



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the April 28th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the April 28th, 2025 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26, Division 9, Part 6, Section 208 Performance of major administrative duties. 'The chief administrative officer must ensure that the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'

STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the April 28th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the April 28th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on May 5th with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Apr. 28th, 2025 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

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

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

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

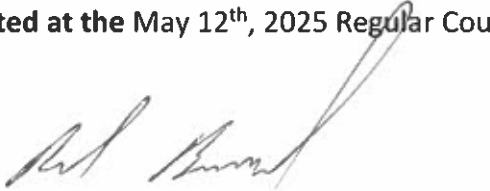
COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the May 12th, 2025 Regular Council Meeting for the Town of Penhold

A handwritten signature in dark ink, appearing to be 'M. Brown', is written over a horizontal line.

CAO

Town of Penhold

REGULAR MEETING MINUTES



April 28th, 2025
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Absent:

Councillor Galisky

Staff:

Rick Binnendyk, CAO

Guests:

Jean Orchison

Lori & Chris Wolfe

Ann Bilyk

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

1. **CALL TO ORDER - Mayor**

1.1 **Addition to the Agenda**

Item 7.1 FCM Board Nomination be added to the agenda.

1.2. **Adoption of the Agenda**

2025-134

Councillor Hamm moved to accept the April 28th, 2025 Regular Council meeting agenda be accepted as amended.

CARRIED UNANIMOUSLY

2. **ADOPTION OF PREVIOUS MINUTES**

2.1. **Adoption of the April 14th, 2025 Regular Council Meeting Minutes**

2025-135

Councillor Denson moved to accept the April 14, 2025 Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-136

Councillor Kranenborg moved that Council accept the listed Business Arising out of the Minutes as information.

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Apr. 9 - 23, 2025

2025-137

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Apr. 9 - 23, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation Statement for the month ending Feb. 28, 2025

2025-138

Councillor Cunningham moved that Council receives the Monthly Bank Reconciliation Statement for the month ending February 28, 2025 as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-139

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2025-140

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2025-141

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

2025-142

Councillor Kranenborg moved that Council endorses Mayor Yargeau to stand for election on FCM's Board of Directors for the period starting June 2025 and ending June 2026;
AND FURTHER that Council supports expenses related to serving on the Board.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

9.1 Parkland Airshed Management Zone (PAMZ) 2025 Membership

2025-143

Councillor Muller moved that Council accept the Parkland Airshed Management Zone (PAMZ) 2025 Membership as information.

CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-144

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2025-145

Councillor Cunningham moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q & A Session

14. CLOSED SESSION

15. ADJOURNMENT

2025-146

Councillor Muller moved to adjourn Council Meeting at 6:55 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Rick Binnendyk

SUBJECT: Central Alberta Regional Assessment Review Board (RARB) - Notification of Membership Fee Increase – Partner Municipalities

RECOMMENDATION:

That the town accepts the membership fee increase as provided by the Central Alberta Assessment Review Board.

CAO COMMENTS:

RECOMMENDATION: Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

The attached list is to keep the Council informed and up-to-date on the financial activities of the Town of Penhold.

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

1. Council defers to Administration and requests additional information.
2. Look for other boards that may provide this service at a lesser cost.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Our office received a notice of fee change for membership to the Regional Assessment Review Board (RARB). In accordance to the agreement, the Coordinator is to provide that change in writing prior to June of each year.

Legislatively: Each Municipality must belong or establish an Assessment Review Board. The criteria is laid out within the MGA with meeting the training criteria for members who sit on the board.

Our audit team asks the question of belonging to an assessment board.

A quick search brought up several options for the assessment review board. Those being Calgary, Edmonton and Central Alberta were the most predominant ones. There were two other boards identified being Rocky View and Cochrane.

Central Alberta Regional Assessment Board currently has a membership of 35 municipalities.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

Council's directive will be relied back to the board contact person.

OTHER COMMENTS:

Presented at the May 12, 2025, Regular Council Meeting for the Town of Penhold



CAO



RECEIVED

APR 15 2025

Date: April 9, 2025

From: Jessica Robinson
Designated Officer, Central Alberta Regional Assessment Review Board

To: All Chief Administrative Officers

RE: Notification of Membership Fee Increase – Partner Municipalities

This letter is intended to serve as notification to the Partner Municipalities of the Central Alberta Regional Assessment Review Board of an increase to the Annual Membership Fee.

Section 4.1 of the Agreement for the Regional Assessment Review Board states:

"The Coordinator will annually review the membership fee. If a change is required to the membership fee, the Coordinator will notify the Partner Municipality of same in writing to the address in Section 12 of this Agreement no later than June 30th of the calendar year."

An annual review of the membership fee has concluded, the current membership fees were determined to be deficient to the level of services provided. Fees will need to be adjusted to fully account for the value of services and financial investment / risk held by the Coordinator while operating a regional model.

Membership fees have remained at the same level (or lower) since 2012, however the costs associated with operating a Regional Board has risen year over year. An increase to account for the current economic climate, inflation and the increasing complexity of assessment complaints was deemed necessary.

In accordance with our Agreement, changes to the membership fee must be communicated to the Partner Municipalities in writing by June 30th of the calendar year. As such, the Annual Membership Fee will be increased effective January 1, 2026, in relation to the size of the population for each municipality.

Population Size	Annual Membership Fee
Population < 1000	\$2,000 / year
Population 1000-5000	\$3,000 / year
Population > 5000	\$7,500 / year

Further, as part of the operational review it was determined that rates applicable to withdrawn or cancelled complaints were not in compliance to the agreed upon terms as set out in Schedule B of the Agreement.

While billing of withdrawn or cancelled complaints 6 or less days prior to a hearing were determined to be in compliance with Schedule B, withdrawn or cancelled complaints of 7 days or more calendar days prior to the scheduled hearing date (if any) were under charged.

The agreement's fee schedule indicated the applicable rate of 54.00 / hour administration fee would be applied. While the rate was in compliance with the agreement's schedule B, the billing was not.

Effective immediately, withdrawn or cancelled complaints 7 or more calendar days prior to a hearing (if any) will be charged using the administration fee of \$54.00 / hour for each hour of work.

Funding Model Background:

In 2010 the Central Alberta Regional Assessment Review Board was established with a funding model that included a fixed hearing costs and an annual membership of \$4000.00. The membership fee covers the cost for required Land and Property Rights Tribunal (LPRT) training for the Board and the Clerk, operating costs such as software, policies, additional training for municipal clerks in Partner Municipalities.

In 2012, after two years in operation this model was changed. The Annual membership fee was reduced to \$2000 with hearings billed on a cost recovery basis.

Since 2012 the annual membership fee remained steady with the exception of 2019. After an operational review in 2018 a rate reduction was offered to current Partner Municipalities due to a budgetary surplus. This was a one-time decrease with membership fees reduced by half (\$1000) for active members as of December 31, 2018. The following year the fees were returned to the full amount of \$2000/year.

Each year the RARB has navigated an increase in complexity of the complaints, developed policy and procedures to ensure proper adjudication and administration of complaints received, as well legislative changes that have impacted our Boards. Ensuring we have experienced well trained Board Members and Clerks is essential to success of the RARB.

The RARB has operated with two staff members, the Appeals Coordinator and one Board Clerk. What you may not know is often due to capacity of the Clerk and/or the complexity of the files it was determined additional assistance would be required. The Board Clerk was increased from a permanent part time position at .5 FTE to a permanent full-time position at 1.0 FTE. Additional staffing was achieved with temporary assistance by way of Legislative Services staff or temporary staffing overcompliments that were obtained as well during peak times.

While the City of Red Deer has been supporting the RARB, the following shortfall has been identified:

- The Annual Membership Fee is no longer sustainable to operational requirements for the RARB to be self sufficient. Rates that were applied in 2012 – 2024 no longer account for the increased cost associated with maintaining current services.

Kindly note, the increase to **Annual Membership Fees** tied to population as outlined earlier in this correspondence will be in effect as of **January 1, 2026**.

Additionally, **Withdrawn / Cancelled Complaints** will be billed at \$54.00/hour administrative fee in accordance with the agreement's Schedule B **effective immediately**.

For any questions or clarification, please contact our office.

Thank you,

Lori Stubbard

Lori Stubbard, Appeals Coordinator
on behalf of
Jessica Robinson, Designated Officer
Central Alberta Regional Assessment Review Board

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

Tour of RCMP Real Time Operation Centre has been confirmed for May 20th.

Projects:

School:

A meeting has been set for May 13th for council and board to meet. We look forward to obtaining clarity on several key items.

Administration:

- Our Land Use Bylaw (LUB) is in draft form and ready. At 2nd reading we will bring forward the Municipal Development Plan also to coincide with the LUB.
- Tax notices:
 - Notices with information went out May 7th.
 - There were 27 tax E-billings this year. Good to see Council... lor signed on.
 - Our office has received several calls on the tax rates. Staff have referred our clients to Mr. Watson, Town Assessor, to provide an explanation on the variance.
 - Tidbit on taxes:
 - Rec/facilities and programing is 48% of total tax
 - Operations/streets, roads is 21%
 - Protective Services is 11%
 - Administrative/Legislative 20 %
- A recent article entitled: The Municipal Equation: Delivering Quality of Life
Municipal Services = Quality of Life
Taxes +Utility Rates + Fees + Charges = Essential Community Services
The article proceeds to identify how Municipal Government is the most impactful business in the world and yet do not recognize it.
- The salary grid review from HR Consultants will be ready for Council's review and possible approval at its June 9th meeting.
- Some touch-up work will occur at the Highway 2A/42 roundabout to improve drainage in the next few weeks.
- The Truck Stop at Hwy 2 and 42 will begin construction on the roundabout this month. We have inquired about the estimated time for construction on this roundabout.
- There was a section of town that had a power outage. Apparently, a transformer started to leak and required replacement.
- Offsite Levy Report is in progress and nearing completion.
- We have a meeting with Red Deer County to discuss the Intermunicipal Collaborative Frameworks (ICF) agreement. We are looking at updating the document with new agreements that have been put into place since the original agreement and some format changes.
- Our office is in ongoing discussion with Melcor on moving forward withr additional zoning changes to allow further development. This is tied to several builders who wish to see additional building occur in town.
- Our office has completed the yearly internal audits for the safety codes disciplines. Building/Electrical/Plumbing/Gas and Septic. Fire has been done via Mr. Pendergast.
 - We are seeking clarity if our office is required to scan all their documents for our files. We may be moving away from this process.
- Occupational Health and Safety personnel were in our office for a meeting with Admin and Safety Committee reps. They identified that they will be coming back to inspect the fire department and operations areas. Apparently, they are focusing on towns within Central Alberta.

- Alberta Environment and Protected Areas sent out a water survey on enhanced water availability. We went through this survey and returned it to Alberta Environment. This was more of a policy focus versus technical information.
- **IMPORTANT:** CAO Review: Thank you for your ongoing confidence and continued support being expressed to the CAO. So Appreciated.

FOLLOW UP ACTION/UPCOMING:

- Wrapping up the Local Government Administration Association (LGAA) Conference planning committee.
- Follow-up with LUB requirements after 1st reading
- Attending Summer Mayors Caucus session with Mayor Yargeau
- ICF meeting with Red Deer County
- Continue to focus on Melcor land development
- Attending the Canadian Association of Municipal Administrators CAMA and FCM with Mayor and Councillor Galisky.

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the May 12th, 2025, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – April was conference month for the Multiplex staff. Each year the Alberta Association of Recreation Facility Personnel (AARFP) hosts a conference with sessions on Parks, Arenas, Pools, Leadership, Customer Service and whatever is new in the industry. Usually three of the staff take the time to attend, learn and network at the conference. However, this year, four of us went as our Operator, Levie won his way into the conference by scoring 100% on a course he took in 2024. Since Levie was top of his class, he was also recognized at the Banquet, and awarded \$250.

May will be Town Office touch-up month. The Facility staff will be taking some time on the evenings and weekends to move some furniture, patch some holes and slap a little paint on the walls.

We are currently in discussions with two groups that would like to put on events in the Arena. One group had hopes of putting on an event this June to start getting their numbers up and get

a feel for everything, but decided that there wasn't enough time, while the other group is possibly looking at a larger event that would require much more planning and probably happen in June of 2026. While there is no conformation on either event, we are hopeful they will both come to fruition.

In April our solar panels produced roughly 34,659 kWh of power, reducing our carbon footprint by 24,259 kg and saving us roughly \$2772.72 in costs.

In April we had roughly 19,454 people visit the Multiplex.

Fitness –

	April 2024	April 2025
MEMBERSHIP SALES	\$17,628.50	\$15,883.75
DROP-INS	\$334.00	\$295.00
TRAINING	\$3,933.50	\$3305.50
DROP IN GYM	\$971.00	\$1278.00
TOTAL REVENUE	\$22,876.00	\$20,762.25

A total of **26** fobs were issued for 24-hour members in the month of April.

The Fitness Centre had **37** new members for the month of April.

We ran a Spring sale in April for 3-month Fitness Memberships as well as a Personal Training sale. Both did well, bringing in more new members to help keep things busy coming into spring. Fitness classes are still getting good participation. There were no changes to classes this month.

	April 2025	Totals 2025
Penhold Sr Track Users	15	127
Kids Gym	106	414
Staff Fitness Usage	42	192
Penhold Fire Dept	41	151
Pickle Ball	220	664

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

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the May 12th, 2025 Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

RECOMMENDATION:

That Council accepts the Operations report as information.

CAO COMMENTS:

RECOMMENDATION 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 updates report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

Council defers back to administration for more information

PREFERRED STRATEGY:

To be informed

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

WATER:

- Water consumption for April is up 6% from this time last year with 23,786 m³ of water produced for the community.
- Monthly water meter reads were completed on April 14th.
- 44% of utility accounts are currently signed up to receive E-bills.
- There were four new water meters installed in residential properties.

- Operators completed the Annual Spring Flushing of the water mains on April 9th, 10th, 11th, 14th, 15th, & 17th. Operators had to thaw a couple hydrants found to be frozen.
- Operators repaired a curb stop that was discovered to be broken using the Hydro Vac Trailer.
- Clearwater Controls performed annual maintenance on the chlorine gas systems at both reservoirs. Clearwater Controls also installed a new level sensor at Reservoir 1 (Highway 2A) as the previous one was becoming inaccurate.

SEWER:

- As of March 31st, 2025, sewer flows were 22,766 m³ for the month, which is down 38% compared with the previous year. It should be noted: 2024 had higher flows due to an air relief valve failure recirculating already metered sewage flow back to the wet well before it was discovered and fixed in May of '24.
- Sani Dump was washed and opened on April 23rd. There were six transactions for the month of April.
- Operators performed annual flushing of the sanitary mains on April 9th, 10th, 11th, 14th, 15th, & 17th.
- April 11th Operators had to pull the pumps at Bouteiller BLS to clear a blockage from the impellers and replaced the guide rail for one of the pumps that eroded away.
- CP Inspections cleaned out the wet wells of all three in town lift stations.
- Operators had to clear gravel from a manhole that was discovered by the grader performing alley maintenance.

SRDRWC:

- Operations staff spent 144 hours working on the Regional System in April and there were four after-hour callouts on the system.
- The SRD Operations Safety meeting was held on April 8th in Penhold
- Staff pumped out and inspected vaults along the SRD line.
- There was a sewer blockage on the Waskasoo Line in Penhold. There was no risk of back up to any residents in the location. A jetting truck from CP Inspections was dispatched and cleared the blockage.
- On April 29th a construction crew struck the SRD line in the Red Deer area with a drill and Operators had to shut down PLS #4 temporarily while SRD Officials inspected the scene. The station was returned to service when given the go ahead.

TRANSPORTATION:

- Intersections were scraped after a snow event on April 22nd.
- Proform began working on the Newton bricks removal and concrete replacement on April 23rd.
- Alleyways were power raked & graded on April 15th, 16th, 17th, 24th, & 25th.
- Street Sweeper was out doing some general sweeping on April 23rd, 24th, & 30th.
- As part of the 2025 approved Capital Budget a new half ton truck was purchased and added to the Fleet as #14.

- **Maintenance of equipment:** Equipment Trailer was taken to a welding shop to have the frame repaired and warranty is covering the work. The rear hydraulic cylinder on the backhoe was leaking and removed to be rebuilt at RME and reinstalled on the machine when completed. Unit #21 went in for its annual CVIP. The Street Sweeper had to go in to have an axle seal repaired as it was leaking oil and is covered under warranty. Mowers have been getting prepped for seasonal use.

STORM:

- Staff opened the discharge from Lincoln Storm Pond on April 7th
- Staff primed the 2nd pump in the Lincoln Lift Station and the Lift Station is ready for the season.
- Staff installed the fountain in Tranquility Park on April 25th.

PARKS & RECREATION:

- Parks staff worked on pruning trees throughout town on April 1st, 2nd, 4th, 8th, 9th, 10th, 16th, 17th, 24th, 25th, & 28th.
- Staff mulched various shrub beds on April 2nd, 3rd, 4th, 7th, 16th, 28th, & 29th.
- Garbage's were emptied on April 3rd, 11th, 15th, 16th, 22nd, & 25th.
- Soccer fields were marked out and lines painted by staff on April 8th, 9th, 10th, 11th, 14th, 15th, 24th, 25th, & 28th.
- Ball Diamonds were lined with paint and fields watered on April 28th & 29th.
- Staff worked on prepping flower beds throughout town.
- Staff dethatched, aerated, and fertilized the sports fields and park green spaces throughout town.
- Staff continued working on the Rec Centre upgrades with work scheduled to be completed by the end of May
- Staff have started to order pieces to start preparing the Splash Park for its opening date on May 30th. Proform is to repair a portion of the cement pad where the drain has pushed up and will be ready for the opening day.
- Howell's met with staff on the expansion of the Penhold Commons Parking Lot as listed in the 2025 Capital Budget. They completed the project on May 2nd.

MEMORIAL HALL:

- There were two additional bookings for the month of April.
- There are six additional bookings scheduled for the month of May.

GARBAGE:

- Compost Bins were put out on April 9th and have been pushed down to create more space on April 10th, 14th, 15th, 16th, 17th, 23rd, 25th, 28th, 29th, & 30th.
- On April 30th, E360 removed all their bins from Town facilities and Empringham brought in their replacement bins.
- The Garbage & Recycling Schedule has been updated with Empringham's information and the town website has been updated with the information.
- Empringham completed their first round of curbside pickups of both garbage & recycling on May 1st & 2nd; everything has been positive from both parties.

RV Park:

- We received 43 bookings in the month of April which brings the year total to 90 bookings.
- Staff power raked the gravels pads and laneways
- Water was turned on in the park on April 16th and lines were flushed.
- Staff worked on prepping the park and washhouse for guests' arrival on May 2nd.

ORGANIZATIONAL:

- The Full Time Heavy Duty Mechanic passed his 6-month probation.
- 7 Seasonal Staff started throughout April.
- The vacant Operator position has been filled. Nick starts May 2nd and brings previous municipal experience with him to the town.
- 5 Operators completed their ICS-200 Training

FOLLOW UP ACTION:**COMMUNICATION:**

Council information

OTHER COMMENTS:

Presented at the May 12th, 2025, Regular Council Meeting for the Town of Penhold.



CAO

REQUEST FOR DECISION



Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Capital Purchase – Self-Contained Breathing Apparatus (SCBA) Units

RECOMMENDATION:

That Council authorize Administration to proceed with procurement of new Self-Contained Breathing Apparatus (SCBA) units through a contract with **Associated Fire Safety Group**, as per committee evaluation results of the 2025-001 Town of Penhold RFP – SCBA evaluation process.

CAO COMMENTS:

This project was originally being looked at as a possible lease option. In review of the lease option, it became apparent that moving in this direction the overall cost was substantively higher over the financing period.

SUPPORTING DOCUMENTS:

Attached __X__ **Available** __ **Nil** __

Evaluation Parameters, User Evaluations, RFP Evaluations

KEY ISSUE(S)/CONCEPTS DEFINED:

The Penhold Fire Department's existing SCBA equipment is now past two National Fire Protection Association (NFPA) standards behind requirements. This equipment is no longer eligible for upgrades. This poses operational limitations and increased safety risks for our firefighting personnel.

To ensure the continued safety and effectiveness of the Department's operations, Administration initiated a competitive procurement process through a formal RFP to replace the full SCBA inventory.

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 updates report.

STRATEGIC RELEVANCE:

Health and Safety of all personnel

This purchase aligns with the Town's strategic commitment to:

- Enhancing firefighter safety
- Maintaining operational readiness
- Complying with current NFPA standards

DESIRED OUTCOME(S): Procurement Summary

Total Units to be procured:

- 25 SCBA frames
- 40 SCBA masks
- 50 SCBA bottles

Additional Equipment:

- 5 hard cases
- 2 Rapid Intervention Team (RIT) kits
- 25 voice amplifiers
- 2 Thermal Imaging Cameras (TIC)

Value-Added Services:

- On-site training and implementation support
- Lifetime warranty
- 24/7 local service availability

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Proceed with full replacement of SCBA through the contract with **Associated Fire Safety Group**, ensuring firefighter safety, regulatory compliance, and operational readiness.

FINANCIAL IMPLICATIONS OF RECOMMENDATION:

- The recommended proposal comes in **under the approved capital budget** for SCBA replacement if purchased outright.
- Leasing options are available at 7.6% APR and carry a 31% total cost increase over the 10-year lease which would put the products over the capital budget allocation.
- Current reserves can be allocated to the outright purchase, covering approximately 50% with the remaining being covered by deferred/future reserve allocation.
- The Penhold Volunteer Firefighters Association has raised \$20,000 towards this purchase to help offset some of the costs.
- Existing SCBA units from the 1990's (wire steel) be retained for training purposes.
- 2003-era SCBA units may be sold, with an estimated resale value of approximately \$2,000.

GENERAL:

The decision to begin the process in April came about due to manufacturers beginning to sell the next generation of SCBA, revealed in April 2025, for production in 2026. Our strategy was to leverage the existing stockpile of the current generation SCBA for a lower cost as they begin to advertise and sell the next generation. The SCBA we have leveraged will meet the standards and be useful to the Fire Department for 15 years or longer if upgradable throughout their lifespan. Next generation SCBA is twice the cost and would last 20 years. This RFD is based on the current generation.

User testing was conducted by four members of the Penhold Fire Department. Units were scored on comfort, usability, and functionality. Scott X3 received the highest average score.

The **3M Scott X3 units** submitted by **Associated Fire Safety Group** received the highest overall score and demonstrated the strongest alignment with operational needs and user preference.

FOLLOW UP ACTION:

- Finalize contract with Associated Fire Safety Group.
- Schedule training and delivery timelines (within 8 weeks of contract signing).
- Initiate disposal/sale process for outdated SCBA units.

COMMUNICATION:

- Internal communication with Fire Department staff regarding training and transition timeline.
- Public update via Council meeting summary through Town communication channels (reporter/website), highlighting investment in firefighter safety.

OTHER COMMENTS:

Presented at the May 12th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: National Public Works Week: May 18 – 24, 2025

RECOMMENDATION:

That Council designates the week of May 18–24, 2025 as National Public Works Week as presented.

CAO COMMENTS:

RECOMMENDATION Report/Document: Attached _X_ Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities.

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

To be informed

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

See attached proclamation

FOLLOW UP ACTION:

As per Council’s decision

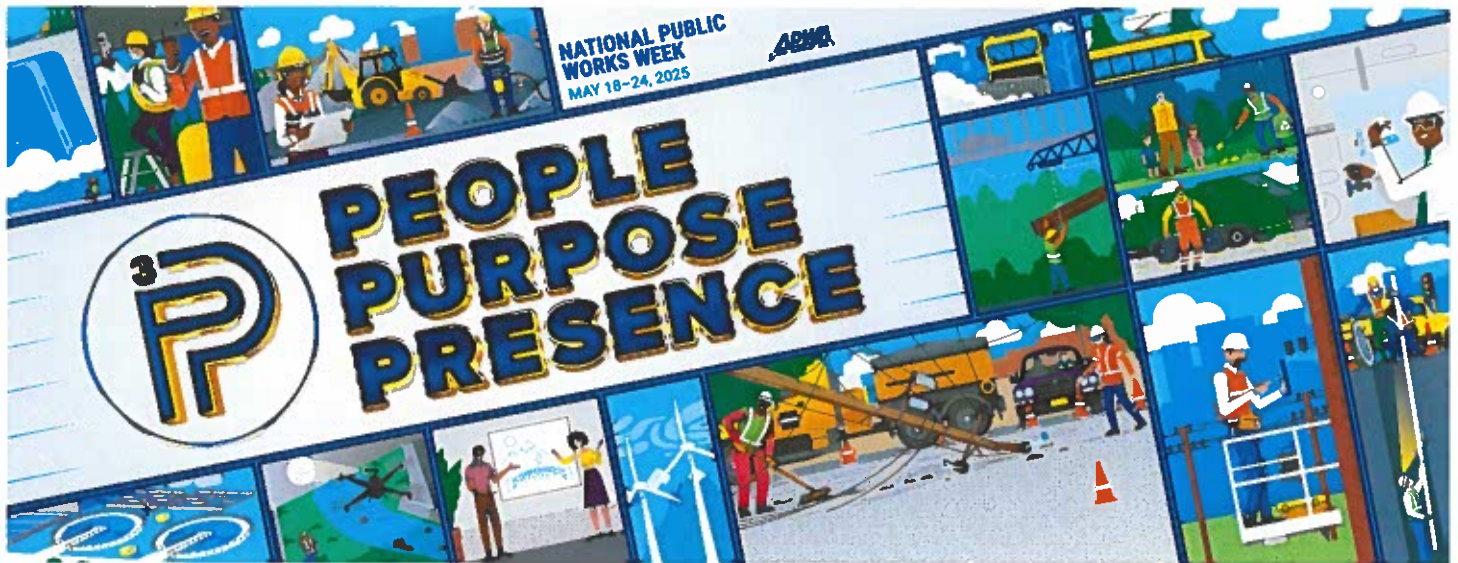
COMMUNICATION:

OTHER COMMENTS:

Presented at the May 12th, 2025, Regular Council Meeting for the Town of Penhold.



CAO



National Public Works Week

May 18–24, 2025

“People, Purpose, Presence”

Town of Penhold Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Penhold; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Penhold to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **Mike Yargeau, Mayor of Penhold**, do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **Penhold** (to be affixed),

DONE at the Town of **Penhold, AB** this 12th day of May 2025.

Mayor Mike Yargeau



REQUEST FOR DECISION

Department: PCPS

Submitted by: Vahid Ghomashchi

SUBJECT: First Reading of Bylaw 837/2025 to adopt a newly revised Land Use Bylaw

RECOMMENDATION:

1. That Council give first reading to Bylaw 837/2025 newly revised Land Use Bylaw.
2. That Council approve Wednesday June 11th, at 4:00 – 6:00pm, in the Penhold Library as the date, time and place for an Open House.
3. That Council set Monday June 23rd, at 6:00pm in Council Chambers as the date, time and place for a Public Hearing to adopt the newly revised Land Use Bylaw 837/2025.

CAO COMMENTS:

SUPPORTING DOCUMENTS

Report/Document: Attached X Available Nil

FOLLOW-UP:

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 640 as amended, authorizes the Council of a Municipality to enact a Land Use Bylaw to regulate and control the use and development of land and buildings within the Municipality.

STRATEGIC RELEVANCE:

Bring the current Land Use Bylaw to meet today's development requirements.

DESIRED OUTCOME(S):

- To bring the Land Use Bylaw (LUB) to a current development document. Last reviewed 2018.
 - Address new zoning updates
 - Show more illustrative graphics within the document for ease of use
 - Clear up some verbiage that was unclear
 - Include updates for violations to the bylaw
 - Incorporate sections that were attachments to the bylaw.
- Address ongoing items that have been coming up through the Municipal Planning Commission.
- Allow further flexibility for the Development Authority.
- Ensure LUB aligns with corresponding municipal documents: Intermunicipal Development Plan (IDP) and Municipal Development Plan (MDP).

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Ensure Administration is compliant with current regulations and controls for the development of municipal land and buildings.

IMPLICATIONS OF RECOMMENDATION:**GENERAL:**

The Town's Land Use Bylaw is one of the primary regulatory tools used to divide the Town into districts of compatible land uses and densities. The Land Use Bylaw further establishes the process and standards to regulate development within the Town.

The last update to the current Land Use Bylaw was in 2018. This was on the most part an internal review. This newly revised document was done in conjunction with the Municipal Planning Commission (MPC) providing directions on ongoing items that have been coming forward and Parkland Community Planning Services (PCPS) reviewing the document.

PUBLIC CONSULTATION:

An Open House for the Land Use Bylaw is recommended for Wednesday June 11th, 2025, from 4:00 pm to 6:00 pm in the Library at the Penhold Regional Multiplex. Copies of the revised Land Use Bylaw will also be circulated to Red Deer County, school authorities, Developers and Alberta Transportation for comment. The public will be notified of the open house and public hearing through advertisement in the locally distributed Penhold Reporter and on the Town's website. A copy of the revised Land Use Bylaw will be available to the public for viewing at the Town Office during regular office hours.

Following the Open House, a Public Hearing of the revised Land Use Bylaw is proposed to be set for June 23 at 6:00pm with second and possible third reading to follow.

FOLLOW UP ACTION:

As per Council's direction

COMMUNICATION:

As outlined within the Public Consultation piece, Town's website, E-news and other sources that may be identified.

OTHER COMMENTS:

Presented at May 12th, 2025, Regular Council Meeting for the Town of Penhold



CAO



Penhold

Land Use Bylaw 838/2025





REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 838/2025 Operational Borrowing Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.
2. That Council move to give second reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.
3. That Council move to proceed with the third reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.
4. That Council move to give third and final reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.

CAO COMMENTS:

This is a yearly house keeping type bylaw. It is being suggested that Council allows all readings to be done in one meeting. Unless further clarity is being requested.

This bylaw reflects an increase in the operating bylaw due to the new build Penhold is proceeding with. This will assist in planning for our long term debt for the building.

SUPPORTING DOCUMENTS:

Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

- Day to day operations cash flow
- New project build cash flow
- Meeting Bankers paper request for funds

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 8 Section 256(1) A borrowing made for the purpose of financing operating expenditures.

STRATEGIC RELEVANCE: MGA Section 256

Increasing to borrowing bylaw to meet current operating expenditures that does not exceed 3 years and does not exceed the relevant tax collection for the current year.

DESIRED OUTCOME(S):

Allowing administration the required flexibility to maximise yearly investments and operational costs.

RESPONSE OPTIONS:

1. That Council defers giving all three readings to Bylaw 838/2025 for further discussion/research

2. Reduce or increase the amount to match yearly taxation. 5.77 million.

PREFERRED STRATEGY:

Approve the Bylaw and forward it to our financial institution.

IMPLICATIONS OF RECOMMENDATION:

Securing the ability to have possible flexibility for capital project development.

GENERAL:

In September of 2024, the Town of Penhold increased it's line of credit from 2 Million to 4 Million with the expectation that the public facilities building would begin construction. This process is now underway so the 5 Million dollars is to bridge the gap between paying for the construction and securing a loan for that portion outside of what has been saved to this point.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on the accounts summary total.

FOLLOW-UP ACTION:

Forward to ATB Branch to update the Town of Penhold client file.

COMMUNICATION:

None

OTHER COMMENTS:

Presented at the May 12th, 2025 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 838/2025

Borrowing Bylaw

This Bylaw being Bylaw No. 838/2025 of the Town of Penhold, in the Province of Alberta for the purpose of authorizing the Council of the Municipality to incur short-term indebtedness by borrowing funds from time to time up to \$5,120,000.00 (Four Million, One Hundred and Twenty - Thousand Dollars) for the purpose of funding operation expenditures.

WHEREAS:

The Council of the Municipality has decided to issue a Bylaw pursuant to Section 256 of the *Municipal Government Act* to authorize short-term borrowing for operating expenditures when considered necessary to do so.

NOW, THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. That for the purpose of financing operating expenditures the Municipality borrows from ATB Financial (ATB) up to the principal sum of \$5,120,000.00 (Four Million, One Hundred and Twenty-Thousand Dollars) repayable upon demand at a rate of interest per annum not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit and credit card limits repayable on demand and the Municipality is required to pay accrued interest monthly.
3. The proper officers of the Municipality are hereby authorized to:
 - a) to apply to ATB for the aforesaid loan to the Municipality and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to ATB;
 - b) As security for any money borrowed from ATB
 - i) to execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debts;
 - ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and

- iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, movable or immovable, now or hereafter owned by the Municipality or in which the Municipality may have any interest, and or any other documents or contracts necessary to give or to furnish to ATB securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Reserves, grants, and collection of property taxes and utility payments

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Municipality decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Municipality of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw replaces Bylaw 829/2024 and will come into effect on the date it is passed.

EFFECTIVE DATE:

This Bylaw shall come into force and effect following the third and final reading.

READ the first time this 12th day of May 2025

READ a second time this 12th day of May 2025

READ a third time and final time this 12th day of May 2025

Mayor

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:

- Apr. 30 Town of Penhold and Chinook's Edge Shared Space letter

EMAIL:

- Apr. 28 Alberta Municipalities' Friday News - April 25, 2025
- Apr. 28 FCM Voice: Election 2025 | Telecommunications infrastructure | AC 2025 updates | and more
- Apr. 29 FCM Election campaign recap and the road ahead
- Apr. 29 email from Rick re: Press Release - Penhold & District Library
- Apr. 29 CAEP AGM Invites YOU!
- Apr. 30 email from Rick re: Real Time Operation Centre - Edmonton, Tour?
- Apr. 30 FCM re: Advocacy update: 2025 federal election
- Apr. 30 email from Rick re: 2025 April 30 Letter from CESD
- May 5 Alberta Municipalities re: Alberta Municipalities' Friday News - May 2, 2025
- May 6 AB Munis re: Registration now open for Summer MLC
- May 6 Municipal World Daily re: Your Municipal World Daily for May 6, 2025
- May 7 FCM re: FW: FCM's Next Steps Post-Election—Advancing a National Prosperity Partnership
- May 8 re: FW: CAEP ~ You are Invited!!!

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 Apr. 28th, 2025 Regular Council Meeting for the Town of Penhold



CAO



April 30, 2025

Town of Penhold
Attention: Mayor Mike Yargeau
1 Waskasoo Avenue
P.O. Box 10
Penhold, AB T0M 1R0
Email: myargeau@townofpenhold.ca

RE: Town of Penhold and Chinook's Edge Shared Space Letter

Dear Mike

Thank you for your call and follow up letter giving us clarity on the items you would like to discuss with the Board. Based on our conversation, some of the conversation would fall outside of the Joint Use Agreement and therefore wouldn't be the role of the Joint Use Agreement's "Governance Committee". As we discussed, it would be better to have the majority of the School Board and Penhold Council meet to discuss these items.

We would like to invite you and available members of council to meet at Chinook's Edge Division Office on May 13th at 4:00 p.m. for a meeting to discuss the following items that you mentioned:

- Joint Use Space
- Future of the current Penhold Elementary site

Please confirm if you can attend on this date and time.

Respectfully,

Holly Bilton
Chinook's Edge School Division Board Chair

cc: Sherry Cooper, CESD Trustee
Rick Binnendyk, CAO Town of Penhold