



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the November 3rd, 2025 Organizational Meeting Minutes

RECOMMENDATION:

That Council adopts the Nov. 3rd, 2025 Organizational 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 Nov. 3rd, 2025 minutes accurately reflect Council's decision for date and times of meetings beginning a new term; appointments to the different Boards, Committees, and Commissions, as well as other important information.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Nov. 3rd, 2025 Organizational Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Nov. 17th with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Nov. 3rd, 2025 Organizational Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

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

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

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

COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the Nov. 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO



Town of Penhold

ORGANIZATIONAL MEETING MINUTES

November 3rd, 2025
Council Chambers

Mayor:

Mayor Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller
Kathy Sitter

Guests:

Lori Wolfe
Ann Bilyk
Jo Michaluk
Jean Orchison
Jessica Frisby

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Executive Asst.

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

2. **Adoption of the Agenda**

2025-01

Councillor Cunningham moved to approve the 2025 Organizational Agenda as presented.
CARRIED UNANIMOUSLY

3. **Deputy Mayor**

Deputy Mayors

- November 2025 – June 2026: Councillor Teresa Cunningham
- July 2026 – February 2027: Councillor Ken Denson
- March 2027 – October 2027: Councillor Cameron Galisky
- November 2027 – June 2028: Councillor Shaun Kranenborg
- July 2028 – February 2029: Councillor Tyrone Muller
- March 2029 – October 2029: Councillor Kathy Sitter

2025-02

Councillor Galisky moved that Council appoint Councillor Cunningham as Deputy Mayor from Nov. 2025 to June 2026 as above.
CARRIED UNANIMOUSLY

4. Date, Time and Location of Regular Council Meetings

2025-03

Councillor Kranenborg moved that the Regular Council Meetings begin at 6:00 pm and that the meetings be the 2nd & 4th Mondays of each month;

AND FURTHER that should the Council Meeting fall on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

CARRIED UNANIMOUSLY

5. Date, Time and Location of Workshop Meetings

2025-04

Councillor Sitter moved that the Workshop Meetings begin at 5:00 pm and that the meetings be pre-Regular Council meetings of each month;

AND FURTHER that should the Council Meeting fall on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

CARRIED UNANIMOUSLY

6. Signing Authority

2025-05

Councillor Sitter moved that Council approve Mayor Yargeau, Councillor Cunningham and Councillor Denson continue to have signing authority for the Town.

CARRIED UNANIMOUSLY

7. Town Auditor: Pivotal Chartered Professional Accountants

2025-06

Councillor Denson moved that Council approves Pivotal Chartered Professional Accountants as the Town Auditor.

CARRIED UNANIMOUSLY

8. Appointment of Council Members to Authorities, Boards, Commissions & Committees

Government & Legislative Departments:

Emergency Management Advisory Committee

- 2025/2026 – all members of Council

Emergency & Protective Services:

Restorative Justice:

- 2025/2026 – Councillor Kranenborg

2025-07

Councillor Galisky moved that Council approves the Council member as appointed above.

CARRIED UNANIMOUSLY

Environmental Services:

South Red Deer Regional Waste Water Commission:

- 2025/2026 – Councillor Muller; Alternate – Mayor Yargeau

Central Alberta Regional Waste Management Commission:

- 2024/2025 – Councillor Denson

2025-08

Councillor Denson moved that Council approves the Council members as appointed above.

CARRIED UNANIMOUSLY

Planning & Development:

Municipal Planning Commission (3 council members; 2 members at large; chair and vice chair)

- 2025/2026 – Councillors Muller, Kranenborg, Sitter
- 2025/2026 – Chair Councillor Muller; Vice Chair Councillor Kranenborg
- 2025/2026 – Members at Large: Kyle VandenBrink, and Jarod Payot

Parkland Community Planning Services (PCPS)

- 2025/2026 – Councillor Cunningham ; Alternate – Cameron Galisky

Inter-municipal Relations

- 2025/2026 – Mayor Yargeau and Councillors Cunningham and Galisky

Licensing Appeal Board (3 members)

- 2025/2026 – Councillors Kranenborg, Denson and Muller

2025-09

Councillor Sitter moved that Council approves the Planning and Development areas as presented.

CARRIED UNANIMOUSLY

2025-10

Council appoints Councillor Muller as Chair of the 2024-2025 Municipal Planning Commission as presented.

CARRIED UNANIMOUSLY

2025-11

Council appoints Councillor Kranenborg as Vice-Chair of the 2024-2025 Municipal Planning Commission as presented.

CARRIED UNANIMOUSLY

2025-12

Council appoints Kyle VandenBrink as Public Representative to the Municipal Planning Commission for the 2025-2026 year.

CARRIED UNANIMOUSLY

2025-13

Council appoints Jarod Payot as Public Representative to the Municipal Planning Commission for the 2025-2026 year.

CARRIED UNANIMOUSLY

Motions 2025-10 to 2025-13 were approved within Motion 2025-09.

Economic Development:

Community Futures Central Alberta

- 2025/2026 – Councillor Kathy Sitter

2025-14

Councillor Muller moved that Councillor Sitter be appointed to act on behalf of Penhold within Community Futures Central Alberta.

CARRIED UNANIMOUSLY

Public Health & Welfare:

Parkland Foundation

- 2025/2026 – Councillor Denson

- Community Services Advisory Board – Bylaw 676/12 (2 members)
 - 2025/2026 – Councillor Sitter; Alternate – Councillor Cunningham
- Red Deer & District Family and Community Support Services (FCSS)
 - 2025/2026 – Councillor Galisky; Alternate – Councillor Muller
- Penhold Fall Festival
 - 2025/2026 – Councillor Sitter; Alternate – Mayor Yargeau
- Penhold District Museum
 - 2025/2026 – Councillor Cunningham; Alternate – Councillor Kranenborg
- Seniors Drop-in Centre (last Thursday @ 2:00pm)
 - 2025/2026 – Councillor Denson; Alternate – Councillor Sitter
- Central Alberta Combative Sports Commission
 - 2025/2026 – Councillor Kranenborg; Alternate – Councillor Galisky
- Combative Sports in Alberta
 - 2025/2026 – Councillor Kranenborg

2025-15

Councillor Sitter moved that Council approves the Council Members as appointed above.

CARRIED UNANIMOUSLY

Library Services:

- Parkland Regional Library System (PRLS)
 - 2025/2026 – Councillor Cunningham

2025-16

Councillor Kranenburg moved that Councillor Cunningham will serve on the Parkland Regional Library System (PRLS) Board for the 2025/2026 term.

CARRIED UNANIMOUSLY

- Penhold and District Library
 - 2025/2026 – Councillor Cunningham

2025-17

Councillor Kranenburg moved that Council approves Councillor Cunningham be appointed on the Penhold and District Library Board.

CARRIED UNANIMOUSLY

School Liaison:

- Jessie Duncan School
 - 2024/2025 – Councillor Kranenburg; Alternate – Councillor Cunningham
- Penhold Waskasoo Middle School
 - 2024/2025 – Councillor Galisky ; Alternate – Councillor Sitter
- Penhold Crossing High School
 - 2024/2025 – Councillor Muller; Alternate – Councillor Denson

2025-18

Councillor Muller moved that Council approves the Council Members as appointed to the School Parents Advisory Councils.

CARRIED UNANIMOUSLY

8. Items of Business

8.1 Review of Travel Allowances

2025-19

Councillor Denson moved that the travel allowances be approved as presented, and effective November 1, 2025.

CARRIED UNANIMOUSLY

9. Adjournment

2025-20

Councillor Muller moved to adjourn the 2025 Organizational meeting at 6:20 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

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CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

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STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the Nov. 3rd, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

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ORGANIZATIONAL:

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FOLLOW UP ACTION:

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

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

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

COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the Nov. 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES



November 3rd, 2025
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shaun Kranenborg

Tyrone Muller

Kathy Sitter

Guests:

Jo Michaluk

Jean Orchison

Ann Bilyk

Lori Wolfe

Jessica Frisby

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Executive
Assistant

Mayor Yargeau called the meeting to order at 6:21 pm.

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2 Adoption of the Agenda

2025-290

Councillor Denson moved to accept the Sept. 22nd, 2025 Regular Council meeting agenda be adopted as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the Sept. 22nd 2025 Regular Council Meeting Minutes

2025-291

Councillor Muller moved to accept the Sept. 22nd, 2025 Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Sept. 17 – Oct. 29, 2025

2025-292

Councillor Galisky moved that Council receives the Monthly Accounts for Online Payments from Sept. 17 – Oct. 29, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the month ending Sept. 30, 2025

2025-293

Councillor Cunningham moved that Council receives the Monthly Investment for the month ending Sept. 30, 2025 as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

Mayor Mike excused himself at 6:33 pm
Deputy Mayor Cunningham presided over the meeting.

2025-294

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

Mayor Mike returned to the meeting at 6:37 pm.
Deputy Mayor Cunningham relinquished the Chair.

2025-295

Councillor Cunningham 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

2025-296

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

CARRIED UNANIMOUSLY

6.5 Multiplex – Michael Szewczuk

- Distributed in Council Package

2025-297

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

CARRIED UNANIMOUSLY

6.6 Operations – Brandon Kowalchuk

- Distributed in Council Package

2025-298

Councillor Muller moved to accept the Fire & Protective Services Manager's monthly reports for September and October as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Alberta Municipalities Nomination for President**2025-299**

Councillor Galisky moved that Council endorses Mayor Yargeau to stand for election on Alberta Municipalities Board of Directors for the position of President;

AND FURTHER that Council supports spending up to \$2,500 for expenses related to serving on the Board.

CARRIED UNANIMOUSLY

7.2 2026 Daines Ranch Pro Rodeo Sponsorship Opportunity and Package**2025-300**

Councillor Denson moved that Council support the Rodeo event by sponsoring the Mutton Bustin' event at a cost of \$5,000.

CARRIED

8. OUTSTANDING BUSINESS

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

9.1 Parkland Regional Library System – Proposed 2026 Budget

2025-301

Councillor Sitter moved that Council accepts the Parkland Regional Library System's 2026 proposed Budget as information;

AND FURTHER that Council approves the \$0.18 per capita increase and a requisition fee increase of \$627.12 for the 2026 billing.

CARRIED UNANIMOUSLY

9.2 Penhold & District Library 2026 – 2030 Strategic Planning Document**2025-302**

Councillor Galisky moved that Council accepts the Penhold & District Library 2026 – 2030 Strategic Planning document as presented.

CARRIED UNANIMOUSLY

9.3 Penhold & District Library – approved 2026 Budget**2025-303**

Councillor Muller moved that Council accepts the Penhold & District Public Library's 2026 Budget as information;

AND FURTHER that this be referred to the budget deliberations.

CARRIED UNANIMOUSLY

2025-304

Councillor Muller moved for a recess at 7:00 pm.

CARRIED UNANIMOUSLY

Mayor Yargeau called the meeting back to order at 7:06 pm.

10. BYLAW(s)

10.1 Bylaw 839/2025 Council Procedure Bylaw – 1st Reading**2025-305**

Councillor Sitter moved that Council move to give first reading of Bylaw 839/2025 being the Council Procedure Bylaw as presented.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence**2025-306**

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

CARRIED UNANIMOUSLY

2025-307

Councillor Muller moved that Council approve providing a Letter of support for Innisfail to host the 2026 U-18 Provincial Championship Hockey Tournament as requested.

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.

2025-308

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

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q & A Session

14. CLOSED SESSION

15. ADJOURNMENT

2025-309

Councillor Muller moved to adjourn Council Meeting at 7:59 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: November 24th, 2025

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

- Council orientation continues with the upcoming dates:
 - Budget meeting coming up Dec 1st.
 - Strategic Priorities Setting Retreat coming up Dec 5th-6th
- **Please be sure to do the survey that was sent out by Tracey Lorensen, Facilitator.**
 - Staff and Council Christmas gathering Dec 12th
 - Elected Official's Emergency Management training Jan 21st – Innisfail
 - Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- The solid portion of the wall has been constructed. The remaining work i.e. shelving and portable wall is in the Q.
- Federation of Canadian Municipalities (FCM) is offering a Safe School Routes grant. We submitted a pre-application and have been invited to move forward on the full application. This will be reviewed mid-Dec.
 - The Town is taking the lead however we have identified and confirmed roles and responsibilities with Chinook's Edge School Division, RCMP, Fire & Protective Services, and Citizens on Patrol, which shows collaboration and strong partnerships. This initiative, if approved, will see additional safety features incorporated throughout town which may include additional signage, crosswalk and crosswalk signals, painting curbs, roads, and paths, speed sign, as well as traffic calming items.
- FCM Growing Communities Canopy grant program has come to an end with only one intake for funding. Kudos to staff for submitting the tree grant application in the first wave.

Offsite Levies: Our offsite levy report has been received. Our team is doing the final review prior to Tagish finalizing this document and making it ready for developer input.

Memorial Hall: Staff have completed a report on the Memorial Hall which we are currently reviewing. Once the review is done a presentation will be made to Council.

2025 Civic Elections:

- With the municipal elections now behind us we have been invited to respond to several surveys from Alberta Munis and Municipal Affairs.
- A listing of residents not included on the Permanent Elector Registry will be created and forwarded to Elections Alberta in order to update the Registry.
- All required reporting has been forwarded to Municipal Affairs.

Development items:

- No ground work on the proposed playground site Melcor committed to has been done this fall; attending a Melcor gathering this week and hope to have a discussion with our regional representative.
- Our office has forwarded information relevant to the Minto Street storm line to our Regional ATEC office.

Administration:

- Attended the joint Remembrance Day Ceremony on Nov. 6. The three schools and town staff did a wonderful job honouring those who have served and continue to serve.
- Our office asked for a review of our utility services for gas and electricity to determine if there is any opportunities for savings. We had two accounts come up for review. We are working with AB Munis to determine a possible rate change for power.
- Our office has reached out to ATCO regarding the path system and timing for the new building. Was hoping to connect with Kyla, Regional Manager while in Calgary however she wasn't at the ATCO hospitality meeting.
- Attended the ABMunis Conference
 - Connected with our key players to determine possible capacities for service delivery.
 - AB Munis Convention sessions were informative; great discussion and debate during resolutions; and connecting was really good this year.
 - Along with Mayor and Deputy Mayor, met with Minister Dreesen, Economic Corridor and Transportation
- The Resident Survey on budget items has received good feedback with 135 + responses. This information will be reviewed and presented at the 2026 budget discussions.
- A MPC meeting was set for Nov 19 but was pushed back a week. The applicants did not have information available for the Commission prior to the deadline.

UPCOMING ITEMS OF INTEREST:

- Continue to focus on development opportunities
- Offsite Levy Report meet with developers once completed
- School Division re: the old site
- 2026 Budget Deliberations – Dec 1
- Strategic Planning Retreat Dec 5 - 6

Presented at the Nov. 24th, 2025, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of November

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP: n/a

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

- Senior's programming: October's Punch Needle Craft had 4 participants & November's Mosaic Craft had 12 participants.
- Playgroup October attendance: Oct. 1 (24 participants), Oct. 8 (16 participants), Oct. 29 (24 participants).
- Programs returning in 2026: Tech Tips for Older Adults & Seniors, Palliative Ponders – Death Cafe
- November's Family Play Day was a busy one with 59 participants, including 18 families. They all seemed to have a roaring fun day at our T-Rex Tea Party, which was held in partnership with the Penhold & District Library. From those that filled out the survey, all either 'strongly agreed' or 'agreed' that the play day helped them engage and connect more as a family.

Penhold Youth Club:

- PYC averages for October

Grades 4-6: 27 youth

Grades 7 & 8: 8 youth

Grades 9-12: 13 youth

Community Representation:

Penhold: 225

Red Deer County: 33

Delburne: 1

Blackfalds: 1

- During the recent teacher strike, we experienced a slight decrease in PYC attendance, particularly among the younger age groups. The schools also informed us that all

Leaders in Training (LiT) participants receiving school credit would need to pause their volunteer work during the strike, which affected approximately 11 youth.

- Now that students are back in school, attendance has increased, and the LiT participants are thrilled to be back in the program. Many expressed to staff how much they missed volunteering and engaging with the children. In October, LiT members collectively contributed 141.25 volunteer hours.

Event Highlights:

- Fright Night was a tremendous success, welcoming approximately 480 attendees over two days. The event raised \$1,375.00 for PYC.
- We were also excited to receive our Smile Cookie cheque for \$7,949.02, which is nearly \$900 more than last year; a true reflection of our incredible community support!
- Upcoming: Red Deer Rebels ticket sales

Communication & Events:

Community Events:

- The annual Community Christmas event on November 21, 2025 was the final event in 2025.
- Activities included:
 - Crafts (activity assistance from PYC members)
 - Cookie decorating (activity assistance from PYC members)
 - Little Shoppers area (activity assistance from Penhold Church of Hope members)
 - Face painting
 - Visit from Mr. Green with photo opportunities (copyright infringement to use the Dr. Seuss character name)
 - Tree lighting
 - Wagon rides through the Winter Village
 - Fire outside supervised by Penhold Fire Department
 - Hot chocolate outside provided by Ma & Pa's Bakery Cafe
 - Vendor Market (Penhold Museum organizes and runs)
 - Cookie Walk (Penhold Museum organizes and runs)
 - Santa Photos (hosted by the Library)
 - Quiet activities (hosted by the Library)
 - Silent Auction (Penhold Senior Drop-in organizes and runs)
 - NO Entertainment area this year due to Penhold Crossing not having a band program anymore and teacher changes for grades 4-6 choir.
- Monarch Earthworks "Winter Village" opening was at Community Christmas on Friday November 21, 2025. The Winter Village was for the wagon rides during Community Christmas and is now open to the public to enjoy throughout the holiday season into mid-January. Monarch Earthworks and Jordan from CA Roofing / Perfect Lights will have installed over 7 km of lights and a variety of inflatables in the western loop of the

RV Park, designed so people can drive in, loop through an RV site and then go back out or so they can walk in the area if they choose to.

- Community activities continue throughout the holiday season, including Tour of Lights, Christmas Light BINGO and Colouring Contest, (prize entry deadline is December 15).

Communications:

- 2026 Budget Survey was launched Tuesday October 21 and remained open until Tuesday November 4. It was promoted in the October Utility bill insert and promoted through the Town's social media accounts, website homepage as a Notice and sent out via email to subscribers through E-NEWS. The link to the survey was clicked on 339 times and there were 168 people who completed the survey.
- Dare to Lead training taken in November.
- Work is still in progress for signage for the RV Park and amenities surrounding the Community Hub.
- Work is still in progress for adding trail maps to the website once the updated town map project is completed.
- Highway sign problem has been determined and once Bell returns the IP address to a static IP address plan, the modem can be reinstalled, and the sign will be back up and running.

UPCOMING ITEMS OF INTEREST:

November 24 & Dec. 8: Craft Club

November 29: Parents Night Out – PYC fundraiser

Dec. 1 & 15: Lego Club

December 3, 10, 17: Playgroup

December 6: Family Play Day

December 9: Craft & Connect

December 13: Parents Night Out – PYC fundraiser

CAO COMMENTS:

Presented at the November 24, 2025, Regular Council Meeting for the Town of Penhold.



CAO

REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of October

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

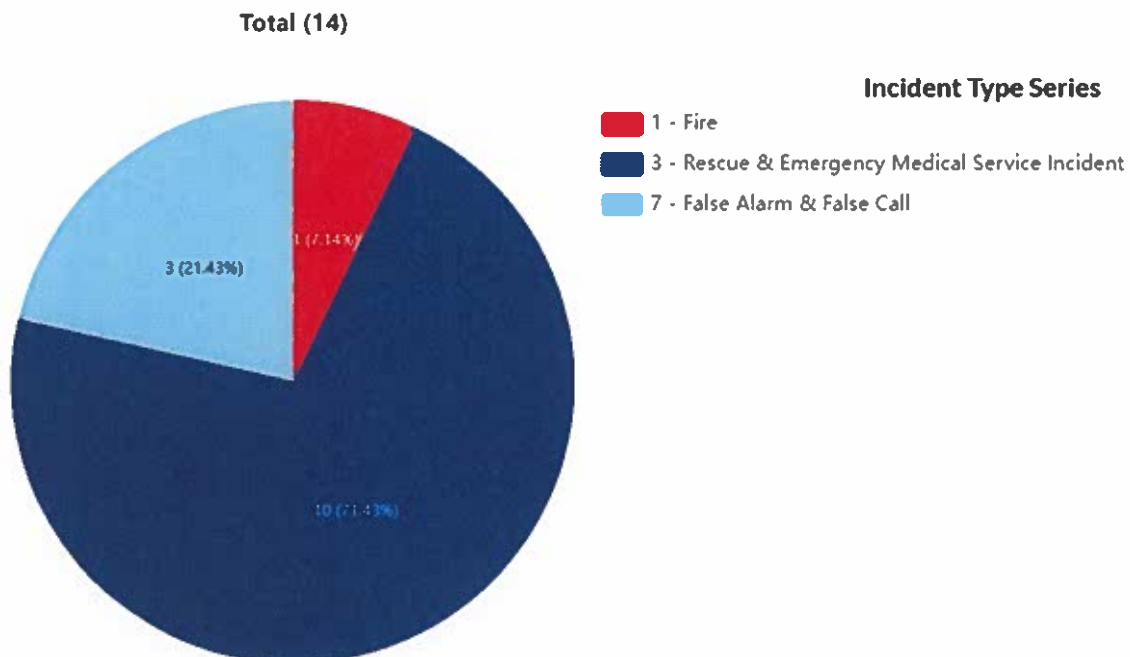
Attendance for six councillors is confirmed for January 21st for the Emergency Management training in Innisfail.

MONTHLY UPDATE:

Fire Department

Operations:

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



In October 2025, the Fire Department responded to a total of 14 calls:

- Rescue & EMS: 10 calls (71.43%)
- False Alarm & False Call: 3 calls (21.43%)
- Fire: 1 calls (7.14%) – Red Deer County Vegetation fire

Compared to September (14 calls):

- Rescue & EMS: increase by 2
- False Alarms: same
- Fire-related: decrease by 1
- Service related: decrease by 1

Training:

- Standard First Aid for Cadets ongoing in November
- Advanced First Aid recertification for firefighters has begun
- On November 18th Penhold Fire Department joined Red Deer County in a training session at Station 6. The first of planned quarterly collaborations.

Notes:

- The volunteer members host their own Christmas Party as a family potluck and will have service awards issued during that time (December 5th).

Events:

- Remembrance Day ceremonies in Penhold and Innisfail
- Charity Check Stop for the Optimist Club
- Santa comes to town on December 21st for an orientation tour

Maintenance:

- Tender 1: minor repairs (lights and switches)
- Engine 2: Transmission filter housing failure, repaired.
- Engine 1: Deck monitor controller failure, repaired.

Municipal Enforcement:

Operations:

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

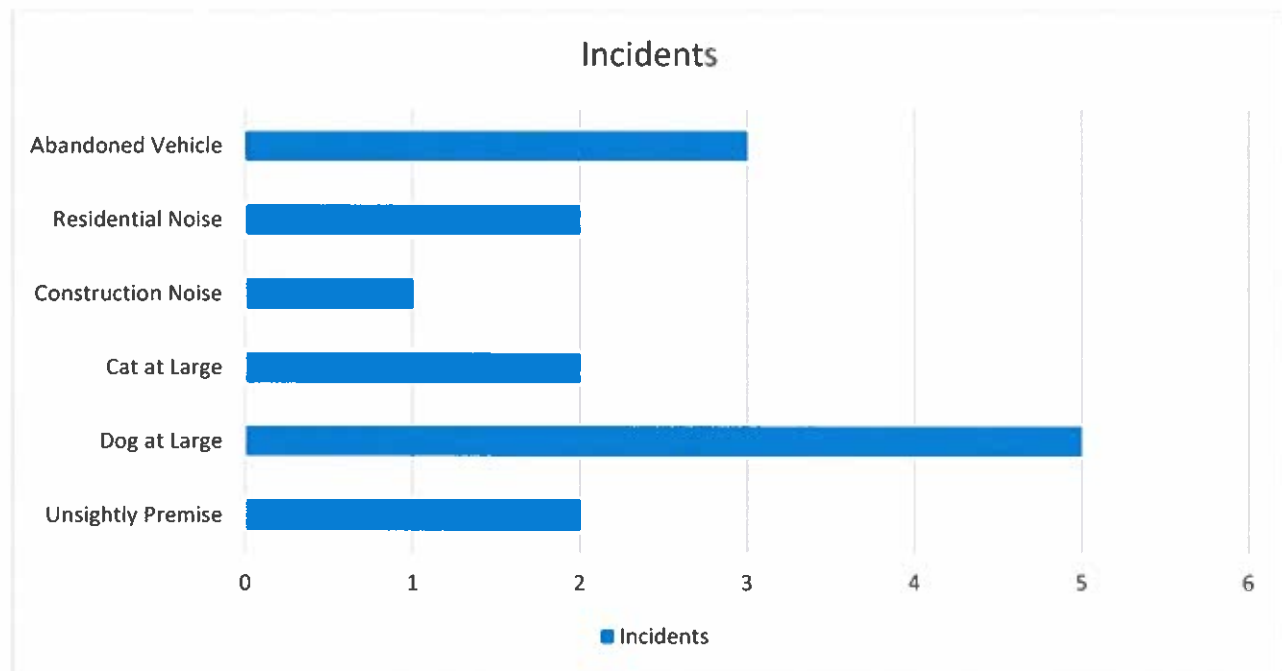
MUNICIPAL ENFORCEMENT – INCIDENT TYPES (October 2025)

Top reported incidents:

- Suspicious activity: 5
- Animal at Large: 7
- Noise Complaint: 5
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 44

Compared to September (41 incidents): ↑ 3 incidents



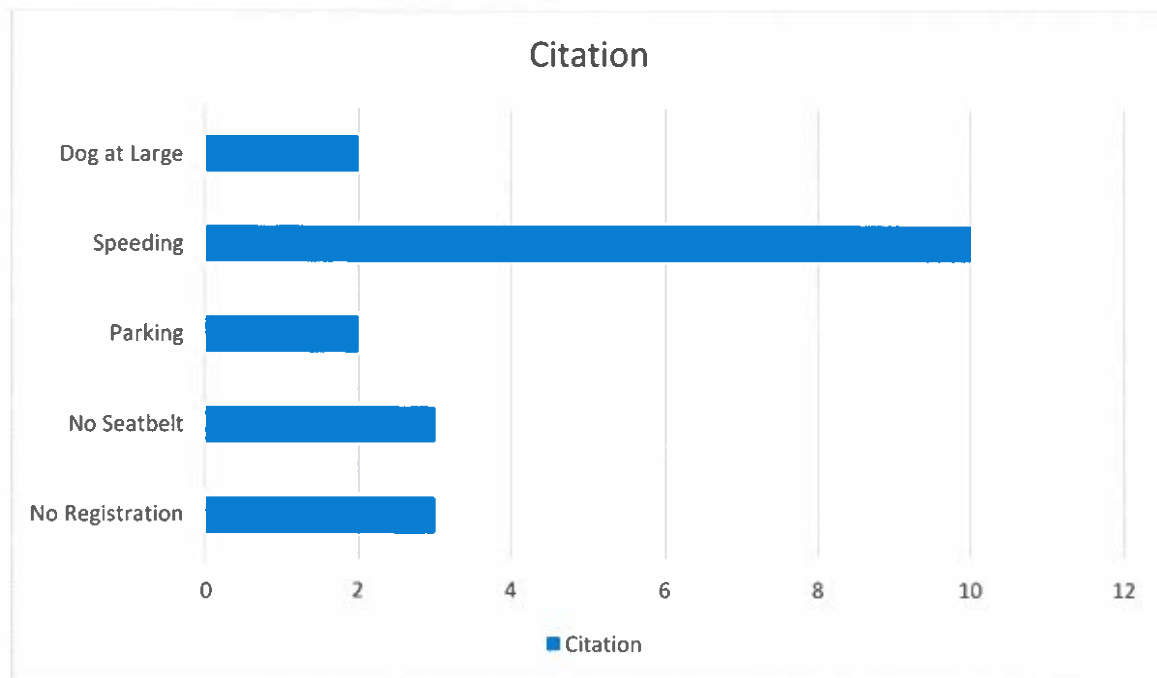
MUNICIPAL ENFORCEMENT – CITATION TYPES (October 2025)

Citations issued:

- No seatbelt: 3
- No Registration: 3
- Improper Parallel Park: 2
- Speeding: 10
- Dog at Large: 2

Total Citations: 30

Compared to September (30 citations): no change



A speed sign was placed on Highway 2A North bound near the Museum entering town to remind travelers to slow down.

Serial # 304112		Street: 2A northbound entering town						Speed Limit: 50 KPH				
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % Avg. Spd	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Oct 7	1301	812	62%	287	60	14	11:30p	545	145	31	68	53.2
Oct 8	1370	742	54%	210	48	11	10:45p	450	112	31	64	51
Oct 9	1297	815	63%	255	61	11	3:00p	513	138	31	68	53.3
Oct 10	1357	785	58%	253	65	16	10:30p	516	140	42	68	51.9
Oct 11	1182	672	57%	219	59	12	5:45p 7:45p	420	115	30	68	52.3
Oct 12	930	577	62%	213	54	16	2:45p	405	113	32	68	53.9
Oct 13	872	537	62%	242	55	14	12:00a	378	105	34	68	53.3
Oct 14	1340	758	57%	258	53	13	1:30p	506	132	25	68	51.8
Oct 15	1323	736	56%	221	58	15	3:45p	467	123	34	64	51.6
Oct 16	1291	737	57%	231	55	14	5:00p	485	142	32	68	51.8
Oct 17	1344	614	46%	197	44	8	12:00a	414	111	28	64	49.5
Oct 18	1151	485	42%	155	43	12	2:30p	321	80	24	64	49.8
Oct 19	987	524	53%	212	53	16	2:30p	366	95	40	66	51.9
Oct 20	1233	724	59%	247	51	16	4:00p	471	124	28	68	52.9
Oct 21	1246	719	58%	227	60	18	1:30p	459	123	34	68	52.1
Oct 22	1191	694	58%	263	59	16	3:00p 3:45p	474	120	35	68	53.1
Oct 23	1237	763	62%	277	71	18	1:30p	476	159	46	68	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. This session is expected to include all elected officials of the Red Deer Regional Emergency Management Partnership (RDREMP), likely excluding the City of Red Deer.

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:

- Pad Compaction: 100%
- Site cut: 100%
- Site Services and Extension: 100%
- Site Electrical: 10%
- Site Graveling: 100%
- Gas Service: 0%
- Bollard Install: 100%
- Gravel prep for NW Apron: 100%
- Forming NW Apron: 100%
- Gravel prep SW Apron: 100%
- Forming SW Apron: 100%
- Gravel prep SE Apron: 100%
- Forming SE Apron: 100%
- Gravel prep NE Apron: 100%
- Forming NE Apron: 100%
- Asphalt Prep: 100%
- Asphalt Paving: 100%
- Pin on Curbs: 100%
- Line Painting: 100%
- Wheel Stops: 100%
- Landscaping: 100%

Shop and Office Shell:

- Foundation and Piling Install: 100%
- Gradebeams: 100%
- Backfill: 100%
- Structural Steel Install: 100%
- Misc Steel Install: 100%
- Roof Install: 100%
- Wall Panel Install: 100%
- Trim and Gutters: 100%

- RTU Install: 100%
- Overhead Door Install: 100%
- Exterior Window Install: 100%

Top Down Finishes:

- Gas Line Install: 0%
- HVAC Install: 75%
- Lighting Install: 75%
- Sprinkler Install: 75%
- Sump Install: 75%
- Underground Plumbing Rough In: 100%
- Plumbing Backfill: 100%
- Underground Electrical: 100%
- Backfill Electrical: 50%
- Excavate for Trench Drains: 100%
- Radon Rock Install: 15%
- Radon Membrane Install: 0%
- Radon Inspection: 0%
- Trenches Forming and Rebar: 0%
- Place and Finish Slab: 0%
- Slab Sawcut and Sealer: 0%
- Mechanical and Electrical & Wall install: 0%
- Liner Panel Install: 0%

Office Main Floor:

- Underground Rough In: 100%
- Radon Rock Install: 15%
- Radon Membrane Install: 0%
- Radon Inspection: 0%
- Forming and Rebar: 0%
- Office Slab Pour: 0%
- Office Slab Sawcut and Seal: 0%
- Layout Office Walls and Tracks: 0%
- Firespray: 0%
- Office Wall Framing: 0%
- Doorframe Install: 0%
- Mechanical/Electrical Rough in: 0%
- Drywall: 0%
- Mud and Tape: 0%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%

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

Office Second Floor:

- Mezzanine Rebar: 100%
- Mezzanine Place and Finish: 100%
- Mezzanine Sawcut and Seal: 100%
- Steel Stud Framing: 100%
- Door Frame Install: 100%
- Mechanical and Electrical Rough In: 75%
- Drywall: 75%
- Mud and Tape: 0%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%
- Flooring: 0%
- Millwork Install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Cold Storage Building:

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

UPCOMING ITEMS OF INTEREST:

- Continued Building Construction

CAO COMMENTS:

Presented at the November 24th, 2025 Regular Council Meeting for the Town of Penhold


 CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Swearing In of Deputy Mayor Teresa Cunningham

RECOMMENDATION:

That Council appoints Councillor Teresa Cunningham as Deputy Mayor, to be in effective immediately up to and including June 30th, 2026.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

At the beginning of the elected term, Council was assigned an eight month period where they would fill the role of Deputy Mayor. Councillor Cunningham's role begins in November.

FOLLOW UP ACTION:

Switch photos around on the Council wall.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Nov. 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Listing Municipal Building (former Fire Hall) for sale

RECOMMENDATION:

That Council authorize Administration to retain a realtor for the purpose of listing the municipal building of address 1001 Minto Street for sale on the condition of completion of the new operations facility.

CAO COMMENTS:

With the new building nearing completion, this building will become obsolete for town operations.

SUPPORTING DOCUMENTS: Report/Document: Attached ____ Available ____ Nil ____

KEY ISSUE(S)/CONCEPTS DEFINED:

The building in question was previously used as a municipal office, firehall, public works facility. As of April 2026 the building will be vacant and will no longer serve any operational or strategic purpose for the Town of Penhold.

A review of municipal assets has confirmed that the building will be surplus to the current and anticipated needs. Continued ownership incurs costs related to insurance, utilities, and maintenance without corresponding benefit.

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:

This decision aligns with the municipality's asset management strategy, commitment to fiscal responsibility, and asset retirement obligations.

DESIRED OUTCOME(S):

Sell the building on condition of relocation of the fire service to 101 Waskasoo Avenue in April 2026.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Approve the sale of the building through a public listing.

IMPLICATIONS OF RECOMMENDATION:

Proceeds of the sale will be directed towards the costing of the new building. Disposal of the asset will eliminate ongoing operational costs.

GENERAL:

The building has served many purposes over the years and no longer serves any operational or strategic purposes for the Town of Penhold. The building is in fair condition and may be suitable for private or commercial use.

The property is free from encumbrances and can be sold without restriction. Disposal will follow all applicable municipal and provincial regulations.

No negative impact is anticipated. The sale may present opportunities for redevelopment or increased tax revenue.

Preliminary estimates suggest a market value of approximately \$448,000 based on recent appraisals.

FOLLOW UP ACTION:

- Retain realtor and further define value based on comparable properties.
- List property with condition of move estimated in April 2026.
- Complete sale.
- Turn property over to new owner upon completion of move in April 2026.

COMMUNICATION:

- Communication channels to be determined by realtor
- Follow up communication with Council periodically as information presents.

OTHER COMMENTS:

Presented at the Nov. 24th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Changes for Council Meetings held on Dec. 8 and Dec. 22, 2025

RECOMMENDATION:

That Council moves the Dec. 8th, 2025, Regular Council meeting to Dec. 15th.

AND FURTHER: that Council cancels the Dec. 22nd, 2025, Regular Council meeting.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

Moving the Dec. 8 meeting to the 15th allows additional time for work on the 2026 Municipal Budget to be completed.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the following duties: to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

To be compliant with Council Procedure Bylaw 795/2021, Council must pass a motion to cancel upcoming Council meetings.

DESIRED OUTCOME(S):

That Council meeting agendas are comprised of relevant information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

That Council directs Administration to proceed with the Dec. 8th Regular Council Meeting as scheduled.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

If the identified changes to the upcoming December Council meetings, administration will be able to focus on the budget without an extremely tight turnaround.

GENERAL:

Council Procedure Bylaw 795/2021 identifies in **Section 11 Cancellation of Meetings**, "1. *Council meetings may be cancelled: a) By a majority of Council, by resolution, at a previous meeting...*"

With the Municipal Election process underway, Council and Admin are required to attend additional training as well as the Strategic Planning Retreat. These commitments are posing a challenge for Admin to complete the budget discussion/presentations within the time allotted.

With the Budget Deliberations moved from Nov. 17th to Dec. 1st, it will only allow three days for all changes to be made, budget presentations to be finalized, and discussions to occur before Admin leaves for the Strategic Planning Retreat Dec. 5 – 7 as Council's Regular meeting is currently scheduled for Dec. 8. If the Dec. 8 meeting was moved to the 15th, it would allow an additional week to complete the budget preparations and presentation.

Cancelling the Dec. 22 Regular Council meeting is required as the Town Office is closed from Dec. 22 – 26.

ORGANIZATIONAL:

All departments will be advised of the change in meetings and adjust their Council submissions accordingly.

FINANCIAL:

There is a savings in time and costs

FOLLOW UP ACTION:

see Communication below.

COMMUNICATION:

Cancellation of meetings will be advertised through all communication methods. Affected departments will be advised of the change in date for the submission of their respective reports.

OTHER COMMENTS:

Presented at the Nov. 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: South Red Deer Regional Wastewater Commission
- 2026 SRDRWC Preliminary Financial Plan and Budget

RECOMMENDATION:

That Council receives the 2026 SRDRWC Preliminary Financial Plan and Budget which forecasts a fee increase for Penhold of 1.1% from \$2.71/m³ to \$2.74/m³ as information.

CAO COMMENTS:

This is a draft budget; if our community has questions or comments, we may make comments prior to the Commission finalizing their financial plan and budget for 2026

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

That Council does not accept the 2026 SRDRWC Preliminary Financial Plan and Budget and defers to Administration for additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

The projected increase will have a ripple effect as the cost will need to be incurred by the residents which will see an increase in their utility rates and the town's budget.

GENERAL:

See attached South Red Deer Regional Wastewater Commission 2026 Preliminary Financial Plan and Budget.

ORGANIZATIONAL:

FINANCIAL:

The proposed increase will be:

Est Budget for 2026 - \$855,455 reflecting an estimated increase of \$3,402, over the year to the Town.

Budget 2025 - \$852,053

Budget 2027 - \$875,159 (approx.)

Budget 2028 - \$899,913 (approx.)

FOLLOW UP ACTION:

Council directive

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO



South Red Deer Regional Wastewater Commission

Bay 1, 7889 – 49th Avenue

Red Deer, AB T4P 2B4

Ph: (403) 507-5139

Sent by E-Mail

November 5th, 2025

Rick Binnendyk, CAO

P.O. Bx 10

Penhold, Alberta T0M 1R0

RE: 2026 SRDRWC Preliminary Financial Plan and Budget

SRD File: 931/2026/Penhold

Dear Rick,

The proposed SRDRWC 2026 Financial Plan, Operating and Capital Budgets (Preliminary Budget) was presented to the Board of Directors of the South Red Deer Regional Wastewater Commission at the regular meeting held October 2nd, 2025. A copy of the Preliminary Budget is attached for your information and review. The Board will further review the budget with the intent to approve the 2026 Rate Bylaw at their next meeting to be held Friday, December 12th, 2025.

For 2026, the Preliminary Budget identifies a rate of \$2.81/m³ of measured volume of actual wastewater effluent delivered to the SRD System. Based on the projected volumes for Members, the wastewater services charge to Mountain View County is estimated to be:

	2025		2026	2027	2028
	Budget	Projected	Budget	Budget	Budget
Town of Penhold					
Governance and Administration	\$0	\$0	\$0	\$0	\$0
Wastewater Services	\$852,053	\$819,336	\$855,455	\$875,159	\$899,913
	\$852,053	\$819,336	\$855,455	\$875,159	\$899,913

The rate increase for 2026 represents an increase of \$0.03/m³ or 1.1% over the 2025 rate of \$2.71/m³, due to inflation impacts on operating costs for contract operating labour, chemicals and utilities. For 2026, the City of Red Deer held their fee for treatment services at \$1.38/m³ as compared to the historical average annual compound growth rate of 6.2%.

Key elements of the 2026 budget include the following:

- City of Red Deer wastewater treatment services rate will remain flat \$1.38/m³, compared to the historical annual average growth rate of 6.2%. The City of Red Deer has received approval from Council to hold prices consistent with 2025, likely reflecting the recent scrutiny by SRDRWC on the rate setting including a filing with the Alberta Utilities Commission to settle a dispute in how the City set's its wastewater treatment rates.
- 2026 proposed Capital budget of \$3.8 mm
 - \$3.58 mm to complete the emergency storage pond ("ESP") in Olds, offsetting the current Olds SRD lift station. Funding for this project will draw from the approved Water-for-Life grant, with the residual 10% funding provided from capital reserves.
 - \$0.22 mm on minor capital renewal projects on the Waskasoo system. These include replacement of grinder pumps and Waskasoo LS2 and LS3, and repairs to the wet-well at LS2
 - The 2026 budget will not require any additional debentures to fund the capital budget.

Overall annual costs to be raised from rates in 2026 in the Preliminary Budget are \$8.84 Million. The small rate increase is primarily driven by inflation impacts on contract operating expense, chemicals, and utilities. The sales volumes for 2026 are projected to be 3.1 million m³, a nominal 0.3% above the projected 2025 volumes. A graph outlining the historical wastewater rates for the Town of Penhold is attached for your reference.

Projected rates for 2027 and beyond are or forecast to increase by approximately \$0.04 - \$0.05/m³ per year based on inflation moderating to 2.3% in 2026 and a slight decrease in year-over-year wastewater volumes due to Inflow and Infiltration mitigation projects completed in Olds, Bowden and Springbrook.

Rick Binnendyk, CAO – Town of Penhold
November 5th, 2025
Page 3

Please contact me if you have any questions or comments regarding the Preliminary 2026 Financial Plan and Budget. **If you have any proposed revisions to the budget to be considered at the December 12th, 2025 regular meeting, please send comments to me prior to December 1st, 2025.**

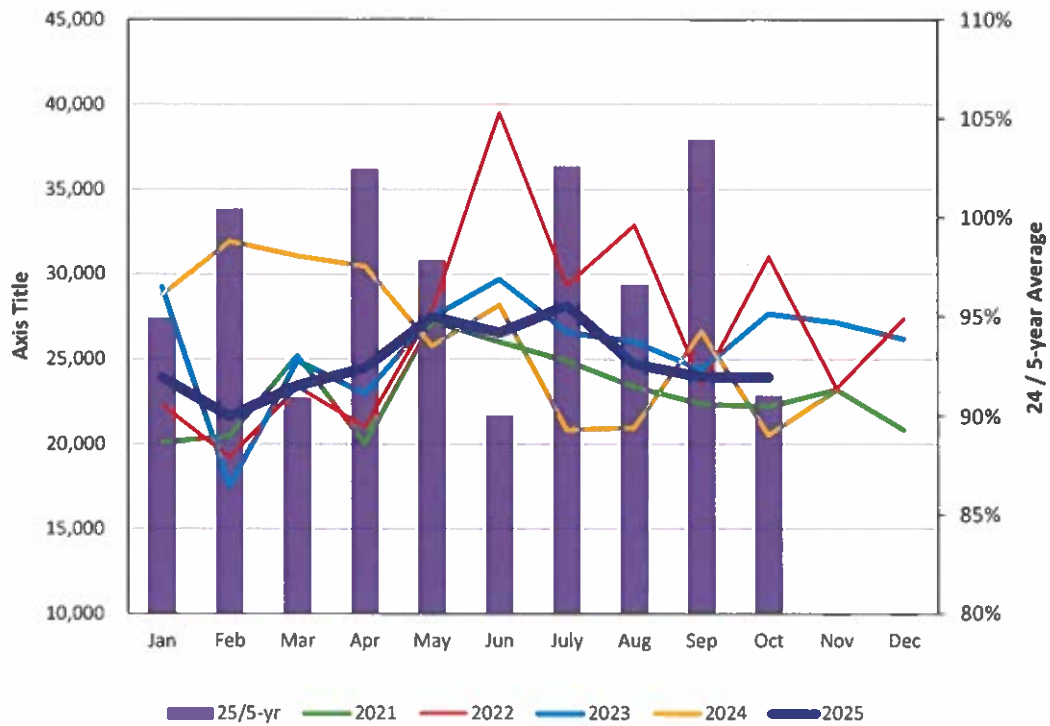
Sincerely,

SOUTH RED DEER REGIONAL WASTEWATER COMMISSION

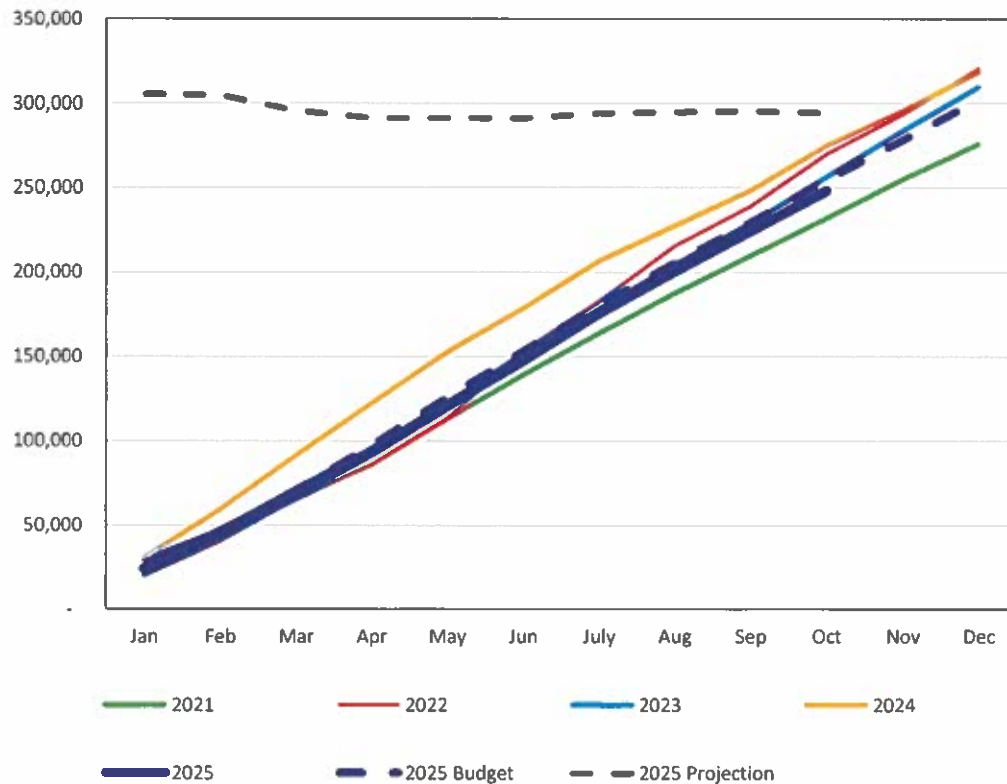
A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal stroke extending to the right.

Michael Wuetherick, P.Eng.
Chief Administrative Officer
E:cao@srdewc.com
[C:\(403\)507-5139](tel:(403)507-5139)
encl.

South Red Deer Regional Wastewater System Penhold Monthly Volume (m3)



South Red Deer Regional Wastewater System Penhold - Cumulative Annual Flows (m3)





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Bylaw 839/2025 Council Procedure Bylaw – 2nd & possible 3rd Reading

RECOMMENDATION:

1. That Council move to give second reading of Bylaw 839/2025 being the Council Procedure Bylaw as presented.
2. That Council move to give third and final read of Bylaw 839/2025 being the Council Procedure Bylaw as presented.

CAO COMMENTS:

This document was brought forward to allow Council opportunity to review and possibly make changes to the town's procedures in doing council meetings. If additional changes are being considered it is recommended that 3rd reading be moved to the next meeting

RECOMMENDATION: **Report/Document:** Attached X Available ____ Nil ____

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Division 7 – Section 63(1), states a Council of a Municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

STRATEGIC RELEVANCE:

Bylaws are reviewed and once they are five or more years old, they undergo a review process to ensure contents of the bylaw are relevant and meet current legislations.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

Council gives 2nd and 3rd Reading

Council gives Bylaw 839/2025 second reading and defers the bylaw back to Administration requesting further changes.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Council gave Bylaw 839/2025 first reading at its Nov. 3 Regular Council meeting. It was suggested that there should be some guidelines within the Bylaw that addresses proper etiquette during Agenda Item 13. Questions from Gallery. Additional definitions were needed as well: i) Gallery, o) Order, and p) Out of Order. Section 9 in the Bylaw reflects this addition.

This section is intended to ensure that participation during Council meetings remains respectful, orderly, and focused on municipal business. Clear guidelines help maintain an environment where Council can conduct its work efficiently while allowing the public an opportunity to engage appropriately.

Guidelines:

When addressing Council during the "Questions from the Gallery" portion of the agenda, the recommended rules is suggested:

1. Time Limit: is to be a question not presentation. Questions are to be clear and to the point of item of interest/concern.
2. Addressing Council: All questions must be directed to the Chair, and responses will be provided through the Chair.
3. Relevance: Questions must relate to the business of the Town.
4. Discretion of Council: Council may hear questions from the gallery but is not obligated to do so. Questions deemed out of order will not be entertained.
5. No Debate: This is not an opportunity for debate or discussion.
6. Minimize Movement: Please keep movement within the gallery to a minimum during proceedings.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the Nov. 24th, 2025, Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 839/2025

COUNCIL PROCEDURE BYLAW

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

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

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

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

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

SECTION 1: TITLE AND PURPOSE

- 1.1 This Bylaw may be cited as the “Council Procedure Bylaw”.
- 1.2 The purpose of this Bylaw is to establish rules to follow in governing the meetings of the Council and Committees of the Town of Penhold.
- 1.3 The federal legislation supersedes provincial legislation, and the MGA supersedes municipal bylaws.
 - a) Hierarchy of rules
 - Municipal Government Act and any other provincial legislation
 - Procedure Bylaw
 - Principle Rules of a Meeting (Robert’s Rules) (not legislated)

SECTION 2: DEFINITIONS

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the ***Municipal Government Act***:
 - a) “**Agenda**” is the items of business of a meeting and the associated reports, bylaws or other documents;

- b) **"Chair"** means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting;
- c) **"CAO"** means the Chief Administrative Officer of the Town within the meaning of the Municipal Government Act, or his/her designate;
- d) **"Closed Session"** means a meeting which is conducted without the public in attendance; this would be determined if a matter to be discussed is within one of the exceptions to disclosure as per the Access to Information Act;
- e) **"Council"** means the municipal Council of the Town of Penhold;
- f) **"Councillor"** means a member of Council who is duly elected and continues to hold office;
- g) **"Delegation"** means any person that has permission of Council to appear before Council or a Committee of Council to provide pertinent information and view about the subject before them;
- h) **"Deputy Mayor"** means the member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- i) **"Gallery"** means the designated seating area within the Council Chambers reserved for members of the public who attend a Council meeting as observers;
- j) **"Mayor"** means the Chief Elected Official of the Town within the meaning of the Municipal Government Act and is a member of Council;
- k) **"Member"** means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council;
- l) **"Minutes"** means the record of decisions of any meeting;
- m) **"Municipality"** means the Town of Penhold, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.
- n) **"MGA"** means the Province of Alberta Municipal Government Act and any amendments thereto.
- o) **"Order"** means the state of conduct during a Council meeting in which all participants adhere to the established rules of procedure, maintain decorum, and allow the meeting to proceed without disruption.

- p) **"Out of Order"** means any question, comment, or conduct that does not comply with the rules of procedure, is irrelevant to the business of the Town, or disrupts the orderly conduct of the meeting. The determination of whether a question or conduct is out of order rests solely with the Chair.
- q) **"Person"** means any person, firm, partnership, association, corporation, company or organization of any kind.
- r) **"Public Hearing"** means a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.
- s) **"Quorum"** means the minimum number of members that must be present at a meeting for business to be legally transacted;
- t) **"Rescind"** means to repeal, cancel, or revoke;
- u) **"Special Resolution"** means a resolution passed by a two-thirds majority of all members;
- v) **"Table"** means a motion to delay consideration of any matter and sets the date for reconsideration of the matter to resume;
- w) **"Withdraw a Motion"** permits a member to remove a question from consideration even after the motion has been restated by the Chair.

SECTION 3: GENERAL

1. This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council.
2. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.
3. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
4. A motion to waive any provision of this Bylaw may be brought at any time, and if accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed.
5. The precedence of the rules governing the procedure of Council is:

- i. The Province of Alberta Municipal Government Act
 - ii. Other Provincial Legislation
6. The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.
7. The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
8. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
9. As a rule, the Chair does not make any motions, but shall be able to voice what he/she sees as a useful motion and seek someone to move the motion.
10. Direction to administration by Council shall be limited to Council as a whole directing the CAO only.

SECTION 4: DEPUTY MAYOR

1. At the Organizational Meeting, Council shall review and appoint the upcoming year's list of Deputy Mayors to act as Mayor in the absence or incapacity of the Mayor.
2. Council can by resolution, at a Council meeting, make changes to the Deputy Mayor schedule.

SECTION 5: MEETINGS – Organizational

1. When the Mayor has been elected at an election immediately preceding the organizational meeting the CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed the official oath prescribed by the Oath of Office Act.
2. The Organizational Meeting shall be held on the fourth (4th) Monday in October of each year, unless otherwise authorized by resolution of Council.
3. It is recommended that all Councillors be present.
4. The CAO shall have available for each member of Council and the public, a copy of the Organizational Meeting Agenda and all supporting materials no later than 12 noon no less than three (3) days before the date on which the Organizational Meeting is scheduled.

5. At the Organizational Meeting Council will set the dates, times and place for the next twelve-month period for the regularly scheduled Council meetings.
6. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
7. Council can, by resolution, make changes to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not present at the meeting at which the change was made and give notice to the public.
8. The order of business at the organizational meeting shall be stated in the agenda in the following order:
 1. Call to order
 2. Adoption of the agenda
 3. Deputy Mayors Appointment(s) for the next twelve-month period
 4. Date, Time and Location of Regular Council meetings for the next twelve-month period
 5. Date, Time and Location of the Council Workshop meetings for the next twelve month period
 6. Signing authorities
 7. Appointment of Town Auditor
 8. Appointments of Council Members to Authorities, Boards, Commissions and Committees
 9. Items of Business: review pertinent policies, such as remuneration, travel, subsistence and out-of-pocket expenses to be paid to members and members at large
 10. Adjournment
9. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present, and the vote upon a matter of priority of Council business shall be decided without debate.

SECTION 6: MEETINGS – Regular

1. As a rule, regular Council meetings are held the second (2nd) Monday at 6 p.m. and the fourth (4th) Monday at 6 p.m., of each month, notwithstanding any deviations as established at the Organizational meeting.
2. Notice of regularly scheduled meetings need not be given.
3. At a meeting at which all of Council is present, Council shall by resolution decide to hold regularly scheduled Council meetings on specific dates, times and place for the next twelve-month period.
4. If a member is unable to attend a regular Council meeting Council may decide to place equipment in Council Chambers to allow participation of the meeting through electronic communications.
(Section 199 of the MGA states: 199(2) Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.)
5. If Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 - a) to any Councillors not present at the meeting at which the change was made, and;
 - b) to the public.
6. The CAO shall have available for each member of Council and the public, an electronic copy of the regular meeting agenda and all supporting materials no later than 12 noon no less than three (3) days before the date on which the regular Council meeting is scheduled.
7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 1. Call to order
 - 1.1) Additions & Deletions to Agenda
 - 1.2) Adoption of the agenda
 2. Adoption of previous minutes
 3. Business arising out of the minutes
 4. Public Hearings
 5. Presentations and Delegations
 6. Reports
 - 6.1) Financial Reports
 - 6.2) CAO Report
 - 6.3 – 6.6) Staff Reports

7. New Business
 8. Outstanding Business
 9. Reports from Council boards and committees
 10. Bylaw(s)
 11. Correspondence and Information
 12. Council Round Table Reports – verbal (Max. 5 min)
 - 12.1) Request for action/follow up
 - 12.2) Notice of motion: A request that has financial implications to the current year budget that will be brought back to the next regular Council meeting for deliberation and decision.
 13. Questions from the Gallery (at Chair Discretion)
 14. Closed Session
 15. Adjournment
8. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a majority vote of the members of Council present.

SECTION 7: MEETINGS - Special Council Meetings

1. The chief elected official
 - a) may call a special Council meeting whenever the official considers it appropriate to do so, and
 - b) must call a special Council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
2. A special Council meeting called under subsection (1)(b) must be held within 14 days after the date that the Chief Elected Official receives the request or any shorter period provided for by bylaw.
3. The Chief Elected Official calls a special Council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
4. A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
5. No matter other than that stated in the notice calling, the special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

SECTION 8: MEETINGS – Closed Session

1. As per Section 197 (2) of the MGA Councils and Council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the

exceptions to disclosure in Division 2 of Part 1 of the Access to Information Act.

2. Resolutions or bylaws cannot be passed while in a closed session. Any decisions must be made at a meeting open to the public.
3. Under the MGA, Councillors are required to keep in confidence matters discussed in private (closed session) at a Council meeting.

SECTION 9: QUESTIONS FROM THE GALLERY – discretionary by Chair

1. The “Questions from the Gallery” portion of the agenda provides an opportunity for members of the public to seek clarification on matters related to the business of the Town. This section outlines the proper etiquette for addressing Council during this time.
2. Guidelines for Participation:
 - (a) Time Limit: Each individual shall have a maximum of five (5) minutes to ask questions. Time will be monitored by the Chair and is non-transferable.
 - (b) Addressing Council: All questions shall be directed to the Chair, and responses shall be provided through the Chair.
 - (c) Relevance: Questions must pertain to the business of the Town.
 - (d) Discretion of Council: Council may hear questions from the gallery but is not obligated to do so. Questions deemed out of order by the Chair shall not be entertained.
 - (e) No Debate: This portion of the meeting is not an opportunity for debate or discussion.
 - (f) Movement: Attendees shall keep movement within the gallery to a minimum during proceedings
3. Enforcement
 - (a) Any person who fails to comply with the guidelines set out in this section may be ruled out of order by the Chair.
 - (b) The Chair may request that the individual cease speaking, and if necessary, may direct that the individual leave the meeting.
 - (c) Persistent non-compliance may result in the individual being prohibited from attending future meetings as per Council Procedure Bylaw 839/2025.
4. Questions from the gallery are not action items unless Council directs Admin, by way of motion, for further action.

SECTION 10: QUORUM

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

2. If a quorum is not present within fifteen (15) minutes after the time appointed for the meeting of Council, the CAO will take down the names of the members present and the meeting will be adjourned until the next regular meeting.
3. If at any time during a meeting the quorum is lost, the meeting will be recessed and if a quorum is not achieved again within fifteen (15) minutes the meeting will be deemed to be adjourned.
4. In the case that the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
5. If a Council meeting is adjourned for failure to constitute a quorum or due to loss of quorum the agenda for that meeting shall be considered at the next scheduled Council meeting, unless a special meeting is conducted to complete such business.
6. Special meetings of Council shall be established as required by Council according to the provisions of the MGA and the public shall be given notice.

SECTION 11: ATTENDANCE

1. Council attendance is required as pursuant to the MGA.
2. Under the MGA Section 174(1)(d) states that a Councillor is disqualified from Council if they are absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed.

This does not apply if a Councillor is away on Council business at the direction of Council, by a motion of Council.

SECTION 12: CANCELLATION OF MEETINGS

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

- b) If less than twenty-four (24) hours notice is provided, the Mayor may cancel with the written or oral consent of two-thirds (2/3) of the Councillors.

SECTION 13: CONDUCT OF MEETINGS

1. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.
2. The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.
3. A motion may be withdrawn at any time before voting, subject to there being no objection from any member of Council.
4. The following motions are not debatable by Council:
 - a) Adjournment
 - b) Take a Recess
 - c) Point of Order
 - d) Table the Matter to another Meeting
5. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Mayor or other presiding officer so directs.
6. A motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.
7. Motions containing a negative statement shall be avoided whenever possible.
8. Whenever the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall appraise the member of Council immediately. He/she shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds (2/3) majority vote of the members of Council present.

SECTION 14: DELEGATIONS

1. A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter and/or completion of "Presentation to Council" form located on Town of Penhold website or provided by administration. The letter shall be typewritten or legibly written, signed by the correct name of the writer,

delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 12:00 p.m. in the afternoon at least three (3) business days before the date scheduled for the meeting at which it is to be presented, and it shall contain the full mailing address and contact information of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter.

2. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or other presiding officer.
3. ~~Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Mayor or other presiding officer may limit the length of time granted to the delegation.~~
(redundant?)
4. Delegations who have not submitted a written letter may be granted by the Mayor or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

SECTION 15: PUBLIC HEARING

1. Council shall hold a public hearing when the MGA or another enactment requires Council to hold a public hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
2. Council shall by resolution set a time, date and location of a public hearing.
3. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - a. The Chair of a public hearing shall declare the public hearing open.
 - b. A background shall be given on the proposed bylaw or resolution.
 - c. Presentations shall be limited to five (5) minutes.
 - d. Persons speaking will be given an opportunity to speak only once.
 - e. Order of presentations shall be as follows:
 - i. Those in support
 - ii. Those opposed
 - iii. Those deemed affected
 - f. Council shall not allow cross-examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
 - g. For clarification purposes, Council may ask questions of the speakers after each presentation.

h. No verbal or written submissions shall be received after the hearing has been deemed closed.

i. The Chair of a public hearing shall declare the public hearing closed.

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

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

SECTION 16: MINUTES

1. All minutes of Council meetings shall be recorded in the English language, without note or comment.
2. The names of the Councillors present at the meetings shall be recorded as present; the names of the Councillors absent shall be recorded as absent.
3. The minutes of each Council meeting shall be presented to Council for adoption at the next Council meeting.
4. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
5. The CAO & Executive Assistant, or his/her designate, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

SECTION 17: VOTING

1. A Councillor has one (1) vote each time a vote is held at a Council meeting at which a Councillor is present.
2. A Councillor attending a Council meeting is required to vote on a matter put to a vote, unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.
3. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.
4. A Councillor shall abstain from voting on a bylaw or resolution if the Councillor was absent from all or part of the public hearing.
5. A Councillor may request that a vote be recorded prior to the call for the vote by the chair.

6. If the vote is unanimously carried or opposed, it shall be recorded as such; if the vote is split and approved by majority it shall be recorded as carried.
7. If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

SECTION 18: ENACTMENT

1. This Bylaw shall come into force and effect when it receives third and final reading and is duly signed.
2. This Bylaw hereby repeals Bylaw 795/2021.

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

Read a second time this 24th day of November, 2025.

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

Mayor Mike Yargeau

Rick Binnendyk, Chief Administrative Officer



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Nov. 4 letter from Minister of Municipal Affairs re: Congratulations Mayor Yargeau & Council
- Nov. 6 Innisfail RCMP re: Q2 2025-26 Community Letter and Report
- Nov. 10 letter from Central Sport re: Central Sport - 2026 Cornhole Tournament Sponsorship
- Nov. 10 email re: 2026 Innisfail Trade Show – Invitation for the Town of Penhold
- Nov. 12 Springbrook Community Association (SCA) Small Town Christmas Party invitation
- letter from Penhold Volunteer Firefighters Association re: Dueling Pianos sponsorship
- Oct. 31 letter from Penhold Volunteer Firefighters Association re: “Summer Beats, Eats and Boozy treats”

EMAIL:

- Oct. 29 email from Rick re: Police Review Commission Status Update Oct 15 – 28, 2025
- Oct. 29 email from CAEP re: Exciting Times! Join Us at the Fall General Meeting in Rocky Mountain House
- Oct. 29 email from IJD re: 30th Anniversary Celebration- Drop in
- Oct. 29 FCM Communique re: FCM Voice: Bail reform legislation updates | Collective webinar | Funding opportunities | and more
- Oct. 29 Fortis re: Congratulations from FortisAlberta and Invitation
- Oct. 30 Red Deer Chamber re: It’s a Party! Join Original Joe’s 20th Anniversary Celebration
- Oct. 30 Alberta Municipalities re: The Weekly - October 29, 2025
- Oct. 30 FCM Communique re: TOOLKIT | Add your voice to municipal priorities ahead of Budget 2025
- Nov. 3 Alberta Municipalities' Friday News - October 24, 2025
- Nov. 3 Alberta Municipalities' Friday News - October 31, 2025
- Nov. 3 FCM Communique re: FCM Voice: Advocacy Days 2025 recap | Collective webinar | Guides for local communities | and more
- Nov. 4 CAEP re: CAEP Fall General Meeting - Register Now!
- Nov. 4 email from Rick re: Town of Penhold Local Notices
- Nov. 5 FCM Communique re: FCM’s reaction to Budget 2025
- Nov. 7 CAEP re: CAEP Spark: What's Next? Join us at the CAEP Fall General Meeting to find out!

- Nov. 18 email from ESES Police Review Commission re: Police Review Status Update
November 12, 2025
- Nov. 18 FCM Communique re: FCM Voice: Budget 2025 | Upcoming webinars | Toolkits and funding for your community | and more

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the Nov. 24th, 2025 Regular Council Meeting for the Town of Penhold

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

CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR120370

November 4, 2025

His Worship Mike Yargeau
Mayor
Town of Penhold
PO Box 10
Penhold, AB T0M 1R0

Dear Mayor Yargeau and Council:

My sincere congratulations on your election to municipal office for the Town of Penhold. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Town of Penhold's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

2025-11-05

Mike Yargeau
Mayor
Penhold, AB

Dear Mayor Yargeau,

Please find attached the quarterly Community Policing Report covering the period from July 1st to September 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Innisfail RCMP Detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

Sgt Michael Zufferli
Chief of Police
Innisfail RCMP Detachment





Innisfail Provincial Detachment
Crime Statistics (Actual)
July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	2	0	0	-100%	N/A	-0.2
Sexual Assaults		7	2	6	4	4	-43%	0%	-0.4
Other Sexual Offences		0	0	2	1	0	N/A	-100%	0.1
Assault		18	23	18	15	22	22%	47%	0.0
Kidnapping/Hostage/Abduction		1	1	1	0	0	-100%	N/A	-0.3
Extortion		0	1	0	0	2	N/A	N/A	0.3
Criminal Harassment		3	5	4	8	5	67%	-38%	0.7
Uttering Threats		7	7	5	3	4	-43%	33%	-1.0
TOTAL PERSONS		37	39	38	31	37	0%	19%	-0.8
Break & Enter		11	16	27	16	10	-9%	-38%	-0.2
Theft of Motor Vehicle		17	2	7	11	10	-41%	-9%	-0.5
Theft Over \$5,000		3	5	7	1	4	33%	300%	-0.2
Theft Under \$5,000		35	25	50	46	19	-46%	-59%	-1.1
Possn Stn Goods		26	15	14	10	8	-69%	-20%	-4.1
Fraud		6	10	16	21	17	183%	-19%	3.3
Arson		3	2	1	1	0	-100%	-100%	-0.7
Mischief - Damage To Property		23	19	27	15	12	-48%	-20%	-2.6
Mischief - Other		7	8	13	14	9	29%	-36%	1.0
TOTAL PROPERTY		131	102	162	135	89	-32%	-34%	-5.1
Offensive Weapons		4	2	5	0	1	-75%	N/A	-0.8
Disturbing the peace		4	5	6	1	4	0%	300%	-0.4
Fail to Comply & Breaches		8	7	5	7	3	-63%	-57%	-1.0
OTHER CRIMINAL CODE		7	4	13	6	9	29%	50%	0.6
TOTAL OTHER CRIMINAL CODE		23	18	29	14	17	-26%	21%	-1.6
TOTAL CRIMINAL CODE		191	159	229	180	143	-25%	-21%	-7.5



Innisfail Provincial Detachment Crime Statistics (Actual) July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	4	3	3	-25%	0%	-0.2
Drug Enforcement - Trafficking		2	1	4	3	3	50%	0%	0.4
Drug Enforcement - Other		1	1	0	0	0	-100%	N/A	-0.3
Total Drugs		7	5	8	6	6	-14%	0%	-0.1
Cannabis Enforcement		0	1	1	1	1	N/A	0%	0.2
Federal - General		2	4	1	2	0	-100%	-100%	-0.6
TOTAL FEDERAL		9	10	10	9	7	-22%	-22%	-0.5
Liquor Act		0	6	1	5	0	N/A	-100%	-0.1
Cannabis Act		5	1	0	0	0	-100%	N/A	-1.1
Mental Health Act		14	16	24	14	20	43%	43%	1.0
Other Provincial Stats		24	27	23	53	37	54%	-30%	5.2
Total Provincial Stats		43	50	48	72	57	33%	-21%	5.0
Municipal By-laws Traffic		0	1	0	1	0	N/A	-100%	0.0
Municipal By-laws		15	9	9	12	16	7%	33%	0.5
Total Municipal		15	10	9	13	16	7%	23%	0.5
Fatals		0	1	0	1	0	N/A	-100%	0.0
Injury MVC		11	11	12	9	6	-45%	-33%	-1.2
Property Damage MVC (Reportable)		58	72	58	58	56	-3%	-3%	-1.8
Property Damage MVC (Non Reportable)		6	3	9	13	13	117%	0%	2.4
TOTAL MVC		75	87	79	81	75	0%	-7%	-0.6
Roadside Suspension - Alcohol (Prov)		4	5	14	4	4	0%	0%	-0.1
Roadside Suspension - Drugs (Prov)		1	0	0	0	0	-100%	N/A	-0.2
Total Provincial Traffic		828	457	387	380	352	-57%	-7%	-102.9
Other Traffic		3	4	0	4	2	-33%	-50%	-0.2
Criminal Code Traffic		18	12	11	11	10	-44%	-9%	-1.7
Common Police Activities									
False Alarms		12	11	10	10	8	-33%	-20%	-0.9
False/Abandoned 911 Call and 911 Act		12	17	19	19	19	58%	0%	1.6
Suspicious Person/Vehicle/Property		78	61	65	81	32	-59%	-60%	-7.2
Persons Reported Missing		4	4	3	6	1	-75%	-83%	-0.4
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		8	12	4	12	12	50%	0%	0.8
Form 10 (MHA) (Reported)		3	4	5	2	6	100%	200%	0.4



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Innisfail

Detachment Commander

Sgt Michael Zufferli

Report Date

November 5, 2024

Fiscal Year

2025-26

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Police/Community Relations – Visibility of Police

Updates and Comments:

This initiative is on track for successful completion. This quarter Members attended 27 Community Events this quarter. This places us at 60 percent complete for our annual goal of 105. Examples include Members attending Canada Day events, multiple farmers markets, ACOPS meetings and show and shines. Members have handed out 22 Positive Youth Tickers this quarter. This places the detachment at 73 percent complete of our goal for the year. Members completed 2 rural school visits this quarter as School was out of Session for July and August. This places us at 40 percent towards our annual goal of 30. Social Media post continued with 10 posted this quarter. This places us at 82 percent of our annual goal .

Priority #2: Crime Reduction – Property & Drug Crime

Updates and Comments:

This initiative is on track for successful completion. This quarter Members completed 54 Prolific Offender Checks. This places us at 77 percent our annual goal in this category. This Quarter Members completed 114 checks on Prolific Properties. At this point Members have already exceeded our annual goal for the year, and will continue to conduct property checks. Non standard Police vehicle patrols continue with success. This quarter Members completed a mix of foot, bike and quad patrols totalling 41 in the 3 months. This places us at 62 percent completed of our annual goal of 125. Dedicated Rural patrols continue. Members have document 186 proactive rural patrols this quarter, which places us





above are target annual goal. Proactive Patrol of Innisfail continues with 193 being completed during this quarter. This also places us above our annual goal of 400 for the year.

Priority #3: Traffic Safety - Proactive Traffic Enforcement

Updates and Comments:

This initiative is on track for successful completion. This Quarter Members completed 7 High Visibility Traffic Operations in the Town of Innisfail. These were completed in area's identified as having complaints from the public, or issues with speed. This placed the detachment at complete for our designated goal for the year. This Quarter Members completed 2 High visibility traffic operations in the rural area. This places us at 93 percent completed for our annual goal for the year. During this Quarter Members issued 150 Provincial Violations varying from tickets, Saferoad suspensions and PAT Warnings. This places the detachment at 93 percent complete of our annual goal.





Community Consultations

Consultation #1

Date	Meeting Type
June 19, 2025	Community Connection
Topics Discussed	
Coffee with a Cop	
Notes/Comments:	
Members attended a Coffee with a Cop event hosted by a local McDonalds. Members discussed current events with the community Members and addressed any concerns they may have had.	

Consultation #2

Date	Meeting Type
June 23, 2025	Community Connection
Topics Discussed	
Rotary Dinner	
Notes/Comments:	
Constable Nelson attended a Rotary Dinner hosted at a local restaurant in Innisfail. He spoke with Rotarian about their concerns and how he and the RCMP can be more involved with the Rotarian Community.	

Consultation #3

Date	Meeting Type
July 17, 2025	Community Connection
Topics Discussed	
Community BBQ	
Notes/Comments:	
Detachment Commander and multiple Cst attended a BBQ hosted at the detachment. It gave the community the opportunity to attend and speak with Members about any concerns they may have had, and socialize in a more relaxed environment.	





Consultation #4

Date	Meeting Type
July 28, 2025	Meeting with Elected Officials
Topics Discussed	
APP and Multi year financial Plan	
Notes/Comments:	
Sgt ZUFFERLI attended 2 back to back Town Council Meetings with Innisfail Elected Officials. The first was to discuss the Annual Performance Plan for the detachment, along with priorities to be set for the detachment. The subsequent meeting the following week was to discuss the multi year financial plan for Innisfail RCMP detachment and obtain Approval. from Town Council. Sgt ZUFFERLI attempted to answer all questions posed by Town Council to the best of his ability with the information provided to him.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	8	0	0
Detachment Support	3	4	0	0

Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, eight officers are currently working with none on special leave. There is no hard vacancy at this time.

Detachment Support: Of the three established positions, four resources are currently working with none on special leave. There is one resource that is Surplus to Establishment. There is no hard vacancy at this time.



Re: Request for Support Funding – First Annual Penhold Cornhole Tournament June 2026

On behalf of Central Sport, I am pleased to submit this funding request to the Town of Penhold for your consideration. We propose to host the First Annual Penhold Cornhole Tournament in June 2026 and respectfully request a grant of \$5,000 from the Town of Penhold to support this event.

About Central Sport

Central Sport (based in Red Deer) is Central Alberta's trusted leader in sport, connecting sport organizations and promoting sport hosting and event development across the region. We were built as the legacy organization emerging from the 2019 Canada Winter Games and continue to champion sport advocacy, inclusion, sport hosting and event promotion across central Alberta.

Event Overview

We intend to host a community-focused cornhole tournament in Penhold in June 2026, open to regional competitors (Tier 1, Tier 2, Tier 3), with aligned elements to promote community engagement, sport tourism and local economic benefit. We intend to make this an annual event. Key features will include:

- A competitive and recreational cornhole bracket structure (singles/doubles) attracting participants from across central Alberta.
- On-site camping opportunities for visiting teams and spectators, to extend the stay and local spend in Penhold.
- A beer garden and live entertainment/after-party component, allowing local community members to join in the fun — whether as participants, spectators, or supporters.
- Local vendor presence and hospitality elements (food trucks, local businesses, local promotions) to increase community spirit and interaction.
- Marketing/advertising, social media promotion and regional outreach to bring attention to Penhold as a destination for sport and recreation.

Requested Use of Funding (\$5,000)

We propose to allocate the Town's \$5,000 toward the following:

- Advertising and promotion: regional print, digital and social-media advertising (to draw competitors and visitors throughout Alberta).
- Event branding (banners, promotional signage around town and at tournament site).

Benefits to the Town of Penhold

By supporting this event, the Town of Penhold stands to realize many benefits, including:

1. Sport tourism and visitor spend

- Visiting teams and their families will travel to Penhold, make use of camping sites, local restaurants, convenience stores, fuel stations and other retail/hospitality outlets.
- Extended stay (via camping) means overnight and multi-day spend, benefiting local economy.

2. Community spirit and local engagement

- The beer garden and entertainment component invites locals to participate whether as players or spectators, fostering social interaction, volunteerism, and enhancing civic pride.
- The event will encourage local businesses to get involved (sponsorship, special offers), strengthening community-business links.
- A new annual event positions Penhold as a community that supports sport, recreation and destination events.

3. Regional sport profile and community reputation

- Hosting a regional tournament promotes Penhold on the central Alberta sport map, showcasing the town's ability to host quality events and enhancing its reputation.
- Aligns with Central Sport's mission to build sport hosting capacity in central Alberta — Penhold will be seen as a partner community.
- Increase cornhole participation in Central Alberta. Cornhole is a growing sport in Alberta with leagues in Lacombe, Bentley, Okotoks, Whitecourt, Camrose, High Level, Stony Plain, Fort McMurray, Edmonton, Whitecourt, Camrose, Lethbridge, Calgary

4. Local participant opportunities

- Residents of Penhold can register to play at recreational or competitive levels, join in the beer garden/entertainment, volunteer at the event, or even establish local teams/clubs — building local capacity and engagement in sport.
- Youth and families have a fun, inclusive recreational opportunity in their own community without having to travel outside.

5. Long-term legacy and annual growth

- As the first annual event, this tournament offers potential growth year-over-year: increased participation, higher spectator numbers, incremental local economic impact, and potentially more sponsorship revenue.
- Penhold's early investment will position the town to capture the benefits of a recurring event, rather than starting from scratch later.

Why Penhold is the Right Venue

Penhold offers an ideal setting: accessible location in central Alberta, welcoming community atmosphere, a multi-purpose facility with onsite camping facilities to support visitors. By hosting this event in June, we take advantage of arena facilities, favorable weather, camping season and the opportunity to position Penhold as a summer destination for sport-social gatherings.

Request & Next Steps

We respectfully request the Town of Penhold's support in the amount of \$5,000 to enable Central Sport and the Penhold community to host this inaugural cornhole tournament in June 2026. With your support, we anticipate an event that delivers tangible economic benefit, strengthens community spirit, promotes sport tourism, and lays the groundwork for a lasting annual tradition.

Upon approval, we will provide:

- A detailed event plan and budget.
- Marketing/promotional schedule.

- Metrics for post-event reporting (participant numbers, camping occupancy, local business engagement, economic impact estimates).
- Coordination with Town staff as needed (permits, venue logistics, campsites/overnight arrangements, beer garden licensing).

Thank you for your time, consideration and for supporting community-based sport, recreation and tourism initiatives. We believe this event will mark a positive and visible milestone for Penhold, and we look forward to potentially working together on what will become a signature annual event.

Sincerely,

Trevor Thomas

Central Sport

Bonnie Stearns

From: R.J.Miller Events Co. <rjmillerholdings@gmail.com>
Sent: November 10, 2025 12:39 PM
To: Bonnie Stearns
Subject: 2026 Innisfail Trade Show – Invitation for the Town of Penhold
Attachments: 2026_Trade_Show_Booth_Pricing.pdf; (Facebook Post).png

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Bonnie,

It was great speaking with you today — thank you for taking the time to chat about the **2026 Innisfail Trade Show**. I really appreciate you bringing the idea forward to your council next week.

The Trade Show will take place **Friday, April 17 (3:00 PM–8:00 PM)** and **Saturday, April 18 (9:00 AM–5:00 PM)** at the **Innisfail Twin Arena**. This year's event is being **revitalized by RJ Miller Events Co.** in partnership with the **Innisfail & District Chamber of Commerce**, with a strong focus on rebuilding community and regional connections.

We'd love to see **the Town of Penhold** represented this year. With **free public admission**, we're expecting an excellent turnout from across Central Alberta — and it's the perfect opportunity to showcase the great work and opportunities happening right next door.

Here's the **vendor application form**, which includes booth options, pricing, and event details:

📎 [Vendor Application Form](#)

Pricing schedule:

- **Loyalty pricing** (for returning vendors): until **November 30**
- **Early-bird pricing**: begins **December 1**
- **Standard pricing**: begins **January 1**

It would be wonderful to have Penhold involved as one of our neighboring communities — your participation would help strengthen that local connection we're working so hard to highlight through this revitalized event.

Thank you again, Bonnie, and please don't hesitate to reach out if the council has any questions or would like additional details for consideration.

Warm regards,

Rhamona Miller

RJ Miller Events Co.

☎ 403-302-3009 | ✉ rjmillerholdings@gmail.com

In partnership with the Innisfail & District Chamber of Commerce

2026 Trade Show Booth Pricing

Below is the finalized booth pricing chart for the 2026 Trade Show. Loyalty pricing is valid until December 1, 2025. Early Bird pricing is valid until December 31, 2025. Standard pricing will begin January 1, 2026, and remain in effect thereafter.

Booth Type / Size	Welcome Back / Loyalty (Member)	Welcome Back / Loyalty (Non-Member)	Early Bird (Member)	Early Bird (Non-Member)	Standard (Member)	Standard (Non-Member)
Small Booth 6x10	\$250.00	\$275.00	\$275.00	\$300.00	\$340.00	\$375.00
Standard 10x10	\$350.00	\$400.00	\$385.00	\$430.00	\$475.00	\$500.00
Double 10x20	\$465.00	\$550.00	\$530.00	\$585.00	\$650.00	\$750.00
Triple 10x30	\$545.00	\$640.00	\$615.00	\$675.00	\$750.00	\$850.00
Quad 10x40	\$607.00	\$715.00	\$685.00	\$760.00	\$850.00	\$950.00
Food Truck	\$100.00	\$200.00	\$200.00	\$300.00	\$300.00	\$400.00



INNISFAIL & DISTRICT
CHAMBER OF COMMERCE

TRADESHOW & MARKETPLACE

*Are you a business owner looking
to expand your network, build
relationships, and get your
product seen by others?*



APRIL 17, 2026
APRIL 18, 2026

3PM-8PM
9AM-5PM

5804 42 ST,
INNISFAIL

RJ
RELIANT
CENTRE



JAMIE
403-506-7731

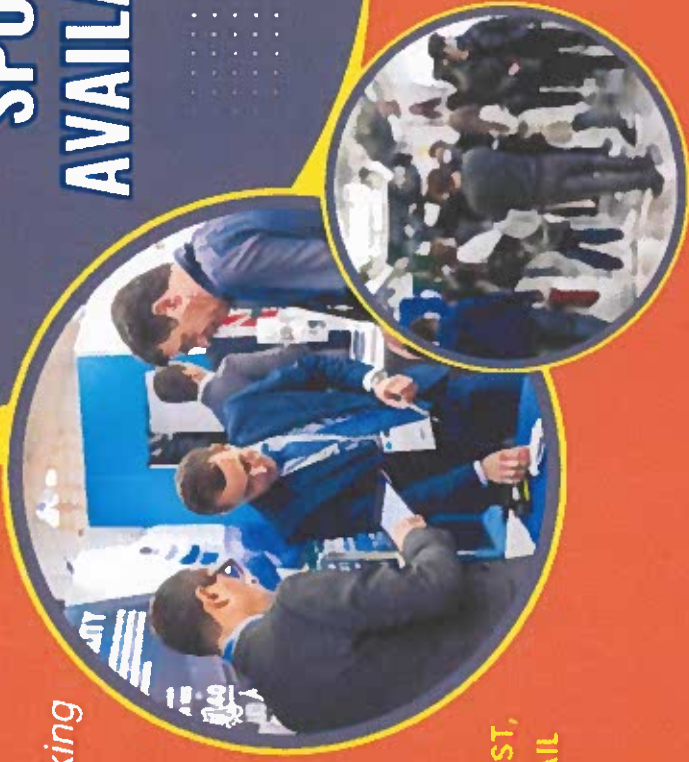


RHAMONA
403-302-3009



rjmillerholdings@gmail.com

SMALL BUSINESS & CORPORATE SPOTS AVAILABLE



Contact Us
587-447-1177



office@innisfailchamber.org



Visit Our Website
<https://innisfailchamber.org/>



Springbrook Community Association (SCA)
Email: springbrookassociation@outlook.com
Website: springbrookassociation.ca

The SCA is excited to be hosting its 6th Annual Christmas Parade in Springbrook!

What: Christmas/Holiday Season Parade with Community Event to follow

Theme: Christmas/Holiday Season

When: December 6, 2025, Parade to start at 5:00 pm SHARP. All entries must be ready to go at 4:30pm.

Where: We will meet in the Red Deer Airport parking lot, parade route will be dependent upon number of entries. It will be released closer to the parade date, before it is released to the public. After the parade there will be an event at the skating rink, with tree light up ceremony, BBQ and much more, please feel free to join us!

**Please note the SCA will have Santa on their parade float, so Santa is taken care of!*

We will need confirmation of parade entry by November 30, 2024. This will ensure ample time to plan the route and get it out to all participating parties and advertise it accordingly.

There are no entry fees for the parade. If possible, we do ask that you advertise our event. We will be making an event poster for those that can share. Excited to see community come together for community!

Treats are encouraged to be safely distributed from parade entries! We do ask that drivers not hand out candy as this has caused delays and safety concerns in the past.

We do have some sponsorship and volunteer opportunities available, please reach out to us for more information.

Please confirm parade entry and/or any donations to : springbrookassociation@outlook.com
Event Contact is: Tariann 403-396-8513

Be safe, be creative, have fun and we look forward to seeing you!



PRESENTS

THE 6th ANNUAL

Christmas PARADE



**6
DEC**

PARADE STARTS AT 5:00PM

BBQ and more to follow at skating rink!

Thank you to our sponsors



www.springbrookassociation.ca



Penhold Volunteer Firefighters Association

3rd Annual Dueling Pianos Fundraiser: March 14th, 2026, Sponsorship Opportunities

- \$4000 Event Title Sponsor – Includes Company name on all advertising as “company name” Presents. Company name on slideshow in the event room. Mentions from event emcee throughout the evening. 2 tables of 8 with meals included 2 bottles of wine per table, 16 drink tickets per table, table service from some of Penhold's finest firefighters for the first two hours of the event. **** table service subject to change if firefighters are needed for an emergency****
- \$1250 Platinum Sponsorship - Includes a Special mention by the MC throughout the evening, company name on slideshow in event room 16 drink tickets, one table for 8, 8 meals, 2 bottles of wine and your company logos on all event advertising.
- \$850 Gold Sponsor - Includes a table for 8, 8 meals, 2 bottles of wine, company logo on power pint in event room and your company logos on all event advertising.
- \$250 Bronze Sponsor –includes company logo on PowerPoint in event room also your company logo on all advertising

- Auction Item for Silent auction: Tax recipients will be issued for amounts greater than \$20

Submit sponsorships by December 22nd, 2025, to reap full advertising.

Sponsorships submitted after Dec 22nd. will only receive advertising at the event.

Please have intent to sponsor returned by December 22nd Funds must be received by January 9th, 2026

**** Reminder this event is 18+ ****



I _____ from _____ agree to a

_____ sponsor for a total of \$ _____ at the
Penhold Volunteer Firefighters Association Dueling Pianos event
March 14th, 2026, the Penhold Regional Multiplex.

Cheques written out to Penhold Volunteer Firefighters Association

Or

E-Transfer to penholdvolunteerfirefightersassociation@gmail.com

Business name and representative printed

Representative signature

Date

Penhold Volunteer Firefighters Association member name printed

PVFA Member Signature

Date

A handwritten signature in blue ink, appearing to read "Dwayne Marsden", written over a horizontal line.

Dwayne Marsden

dwaynemarsden@hotmail.com

A handwritten date "October 2025" in blue ink, written over a horizontal line.

Date

** Reminder this event is 18+ **



Oct 31 2025

Town of Penhold Council

C/O Chief Administrative Officer

Town of Penhold

#1 Waskasoo Avenue

Penhold, AB

Dear Mayor and Council,

The Penhold Volunteer Firefighters Association is excited to be organizing a new community fundraising event - 'Summer Beats, Eats and Boozy treats' to be held June 20th 2026. This event will bring together craft breweries, distilleries, and restaurants, from the surrounding area offering attendees an opportunity to sample a wide variety of food and beverages while enjoying Community Connection and entertainment. This event will be a 2 part event with a family friending portion in the afternoon and a 18+ event in the evening.

As this is our first year hosting Summer Beats, Eats and Boozy treats our goal is to create a well-promoted and successful event that not only raises funds for the Penhold Volunteer Firefighters Association, but also highlights and supports our vibrant local business community.

To help us achieve this, we are respectfully requesting a financial contribution of \$2000 from the Town of Penhold to assist with advertising and event promotion. These funds will be used towards marketing materials, social media advertisements, and other outreach efforts to ensure strong attendance and community participation.

Funds raised from the event will go directly towards supporting the Penhold Volunteer Firefighters Association helping us provide ongoing training, safety equipment, and community programs that benefit residents throughout the year.

We sincerely appreciate Council's continued support of our department and community initiatives, and we look forward to working together to make Summer beats, Eats and boozy treats a successful and enjoyable event for all.

Thank you for considering our request.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dwayne Marsden', with a large, stylized loop at the beginning and a horizontal line extending to the right.

Dwayne Marsden. President

Penhold Volunteer Firefighters Association