re: Webinar - Linking Healthcare, Municipalities, and People in Rural Alberta
- Jan. 16 Alberta Municipalities re: Alberta Municipalities' Friday News - January 16, 2026

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 201 (a) states in part that Councillors have the role of “..... Developing and evaluating the policies and programs of the municipality”.

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

That Council is apprised of information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

1. Council may wish to have something further investigated; this item will be moved for further administrative review.
2. Council may wish to act on something and move the item for action.
3. Council may wish to move the items as information.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the Jan. 26, 2026 Regular Council Meeting for the Town of Penhold

CAO



**TYLER GANDAM
CONSULTING**

Presents...

The Human Infrastructure

Communication, Well-being, and the Collaborative Municipality

In an era of rapid change, the strength of a municipality is defined by its ability to communicate and support its people — both within its borders and across Alberta. Municipal leaders and community wellness professionals are invited to join us for insightful sessions on the following topics such as:

- **Inter-Municipal Synergies**
Strategies for seamless regional co-operation.
- **The Mental Health Matrix**
Supporting staff and council well-being.
- **Effective Communication**
Tools for using social media effectively and navigating complex civic conversations.

Hear from engaging expert speakers who will bring their real-world experience and fresh perspectives to some of Alberta's most pressing municipal topics.

Continental breakfast, lunch, and coffee breaks will be provided.

Lunch is proudly sponsored by

Alberta Municipalities
Strength In Members



**THURSDAY, FEBRUARY 19
8 a.m. to 4:30 p.m.**

Royal Hotel Edmonton Airport
8450 Sparrow Drive, LEDUC

For more information, call 780.312.0660 or email tyler.gandom@outlook.com

Tickets available at [eventbrite.ca](https://www.eventbrite.ca)
(search "Human Infrastructure")
or scan the QR code above!



Outlook

FW: The Human Infrastructure Agenda and Speaker Bios

From Richard Binnendyk <rbinnendyk@townofpenhold.ca>

Date Mon 2026-01-19 11:33 AM

To Cameron Galisky <cgalisky@townofpenhold.ca>; Kathy Sitter <ksitter@townofpenhold.ca>; Ken Denson <kdenson@townofpenhold.ca>; Michael Yargeau <myargeau@townofpenhold.ca>; Shaun Kranenborg <skranenborg@townofpenhold.ca>; Teresa Cunningham <tcunningham@townofpenhold.ca>; Tyrone Muller <tmuller@townofpenhold.ca>

Cc Bonnie Stearns <bstearns@townofpenhold.ca>

📎 1 attachment (1 MB)

2026 The Human Infrastructure.pdf;

Here is the breakout of sessions for the upcoming conference.

This will be on the next council agenda for interest.

We will take names and register.

Respectfully

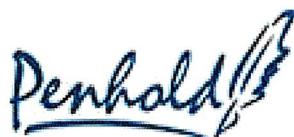
Rick Binnendyk

CAO

Town of Penhold

403-886-3280 | rbinnendyk@townofpenhold.ca

In the spirit of respect, reciprocity and truth, I honour and acknowledge that I am privileged to live, work and play on Treaty 7 territory. This territory is the ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuut'ina and Stoney Nakoda nations and the Red Deer Métis District within the Battle River Territory. I acknowledge and show gratitude to the many First Nations, Métis and Inuit who have walked these lands before me, and those who continue to walk with me.



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please notify the sender immediately if you have received this email in error. Any review, distribution, or use of any kind other than by the intended recipient is strictly prohibited.

From: Tyler Gandom <tylergandom@outlook.com>

Sent: Monday, January 19, 2026 11:23 AM

To: Tyler Gandom <tylergandom@outlook.com>
Subject: The Human Infrastructure Agenda and Speaker Bios

Good day,

In an era of rapid technological change, the foundation of our success remains the same: our people. We are thrilled to invite you to The Human Infrastructure on Thursday, February 19, 2026, where we will dive deep into the concept of:

Physical & Mental Health

Inter-Municipal Relationships & Collaboration

Communication within your Communities, Including Social Media

This event is designed to explore how we build resilient systems, foster inclusive leadership, and create the social frameworks necessary for sustainable growth.

The Human Infrastructure

(Click to Register)

Symposium Agenda: Building Human Infrastructure

Date: February 19, 2026 | **Location:** Royal Hotel Edmonton Airport

Morning Sessions: The Foundation

- **8:00am – 9:00am | Registration & Continental Breakfast**
 - *Kick off the day with networking and refreshments.*
- **9:00am – 9:15am | Welcome Message & Symposium Overview**
 - **Speaker:** Tyler Gandom
 - Setting the stage for a day dedicated to the personal and professional systems that support public service.
- **9:15am – 10:20am | Physical Health & Nutrition: The Professional Necessity**
 - **Speaker:** Rayvin Wombold
 - Maintaining your health is a requirement for high-stakes leadership. This session explores how physical stamina and nutrition drive the cognitive sharpness and emotional resilience needed for long council sessions and community engagement.
- **10:20am – 10:40am | Refreshment Break**
- **10:40am – 12:00pm | Inter-Municipal Relationships: The Connective Tissue**
 - **Speakers:** PJ Stasko, Cathy Heron, Trina Jones
 - Boundaries are often invisible to residents. Learn how to foster collaboration that ensures these borders don't become barriers to quality of life, allowing local governments to function as a resilient regional system.

Afternoon Sessions: The Operating System

- **12:00pm – 1:00pm | Networking Lunch**
 - *Proudly sponsored by Alberta Municipalities.*
- **1:00pm – 2:20pm | Mental Health: The Invisible Infrastructure**

- **Panel:** Tom Pickard, Dan Heney, Mike Derricott
- **Moderator:** Tina Petrow
- Leadership involves an immense emotional weight. This session addresses the pressure of public scrutiny and provides tools for mental resilience, critical for retention and effective governance in 2026.
- **2:20pm – 2:40pm | Refreshment Break**
- **2:40pm – 4:00pm | Communication: The Operating System of Trust**
 - **Speakers:** Benjamin Proulx, Andrew Knack
 - In 2026, communication is more than "notices"—it's about transparency and real-time engagement. Learn how to use digital and social tools to build public support and prevent project failure through clear, human-centric storytelling.

Closing: The Path Forward

- **4:00pm – 5:00pm | Bringing it All Together: Inspiration to Implementation**
 - **Facilitators:** Tyler Gandom & Tina Petrow
 - In this final hour, we transition from theory to practice. Work with speakers and peers to turn the day's "Human Infrastructure" insights into a personal action plan you can take back to your municipality on Monday morning.

I'm excited to introduce our speakers and a little bit about who they are:

Tina Petrow – Former Councillor with the City of Airdrie



Tina Petrow is a former City Councillor with eight years of municipal government experience and a deep commitment to mental health advocacy. She has chaired and served on numerous boards and committees focused on improving mental health access and programming, collaborating with community partners and provincial stakeholders to advance meaningful initiatives.

Her leadership extended beyond local government through roles as Director and Chair of the Safe & Healthy Communities Committee for Alberta Municipalities and Chair of the Inter-City Forum on Social Policy, where she championed wellness-focused policies and collaborative governance. Known by colleagues as the "Mental Health Ninja," Tina has a unique ability to connect mental health to every facet of government.

Outside of public office, Tina has volunteered thousands of hours with community organizations and hosted "Tina's Tips" on Air 106.1, sharing practical advice on well-being

and healthy living. She believes strong communities start with strong mental health—for both citizens and leaders—and continues to advocate for protecting these foundations.

Benjamin Proulx – Catalyst Communications



Ben is an established leader in local government communications, engagement, crisis management. He carries 15 years of real-world, on-the-ground experience supporting municipalities through communications audits; the development of plans; facilitation of professional development for Administration and Council; conducting reviews of departments, processes, and practices; and in executing public communications, community and internal engagement, issues and reputation management, and crisis communications. This wealth of experience is supported by deep industry knowledge, as Ben and the Catalyst Communications team work tirelessly to constantly review and evaluate evolving practices and trends in municipal communications. This is further bolstered by his role in founding the non-profit Canadian Association of Municipal Communicators (CAMC), the only professional association dedicated to local government communications.

Ben is currently in his fourth year of teaching with the Elected Officials Education Program (University of Alberta Augustana); is often brought in as a guest lecturer for municipal administration and emergency management post-secondary programs, and to speak at municipal conferences across the country; and created the public engagement and crisis communications of the *Municipal Resilience Toolkit: Strategies for Crisis Management* for the Canadian Association of Municipal Administrators (CAMA), while also penning the association's *Leadership Guide to Effective CAO-Council Relations*.

An engaging leader and facilitator, Ben is a passionate local government advocate and proponent.

Andrew Knack - Mayor for the City of Edmonton



Andrew was born in Edmonton, raised in Spruce Grove, and has lived in the west end since 2002. A proud graduate of the University of Alberta, he earned his Bachelor of Commerce in 2006. Before running for City Council, Andrew managed a retail business in West Edmonton Mall and served on both the Meadowlark and Jasper Park Community League boards.

These experiences shaped his approach to leadership: ambitious, collaborative and community-focused. Guided by dedication to public service and inspired by his community, he continued learning and connecting with Edmontonians — a path that led him to City Council in 2013.

Since then, he's developed a reputation for listening deeply, engaging honestly and standing up for the everyday needs of residents. For three terms, Andrew represented the west end in Wards 1 and Nakota Isga on City Council. Known for his bright blue suits and equally bright outlook, Andrew brings a spirit of openness and optimism to his work.

As a councillor, Andrew led many key initiatives including NextGen, Seniors, Public Engagement and Transportation Innovation. He has also served as the Council representative on the Accessibility Advisory Committee, the City of Edmonton Youth Council, the Edmonton Transit System Advisory Board, Edmonton Public Library Board and the Alberta Municipalities' Executive Committee. He is particularly proud of championing the Lewis Farms Recreation Centre and Library and pushing for more accessible transit for seniors and youth.

Edmonton is a remarkable city with its best days ahead. Andrew is honoured to have the opportunity to serve Edmontonians as Mayor and to build a stronger city together.

Ravin Wombold - Registered Dietitian & Certified Personal Trainer



Rayvin is a Registered Dietitian and Certified Personal Trainer with over 15 years in the fitness industry. A former high school athlete and lifelong weightlifting enthusiast, she promotes a nutrition-by-addition approach focused on sustainability, flexibility, and meeting people where they are for long-term health.

Dan Heney – GM of Planning & Community Services with the Town of Bonnyville



Dan Heney is the General Manager of Planning and Community Services for the Town of Bonnyville and spent 31 years in the Fire Service, finishing up as the Regional Fire Chief for the Bonnyville Regional Fire Authority (BRFA). As a PTSD survivor, Dan is heavily invested in the mental health of frontline workers and was instrumental in the development of a robust mental health program for the BRFA. An ethical, collaborative leader with an eye for team building, Dan has received the Alberta Emergency Services medal (22 years of service to Alberta), the Fire Services Exemplary Service medal (30 years of service to Canada) and the Queen Elizabeth II's Platinum Jubilee medal for outstanding contributions to the Province of Alberta.

Tom Pickard – Former Mayor for the Town of Whitecourt and Former RCMP Member



Upon graduation from Western University, in London, Ontario, Tom moved west and joined the RCMP. During his tenure in the RCMP, Tom was stationed throughout western Canada, and also served in many specialized units. After retirement, he worked in the oil and gas industry in the Whitecourt area. Tom has served on many municipal and provincial governance Boards, along with eight years on Whitecourt Town Council, recently retiring as Mayor. He has been a regular guest speaker at MacEwan University, presenting to second-year nursing students regarding his experiences with occupational stress injury. Tom brings real world experiences and examples to his presentations, along with practical, useful ideas on personal health, safety and awareness.

PJ Stasko – Mayor for the City of Camrose



Mayor PJ Stasko has served two terms as a Councillor and is currently in his second term as Mayor for the City of Camrose.

He is a husband to Lorri and father to Quinn and Aubrey. His family, friends, and the close-knit Camrose community fill him with pride and joy.

Mayor Stasko looks forward to working with Council to help ensure Camrose remains the special place it is today. He also expresses his gratitude to those who have come before and helped shape the community into what it is.

Mike Derricott – Former CAO for the Town of Cochrane



Mike Derricott is an experienced municipal leader known for guiding organizations through growth, modernization, and cultural renewal. Over 15 years as a CAO in three Alberta communities, he has led teams through intense public scrutiny, rapid change, and the complex pressures that come with public office. His leadership emphasizes psychological safety, people-centered culture, and systems that support resilience and wellbeing across an organization. Michael is a strong advocate for honest conversations about the emotional demands of public leadership and the importance of creating workplaces where staff and elected officials can thrive. He brings an MBA in Leadership and Strategy and a long record of service to Alberta's municipal sector.

Tyler Gandom Consulting

780.312.0660





elected officials
education program

Alberta Municipal Place
300 – 8616-51 Ave
Edmonton, AB T6E 6E6

Year In Review 2025 and Upcoming Course Opportunities

With the new year underway and the busy post-election period behind us, we hope your council is getting comfortable settling into your new role. As Alberta's primary provider of professional development for municipal elected officials, we want to share some highlights from 2025 and let you know about upcoming courses that you can take advantage of in 2026.

A Snapshot of EOEP in 2025

In 2025, EOEP delivered 20 courses to elected officials across Alberta through a mix of online and in-person formats.

- 1100+ elected officials trained
- 100+ municipalities represented
- 9 Munis 101 courses delivered to help new councils meet their orientation requirements
- 6 municipalities visited through in-person courses
- 4 courses updated to improve learning outcomes
- 1 new course launched – Employment of the CAO
- 93% satisfaction rating over those 20 courses

Hosting nine Munis 101 courses from September to November 2025 represented a significant investment to help ensure councils had various options to meet the new legislative requirements for orientation after the election. We were pleased to have hundreds of elected officials join us for Munis 101 courses in Calgary, Edmonton, Grande Prairie, Fort Saskatchewan, Lethbridge, Oyen, and online.

Course Updates

To address emerging issues and improve the learning experience for participants, EOEP worked with experienced leaders to update four of our certificate courses. This included using clearer plain-language explanations, stronger alignment with council decision-making and adding more practical examples drawn from real municipal scenarios.

As a result of input from elected leaders, EOEP also launched a new course in 2025 called, Council's Role in Employment of the CAO. This course focuses on council's role as the employer of the CAO and teaches best practices in managing that relationship, including performance management and what to do when needing to oversee a transition in the CAO role. Informed by interviews with elected officials and CAOs, this course is grounded in real municipal experience, reflecting the complexities councils face in this role.

Jointly owned by Alberta Municipalities (ABmunis) and the Rural Municipalities of Alberta (RMA), EOEP provides professional development for municipal elected officials that is grounded in real municipal experience.

Certificate Courses

Munis 101

Budgeting & Finance

Land Use Planning & Approvals

Public Engagement

Regional Collaboration

Service Delivery

Strategic Planning

Other Courses

Effective Meetings

Employment of the CAO

Rates

In-person = \$425

Online = \$295



"Strong Leadership Starts Here"



Graduates of EOEP - Municipal Elected Leaders Certificate (MELC)

In 2025, 27 elected officials were awarded EOEP's [Municipal Elected Leaders Certificate \(MELC\)](#) through the University of Alberta's Augusta Extended Education. Congratulations to the 2025 graduates on their achievement and commitment to strengthening municipal governance!

The MELC recognizes elected officials who complete EOEP's seven core courses focused on the roles and responsibilities of municipal governance and reflects a commitment to professional development in the elected official role.

Learning Opportunities in 2026

To help elected officials better plan for professional development, EOEP released a [two-year course schedule](#) as well as a roadmap to obtain the Municipal Elected Leaders Certificate.

EOEP plans to host 18 courses in 2026, with most courses offered twice per year with online and in-person options available. The following courses are now open for registration.

Effective Meetings

- Date: Jan 28 | Feb 4 | Feb 11, 2026
- Time: 1:00 pm – 3:30 pm
- Format: Online Zoom
- Cost: \$295 + GST --- [Register](#)

Munis 101

- Date: January 22 | January 29, 2026
- Time: 1:00 pm – 4:30 pm
- Format: Online Zoom
- Cost: \$295 + GST --- [Register](#)

Look for more courses to be available online in February and in-person at RMA's Spring 2026 Convention and ABmunis' Spring 2026 Municipal Leaders' Caucus, both in March in Edmonton. To be notified when a course opens for registration, make sure you are subscribed to ABmunis' [The Weekly newsletter](#) or RMA's [Contact newsletter](#).

Moving Forward

As you move forward in your council role, remember that EOEP is here to help. EOEP courses will help you fill gaps in your knowledge so that you are more confident and informed in your decision-making. Courses are grounded in real municipal experience and create opportunities for you to connect and learn from your elected peers from across the province. If you have questions about EOEP, please contact our Registrar, Jenn Anheliger at Registrar@eoep.ca. Thank you for your service and dedication to your community and best wishes for a productive year ahead.

Sincerely,

Duane Gladden
EOEP Board Director
CEO, Rural Municipalities of Alberta

Dana Mackie
EOEP Board Director
CEO, Alberta Municipalities

"Strong Leadership Starts Here"