



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Bonnie Stearns

**SUBJECT:** Adoption of the June 9<sup>th</sup>, 2025 Regular Council Meeting Minutes

**RECOMMENDATION:**

That Council adopts the June 9<sup>th</sup>, 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 June 9<sup>th</sup>, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the June 9<sup>th</sup>, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on June 16<sup>th</sup> with no changes made at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the June 9<sup>th</sup>, 2025 Regular Council Meeting minutes.

**IMPLICATIONS OF RECOMMENDATION:**

Permanent management and storage of Minutes.

**GENERAL:**

Historical; permanent record for future review.

**ORGANIZATIONAL:**

Legislative department ensuring the documents are properly handled.

**FOLLOW UP ACTION:**

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

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

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

**COMMUNICATION:**

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

**OTHER COMMENTS:**

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

**Presented at the June 23<sup>rd</sup>, 2025 Regular Council Meeting for the Town of Penhold**

*for*  \_\_\_\_\_  
CAO

# Town of Penhold



## REGULAR MEETING MINUTES

June 9<sup>th</sup>, 2025  
Town Council Chambers

### **Mayor:**

Mike Yargeau

### **Councillors:**

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

### **Guests:**

Jean Orchison, Resident

Lori Wolfe, Resident

Ann Bilyk, Resident

Hayden Matthews, Award Recipient

Michelle Matthews, Resident

Vanessa Gilbertson, Guest

### **Staff:**

Rick Binnendyk, CAO

Bonnie Stearns, Exec

Asst.

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

## **1. CALL TO ORDER - Mayor**

### **1.1 Additions and Deletions to Agenda**

### **1.2 Adoption of the Agenda**

#### **2025-184**

Councillor Hamm moved to accept the June 9<sup>th</sup>, 2025 Regular Council meeting agenda as presented.

**CARRIED UNANIMOUSLY**

## **2. ADOPTION OF PREVIOUS MINUTES**

### **2.1 Adoption of the May 26<sup>th</sup>, 2025 Regular Council Meeting Minutes**

#### **2025-185**

Councillor Cunningham moved to accept May 26<sup>th</sup>, 2025 Regular Council meeting minutes as amended.

**CARRIED UNANIMOUSLY**

Add Councillor Galisky's name to motion 11.1.

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

#### **4. PUBLIC HEARING**

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#### **5. PRESENTATIONS & DELEGATIONS**

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##### **5.1 Mayors Youth Awards**

**re: 2025 Recipient**

- Hayden Matthews was selected as the 2025 Mayor Youth Award recipient

#### **6. REPORTS**

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##### **6.1. Financial**

###### **6.1. a. Monthly Accounts for Online Payments and Payments from May 21 – June 4 2025**

##### **2025-187**

**Councillor Denson moved** that Council receives the Monthly Accounts for Online Payments from May 21 – June 4, 2025 as presented.

**CARRIED UNANIMOUSLY**

###### **6.1. b. Monthly Bank Reconciliation Statement for the month ending April 30, 2025**

##### **2025-188**

**Councillor Muller moved** that Council receives the Monthly Bank Reconciliation Statement for the month ending April 30, 2025 as presented.

**CARRIED UNANIMOUSLY**

##### **6.2 CAO Report – Rick Binnendyk**

- Distributed in Council Package

##### **2025-189**

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

**CARRIED UNANIMOUSLY**

##### **6.3 Multiplex – Michael Szewczuk**

- Distributed in Council Package

##### **2025-190**

**Councillor Cunningham moved** to accept the Multiplex Managers monthly report as information.

**CARRIED UNANIMOUSLY**

##### **6.4 Operations – Brandon Kowalchuk**

- Distributed in Council Package

##### **2025-191**

**Councillor Denson moved** to accept the Operations monthly report as information.

**CARRIED UNANIMOUSLY**

## **7. NEW BUSINESS**

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### **7.1 Town of Penhold Salary Grid Review**

#### **2025-192**

**Councillor Muller moved** that the Town of Penhold accepts the Council Compensation Review Report as presented by Mr. E. Grose, from HR Outlook, Human Resource Consulting Inc.

**AND FURTHER;** that the report representing a 60% percentile rate be accepted by The Town.

**AND FURTHER;** that this be implemented effective October 21<sup>st</sup>, 2025.

**CARRIED UNANIMOUSLY**

#### **2025-193**

**Councillor Kranenburg moved** that the Town of Penhold accepts the Staff Compensation Review Report as presented by Mr. E. Grose, from HR Outlook, Human Resource Consulting Inc.

**AND FURTHER;** that the report representing a 60% percentile rate be accepted by The Town.

**AND FURTHER;** that this be implemented effective September 1<sup>st</sup>, 2025.

**CARRIED UNANIMOUSLY**

### **7.2 Town of Penhold Strategic Plan 2024 – 2025 Update**

#### **2025-194**

**Councillor Cunningham moved** that Council accepts the updated Town of Penhold 2024 – 2025 Strategic Plan as provided.

**CARRIED UNANIMOUSLY**

## **8. OUTSTANDING BUSINESS**

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

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### **9.1 Parkland Community Planning Services – Chair’s AGM Notice**

#### **2025-195**

**Councillor Galisky moved** that Council accepts the PCPS Chair’s Annual General Meeting Notice as information.

**CARRIED UNANIMOUSLY**

## **10. BYLAW(s)**

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## **11. CORRESPONDENCE and INFORMATION**

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### **11.1 General Correspondence**

#### **2025-196**

**Councillor Muller moved** that Council provide a letter of support to the Innisfail Legion to host the 2027 Dominion Darts tournament.

**CARRIED UNANIMOUSLY**

**2025-197**

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

**12. COUNCIL ROUND TABLE – Information no action**

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

**2025-198**

**Councillor Cunningham moved** that Council direct Administration to nominate past Councillor Mike Walsh for the AB Munis Award of Excellence Award.  
**CARRIED UNANIMOUSLY**

**2025-199**

**Councillor Galisky moved** that Council accepts the reports as information.  
**CARRIED UNANIMOUSLY**

**13. QUESTIONS from the GALLERY**

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**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2025-200**

**Councillor Muller moved** to adjourn Council Meeting at 6:46 pm.  
**CARRIED UNANIMOUSLY**

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**MAYOR**

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**CAO**

## REQUEST FOR DECISION

**DEPARTMENT:** Administration

**SUBMITTED BY:** Rick Binnendyk

**REPORT:** Month of June

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**RECOMMENDATION:**

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

**COUNCIL FOLLOW-UP:**

**MONTHLY UPDATE:**

**Projects:**

**School:**

- We are waiting for the environmental report for the current public works site. There appears to be a minor area of concern that requires attention. Once we have a chance to review the report, we will update Council as to what measures are required to clean this site up.
- Our office continues to work with Melcor on a potential land matter for development. Comments have been sent in regards to their new outline plan. Consultation has been going back and forth with their engineering consultants. In addition, there is some interest being expressed on another parcel. This area has seen good activity over the past few months.
- Working with a commercial interest team on a potential change of use for a new business focus.
- Further interest has been expressed for industrial lands. We identified Penhold's opportunities for these lands.

**Administration:**

- **SAFETY CONCERN:** There was a near miss on Highway 2A with a number of school kids and a truck. Our office is working to have a review of this intersection conducted for future safety measures. The vehicle involved has been reported.
- Land Use Bylaw (LUB) 837/2025 continues to be worked on. See report for details. We have forwarded comments to our planning personnel also for comments.
- 2025 taxes: Due June 30<sup>th</sup>. Our office has seen lots of activity for payment of taxes over this past month.
- Red Deer County has forwarded a new draft for our ICF Agreements. We will review this document within the next few weeks.

- Attended the Summer Leaders Caucus session June 12 with Mayor Yargeau. Key items of discussion were:
  - Getting the story out there to the province as to funding reductions over the past 15 years; funding has gone down by 48% per capita.
  - Code of conduct or lack thereof.
  - Election updates and maybe when training sessions will be available. As of June 19<sup>th</sup> we have been advised there are training sessions uploaded onto the Municipal Affairs web site.
- Local Government Administrators Association (LGAA) conference was excellent connecting with peers and hanging out with our management team.
  - First keynote talked about connecting within the electronic age for meetings. Some tips and tricks to personalize these encounters.
  - Sessions ranged from incivility in the municipal sector, to public engagement with intent, to reimagining the community plan, legal updates, and one of my favourites, What's up in your world? A great group discussion time.
  - Municipal Affairs had an interesting workshop on Demystifying Municipal indicators. After reviewing numerous graphs and charts over the past ten years. This information would suggest that municipalities are healthier financially than we were 10 years ago. This is concerning when we have AB Munis saying the opposite.
  - Looking forward to Friday's meeting with Deputy Minister, Municipal Affairs and our closing keynote speaker touching on Social identity.

#### **UPCOMING ITEMS OF INTEREST:**

- Follow-up with LUB requirements after 2<sup>nd</sup> reading
- Continue to focus on development opportunities
- Attend the PCPS AGM meeting June 26<sup>th</sup>
- Review Offsite Levy Report
- Review the ICF report from Red Deer County
- Continue to monitor and work on election processes

#### **CAO COMMENTS:**

**Presented at the June 23<sup>rd</sup>, 2025 Regular Council Meeting for the Town of Penhold**

*for*   
 CAO



## REQUEST FOR DECISION

**DEPARTMENT:** Community Services

**SUBMITTED BY:** Jennifer Blaylock

**REPORT:** Month of June

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**RECOMMENDATION:**

That Council accepts the Community Services Department report as information.

**COUNCIL FOLLOW-UP:** n/a

**MONTHLY UPDATE:**

**FCSS Coordinator & FCSS Community Navigator**

- Playgroup attendance in the month of May: May 7 – 27 participants (20 children), May 14 – 17 participants (13 children), May 28 – 25 participants (18 children). The last session is on June 25, and the program will resume in September.
- The Diamond-Painting Suncatcher craft at the Seniors Drop In Centre was positively received. The group of 9 participants loved it. This craft will be offered again in the fall.
- We had fun handing out popsicles to Jessie Duncan and Penhold Elementary students as a 'cool' end-of-the-year treat.
- For Seniors Week, activities were planned in partnership with the Penhold & District Library for strawberry planting with the Jungle Farm (15 participants), Henday Association for Lifelong Learning making bracelets (5 participants), and the Penhold & District Museum Society where we played mini-golf and enjoyed an ice cream cone on a warm afternoon, (5 participants). Thank you to Councillor Cunningham who hosted the activity at the Museum and to Mayor Yargeau for attending, the group enjoyed the visit. Door prizes were also drawn at the activities.
- June's Family Play Day was moved indoors to the Penhold & District Library due to the weather. Three participants attended and enjoyed spending time making crafts. Two of the children were from a family staying at the campground, joined by their cousin who lives in Penhold. Family Play Days will take a break over the summer, as we typically see a decline in attendance with the nicer weather, but they will resume in September.
- Both Lego Club and Craft Club have wrapped up for the season. By the end of the session, Lego Club had 14 participants and Craft Club had 12. Both programs will return in September for a fall session.

**Penhold Youth Club:**

- PYC averages for May 2025  
Grades 9-12: 4  
Grades 7 & 8: 11  
Grades 4-6: 18

## Community:

Penhold - 122

Red Deer County - 25

Red Deer – 4

Blackfalds – 2

- Smile Cookie Campaign: While final totals for Smile Cookie Week are still being calculated, staff feel the event was a tremendous success! A heartfelt thank you to Penhold Tim Hortons for this incredible opportunity. On April 30th, the Penhold Fire Department joined us with their fire truck to help decorate cookies and raise awareness. We were told this was the busiest day of the week, with over 800 cookies sold in a single day!
- Kids Summer Camp Registration: Technical difficulties were experienced with the Uplifter registration platform, but staff were able to resolve the issues. That said, we will be exploring alternative registration options for next year to ensure a smoother process.
  - Despite the hiccups, registration was strong: Week 1 (July 7–11) and Week 3 (August 5–8) filled within 24 hours and now have waitlists. Week 2 (July 21–25) has filled more slowly, with 19 of 24 spots currently taken.
- Bottle Drive: A big thank you to COPA for assisting with the delivery of door hangers this year—your support is greatly appreciated! Thanks to the community's generosity, PYC raised \$1,322.05 during the bottle drive.
- Grades 4–6 Field Trips: This year, youth in Grades 4–6 enjoyed a fun-filled outing to The Lockdown Escape Room and a movie screening of *Lilo & Stitch*. 25 youths participated, although about 10 additional registrants were unable to attend due to other commitments.
  - A highlight from the trip included youth working together to escape the "Zombie Testing Facility" and talking about the movie all the way home and weeks after the trip. One youth, who recently moved to the community, shared with staff that the field trip doubled as her birthday celebration. With financial challenges at home, her family couldn't plan a party. She expressed her excitement by saying:

*"This field trip is my birthday party this year and I love it! My mom is so grateful that I still get to do something for my birthday—even if it's a field trip. I always wanted to do an escape room."*

Moments like these underscore the positive impact PYC has on our community.

- Staffing Update: May and June have been particularly busy months for the program, and we've been operating with reduced staff capacity. We are currently without a casual Youth Leader, and one team member is on leave.
- To help during this busy season, we temporarily brought on two of our Leaders in Training (LiTs). These youth were selected based on their strong leadership skills, excellent attendance, ability to take direction and availability during program hours. Both LiTs are from Penhold and have made a meaningful contribution to maintaining the high-quality programming our community relies on.
- PYC Special Events:
  - Heritage Park Field Trip (Grades 7-12) – June 1<sup>st</sup>

- WEM- Water Park (Grades 7-12) – June 8<sup>th</sup>
- WEM- Galaxy Land (Grades 7-12) – June 14<sup>th</sup>
- Leaders in Training last day – June 13<sup>th</sup>
- Leaders in Training Year End Party/Field Trip - June 21<sup>st</sup>

### **Communication & Events:**

#### **Community Events:**

- The Canada Day Celebration will be hosted at Lincoln Street Recreation Centre on Tuesday, July 1 in conjunction with the PYC Pancake Breakfast. The PYC Pancake Breakfast will be open 8:30-10:30 a.m. and the Canada Day Celebration will be 9:30-11:30 a.m. Activities include face painting, bubble show, crafts, games and a caricature artist.
- Fall Festival plans are well underway. Registrations are now open for the parade on Saturday, September 6. The 2025 parade theme is “Timeless Toys, Endless Joy” honouring the toys and games that have brought happiness for generations.
- Major events at Fall Festival 2025 include:
  - Rides
  - Craft Beer Wine & Spirits Festival
  - Mayor Mike’s Mini Marathon for a Cause (proceeds to Penhold Dog Park Committee)
  - Show & Shine
  - Live band Friday night sponsored by ATB and Organic Oasis Spa & Salon
  - Fireworks
  - Pancake Breakfast (at Penhold Senior Drop-In this year)
  - Parade
  - Cultural presentations (Saturday)

#### **Communications:**

- Work is still in progress on signage for the RV Park and amenities surrounding the Community Hub
- Work is still in progress for getting trail maps added to the website once the updated town map project is completed
- The election information campaign is now underway, weekly posts on social media plus information in the Reporter and Utility Bill insert until election
- A new round of summertime amenity photos is being coordinated with Operations
- Block 1 Incident Command System (ICS) training in May was important to learn about roles and functions during an emergency event.
- Partnering with Red Deer County to participate in the regional Emergency Management Functional Exercise was a great opportunity to learn more about communication during an emergency.

### **UPCOMING ITEMS OF INTEREST:**

**June 24:** Craft and Connect

**July 1:** Canada Day Celebration

**July 8 & 24:** Summer Park Plays

**July 16, 23 & 30: Math Chefs Program**

**August 12 & 26: Summer Park Plays**

**August 21: Penhold Discovery Night**

**September 5 & 6: Fall Festival**

**CAO COMMENTS:**

**Presented at the June 23, 2025, Regular Council Meeting for the Town of Penhold**

*for*           Matt Brideau            
CAO

## REQUEST FOR DECISION

**DEPARTMENT:** Fire and Protective Services

**SUBMITTED BY:** Sean Pendergast

**REPORT:** Month of June

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**RECOMMENDATION:**

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

**COUNCIL FOLLOW-UP:**

**Push out communication on leashing dogs and adjust enforcement strategy:** Complete, media “love em, leash em” was pushed out twice in spring, enforcement is currently zero tolerance.

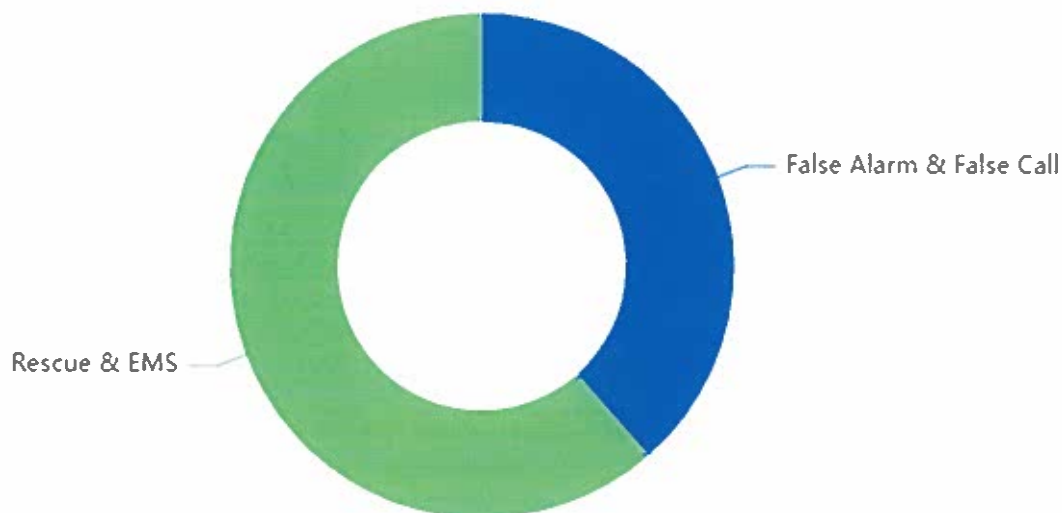
**Proceed with SCBA Purchase:** SCBA was ordered and is expected to arrive in late June.

**MONTHLY UPDATE:**

**Fire Department:**

**Operations:**

The department consists of 31 qualified members which includes 5 Probationary Firefighters, 16 Firefighters ranging from 4<sup>th</sup> to 1<sup>st</sup> class, 5 Lieutenants, 2 Captains, 2 Deputy Chiefs, and one Chief. There are also 10 Futures on Fire Cadets who complete their course on the 25<sup>th</sup> of June.



There were 13 calls for service in May including 1 electrical hazard, 8 EMS, and 4 false alarms.

**Training:**

Advanced First Aid is wrapping up at the end of June with 8 members recertifying or obtaining for the first time the certification.

Some Penhold members are joining Red Deer County in a Fire Behaviour course involving life fire drills and hands on training.

The Chiefs attended the Alberta Fire Chiefs Association conference in Calgary where they learned about other frustrations and issues with rural fire departments, fire operations during high stakes/uncertain circumstances, cross cultural teachings of nation to nation relationships between Indigenous and non-Indigenous peoples in Canada, updates from the new Fire Commissioner, updates from Alberta Emergency Management Agency, organizational culture changes to trust-centric fire services, lithium-ion battery fires, emotional intelligence, supporting fire service women in breaking barriers, and fire fleet life-cycling. A lot of networking opportunities allowed for strong relationship building with Red Deer County as well.

**Notes:**

Penhold will receive a direct support grant for medical first response for \$6,257.00 based on our medical responses from 2024.

We applied for an equipment grant from AHS for new medical bags for ~\$3,200 and should hear back in a few months on that.

We received a grant from the Firehouse Subs Public Safety Foundation of Canada for \$53,991.00 for bunker gear. The gear had multiple price increases from the time of grant submission to the time of reward. Thankfully, our vendor and supplier, Associated Fire Safety Group and Starfield Lion, agreed to absorb the price increases themselves. The gear will not be in our possession for weeks or months, once we have received the gear itself, we will take pictures and disseminate the information to the media.

Cadets are compiling and submitting their essays in competition for the Penhold Fire and ATCO Futures on Fire 2025 scholarship of \$1,000.00 which will be awarded on June 25.

**Events:**

Charity check stop – June 14

Cadet year end BBQ – June 25

Penhold Soccer year end spray down – June 25

Penhold Elementary School end of era spray down – June 26

Volunteering at the ice cream shack – July 09

**Municipal Enforcement:****Operations:**

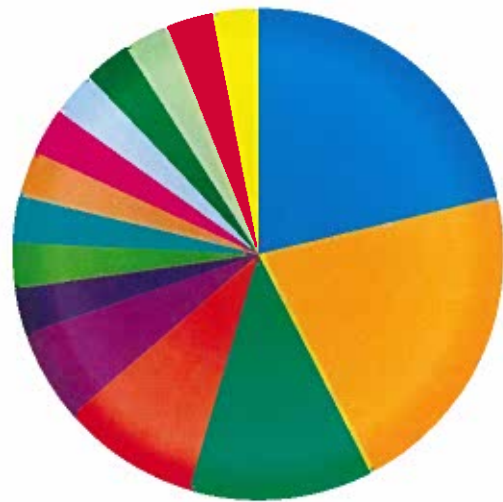
Enforcement has been focused on unsightly premises, animals at large, dogs barking, and community hub use.

In May there were 44 occurrences, and 33 violation tickets issued. Among the most occurring tickets were drivers not wearing seatbelts, speeding, and dogs off leash.

- 7 - INCIDENTS CONCERN CITIZEN
- 4 - INCIDENTS OFFICER OBSERVATIO
- 3 - MUNICIPAL ANIMAL CAT CAT
- 3 - MUNICIPAL ANIMAL DOG DOG
- 2 - INCIDENTS SUSPICIOUS VEHICLE
- 2 - PROVINCIAL ABANDONED VEHICLE
- 2 - INCIDENTS SUSPICIOUS ACTIVIT
- 1 - PROVINCIAL NO INSURANCE
- 1 - MUNICIPAL TRAFFIC PARKED N
- 1 - MUNICIPAL TRAFFIC TRUCK RO
- 1 - MUNICIPAL LICENSE / PERMITS
- 1 - INCIDENTS MASSING YOUTH
- 1 - MUNICIPAL ANIMAL DOG DOG
- 1 - INCIDENTS FOUND / LOST ITEM
- 1 - MUNICIPAL ANIMAL DOG DOG
- 1 - MUNICIPAL COMMUNITY STANDARD
- 1 - MUNICIPAL ANIMAL DOG DOG
- 1 - INCIDENTS HIT AND RUN
- 1 - MUNICIPAL TRAFFIC OBSTRUCT
- 1 - MUNICIPAL COMMUNITY STANDARD



- 7 - PROVINCIAL 82(2)(A) - NO SEA
- 7 - MUNICIPAL TRAFFIC BYLAW PA
- 4 - PROVINCIAL 115(2)(P) - SPEED
- 3 - MUNICIPAL ANIMAL DOG DOG
- 2 - PROVINCIAL 167(1)(B) - FAIL
- 1 - PROVINCIAL 167(1)(A) - FAIL
- 1 - MUNICIPAL TRAFFIC BYLAW OB
- 1 - PROVINCIAL 115 1(1)(A) - USE
- 1 - MUNICIPAL ANIMAL DOG ANI
- 1 - PROVINCIAL 64(2) - NO MUD GU
- 1 - PROVINCIAL 167(1)(C) - FAIL
- 1 - PROVINCIAL 57 - FAIL TO OBEY
- 1 - PROVINCIAL 65(2) - TRANSPORT
- 1 - PROVINCIAL 29(1) - MAKE U-TU
- 1 - PROVINCIAL 41(1) - FAIL TO Y



A speed sign was placed on Highway 2A capturing southbound traffic as it neared the school crossings.

| Serial # 304112 |               | Street: Highway 2A Southbound    |                           |                                      |                                      |                                      |                     |                                      | 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 |
| May 6           | 2389          | 554                              | 23%                       | 32                                   | 0                                    | 0                                    | 1:00p               | 212                                  | 10                                   | 0                                    | 56                     | 44.2                |
| May 7           | 2302          | 476                              | 21%                       | 29                                   | 3                                    | 0                                    | 1:15p               | 185                                  | 9                                    | 1                                    | 56                     | 44.3                |
| May 8           | 2336          | 551                              | 24%                       | 49                                   | 4                                    | 0                                    | 12:45a              | 175                                  | 6                                    | 0                                    | 56                     | 44.5                |
| May 9           | 2435          | 429                              | 18%                       | 30                                   | 0                                    | 0                                    | 4:00p               | 166                                  | 5                                    | 1                                    | 56                     | 43                  |
| May 10          | 2184          | 552                              | 25%                       | 38                                   | 3                                    | 0                                    | 6:00p               | 164                                  | 5                                    | 1                                    | 56                     | 45.2                |
| May 11          | 2009          | 612                              | 31%                       | 55                                   | 4                                    | 1                                    | 5:30p               | 205                                  | 12                                   | 2                                    | 58                     | 45.8                |
| May 12          | 1609          | 337                              | 21%                       | 21                                   | 2                                    | 0                                    | 2:45p               | 95                                   | 3                                    | 0                                    | 56                     | 37.3                |
| May 13          | 2182          | 608                              | 28%                       | 41                                   | 4                                    | 0                                    | 1:30p               | 198                                  | 8                                    | 0                                    | 56                     | 46                  |
| May 14          | 2251          | 479                              | 21%                       | 41                                   | 1                                    | 0                                    | 3:15p               | 162                                  | 6                                    | 0                                    | 56                     | 43.4                |
| May 15          | 2224          | 515                              | 23%                       | 29                                   | 0                                    | 0                                    | 1:45p               | 167                                  | 7                                    | 0                                    | 56                     | 44.6                |
| May 16          | 2304          | 582                              | 25%                       | 32                                   | 3                                    | 0                                    | 4:15p               | 188                                  | 7                                    | 3                                    | 56                     | 44.8                |
| May 17          | 1867          | 565                              | 30%                       | 45                                   | 3                                    | 0                                    | 3:00p               | 184                                  | 12                                   | 1                                    | 56                     | 46.5                |
| May 18          | 1571          | 452                              | 29%                       | 25                                   | 1                                    | 0                                    | 2:15p               | 140                                  | 4                                    | 0                                    | 56                     | 44.7                |
| May 19          | 1704          | 529                              | 31%                       | 41                                   | 3                                    | 1                                    | 4:45p               | 166                                  | 11                                   | 1                                    | 58                     | 45.7                |

### Emergency Management:

A full-scale functional exercise was conducted on June 18 and included the eight municipalities involved in the Red Deer Regional Emergency Management Partnership. The exercise showed the regions' ability to coordinate and respond to disasters. The region was able to quickly pool and redistribute resources, coordinate evacuations and reception of evacuees, and stabilize the incident. Learning opportunities were found in communication, working within the new government reporting requirements during emergencies, and delegating within the Incident Command System.

One of our Deputy Directors also attended the Mountainview County functional exercise as a mentor to provide their regional team with advice on coordinating multiple agencies, working within the Incident Command System, reporting to the Provincial Government, and working with elected officials and CAOs during a state of local emergency.

Two Alberta Emergency Management Agency field officers reviewed the Town's Emergency Management compliance with one of our Deputy Directors of Emergency Management. The annual review/audit went well with Penhold meeting all the requirements for the 2024/2025 review timeline.

### Building Construction Milestones:

The construction is currently on budget, and we are expecting to be into the building by March 2026. The steel has arrived and will be erected starting in July.

**Site Setup: 100%**

**Site Development:**

- Pad Compaction: 100%
- Site cut: 100%
- Site Services and Extension: 100%
- Site Electrical: 10%
- Site Graveling: 0%

- Gas Service: 0%
- Bollard Install: 0%
- Gravel prep for NW Apron: 0%
- Forming NW Apron: 0%
- Gravel prep SW Apron: 0%
- Forming SW Apron: 0%
- Gravel prep SE Apron: 0%
- Forming SE Apron: 0%
- Gravel prep NE Apron: 0%
- Forming NE Apron: 0%
- Asphalt Prep: 0%
- Asphalt Paving: 0%
- Pin on Curbs: 0%
- Line Painting: 0%
- Wheel Stops: 0%
- Landscaping: 0%

#### **Shop and Office Shell:**

- Foundation and Piling Install: 75%
- Gradebeams: 0%
- Backfill: 0%
- Structural Steel Install: 0%
- Misc Steel Install: 0%
- Roof Install: 0%
- Wall Panel Install: 0%
- Trim and Gutters: 0%
- RTU Install: 0%
- Overhead Door Install: 0%
- Exterior Window Install: 0%

#### **Top Down Finishes:**

- Gas Line Install: 0%
- HVAC Install: 0%
- Lighting Install: 0%
- Sprinkler Install: 0%
- Sump Install: 0%
- Underground Plumbing Rough In: 0%
- Plumbing Backfill: 0%
- Underground Electrical: 0%
- Backfill Electrical: 0%
- Excavate for Trench Drains: 0%
- Radon Rock Install: 0%
- 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: 0%
- Radon Rock Install: 0%
- 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: 0%
- Mezzanine Place and Finish: 0%
- Mezzanine Sawcut and Seal: 0%
- Steel Stud Framing: 0%
- Door Frame Install: 0%
- Mechanical and Electrical Rough In: 0%
- Drywall: 0%
- 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: 0%
- Forming and Rebar: 0%
- Slab on Grade and Apron: 0%
- Bollards and Form: 0%
- Wood Framing: 0%
- Roof and Wall Tin Install: 0%
- Overhead Door Install: 0%
- Electrical Install: 0%

**UPCOMING ITEMS OF INTEREST:**

- Spray Days: July 12<sup>th</sup> and Aug 9<sup>th</sup>
- New Cadet year in September
- Continued Building Construction

**CAO COMMENTS:**

Presented at the June 23<sup>rd</sup>, 2025 Regular Council Meeting for the Town of Penhold

*for*           Matt Brideau            
CAO

## REQUEST FOR DECISION



**Department:** Corporate Services

**Submitted by:** Tricia Willis

**SUBJECT:** Assessor Contract Revision

**RECOMMENDATION:**

That Council directs administration to enter into a contract with Wild Rose Assessment Services Inc. to provide assessment services to the Town of Penhold from June 30, 2025, to June 30, 2028.

**AND FURTHER** that Mr. Riley Kloss be appointed as the Assessor for the Town of Penhold to conduct assessment services and report to Municipal Affairs on behalf of the Town of Penhold.

**CAO COMMENTS:**

In our review of assessment services this area is very limited for outside consultants. Wild Rose Assessment services are a local firm that has a solid reputation for highly trained personnel to an excellent review from Municipal Affairs with their municipal audits.

**SUPPORTING DOCUMENTS:** Report/Document: Attached X Available \_\_\_ Nil \_\_\_

**KEY ISSUE(S)/CONCEPTS DEFINED:**

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):**

To appoint Riley Kloss of Wild Rose Assessment Services Inc. as the Town of Penhold Assessor.

**RESPONSE OPTIONS:**

Council defers back to Administration for more information

**PREFERRED STRATEGY:**

That Council support administration signing the new assessment contract with Wild Rose Assessment Services Inc.

**IMPLICATIONS OF RECOMMENDATION:**

Assessment contract completes the transition to a new Assessor.

**GENERAL:**

On July 8, 2024, Council approved an extension to the assessment contract with Frank Watson of Bow Valley Property Valuers. Council approved this extension until June 30, 2028, while the Town transitioned to Wild Rose Assessment Services Inc.

Wild Rose Assessment Services Inc. has submitted a contract for the Town of Penhold which will officially move the Town from Bow Valley to Wild Rose and amend the Assessor from Frank Watson to Riley Kloss. Frank Watson will be working with Wild Rose Assessment Services over the next year or so to maintain consistency and share the history of the community. Wild Rose Assessment Services has committed to maintaining the same rate as Bow Valley so there will be no additional financial implication for the duration of this three-year contact.

**ORGANIZATIONAL:**

Administration

**FINANCIAL:**

The price of assessment services has not increased in all this time and will remain in place until June 30, 2028.

**FOLLOW-UP ACTION:**

As directed by Council

**COMMUNICATION:**

None

**OTHER COMMENTS:**

Presented on June 23<sup>rd</sup>, 2025, at the Regular Council Meeting for the Town of Penhold

  
for CAO



## REQUEST FOR DECISION

**Department:** Corporate Services

**Submitted by:** Tricia Willis

**SUBJECT:** Status of the Growing Canada's Community Canopies (GCCC) - Tree Planting Green Municipal Fund grant

**RECOMMENDATION:**

That Council recommend that administration move forward with the GCCC Tree Planting Grant.

**CAO COMMENTS:**

**SUPPORTING DOCUMENTS**

**Report/Document:** Attached \_\_\_ Available \_\_\_ Nil \_\_\_

**KEY ISSUE(S)/CONCEPTS DEFINED:**

**RELEVANT POLICY:**

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the duty “..... to bring to council’s attention anything that would promote the welfare or interests of the municipality”.

**STRATEGIC RELEVANCE:**

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

**DESIRED OUTCOME(S):**

That Council recommend that Administration move ahead with the matching funds for the GCCC Tree Grant up to a maximum of \$175,000.

**RESPONSE OPTIONS:**

The council refers back to Administration for more information.

**PREFERRED STRATEGY:**

That Council recommend that Administration move ahead with the matching funds for the GCCC Tree Grant up to a maximum of \$175,000.

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

In 2022, the Town of Penhold received a grant from the Federal Government for the Active Transportation Fund. This grant was a 60/40 split for funding with the Town picking up 40%. At the end of 2024, the remaining receivable was recorded; however, the Town has not submitted the final receipts. The Town will need to spend just over \$90,000 in 2025 to get about \$54,000 back and complete this grant. This means that the Town will need to spend approximately \$36,000 to complete that project and receive the maximum available funds from that grant.

The 2024 audit reflects recreational reserves of just over \$113,000. If we spend \$36,000 on the Active Transportation Plan, our reserves will decrease to \$77,000.

The Town applied for a GCCC Tree Grant which is a Federal Government Grant and is reflected in the approved 2025 Budget. This grant is for a maximum of \$350,000 and is a 50/50 match meaning each party will need to contribute \$175,000. In the grant, staff wages were listed which account for approximately \$85,000. Wages are already included in the budget there together this would put the Town's portion of the grant at \$162,000 which is \$13,000 short of our 50%.

Administration would like Council's recommendation to proceed with the grant and make up the shortfall either with reasonable cuts in 2025 or moving the final expenditures into 2026 to maximize this grant to the Town.

This would mean that there would be no reserves left for recreational purposes within the Town of Penhold.

**ORGANIZATIONAL:**

Corporate Services department.

**FOLLOW-UP ACTION:**

As directed by Council

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at** the June 23, 2025 Regular Council Meeting for the Town of Penhold

  
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107 CAO



## REQUEST FOR DECISION

**Department: Legislative Services**

**Submitted by: Bonnie Stearns**

**SUBJECT: Cancellation of Council Meetings: July 28<sup>th</sup>, August 25<sup>th</sup>, and October 14<sup>th</sup>, 2025**

### **RECOMMENDATION:**

1. That Council approves the July 28<sup>th</sup>, 2025 Regular Council meeting be cancelled.
2. That Council approves the August 25<sup>th</sup>, 2025 Regular Council meeting be cancelled.
3. That Council approves the October 14<sup>th</sup>, 2025 Regular Council meeting be cancelled.

### **CAO COMMENTS:**

The cancellation of regular meetings in the summer allows staff to focus on the construction projects that are in progress and further allow a break for Council and staff to take some much-needed time off during the summer.

**SUPPORTING DOCUMENTS:** Report/Document: Attached \_\_ Available \_\_ Nil X

### **KEY ISSUE(S)/CONCEPTS DEFINED:**

Summer months tend to see staff and Council away; cancelling one meeting per month accommodates these absences while ensuring quality agenda content.

### **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:**

1. That Council directs Administration to cancel only the July 28<sup>th</sup> Regular Council Meeting and provide an update on the website.
2. That Council directs Administration to cancel only the August 25<sup>th</sup> Regular Council Meeting and provide an update on the website.
3. That Council directs Administration to cancel only the October 14<sup>th</sup> Regular Council Meeting and provide an update on the website.
4. That Council does not support cancelling either the July 28<sup>th</sup>, August 25<sup>th</sup>, or October 14<sup>th</sup> Regular Council Meetings.

**PREFERRED STRATEGY:**

Determined upon response.

**IMPLICATIONS OF RECOMMENDATION:**

If the identified meetings are cancelled during the summer, administration will be able to focus on priority projects as well as enjoy some summer holidays.

**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...*"

Once again, summer is shaping up to be a busy construction season with multiple projects being worked on around town. Additional time will be required to oversee these projects, complete paper work and any financial reporting requirements.

In addition, many staff will be taking holidays limiting the submission of agenda items. It is being suggested that the Regular Council Meetings be moved to one meeting per month for July and August.

The recommendation to cancel the Oct. 14 meeting is due to the municipal election occurring on Oct. 20. There will be much to do in preparation for Election Day.

**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 report.

**OTHER COMMENTS:**

**Presented at the June 23<sup>rd</sup>, 2025, Regular Council Meeting for the Town of Penhold**

  
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401  
CAO

## REQUEST FOR DECISION



**Department:** Planning & Development

**Submitted by:** Rick Binnendyk

**SUBJECT:** Second Reading of Bylaw 837/2025 Land Use Bylaw

**RECOMMENDATION:**

That Council tables Land Use Bylaw 837/2025 until next council meeting allowing time to go through the recommendations and provide written responses to council.

**CAO COMMENTS:**

From the Open House there were some suggestions made. As of June 20<sup>th</sup> we have not received comments back from our planning team and outside sources.

**SUPPORTING DOCUMENTS**

**Report/Document:** Attached \_\_ Available \_\_ Nil \_x\_

**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:**

Ensure the current Land Use Bylaw meets today's development requirements.

**DESIRED OUTCOME(S):**

To bring the Land Use Bylaw (LUB) to a current development document. Last reviewed 2018.

**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:**

Council gave first reading to Bylaw 837/2025 at its May 12<sup>th</sup>, 2025 Regular Council Meeting.

Administration sent a list of referrals out on May 21 requesting feedback be submitted to the Town by June 16.

An Open House for the Land Use Bylaw was held on Wednesday June 11<sup>th</sup>, 2025, from 4:00 pm to 6:00 pm in the Library at the Penhold Regional Multiplex.

A Public Hearing of the revised Land Use Bylaw is set to occur at the June 23<sup>rd</sup> Regular Council meeting.

**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 the** June 23<sup>rd</sup>, 2025, Regular Council Meeting for the Town of Penhold

*for* 1 Matt Bridman  
CAO

## REQUEST FOR DECISION



**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** Bylaw 826/2024 Municipal Development Plan (MDP) Review and Updates

**RECOMMENDATION:**

Council moves to give third and final reading of Bylaw 826/2024 to amend the Town of Penhold Municipal Development Plan (MDP).

**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 632 as amended, requires the Council of a Municipality to adopt a Municipal Development Plan.*

**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:**

Council does not give third and final reading to Bylaw 826/2024 and defers the matter back to Administration for more information.

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Council gave first reading to Bylaw 826/2024 at its Aug. 12 Regular Council meeting.

A Public Hearing was held prior to Council giving second Reading to Bylaw 826/2024 MDP at its Nov. 12 Regular Council meeting.

The MDP has not received third reading yet as it is a document which refers to the Land Use Bylaw (LUB). The LUB is currently being revised with the following steps being completed: received first reading on May 12<sup>th</sup>, an Open House was held on June 11<sup>th</sup>, and a Public Hearing occurring at this Regular Council meeting. The LUB will not have any impact on the MDP therefore we are putting it before Council for its third and final reading .

**ORGANIZATIONAL:** Planning Department

**FINANCIAL:**

**FOLLOW-UP ACTION:**

As directed by Council

**COMMUNICATION:**

Bylaw will be posted to the Town's website once passed and signed

**OTHER COMMENTS:**

**Presented at the** June 23, 2025, Regular Council Meeting for the Town of Penhold

*for*           Matt Bideau            
CAO

**TOWN OF PENHOLD**

**BYLAW No. 826/2024**

Being a Bylaw with the purpose of amending the Municipal Development Plan for the Town of Penhold in the Province of Alberta.

WHEREAS: Pursuant to section 632 of *the Municipal Government Act*, as amended, a municipality is required to adopt a Municipal Development Plan; and

WHEREAS: A Municipal Development Plan has been prepared in accordance with the requirements of *the Municipal Government Act*; and

WHEREAS: Council deems it desirable to amend the Municipal Development Plan.

NOW THEREFORE, Council of the Town of Penhold enacts the following:

1. The Municipal Development Plan is amended by replacing the existing text and maps with the text and maps provided in the attached document titled "Town of Penhold – Municipal Development Plan - With Amendments as of September 2024."
2. This Bylaw shall come into effect upon the date of receiving third reading.

READ A FIRST TIME this 12<sup>th</sup>, day of August 2024.

READ A SECOND TIME this 12<sup>th</sup>, day of November, 2024.

READ A THIRD AND FINAL TIME this 23<sup>rd</sup> day of June, 2025.

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Mayor

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CAO

## 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:** none

**EMAIL:**

- June 10 email re: RV Park Review
- June 11 CAEP re: June newsletter
- June 16 Chinooks' Edge re: Chinook's Edge Board e-News

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Keeping Council informed on current related events.

**DESIRED OUTCOME(S):**

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

**RESPONSE OPTIONS:**

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

**PREFERRED STRATEGY:**

Determined upon response.

**IMPLICATIONS OF RECOMMENDATION:**

No further action on correspondence.

**GENERAL:**

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

**ORGANIZATIONAL:**

Legislative department receives and forwards relevant information to Council.

**FINANCIAL:**

No cost unless directive taken

**FOLLOW UP ACTION:**

As determined by Council.

**COMMUNICATION:**

May be directed to specific departments if potential impact.

**OTHER COMMENTS:**

Presented at the June 23<sup>rd</sup>, 2025 Regular Council Meeting for the Town of Penhold

A handwritten signature in blue ink, appearing to read "Matt Brittain", is written over a horizontal line.

*for* CAO