

REQUEST FOR DECISION



Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the May 12th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the May 12th, 2025 Regular Council Meeting minutes as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the May 12th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the May 12th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on May 21st with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the May 12th, 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 26th, 2025 Regular Council Meeting for the Town of Penhold

for  _____
CAO

Town of Penhold

REGULAR MEETING MINUTES



May 12th, 2025
Town Council Chambers

Deputy Mayor:

Mike Yargeau

Absent:

Shawn Hamm

Guests:

Vahid Ghomashchi, PCPS
Gregg Broks, Melcor
Jean Orchison
Lori Wolfe
Ann Bilyk

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller

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

Addition of 7.3 Oxford Landing – Outline Plan Changes

1.2 Adoption of the Agenda

2025-147

Councillor Galisky moved to accept the May 12th, 2025 Regular Council meeting agenda as amended.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

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

2025-148

Councillor Denson moved to accept Apr. 28th, 2025 Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-149

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

**5.1 Vahid Ghomashchi, PhD, RPP, MCIP Senior Planner, PCPS
re: Town of Penhold Land Use Bylaw**

- biggest change is residential districts zoning has been revised:
 - 👉 merging R1 and R1-A to proposed R1;
 - 👉 merging R1-B and R1-C merged to proposed R1-N;
 - 👉 change R4 (Small Holdings Residential District) to proposed R1-S; and
 - 👉 change R5 (Manufactured Home Residential District) to proposed R1-M
- additional changes will see parcel area, minimal width, front yard, side yard, rear yard and max site coverage reduced.
- combining and re-naming districts

Mayor Yargeau thanked Mr. Ghomashchi for his work on the LUB and presentation.

**5.2 Gregg Broks, Regional Manager, Melcor Developments
re: revised Oxford Landing Outline Plan**

- ready to proceed with Oxford Landing Phase 2A which includes:
 - 👉 Townhouses with a front garage; and with no front garages
 - 👉 Prices ranging from \$350K to \$500K
- Central Park Amenities:
 - 👉 Playground planned in this next phase

Mayor Yargeau thanked Mr. Broks for moving the Oxford Landing development forward.

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Apr. 23 – May 7, 2025

2025-150

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Apr. 23 – May 7, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation Statement for the month ending Mar. 31, 2025

2025-151

Councillor Kranenborg moved that Council receives the Monthly Bank Reconciliation Statement for the month ending Mar. 31, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. c. Investment Statement for the months ending March 31 and April 30, 2025

2025-152

Councillor Cunningham moved that Council receives the Investment Statement for the months ending March 31 and April 30, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. d. Central Alberta Regional Assessment Review Board (RARB) - Notification of Membership Fee Increase – Partner Municipalities

2025-153

Councillor Galisky moved that Council accepts the membership fee increase as provided by the Central Alberta Assessment Review Board;

AND FURTHER that Administration explore other assessment review options that would serve Penhold better.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-154

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Provided at meeting

2025-155

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

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

- Distributed in Council Package

2025-156

Councillor Cunningham moved to accept the Operations monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

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

2025-157

Councillor Denson moved 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.

CARRIED UNANIMOUSLY

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

2025-158

Councillor Muller moved that Council designates the week of May 18–24, 2025 as National Public Works Week as presented.

CARRIED UNANIMOUSLY

7.3 Oxford Landing – Outline Plan Changes

2025-159

Councillor Galisky moved that Council receive the outline planning document for information **AND FURTHER**; that a revised plan be prepared for Council's review for possible acceptance at the May 26th, Council Meeting.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

10.1 Bylaw 837/2025 Land Use Bylaw (revised) – 1st Reading

2025-160

Councillor Muller moved that Council give first reading to Bylaw 837/2025 newly revised Land Use Bylaw.

CARRIED UNANIMOUSLY

2025-161

Councillor Cunningham moved 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.

CARRIED UNANIMOUSLY

2025-162

Councillor Galisky moved 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.

CARRIED UNANIMOUSLY

10.2 Bylaw 838/2025 Operational Borrowing Bylaw

2025-163

Councillor Denson moved that Council move to give first reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.

CARRIED UNANIMOUSLY

2025-164

Councillor Galisky moved that Council move to give second reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.

CARRIED UNANIMOUSLY

2025-165

Councillor Muller moved that Council move to proceed with the third reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.

CARRIED UNANIMOUSLY

2025-166

Councillor Kranenborg moved that Council move to give third and final reading of Bylaw 838/2025 being the Operating Borrowing Bylaw.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-167

Councillor Cunningham 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.

2025-168

Councillor Denson moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

14. CLOSED SESSION

15. ADJOURNMENT

2025-169

Councillor Muller moved to adjourn Council Meeting at 7:47pm.

CARRIED UNANIMOUSLY

MAYOR

CAO

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Central Alberta Economic partnership (CAEP) Membership Fees

RECOMMENDATION:

As directed by Council

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

As per Council

RESPONSE OPTIONS:

1. That Council defers the CAEP Membership back to administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Payment ensures reduced membership rates when attending conferences, meetings.

GENERAL:

At its June 24, 2024 Regular Council meeting, Council made a motion to table the CAEP Membership fees and invite CAEP to do a presentation on membership advantages. Tracy Gardner, Executive Director presented on the membership advantages at the Sept. 9, 2024 Council meeting.

Administration brought the Membership Fees back to Council at its Sept. 24, 2024 meeting where a motion was passed to renew the Apr. 1 2024 – Mar. 31, 2025 membership AND FURTHER to provide CAEP with the required one-year notice of our intent to leave CAEP.

ORGANIZATIONAL:

Administration

FINANCIAL:

Annual cost for the Town to renew its CAEP membership.

FOLLOW UP ACTION:

Process payment

COMMUNICATION:

Only to the vendor/payments

OTHER COMMENTS:

Presented at the May 26, 2025 Regular Council Meeting for the Town of Penhold


for CAO _____



Invoice

Town of Penhold
1 Waskasoo Avenue, PO Box 10
Penhold, AB T0M 1R0
Attn: Richard Binnendyk

Invoice #	Date
122844	4/01/2025

TERMS
Due Upon Receipt

Description	Quantity	Rate	Amount
CAEP Membership Fee April 25 - March 26	3,725	0.80	2,980.00
GST on sales		5.00%	149.00
Central Alberta Economic Partnership Mailing Address 5013 - 49 th Ave Red Deer, AB T4N 3X1 Question regarding this invoice call Jan (403) 358-2860 GST # 869653477 Bank Informaton for EFT 07129 219 121441124 EFT & Etransfers to caepfinance@gmail.com			
Total			\$3,129.00

Membership Form

Business Name: _____

Contact Person: _____

Mailing Address: _____

Bus Phone: _____ Cell Phone: _____

Email: _____

Website: _____

Company Profile:

CAEP Membership Level:

- ☐ Municipal ~ by population
- ☐ Basic Associate ~ \$500 + GST
- ☐ Partner Associate ~ \$2,500 + GST

Payment Terms: (please check one)

- ☐ Invoice: Yes / No
- ☐ E-Transfer: caepfinance@gmail.com
- ☐ Cheque: Please remit payment to:

Central Alberta Economic Partnership Attn: Tracy Gardner ~ 5013 49th Ave. Red, AB T4N 3X1

Please provide: ☐ High resolution color logo emailed to tracy@investcentralalberta.com

Signature: _____ Date: _____

Thank you for your membership consideration!

Membership Welcome

Thursday May 1st, 2025



On behalf of Central Alberta Economic Partnership (CAEP), we are delighted to collaborate with our valued members to ensure that we are **Empowering Investment Attraction in Central Alberta**. This organizational focus contributes to instrumental impact within communities and regions to ensure that CAEP is aware, engaged and advocating for issues related to vibrant economic growth.

CAEP is proud of our modernized new website www.investcentralalberta.com that provides streamlined navigation that makes important regional information up to date and accessible for members and investors researching the region. This mobile friendly platform comes with timely and relevant analytics from LocalIntel that provide numerous regional investment solutions.

Networking is also vital to attracting, retaining and expanding relationships and opportunities in the region. Join us for the numerous events, trainings and lunch & learns that will be showcased through the website. Specifically, you are invited to join at the **Annual General Meeting at Innisfail Golf Club on Thursday, May 15th**! To register, please click this link. [CAEP AGM](#)

Please note that all municipal populations are priced at \$0.80/cap and sourced from [GOA Municipal Population](#). We would also like to share a new option for our Associate Members that allows for an elevated contribution and value. Check out the Value Proposition for more details!

Most importantly, we THANK YOU for your membership with CAEP! We are dedicated to making sure that your investment has a strong value proposition. Should you have any questions or comments, please do not hesitate to contact us and we will do our best to deliver a high-quality service you can trust!

See you soon!

Tracy Gardner

A handwritten signature in blue ink that reads 'Tracy Gardner'.

Executive Director

tracy@investcentralalberta.com;

587.447.2237



Central Alberta
Economic
Partnership

Membership Value Proposition

On behalf of Central Alberta Economic Partnership (CAEP), we are delighted to collaborate with our valued members to ensure that Central Alberta is the greatest place to live, work and play for all. This organizational focus contributes to instrumental impact within communities and regions to ensure that CAEP is aware, engaged and advocating for issues related to vibrant economic growth.

The CAEP Board is dedicated to our:

- ✓ Mission: The business we're in... **Membership Engagement**
- ✓ Vision: What we aspire to... **Economic Vibrancy**
- ✓ Values: What we believe in... **Regional Collaboration**

We execute this dedication through:

- ✓ **Empowering Investment Attraction in Central Alberta** that reinforces:
 - Community & Investor Attraction Readiness
 - Regional Readiness
- ✓ Membership Engagement
 - Event attendance
 - Networking & Training opportunities
- ✓ Marketing & Communications
 - Newsletter
 - Editorial, event promotions and select advertising are welcome
 - Website Exposure & Social Media Platforms

Municipal membership is invested on a per capita basis and delivered with the mutually beneficial relationship between CAEP and its members. Associate Membership contributions have a choice of two different platforms including Basic Associate \$500 + gst or Partner Associate \$2,500 + gst. We work hard to deliver relevant resources that sustain business retention, expansion and investment while supporting the vision and delivery of unique economic development in each community.

Your membership gives you access to:

✓ **Elected Board Service as per one of the following categories:**

- 1 ~ Population greater than 20,000
- 1 ~ Population between 10,000 – 19,999
- 5 ~ Towns & Villages
- 3 ~ County or Special Area
- 3 ~ Business Representatives
- 1 ~ Association Members
- 1 ~ First Nations

✓ **Appointed Committee Service**

- Transportation & Logistics
- Advanced Manufacturing & Resources
- Agribusiness

✓ **CAEP Events including, but not limited to**

- Annual General Meeting & Fall General Meeting
- Invitation to Investment Attraction Initiatives and Projects
- Training, Workshops & Seminars
- Trade Show Booths, Industry Presentations
- Networking with Industry and Regional Leaders

✓ **CAEP Connector**

- In the form of Letters of Support for various grant projects
- Government and Industry conduit connector

Associate Membership Opportunities

- **Partner Associate \$2,500**

- ✓ Brand Recognition on CAEP Investment Attraction website & socials
- ✓ Opportunity to host online Lunch & Learns
- ✓ Inclusion in regional Partnership Meetings
- ✓ CAEP Event Invitations, Engagements and Monthly Newsletter

- **Basic Associate \$500**

- ✓ CAEP Event Invitations, Engagements and Monthly Newsletter

Most importantly, we THANK YOU for your membership with CAEP! We are dedicated to making sure that your investment has a strong value proposition. Should you have any questions or comments, please do not hesitate to contact us and we will do our best to deliver a high-quality service you can trust!

See you soon!



Tracy Gardner, Executive Director

tracy@investcentralalberta.com

Ph: 587.447.2237

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

Projects:

School:

From our recent meeting we will connect with the school division for an onsite review of the current public works site.

Administration:

- Our Land Use Bylaw (LUB) received 1st reading and has been sent out to the following agencies as of May 21st: Melcor, Laebon, Red Deer County, Fortis Alberta, Telus

Communications, Alberta Transportation and Economic Corridors, Alberta Environment and Protected Areas, AEP Water, ATCO Gas, ATCO Pipelines, Canada Post, and Chinook's Edge School Division.

- An Open House is schedule for Wed June 11th from 4 to 6 pm at the Penhold Public Library.
 - Public Hearing is set for June 23rd,
 - Based on information provided, the Town's Municipal Development Plan may come forward at the same time for final reading.
-
- Oxford Landing: Our office forwarded recommended changes May 15th to Stantec and we await changes made to the plans, so this document can be moved forward for development purposes.
 - 2025 taxes: As of this report our office has been quiet in regard to concerns on tax accounts. Our Assessor identified that he has had only 2 inquires to date.
 - Hawkridge Market Square: Staff have been in contact with the new ownership group to discuss hydrant services and some road concerns. They were very receptive and we are working with them to determine who is responsible for what. Some of the area is privately owned vs jointly.
 - Met with representatives from Red Deer County to go over the ICF Agreements. They are updating the documents and wish to make a format change. We have identified several new documents that needed to be included and forwarded this information. We anticipate a draft back to our office the beginning of June for review.
 - OH&S paid us a visit and have now conducted a complete review of the town's operations. It should be noted that our staff teams had most areas well addressed. The Inspector did request a few minor items be addressed. Kudos to our departments and their efforts ensuring we stay on top of health and safety requirements; to the Safety Committee for holding regular meetings where areas of concern are identified and implementing recommended changes. Great Job.

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 in June
- Continue to focus on Melcor land development
- Attending the Canadian Association of Municipal Administrators CAMA and FCM with Mayor Yargeau and Councillor Galisky
- Offsite Levy Report

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the May 26th, 2025, Regular Council Meeting for the Town of Penhold



for CAO



REQUEST FOR DECISION

Department: Community Services

Submitted by: Jennifer Blaylock

SUBJECT: Community Services Report

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS

Report/Document: Attached ___ Available ___ Nil

FOLLOW-UP:

Posts about keeping dogs leashed have increased to remind people there is no off-leash area in Penhold.

KEY ISSUE(S)/CONCEPTS DEFINED: n/a

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: n/a

DESIRED OUTCOME(S): n/a

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

This report is being submitted to keep Council informed of Community Services' programs, events, and services.

IMPLICATIONS OF RECOMMENDATION: n/a

GENERAL: May report

FCSS Coordinator & FCSS Community Navigator

- Playgroup attendance April: April 2 – 38 participants (26 children), April 9 – 30 participants (21 children), April 16 – 26 participants (20 children) & April 30 – 27 participants (19 children).
- The Tax Prep program in partnership with Chartered Professional Accountants of Alberta (CPA) – 13 individuals participated in the program. The program was offered

from March 3 – April 24. We look forward to partnering again with CPA and offering this program next year.

- May's Family Play Day had a small turnout, with four participants from two families who enjoyed spending time together playing games. The timing of the weekend, beautiful weather, and theme may have all contributed to the lower attendance at this event.
- Welcome to Penhold evening saw three families—six adults and two children—stop by to connect. Each family received a new resident package (if they had not already received one), a "Soup"er Neighbour pack, informational resources, and a treat. Attendees also had the opportunity to meet the Mayor and other members of Council. For future events, we plan to shorten the program to one hour, as all attendees arrived within the first hour. We will also explore opportunities to pair this event with another activity to help increase participation.
- Youth Week was once again a success. To kick off the week, 15 youth joined us for a crafting afternoon with a make our own Button Café and animal-themed painting plant pots. 11 youth joined us for drop-in skating—some to skate and others to hang out. We also hosted a Dungeons & Dragons workshop at the Penhold & District Library in partnership with Red Deer & Area Boys & Girls Club, which had four youth participants. Another hit of the week was the specials offered throughout town at local businesses including Penhold Crossing Cafeteria, Peace by Piece Nutrition, Subway, DQ, and Penhold Family Restaurant. To wrap up the week, sundaes were distributed to all students at Penhold Crossing during Thursday and Friday lunches. Additional Youth Week events were also hosted by the Innisfail & Area Family Resource Network and the Penhold & District Library, highlighting strong community partnerships.
- The 2025 Mayor's Youth Recognition Award will be presented at the June 9th Council Meeting.

Penhold Youth Club:

- PYC averages for April 2025
Grades 9-12: 13
Grades 7 & 8: 15
Grades 4-6: 26
Community:
Penhold - 247
Red Deer County - 7
Red Deer – 47
Blackfalds - 2
- We had 9 youth volunteers at the Easter Event on April 12th. The youth helped with craft tables and cookie decorating tables. They had a lot of fun volunteering and many of the youth look forward to helping at events.
- PYC Special Events:
 - Smile Cookie: April 28th-May 4th
 - Youth Week 2025: May 5th-9th
 - Kids Summer Camp Registration Opens: May 5th

- Bottle Drive: May 22nd
- Grades 4-6 Field Trip Group A: Escape Room + Movie: May 25th
- Grades 4-6 Field Trip Group B: Escape Room + Movie: May 31st

Communication & Events:

- The Community Garage Sale: Saturday, May 24. Over 50 addresses were registered by May 21. The final listing will be published on the Town's website and social media pages Thursday, May 22.
- The Canada Day Celebration is the next event hosted by the Town of Penhold. It 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.

Communications:

- Work is still in progress for 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 E-News campaign, in collaboration with the Penhold Volunteer Fire Department, to encourage people to sign up for E-News brought the number of subscribers up from 463 to 471.
- Communications helped promote the Penhold Senior Drop-In Centre rain barrel fundraiser which sold 53 rain barrels. The Town further assisted the Drop-In by providing a place for the barrels to be delivered at the Multiplex on May 21 and picked up by buyers May 22.
- Penhold Crossing Class of 2025 grad recognition signs were set up Tuesday, May 20 in advance of grad on May 23 and 24. This year there were 63 grads, more than double when the first signs were done in 2020. Community response to this gift to the grads has been positive again this year.

Grad 2020: 30 grads

Grad 2021: 33 grads

Grad 2022: 28 grads

Grad 2023: 53 grads

Grad 2024: 56 grads

Grad 2025: 63 grads

Community Services - Work Plan & Upcoming Special Dates:

May 7, 14, 28: Playgroup

May 10: Family Play Day

May 22: PYC Bottle Drive fundraiser

May 26 & June 9: Lego Club

May 27: Diamond Painting Suncatcher craft

June 2: Craft Club

June 4, 11, 25: Playgroup

June 2 – 8: Seniors Week

June 11: Tech Tips

June 11: Palliative Ponders

June 14: Family Play Day

June 24: Craft and Connect

ORGANIZATIONAL: n/a

FOLLOW UP ACTION: n/a

COMMUNICATION: n/a

OTHER COMMENTS: n/a

Presented at the May 26th, 2025, Regular Council Meeting for the Town of Penhold


for CAO

REQUEST FOR DECISION



Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Council Update Report

RECOMMENDATION:

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

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 207 – Chief Administrative Officer's Responsibilities. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

The attached report is presented to keep the Council informed and up to date on tasks being worked on within Protective Services.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

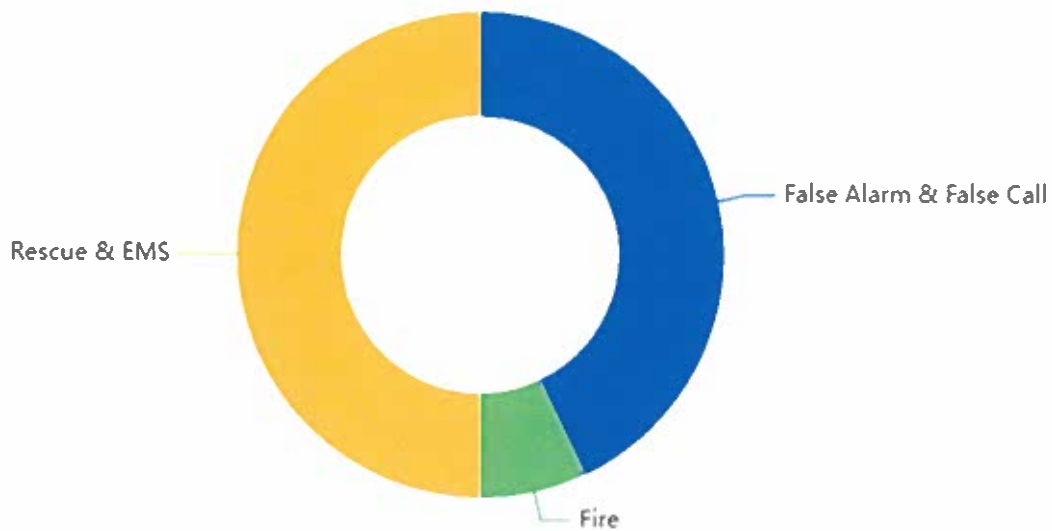
Information & possible direction

GENERAL:

FIRE DEPARTMENT

Operations:

- There were 14 emergency calls in April: 7 Rescue and EMS (including MVC and other rescues), 6 Alarms, 1 Fire.
- We have 31 qualified members: 1 Chief, 2 Deputy Chiefs, 2 Captains, 5 Lieutenants, 16 Firefighters, 5 probationary firefighters.
- 10 Futures on Fire Cadets.



Actual Incident Type Found (Code - Description)	Count	Percent
142 - Brush or brush-and-grass mixture fire	1	7.14%
311 - Medical assist, assist EMS crew (Ambulance On Scene First)	1	7.14%
320 - Medical assist, assist EMS crew (Fire On Scene First)	6	42.86%
700 - False alarm or false call, other	6	42.86%

Training:

- AFA, Advanced First Aid training which follows the EMR course will take place in April, May, and June.

Fire Prevention:

- Fire inspections continue with school aged care, preschool, and commercial properties.

Maintenance:

- Finishing up CVIP on units and pump testing/certification
- Winter tires are being swapped for summer by the operations mechanic.

Notes:

- 45 apparatus and equipment checks were performed in April.
- A contract is being negotiated between Associated Fire Safety Group and the Town of Penhold for procurement of SCBA based on the RFP issued by the town.

Internal Events:

- Tender 1 was deployed for 48 hours to Boyle to assist in battling a wildfire for Athabasca County.

External Events:

- 6 Penhold Fire Cadets competed amongst 70 total cadets in Edmonton at the Poundmaker Fire Training Facility. This event, sponsored by ATCO, provided three competitions and one learning station along with networking and teambuilding activities. It was a highlight of the year for the cadets who performed amazingly. Among the competing departments were Penhold, Edmonton, Calgary, County of Lethbridge, MD of Greenview, County of Grande Prairie, High River, and Didsbury. The competitions were:
 - o Fast Attack: teams deployed three hose lengths and a nozzle, charged the line, forced a door, and hit a target with the attack line.
 - o Ropes and Knots: Teams competed to correctly tie and hoist various firefighting equipment.
 - o FireFit Challenge: Teams competed in climbing stairs with a high rise kit, hoisting weights up three flights of stairs, moving a prop with a sledgehammer, dragging charged hose line and hitting a target, and dragging a rescue prop.
- The Alberta Fire Chiefs Association Conference and Training will take place in Calgary this week.

Municipal Enforcement:**Administration:**

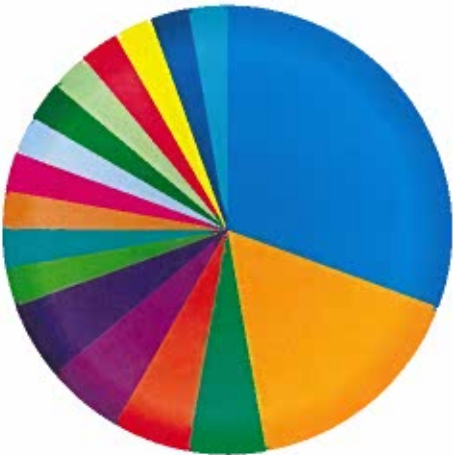
- Foot patrols of the Community Hub area have been conducted and will continue by Community Peace Officers, along with checks on playgrounds and other popular green spaces for off-leash dog activity.

Enforcement:

- In April there were 39 occurrences reported, and 12 violations were issued. Among the most often issues are, Animal Control (8), Abandoned Vehicles (2), Fail to yield to pedestrian (3).

Occurrences:

- 11 - INCIDENTS CONCERN CITIZEN
- 6 - MUNICIPAL ANIMAL CAT CAT
- 2 - MUNICIPAL ANIMAL DOG DOG
- 2 - INCIDENTS PUBLIC INQUIRY
- 2 - PROVINCIAL ABANDONED VEHICLE
- 2 - MUNICIPAL ANIMAL DOG DOG
- 1 - INCIDENTS SUSPICIOUS ACTIVITY
- 1 - MUNICIPAL ANIMAL DOG DOG
- 1 - MUNICIPAL COMMUNITY STANDARD
- 1 - PROVINCIAL EXPIRED REGISTRAT
- 1 - PROVINCIAL NO INSURANCE
- 1 - PROVINCIAL DRIVER / PASSENGER
- 1 - PROVINCIAL IMPROPER USE OF P
- 1 - PROVINCIAL FAIL TO STOP FOR
- 1 - PROVINCIAL OPERATE MV WITHO
- 1 - MUNICIPAL ANIMAL CAT FAI
- 1 - INCIDENTS OFFICER OBSERVATIO



Violations:

- 3 - PROVINCIAL 53(3) - FAIL TO Y
- 2 - PROVINCIAL 167(1)(B) - FAIL
- 2 - MUNICIPAL ANIMAL CAT CAT
- 2 - PROVINCIAL 82(2)(A) - NO SEA
- 1 - PROVINCIAL 115(2)(P) - SPEED
- 1 - MUNICIPAL ANIMAL DOG DOG
- 1 - MUNICIPAL ANIMAL CAT CAT



Emergency Management:

- Preparing for a Full-scale functional exercise in June.
- Lt Southwell deployed as a member of the Central Region All Hazards Incident Management Team to Sturgeon County for four days. During his deployment he filled the role of Deputy Operations Section Chief for the Red Water Wildfire Complex.

Public Services Building:

- The building footprint has been re-compacted.
- Equipment is on site for utility trenching; due to rain the trenching has been moved to late May.
- The steel for the building is set to arrive early June with the plan to have the erection of the building begin in late June.
- 90% drawings are complete
- IT/Security reviews have been completed.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

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

for CAO 



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Parkland Foundation

- May 1, 2025 Board Meeting Agenda & Minutes

- 2023 - 2025 Business Plan

RECOMMENDATION:

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

CAO COMMENTS:

SUPPORTING DOCUMENTS:

Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

The Foundation ensures Council is apprised of and accepts their Board meeting agenda & minutes as well as its Business Plan.

GENERAL:

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

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

FOLLOW UP ACTION:

If Council provides any directive, advise Parkland Foundation.

COMMUNICATION:

OTHER COMMENTS:

Presented at the May 26, 2025 Regular Council Meeting for the Town of Penhold

for 
CAO

AGENDA

1.	Call to Order
2.	Review of Agenda
3.	Approval of Minutes - March 27, 2025 Regular meeting
4.	Correspondence
	a.
5.	Reports
	a. Financial Reports – for the 3 months ending March 31, 2025
	b. Occupancy Stats to March 31, 2025
	c. CAO Report
6.	New Business
	a. Business Plan 2026-2028
	b.
7.	Previous Business
	a. Project Planning
8.	Next Meeting - Thursday June 19 at 10:00 am
9.	Adjournment

MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson Town of Penhold	Jul Bissell (regrets) Village of Elnora
	Dale Dunham Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck (regrets) CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woitas, Finance and Payroll, The Bethany Group		
Metrix Group	Curtis Friesen		

1.	Call to Order The meeting was called to order at 10:02 am by Chair Connie Huelsman.
2.	Review of Agenda PF 25-03-01 MOVED by T. Wilson to Approve the March 27, 2025 Agenda as presented. CARRIED
3.	Delegation – Metrix Presentation of the 2024 Audited Financial Statements Curtis Friesen from Metrix Group reviewed the 2024 Audited Financial Statements. No issues or concerns to bring to the boards’ attention. Clean process with clean audit opinion. Reviewed statement of financial position, statement of operation and notes. Higher occupancy results in 6% overall increase in rental revenues, increase Lodge Assistance Program grant both the daily amount and number of eligible residents and higher interest income. Expenses show higher maintenance, food and utilities costs. Air condition replacement at Autumn Grove was funded by GoA. The social housing operating surplus is to be remitted back to government (government could chose to redirect it back). For the lodge, noted that had the province not increased the LAP funding, it would have been close to break-even after requisition.

	Board asked about impact of tariffs – auditor indicated issue needs to be monitored. The board extends its thanks to all who worked on the audit.	
4.	Approval of Minutes PF 25-03-02 MOVED by S. Gamble to Approve the February 6, 2025 Regular meeting minutes as presented. CARRIED <i>Chair Huelsman approved the use of her electronic signature.</i>	
5.	Correspondence	
	a.	Ministry of SCSS – Budget 2025
	PF 25-03-03 MOVED by D. Dunham to accept the correspondence as information. CARRIED	
6.	Reports	
	a.	Financial Reports Review of the financial statements and explanatory notes for the 2 months ending February 28, 2025 Lodge: Occupancy on budget. Meals on Wheels revenue is coded in non-resident services and is higher than forecast, interest rates trending lower. Expenses in line with budget. Housing: Expenses lower than budget, cautious approach to spending at start of the year. PF 25-03-04 MOVED by T. Wilson to accept the financial reports as presented. CARRIED
	b.	Occupancy Report – to February 28, 2025 Strong throughout the portfolio. Attention is focused on Dodds, and strong in Bowden Waitlist is growing. Maintenance team focused on efficient unit turn-around. PF 25-03-05 MOVED by S. Gamble to accept the occupancy report as presented. CARRIED
	c.	CAO Report Provincial budget includes an increase of the LAP grant from \$20.50 to \$21.50. Department has shared they hope to see this increase annually with COLA. ASCHA budget analysis attached. CMR budgets have not yet been received. Resident spring meeting date for Autumn Grove April 29. The SSC buildings were completed in March.

		Pre-bid meeting for Dodd's Lake air unit, water and boilers has been held. Lodge events, Facebook page info and spring menu review and feedback with residents. Sandy and Dale attending ASCHA conference March 30-April 2. PF 25-03-06 MOVED by K. Denson to accept the CAO report for information. CARRIED
7.	New Business	
	a.	2024 Audited Financial Statements – approval (see Delegation) The financial statements will go for Docusign to Connie and Dale. PF 25-03-07 MOVED by K. Denson to approve the 2024 Audited Financial statements as presented. CARRIED
8.	Previous Business	
	a.	Project planning N/A
9.	Next Meeting Regular meeting Thursday May 1, 2025 at 10:00 am, Autumn Grove Lodge boardroom	
10.	Adjournment PF 25-03-08 MOVED by D. Dunham to adjourn the March 27, 2025 meeting at 10:29. CARRIED	

Connie Huelsman
Parkland Foundation

Carla Beck or Shannon Holtz
The Bethany Group

Date

Date

Parkland Foundation
Statement of Financial Position
For the 3 months ended March 31, 2025

	Assets
Current	
Cash and cash equivalents	1,081,703
Accounts receivable	91,710
Prepaid expenses	11,411
	<u>1,184,824</u>
Non-current	
Tangible capital assets	227,910
	<u>1,412,734</u>
	Liabilities
Current	
Accounts payable & accrued liabilities	110,362
Deferred revenue	470,994
	<u>581,356</u>
Deferred Contributions	40,156
	<u>621,512</u>
	Net Assets
Unrestricted net assets	487,827
Internally restricted net assets	19,841
Invested in tangible capital assets	238,223
Current year to date surplus	45,331
	<u>791,222</u>
	<u>1,412,734</u>

Note 1

Internally restricted funds for major future capital expenditures

AUTUMN GROVE LODGE
Statement of Operations
For the 3 months ended March 31, 2025

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rental Revenue	100,594	101,893	(1,299)	-1	304,060	305,678	(1,618)	-1		1,222,712
Grant - AB Seniors	32,424	32,513	(89)	0	97,272	97,539	(267)	0		390,156
Resident Services Other	1,170	2,073	(903)	-44	9,259	6,626	2,633	40		24,871
Non-Resident Services	2,355	3,669	(1,314)	-36	5,834	4,053	1,780	44	1	44,027
Investment Income	482	555	(73)	-13	1,192	2,332	(1,140)	-49	2	6,657
TOTAL REVENUE	137,025	140,702	-3,677	-3	417,617	416,229	1,388	0		1,688,423
EXPENSES										
Salaries and Benefits	120,374	105,364	(15,011)	-14	279,340	316,091	36,752	12	3	1,264,365
Operating Expenses	4,509	4,817	308	6	17,028	14,450	(2,578)	-18	4	57,800
Food	17,430	19,912	2,482	12	56,551	59,736	3,184	5		238,942
Maintenance	3,624	5,090	1,466	29	11,983	15,270	3,287	22	5	61,079
Utility Costs	13,483	13,187	(296)	-2	31,610	39,561	7,951	20	6	158,245
Carbon Tax	1,062	1,237	175	14	2,123	3,711	1,587	43	7	14,843
Administration - All other Admin	3,852	2,508	(1,344)	-54	10,518	7,524	(2,994)	-40	8	30,096
Administration - Management Fee	5,277	6,066	789	13	15,830	18,197	2,367	13		72,788
TOTAL EXPENSE	169,610	158,180	(11,430)	(7)	424,984	474,540	49,556	10		1,898,158
SURPLUS (DEFICIT) BEFORE OTHER ITEMS	(32,586)	(17,478)	(15,108)	86	(7,367)	(58,311)	50,944	(87)		(209,735)
OTHER ITEMS										
Requisition Revenue	23,333	46,667			70,000	70,000	(0)	(0.00)		280,000
TOTAL OTHER ITEMS	23,333	46,667	-	-	70,000	70,000	-	-		280,000
SURPLUS (DEFICIT) BEFORE AMORTIZATION	(9,252)	29,189	(38,441)	N/A	62,633	11,689	50,944	N/A		70,265

AUTUMN GROVE LODGE
Statement of Operations
For the 3 months ended March 31, 2025

NOTES

- 1** YTD variance is due to new Meals on Wheels program
- 2** Investment income lower bank interest rates
- 3** Salaries and wages under budget. Wage reviews completed for April
- 4** Cleaning supplies costs up due to order of 3,300.00 expensed in February will balance the year
- 5** No major repair or maintenance costs YTD.
- 6** Utilities is low due to timing of invoices.
- 7** Carbon tax increase expected in April was budgeted over full year
- 8** Network Upgrades of 1,666.50 and computer upgrades realized in March

HOUSING OPERATIONS

Statement of Operations

For the 3 months ended March 31, 2025

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
REVENUE										
Rent	66,448	66,379	69	0	201,788	199,138	2,650	1		796,552
Resident Services Other	6,690	7,990	(1,300)	(16)	22,217	23,971	(1,754)	(7)		95,885
Non-Resident Services	-	822	(822)	(100)	-	2,466	(2,466)	(100)	1	9,862
Investment Income	1,981	2,697	(716)	(27)	5,883	8,090	(2,207)	(27)	2	32,361
TOTAL REVENUE	75,119	77,888	(2,770)	(4)	229,888	233,665	(3,777)	(2)		934,660
EXPENSES										
Salaries and Benefits	33,254	26,997	(6,257)	(23)	74,207	80,991	6,784	8	3	323,962
Operating	5,080	4,365	(715)	(16)	14,545	13,095	(1,450)	(11)	4	52,379
Operating Maintenance	10,262	25,122	14,860	59	36,409	75,366	38,957	52	5	301,464
Utilities										-
Utilities/Carbon Tax	18,436	25,306	6,870	27	66,991	75,918	8,927	12	6	303,671
Administration								N/A		-
Administration - All other Admin	4,794	3,050	(1,744)	(57)	13,421	9,149	(4,272)	(47)	7	36,596
Administration - Management Fee	3,525	3,525	(0)	(0)	10,575	10,575	(0)	(0)		42,300
TOTAL EXPENSES	75,350	88,364	13,014	15	216,147	265,093	48,946	18		1,060,372
SURPLUS (DEFICIT)	(231)	(10,476)	10,245	98	13,741	(31,428)	45,169	144		(125,712)

HOUSING OPERATIONS

Statement of Operations

For the 3 months ended March 31, 2025

NOTES

- 1** Damages to rental unit - waiting for payment
- 2** Interest rates are dropping
- 3** Salaries and wages under budget. Wage reviews completed for April
- 4** Cleaning supplies - pest control - bed bugs removal 667.00
- 5** Underbudget. No major projects or renovations at this time.
- 6** Utilities/Carbon tax low due to timing of invoices. Anticipated Carbon Tax increase in April anticipated to bring numbers back in line
- 7** Network Upgrades of 1,666.50 and computer upgrades realized in March

Occupancy/Waitlist

For Selected Properties
Date From: 03/01/2025 to 03/31/2025

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
AUTUMN GROVE LODGE	Lodge	INNISFAIL	60	2	2	3	85	FEMALE 49 MALE 15	2	95%
BOWDEN R&N	Rural and Native	BOWDEN	2	0	0	1	28	FEMALE 2 MALE 1	4	50%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	0	2	74	FEMALE 3 MALE 6	6	80%
WestView Manor	Senior Self Contained	BOWDEN	20	1	0	3	72	FEMALE 11 MALE 9	4	85%
ELK HAVEN	Senior Self Contained	DELBURNE	12	0	0	1	74	FEMALE 6 MALE 5	3	92%
JUBILEE MANOR	Senior Self Contained	ELNORA	4	0	0	0	75	FEMALE 1 MALE 3	3	100%
PIONEER MANOR	Senior Self Contained	ELNORA	4	0	0	0	77	FEMALE 0 MALE 4	3	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	1	0	3	81	FEMALE 23 MALE 11	3	90%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	1	2	4	78	FEMALE 26 MALE 3	5	88%
Penhold Royal Manor	Senior Self Contained	PENHOLD	8	0	0	0	80	FEMALE 4 MALE 4	6	100%
Totals			182	5	4	17	72	FEMALE 125 MALE 61 UNSPECIFIED 0	4	

The following items are provided in summary of key activities at Autumn Grove Lodge and Parkland Foundation Housing:

Lodge Events

Mardi Gras was a big hit at the lodge this past month. Residents enjoyed wonderful entertainment and decorations throughout to celebrate the day.



For Seniors week Autumn Grove is hosting its annual carnival (Thursday June 5th) and there will be many activities that residents get to participate in throughout the week.

Capital projects

Contractors have just started the work for the boilers and make up air units at Bow Glen Court and Dodds Lake Manor. There will be a lot of activity in those two buildings to get the work completed.

CMR information

We have received approval for our 2025 CMR funding, which includes a suite renewal and a sidewalk upgrade at Westview Manor in Bowden. The total approved funding amount is \$130,000.00

ASCHA

A full Convention Report has been attached.

Waitlist information

Autumn Grove Lodge: 36 Applications

Parkland Housing: 53 Applications

LAP Grants

Autumn Grove Lodge:

Preliminary 2025- \$ 329, 595.00

Actual 2024 - \$ 285,114.00

Please note that these are preliminary numbers. We will know the actual amounts once we receive the official communication from government.

Menu

All lodge managers and cooks met to review the menu and we are in the final approvals from the dietitian. Once approved it will go to all the residents for review.

Approved 25/26 CMR Budget

HM# Code	CMR Project ID	Approval Year	Housing Project	Capital Maintenance Project Name	Original Approved Budget	Total Contract Commitments	Total Payments (up to Jan 14, 2014)	Q4 (Jan/Feb/Mar)	2025/26 Total	2026/27 Total
PL#	107601	2024/2025 Capital Maintenance	Bow-Glen Court	Replace Boilers, MUA, Hot Water Tanks and Pumps	\$ 150,000.00	\$ 78,500.00	\$ -	\$ 28,000.00	\$ 50,500.00	\$ -
PL#	107602	2024/2025 Capital Maintenance	Dodd's Lake Manor	Replace Boilers, MUA, Hot Water Tanks	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -
PL#	108357	2025/2026 Capital Maintenance	Bowden CH 1	Site Renewals	\$ -	\$ -	\$ -	\$ -	\$ 80,000.00	\$ -
PL#	108358	2025/2026 Capital Maintenance	Westview Manor	Light and Sidewalk	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -
Total					\$ -	\$ -	\$ -	\$ -	\$ 433,500.00	\$ -

2025 ASCHA Conference Summary

Thank you for the opportunity to attend the ASCHA conference March 30-April 2 in Edmonton.

Board members that attended:

Agnes Hoveland – CALA

Sandy Gamble – Parkland Foundation

Dale Dunham – Parkland Foundation

Kathy Rooyakkers – WALA

In addition to myself, Carla Beck and Shannon Holtz attended from Senior Leadership. Ronda Sandeski, Autumn Grove Lodge manager and Rejeana Rideout, Affordable Housing and Life Lease Manager were also able to attend.

I really appreciate the opportunity to attend the ASCHA conference. I found it to be very educational and really enjoyed networking with all the different professionals, other housing management bodies. It gave me the opportunity to discuss similar challenges as well as the chance to learn from their success and innovative solutions. – Rejeana Rideout, Housing Manager

Sunday March 30

ASCHA Pre conference Board meeting was an opportunity for the board to gather and discuss the logistics of the event.

Followed with a **Meet the ASCHA Board Welcome** reception.

Monday March 31

Opening Ceremony and Keynote Speaker: Daniel Lewis provided an energetic opening keynote address and he served as the event MC. ASCHA is celebrating its 60th year as an organization which was highlighted throughout the event.

Education Session: Housing 101, with presenters Barb Panich, Dean Lussier and Phil Henke from the Housing Division. The presentation had a historical look at how the housing programs have changed in the past 60 years and plans for the future. The upcoming initiatives included the continuation of the Affordable Housing Partnership Program, launch of the Lodge Modernization program and hopefully the spring release of the Lodge Program Review. The Q&A included questions and information on the limitations of HMBs placed on them by the Housing Act

Plenary Address – Minister of Seniors, Community and Social Services Jason Nixon: It was very nice to have the Minister attend again. With Continuing Care now as part of his portfolio, it is the second largest Ministry in the province. He highlighted the stand-up of Assisted Living Alberta and all the housing related budget commitments including 2.1 billion dollars of capital commitments over the next 3 years.

Trade Show: 80 vendors booths were present this year. Great to see the support from the businesses that our organizations work with. Nice that the trade show was available both Monday and Tuesday, allowed for more time to converse with vendors.

Banquet: ASCHA Executive Director Irene Martin-Lindsay was honored for her 30 years with the organization. She is a true champion of the sector and has built so many positive relationships for the organization, we look forward to many more years of her leadership and support.

Tuesday April 1

Trade Show Morning:

Interactive Roundtables for Governing Officials: A new session offering in 2025. Initial feedback is that this was well received and will be an important session to grow with the Fall 2025 municipal elections that could see many new faces at the governance tables across the province.

AGM: This year's AGM was fairly straight forward, reviewing the standard business items of the organization. There were no elections or resolutions that required a ballot vote. I was happy to lead the discussion on the scheduled ASCHA bylaw review. This review will continue through 2025 with any bylaw amendments going to a membership vote at the 2026 AGM.

Education Session: Provincial Housing Information session with ADM David Williams from Housing.

David noted that 112 applications were received for the Affordable Housing Partnership program with 76% of the applications complying with the program parameters. The department is now working on prioritizing the applicants with the funding announcements to follow later this year.

The department has been reviewing all purchasing and contracting processes and David spoke about the requirements to keep separate operating and capital funds. CMR letters should be sent soon, once the SFO reviews all the letters.

Other notes include the development of the guidelines for the lodge modernization grant, development of KPIs for the lodge program and work on delivering 24/7 home care in lodges.

Celebration Rooms: As part of the 60th Anniversary program, sessions to celebrate recent sector achievements were held. I attended the Lodge Occupancy and Reputation Recovery room. Other sessions were Education, Disaster and Crisis Response, Accreditation, Capital and Fundraising.

Wednesday April 2

Plenary Panel: Panel presentation from the FCSS Association of Alberta, Healthy Aging Alberta and the Ministry of Mental Health and Addictions. The work of these organizations frequently aligns with the work of the Housing and Supportive Living sectors.

Education Session: Continuing Care transformation update.

Keynote Speaker: Jennifer Buchanan, a music therapist, spoke about music and its impact on a person's overall wellness.

Overall, a very successful conference. The 2026 Conference is scheduled for April 12 – 15, 2026 at the Edmonton Convention Center.

Respectfully Submitted,
Melodie Stol

Business Plan June 30, 2024 Submission

Business plans are a requirement of the Ministry of Seniors, Community and Social Services and a best practice for organizations. These plans are on a three-year cycle. The full plan was updated, reviewed and submitted in June 2022.

Performance Measurement and Accomplishments: Year 3

Outcome #1 Investing Now and in the Future

1. Ownership arrangement for vacant lands adjacent

- Ministry changes with Continuing Care – Capital now under the Minister of Seniors, Community and Social Services. This should be opportunity as the board explores options for expansion on the site.

2. Collaboration with municipal led housing needs assessments

- The Town of Innisfail adopted a Housing Needs Assessment with Action Plan in October 2023. <https://innisfail.ca/planning-development/plans-reports/>

3. CMR projects

- Annual unit inspections completed by March 2025.
- The 2025 CMR funding request will be provided at the June meeting.

Total CMR funding Request June 2024	\$1,150,000
Total approved funding April 2025	\$ 130,000
Total request June 2025	To be provided

**2024 CMR submission for SSC/Social Housing only, no identified need in Lodge*

4. Projects completed on time, on budget

Year	Project	Amount	Status
2023	Suite Renewals – Westview Manor	\$125,000	Completed
2023	Suite Renewals – Dodd's Lake Manor	\$125,000	Completed
2024	Boilers, MUA, Hot Water Tanks and Pumps – Bow Glen Court	\$150,000	Underway Equipment on site
2024	Boilers, MUA and Hot Water Tanks – Dodd's Lake Manor	\$300,000	Out for Bids
2025	Suite renewal – Community Housing Bowden	\$80,000	April 2025 announcement
2025	Sidewalk upgrade – Westview Manor	\$50,000	April 2025 announcement

Outcome #2 – Integrated Housing and Supports

1. Engage with and survey residents to identify improvement area and identify successes

- Resident surveys were completed January 2025, reflecting on their experiences in 2024.
- Surveys were electronically submitted. The Lodge and Housing Managers attended sites during the survey period with an I-pad to assist with access.
- Surveys results were reviewed with the residents during the 2025 Spring Tenant meetings.
- Survey action plan summaries for the Lodge and Housing are attached.

2. Quality Improvement Initiatives

- Work on Admission and Move-Ins: A Welcoming Experience is continuing into 2025.
- Establishment of the Food Services committee, with participation from the TBG HMB partners. The committee works to ensure consistent food quality and cost-effective ordering.
- A 30-day review period for the seasonal menu changes has given residents the opportunity to provide their feedback.

3. Maintaining Relationships with local Community Support Services

- Home Care
- Innisfail FCSS
- Community Partners in Action
- Innisfail Seniors Drop-In Centre
- Henday Learning – working with residents of Dodd's Lake
- Village of Delburne Town office/FCSS
- DEEP
- Golden Circle

Outcome #3 – Transitions and Aging in the Community

1. Optimizing home care services at Autumn Grove

- Assisted Living Alberta is now the organization responsible for continuing care. This division reports to the Ministry of Seniors, Community and Social Services and could provide opportunities for improved co-ordination of the delivery of services. Assisted Living Alberta was officially created on April 1, 2025 and the transition away from ASH could be complete in the fall.
 - Submission of an Expression Interest to provide home care services was made in February 2024 and an Adult Day support application was submitted July 2022. We are waiting to see how these long-standing applications will be addressed, in light of the efforts of the health care system refocus and creation of Assisted Living Alberta.
 - Implementation of the new Continuing Care Act April 1, 2024 with lodges defined as supportive living within the Act.
-

2. Options to Integrate DSL units into possible future expansion

- The board identified funds to be set aside in Budget 2024 to engage a consultant for the initial investigation of a project at the lodge site.

Outcome #4 Fair and Flexible

1. Implement changes to Alberta Housing Regulations

2. Meet with Red Deer Housing Authority to discuss current community housing in Innisfail

- RDHA reached out to the Town of Innisfail in early 2023. After board discussion in March 2023, suggested to Innisfail rep that RDHA be encouraged to connect with Parkland Foundation administration to further the discussion. RDHA has not reached out any further.

3. Costs and inflation: Considerations to maximize revenue and stabilize expenses

- Rent ceilings for SSC were reviewed in 2024, with increases approved for July 2025.
- Parking charges and cable charges, where applicable, were increased. Parking charges were new in 2023. \$22,000 of revenue in 2023 and \$22,465 in 2024.
- Lodge Service package fees were unchanged for 2025.
- Seniors guaranteed disposable income amount has increased to \$365 per month.
- Phased rental increases for residents who paid flat rates at Autumn Glen Lodge have continued. There are currently 2 residents left to be transitioned to the full RGI calculation.
- Lodge Assistance Program (LAP) funding: In 2024, the Alberta Social Housing Corporation returned to the LAP grant funding methodology based solely upon your February 28 snapshot and submissions.

*2020 LAP	\$ 231,790
*2021 LAP	\$ 241,452
*2022 LAP	\$ 241,452
*2023 LAP	\$ 236,619
2024 LAP	\$ 285,114
2025 LAP	\$ 329,595

**baseline funding methodology for covid*

4. Lodge Program Review

- The Provincial Lodge Program Review Panel was appointed Feb 2024.
 - In-person consultations with operators held March 2024.
 - Operator survey completed April 2024.
 - Draft report from the panel to the Ministry Spring 2024.
 - Ministry review of the panel findings Fall 2024.
 - MNP funding model consultations with operators January 2025.
 - April 2025 update: the report has not yet been released.
-

Outcome #5 a Sustainable System

1. Completion of the Board Skills Matrix (Schedule A)

- This schedule was first implemented by the Ministry in 2023.
- Attached for review and updates

2. Administrative costs will be at or below provincial benchmarks

- Shared positions between Parkland Foundation and TBG and other HMB partners are being utilized to offer full time positions while meeting budget parameters (Housing Manager, Facility Services Manager and Financial Analyst).

3. Lodge Assistance Grant fairness

- 2025 LAP rates increased from \$20.50 to \$21.50 per eligible resident per day.
- Requisition in 2025 was increased.

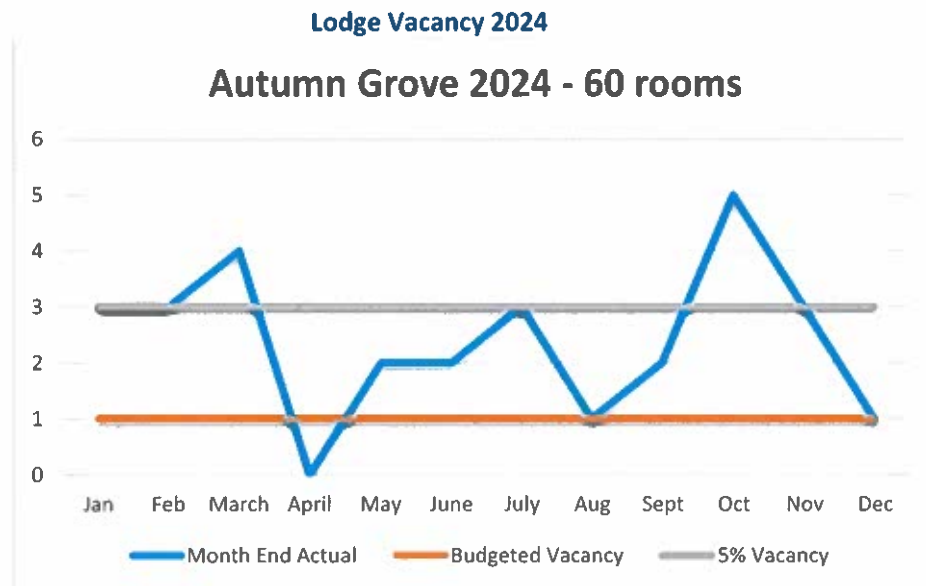
2016-2023	2024	2025
\$ 155,200	\$ 250,000	\$ 280,000

4. Advocacy for local projects based on community needs

- No projects currently.

Other:

- The Lodge Marketing working group continues to meet quarterly.



RESIDENT AND FAMILY SURVEY – ACTION PLAN SUMMARY – DATE: APR 2025

Please share a summary of your learnings, feedback and improvements made.

Site: PLF Submitted by: Lindsey Dowler

Key Learnings Summarize the key areas for improvements identified through the resident/family surveys.	• Cleaning of Lights in Hallways (BGC) • Security door sticks (BGC)- work order called in and repair made • Uneven sidewalks (DLM) • Not enough staff involvement or gifts at Christmas (DLM) • Cleaning of common areas (AG- SSC)
Client/family Feedback Summarize feedback provided from resident/tenant meetings where action plans were discussed.	• Tenants seem to be enjoying where they live and improvements or requests are discussed and action taken throughout the year
Improvements Implemented Summarize the actions taken/improvements made since the survey.	• Cleaning of hallways lighting has been requested with Maricel (BGC) • Sidewalks at DLM have been places on CMR and 2024 Carry over funds request • The decision has been made that we are not providing gifts- Management would have attended dinner if it worked in her schedule • AG SSC tenants had brought some cleaning concerns to our attention at the spring meeting so Ronda has made sure her cleaning staff are completing a checklist.

RESIDENT AND FAMILY SURVEY – ACTION PLAN SUMMARY - DATE: _____

Please share a summary of your learnings, feedback and improvements made.

Site: Autumn Grove Lodge

Submitted by: Ronda Sandeski

Key Learnings Summarize the key areas for improvements identified through the resident/family surveys	• Resident participation was not ideal with only 2 participants answering questions • Nutritional quality • _____ • _____ • _____ • _____ • _____
Client/Family Feedback Summarize feedback provided from resident/tenant meetings where action plans were discussed.	• 1 Resident felt meals were not of good nutritional quality. • 1 Resident felt the meals are of good quality • _____ • _____ • _____ • _____ • _____
Improvements Implemented Summarize the actions taken/improvements made since the survey.	• Add labels on the menu to indicate healthy choices • Have Registered Dietitian speak on menu choices at resident meeting • Leave butter or sauces off a portion of the protein or vegetable choices • _____ • _____

Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing

Summary

Over the next 10 years, Alberta's government will take bold action to provide more affordable housing options that meet the needs of Albertans with low income. This summary provides key details from the strategy.

Vision for affordable housing

- Albertans have access to safe, affordable housing that meets their needs and promotes quality of life.
- The housing system delivers innovative and sustainable affordable housing options to Albertans in need through partnerships with other orders of government, non-profit and private housing providers, and communities.
- The housing system will serve Albertans now and into the future.

What we'll do



Support Albertans most in need

Continue to protect the most vulnerable and ensure housing eligibility is fair, clear and equitable.



Enhance sustainability and efficiency

Make the affordable housing system more sustainable by enabling innovative operating models.



Improve access

Make it simpler for Albertans to access affordable housing supports, and easier for housing providers to deliver those supports.



Enable growth and investment

Use innovative approaches for partnerships with the non-profit and private sectors to grow the supply of affordable housing.



Increase capacity, planning and governance

Enable more collaboration and local decision-making and provide more flexibility and capacity to meet local needs.

What we aim to achieve

Serve more Albertans

- Support up to 82,000 households – an increase of more than 40 per cent, or up to 25,000 more households

Increase housing supply

- Add 13,000 affordable housing units
- Available units address a range of needs – from vulnerable households to ones with more moderate need

Improve choice and options

- Provide rent assistance to 12,000 more households
- Increase housing developments with mixed-income options



1. Support Albertans most in need

Objectives

- Continue to protect the most vulnerable
- Ensure eligibility is fair, clear and equitable
- Reduce red tape and increase flexibility for housing providers

Actions

- 1.1: Continue to maintain income thresholds for eligibility, as informed by Canada Mortgage and Housing Corporation's Housing Income Limits.
- 1.2: Clarify and standardize the income verification process so eligibility, priority and rent setting are more equitable and simplified.
- 1.3: Enable housing providers to prioritize target populations into affordable housing based on the local need.
- 1.4: Ensure a required number of target income groups (very low, low, and moderate) and target populations based on community need are prioritized.
- 1.5: Expand access for Indigenous communities through the GOA's Indigenous Housing Capital Program.
- 1.6: In collaboration with partner ministries across government, expand supportive housing for populations transitioning out of homelessness and requiring mental health and addiction support.
- 1.7: Increase seniors housing in line with population growth.



2. Improve access

Objectives

- Make it easier for people who need affordable housing to access and navigate the affordable housing system
- Provide access to a continuum of supports, and a range of programs that meet individuals' different needs
- Provide housing that serves as a pathway to connect Albertans with health and social supports
- Reduce red tape for Albertans in affordable housing, or who are trying to access housing supports

Actions

- 2.1: Invest in a public online system, the Find Housing online tool, to enable Albertans to access a range of affordable housing options.
- 2.2: Establish regional housing system navigator roles in collaboration with partner ministries and community partners.
- 2.3: Work with partners to support housing literacy programs and access to housing information.
- 2.4: Collaborate with partner ministries to co-ordinate supports and transitions for Albertans as they move through the housing continuum. This includes people receiving income support, youth exiting government care, women and children fleeing violence and seniors moving to higher levels of care.
- 2.5: Work with housing operators to enhance support services or co-located services onsite, such as tenant support workers and services informed by awareness and sensitivity of Indigenous and other cultures.



3. Increase capacity, planning and governance

Objectives

- Enable more operational decision-making at the local level
- Increase operator flexibility by focusing on outcomes
- Increase sector capacity to deliver programs and meet outcomes
- Shift the GOA's role away from prescriptive regulatory structures to providing oversight and funding
- Reduce red tape for housing providers

Actions

- 3.1: Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.
- 3.2: Encourage regional/municipal needs assessments to inform GOA and community planning.
- 3.3: Establish three-year targets for programs and new housing developments based on current and projected community need.
- 3.4: Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.
- 3.5: Develop an operator performance-assessment framework and support capacity building.
- 3.6: Ensure all operators follow best practices and housing management body board appointments are competency based.
- 3.7: Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.



4. Enhance sustainability and efficiency

Objectives

- Achieve greater sustainability in the affordable housing sector
- Enable multiple development and operating models that can be tailored to local need
- Target the deepest subsidies to those most in need
- Reduce the GOA's role in property ownership
- Maximize federal funding
- Enable operating revenues and asset monetization so operators can fund more capital costs

Actions

- 4.1: Allow new and innovative operating and funding models.
- 4.2: Gradually transition existing units to new operating models, while being sure to minimize disruption to tenants and prevent loss of deep subsidy units, and ensure those most in need have access to appropriate housing.
- 4.3: Use real estate asset transfer and redevelopment opportunities to move from the prescriptive regulatory format to focus on outcomes and move to operating agreements that allow for innovative housing models such as mixed-income developments.
- 4.4: For regulated, mixed-income developments that provide community housing, set rents based on operating costs and below-market target ranges.



5. Enable growth and investment

Objectives

- Leverage existing housing supply to meet growing demand for affordable housing
- Increase capital investment by partners and the GOA

Actions

5.1: Create a partnership framework and program tailored to affordable housing.

5.2: Develop and implement an affordable housing asset management framework, which will optimize the Alberta Social Housing Corporation (ASHC) real estate asset portfolio by identifying properties for sale, transfer, retention or redevelopment.

5.3: Develop a five-year maintenance and redevelopment plan for all government-owned assets and improve capital maintenance and renewal processes.

5.4: Introduce new programs and incentives to grow the supply of affordable housing.

5.5: Provide redevelopment grants to revitalize, densify, or repurpose existing housing with below market rents.

5.6: Work with partners to enable seniors' lodges to serve as community hubs in rural areas, and expand the Lodge Partnership Program to increase designated supportive living spaces in seniors' lodges where stand-alone continuing care facilities are not feasible.

5.7: Reinvest proceeds from ASHC real estate asset sales into the affordable housing system.

5.8: Expand the use of rent supplements to better use existing rental market capacity.

Business Plan

2023-2025

Parkland Foundation



PARKLAND
FOUNDATION

EXECUTIVE SUMMARY

The top three priorities of the Parkland Foundation are:

1. Completion of the land title transfer, to best facilitate future phased development at the Autumn Grove site.
2. Application to Alberta Health to provide Home Care services under direct contract to the residents of Autumn Grove.
3. Collaboration with community partners and all levels of government.

ACCOUNTABILITY STATEMENT

This Business Plan was prepared under the direction of the Board of Directors of the Parkland Foundation in accordance with legislation and associated ministerial guidelines, and in consideration of all policy decisions and material, economic or fiscal implications of which the Board is aware. This business plan was approved by the Board of Directors June 9, 2022.

PARKLAND FOUNDATION

Parkland Foundation operates pursuant to the Alberta Housing Act under the purpose to enable the efficient provision of a basic level of housing accommodations for persons, who because of financial, social or other circumstances require assistance to obtain or maintain housing accommodation.

- Member municipalities are Red Deer County, Town of Bowden, Town of Innisfail, Town of Penhold, Village of Delburne, and the Village of Elnora.
- Parkland Foundation operates Autumn Grove, an integrated lodge and seniors self-contained apartment building in Innisfail. Opened in 2020, Autumn Grove offers 54 single lodge suites, 6 couples lodge suites and 30 suites of SSC. In the housing portfolio there are six more Seniors Self Contained Apartment Buildings with 90 units in Bowden, Delburne, Elnora, Innisfail and Penhold and 2 Family Housing Units in Bowden. All properties are owned by the Province of Alberta through the Alberta Social Housing Corporation.
- Resident Profile and Waiting Lists - Current Average Age at the Autumn Glen Lodge is 84. The Lodge operates at full capacity with a current waiting list of 18 applicants. The average age in the Seniors apartments is 76.5 and the average stay is currently 5 to 7 years. The senior's apartment portfolio has a waiting list of 22 for Innisfail, 2 in Delburne and 4 in Penhold.
- Staffing Profile and Organizational Structure - Parkland Foundation employs 28 permanent and 3 casual staff totaling 24.6 FTE in delivery of lodge and social housing services in member communities. The Bethany Group acts as the Chief Executive Officer per the Ministerial Order; working with local resources to provide support to the Board of Directors and in any of the

following areas: Business Planning, Management & Administration, IT Systems, Financial Services, Property Assessment & Management, Payroll, Workplace Health & Safety, Human Resources and Education.

- Financial Profile and Budgets - The Parkland Foundation operating budget for the Seniors Lodge is \$1.53 million with revenues generated from accommodation charges of \$1,052,910, the provincial lodge assistance program of \$239,000 and municipal contributions from member municipalities of \$155,000 by way of Municipal Requisitions. Resident rents are calculated by Rent Geared to Income plus service package formula. The social housing portfolio operated by the Foundation has an annual operating budget of \$817,762 which is offset with rent recovered based on income and provincial deficit funding of \$66,121 through the annual budget approval process. The annual local payroll is \$1,237,500.

INSTITUTIONAL CONTEXT

The Parkland Foundation enjoys a positive relationship with The Bethany Group and the other Housing Management bodies that use The Bethany Group as CEO. Parkland Foundation is a member of the Alberta Seniors and Community Housing Association. The Foundation is participating in interagency meetings hosted by the Innisfail FCSS in order to build relationships and identify opportunities with community-based organizations.

PLAN DEVELOPMENT

Activities undertaken by the Board in development of this plan

- > Business planning session May 5, 2022

Member communities provide the following documents, plans or activities in support of local affordable housing initiatives or seniors support services:

- > Town of Innisfail Seniors Needs Assessment 2016
- > Town of Innisfail Housing Discussion Paper 2017
- > Innisfail Connecting Community and People for Living Well Community Report 2021
- > Innisfail Citizens Perspectives Survey September 2021
- > Red Deer County Community Needs Assessment 2017
- > Red Deer County is currently working on an Aging in Place strategy 2022
- > Red Deer County is seeking funding for a rural transportation strategy, in part to support seniors to access services in local communities
- > Village of Elnora Hospital Site discussion paper

Member communities have the following committees/supports that may deal with issues related to Parkland Foundation and its services and are open to potential collaborations:

- > Age Friendly Community Committee, Town of Innisfail
- > Community Partners in Action – Dementia Friendly Community Initiative
- > Red Deer County Seniors Community Support worker
- > Joint Ad hoc seniors housing committee in Delburne and Elnora
- > Active Seniors groups and drop-ins in Bowden, Delburne, Innisfail and Penhold.

ENVIRONMENTAL SCAN AND STRATEGIC CONTEXT

The primary impacts on our strategic environment are:

- > Recovery from the Covid 19 pandemic (Organizationally and the community at large)
- > 2021 Stronger Foundations Affordable Housing Strategy
- > Participation in the ASCHA Affordable Housing Strategy Task Force
- > 2021 Facility Based Continuing Care review
- > Participation in the FBCC review/Continuing Care Alliance
- > Bill 11 Continuing Care Act 2022
- > Availability of Affordable Housing
- > Inflationary Pressures on organizations and individuals
- > Household Income and Housing Affordability
- > Market Housing Conditions
- > Recovering Provincial Economy
- > 2017 Federal Housing Strategy
- > Aging population and home care shift
- > Local Demographic Information
- > Provincial Election 2023

STRATEGIC RISKS AND OPPORTUNITIES

The primary impacts on the strategic environment for the Parkland Foundation are:

- > Successful completion of Autumn Grove in 2020. The new facility has maintained high occupancy and continued applications despite ongoing public health orders and potential impacts of declared outbreaks.
- > Successful transfer of SSC units in Delburne and Elnora to the portfolio.
- > 13 units of community housing in Innisfail are currently under the Ministerial order of the Red Deer Housing Authority. RDHA had previously passed a motion in support of transferring the units to Parkland Foundation; this remains outstanding.
- > Aging population and population growth in the Parkland Foundation catchment area, putting pressure on existing facilities.

- > Impacts on Lodge operations due to increases in Home Care assistance for seniors to remain in their homes. Individuals are delaying entry into the lodge environment resulting in residents of more advanced age and higher degrees of frailty.
- > Growing demand for services that support Age in Place philosophies and strong desire for seniors to remain in their community of choice.
- > Limited Capital Maintenance and Renewal funding projected over the next three years.
- > Growing demand for mixed market housing and for more flexibility in service package offerings.
- > Limited growth in affordable housing for low-income workers, both single and families.
- > Strong collaborative approaches to senior housing and services issues within the catchment area.

STRATEGIC PRIORITIES

The Parkland Foundation has identified the following strategic priority areas:

1. Investing Now and For the Future
2. Integrated Housing and Supports
3. Successful Transitions and Aging in Community
4. Fair and Flexible
5. A Sustainable System

The development of this business plan is keeping within the Purpose of the Alberta Housing Act and the obligations of the Board of Directors of the Parkland Foundation pursuant to the Management Body Operations and Administration Regulation.

OUTCOMES, KEY STRATEGIES AND PERFORMANCE MEASURES

Outcome One: INVESTING NOW AND IN THE FUTURE

Housing Accommodations operated by the Parkland Foundation will meet or exceed minimum housing standards and options to meet demands for new housing supply will be explored.

Key Strategies:

- 1.1 Increase the Supply of Affordable Housing
- 1.2 Improve and Maintain the condition of existing affordable housing

Performance Measures and Indicators

- Completion of eleven suite renovations in the portfolio to bring the units back into active service.

- Parkland Foundation will work with Alberta Social Housing Corporation to determine the best ownership arrangement for the vacant lands adjacent to Autumn Grove in support of future phases of development at the site.
- Parkland Foundation will collaborate and support with any municipalities or organizations that are leading a community needs assessment process to develop a business case for new local affordable housing or supportive living projects.
- Funding up to \$ 260,000 annually over 5 years is approved by the Ministry of Seniors and Housing for the items requested under the 5 Year Capital Maintenance and Renewal List for the Seniors Apartments and Social Housing operated by the Parkland Foundation. The 2022 total request is \$1,305,000.
- All capital projects are completed in accordance with: approved standards, scope and specifications; on time; and on budget.

Outcome Two: INTEGRATED HOUSING AND SUPPORTS

Residents of Housing Accommodations and services offered by the Parkland Foundation have the tools they need to enable successful occupancies and to live independently with or without community-based services.

Key Strategies:

- 2.1 Engage and consult with residents and community
- 2.2 Enhance Integration with Community Support Services

Performance Measures and Indicators

- Parkland Foundation will engage with and survey residents to identify improvement opportunities and to identify successes.
- Parkland Foundation will participate in Quality Improvement Initiatives, such as Meal Time Experience.
- Parkland Foundation will maintain active relationships with local Community Support Services in the service area.

Outcome Three: SUCCESSFUL TRANSITIONS AND AGING IN COMMUNITY

The operations of the housing accommodations and support programs offered by the Parkland Foundation allows the residents to easily access services that enable them to be affordably and safely housed, as well as successfully transition out of the system when necessary or able.

Key Strategies:

- 3.1 Enable transitions through the continuum of housing and supports
- 3.2 Support the desire of Albertans to age in their community

Performance Measures and Indicators

- Parkland Foundation will explore the options to optimize home care services in the Autumn Grove Lodge by pursuing a direct contract with Alberta Health Services.
- Parkland Foundation will explore options with Alberta Health to integrate Designated Supportive Living spaces into the planning for a Phase 2 development.

Outcome Four: FAIR AND FLEXIBLE

The operations of the housing accommodations and support service programs are flexible and responsive to meet resident needs.

Key Strategies:

- 4.1 Modernize the regulatory framework to support equitable treatment and housing stability
- 4.2 Improve System access and navigation
- 4.3 Promote enhanced understanding of and coordinated response to rural and urban needs

Performance Measures and Indicators

- Implement the changes to the Alberta Housing regulations updated April 1, 2022.
- Parkland Foundation will meet with Red Deer Housing Authority to discuss the community housing offerings in Innisfail and determine the optimal delivery model to serve the local municipalities and residents.
- Parkland Foundation will evaluate costs related to inflationary pressures and will maximize revenues and stabilize expenses where possible.
- Parkland Foundation will actively participate in the Lodge Program review, currently forecasted to occur in 2023.

Outcome Five: A Sustainable System

The Governance Model of Parkland Foundation is sustainable based on competency and collaboration. The financial operations of the Parkland Foundation are sustainable based on predictable funding, stewardship and innovative funding models, including mixed market rental options within the portfolio.

Key Strategies:

- 5.1 Support operational and environmental sustainability of affordable housing projects
- 5.2 Partner with other governments to support a sustainable system and meet the housing and support needs of Albertans
- 5.3 Improve the knowledge of the housing and support needs of Albertans

Performance Measures and Indicators

- Parkland Foundation will develop a plan to meet the Competency Based Boards requirement, including educational supports for board members.
- Administrative costs for Parkland Foundation will be at or below provincial benchmarks.
- Parkland Foundation will advocate for changes to the Lodge Assistance Grant program to be more consistent and predictable and to better reflect the needs of rural lodges.
- Parkland Foundation will advocate for local projects based on identified community need, innovation in the delivery model, reflection of the unique needs of rural communities and collaboration with other organizations and levels of government.

APPENDICES

- **Appendix A - Housing Management Body Corporate Profile**
- **Appendix B - Property Profile**
- **Appendix C - Financial Budget and Forecasts**
- **Appendix D - Capital Maintenance and Renewal**
- **Appendix E - Capital Priorities (no submission)**
- **Appendix F – Asset Management (no submission)**
- **Appendix G – Capital Assets Questionnaire**



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Penhold & District Public Library
- Resignation of Board Member

RECOMMENDATION:

That Council accepts the resignation of Board Member Lynley Mainprize as presented.

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 207 – Chief Administrative Officer's Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

In order to be compliant with the Library Act, the Library is required to advise Town Council of Board Member appointments and/or resignations.

GENERAL:

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

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

FOLLOW UP ACTION:

Advise Library of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the May 26th, 2025 Regular Council Meeting for the Town of Penhold


for CAO



May 13, 2025

Town of Penhold
Box 10
Penhold, Alta.
T0M 1R0

Mayor Mike Yargeau and Town Council;

Penhold & District Public Library would like to inform Penhold Town Council that Board Member Lynley Mainprize, has resigned from the Library Board. We appreciate Lynley's contribution and dedication to our community.

We are submitting a revised Board Member list.

Respectfully,

A handwritten signature in blue ink, which appears to read "Myra Binnendyk". The signature is fluid and cursive, with a large, sweeping final stroke.

Myra Binnendyk
Library Manager

Enclosure:
2025 Board Members List

Town of Penhold Library Board

Box 675, Penhold, Alta. T0M 1R0

403-886-2636

BOARD MEMBERS LIST

May 2025

Name	Address	Telephone	Term
Schmelke, Joan Chairperson	Box 261 Rge Rd 277 Red Deer County, Alberta T0M 1R0 jenschmelke@gmail.com	403-350-6825 ©	2023-04-26 to 2026-04-26 3rd Term (2017)
Cunningham, Teresa Council Representative	Box 723 Penhold, Alberta T0M 1R0 cunningham@townofpenhold.ca	587-876-6237 ©	2023-10-27 to 2024-10-27 (2021)
Enns, Gerals Governance	Box 832 Penhold, Alberta T0M 1R0 geralds.enns@gmail.com	587-879-6567 ©	2023-04-26 to 2026-04-26 1st Term (2023)
Filipchuk, Brandi Treasure	Box 41 Penhold, Alberta T0M 1R0 andrew.brandis@gmail.com	403-350-4632 ©	2023-04-26 to 2026-04-26 1st Term (2023)
Maki, Gail	Box 1439 Penhold, Alberta T0M 1R0 gailmaki@yahoo.ca	406-873-0315 ©	2022-06-22 to 2025-06-25 1st Term (2022)
Schening, Crystal Vice Chairperson	Box 1012 Penhold, Alberta T0M 1R0 info@kineticloqalservices.ca	587-802-3113 ©	2023-02-22 to 2026-02-22 1st Term (2023)

Board Meetings are held the fourth Wednesday of every month with the exception of July and August.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- May 12 letter from Municipal Affairs re: 2025 Local Government Fiscal Framework (LGFF) allocations
- May 22 Alberta Munis re: 2025 Awards Dedicated Senior Team

EMAIL:

- May 8 Alberta Municipalities re: The Weekly - May 7, 2025
- May 14 Alberta Counsel re: Calgary Stampede Nonprofit Networking Mixer
- May 5 email to Councillor Denson re: Housing
- May 5 email from Rick re: RCMP Tour confirmation

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 May 26th, 2025 Regular Council Meeting for the Town of Penhold


for CAO



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

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

Dear Mayor Yargeau:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Town of Penhold:

- The 2025 LGFF Capital allocation is \$627,044.
- The 2025 LGFF Operating allocation is \$242,062.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$602,887. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

Ric McIver
Minister

cc: Rick Binnendyk, Chief Administrative Officer, Town of Penhold

2025 Awards

Dedicated Senior Team



The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize an outstanding senior municipal team.

Completed nominations are to be submitted to the Society of Local Government Managers by June 27, 2025.

E-mail:
linda.davies@shaw.ca

Mail:
Society of Local Government Managers
P.O. Box 308 4629-54 Ave.
Bruderheim, AB T0B 0S0

No late submissions accepted

Dedicated Senior Team Award

The purpose of this Alberta Municipalities & SLGM sponsored award is to recognize a dedicated senior team in an Alberta municipality.

Criteria

The Dedicated Senior Municipal Team Award recognizes an outstanding senior municipal team who have been exemplary in demonstrating service excellence and dedication to municipal government through a combination of the following:

- a) Leadership - administration, council, community and profession
- b) Policy development
- c) Council relations
- d) Human resources management
- e) Financial management
- f) Long Term strategic planning
- g) Project planning and implementation
- h) Community relations
- i) Professional development
- j) Respected team and seen to have a high level of integrity within the administration of the municipality

Nominating Process

A council may nominate a team for the Dedicated Senior Team Award by completing the nomination form.

Award Committee

The Society of Local Government Managers will review the applications based on the criteria approved for the award. The Nominating Committee will include urban administrators on the Board of the Society of Local Government Managers. Their recommendation will be forwarded to the Alberta Municipalities Board of Directors for final acceptance, prior to the annual ABmunis Convention. Following board approval, the recipient will be notified of their selection and the Alberta Municipalities will post all the successful applicants on the Alberta Municipalities website prior to the annual ABmunis Convention.

Number of Awards

One Dedicated Senior Team Award annually.

Type of Award

The Dedicated Senior Team Award will include a \$2,000 cheque to be split evenly amongst the team members and a certificate, plaque or other form of suitable recognition for the municipal office. This award is a contribution from both the Society of Local Government Managers and Alberta Municipalities.

Time of Award

The award will be presented during the fall of 2025.

Dedicated Senior Team Nomination

Team Nominees:

1) Name: _____

Position: _____

2) Name: _____

Position: _____

3) Name: _____

Position: _____

4) Name: _____

Position: _____

5) Name: _____

Position: _____

6) Name: _____

Position: _____

7) Name: _____

Position: _____

Municipality: _____

Municipality Address: _____

Town/City: _____

Prov: _____ Postal Code: _____

E-mail: _____

Primary Telephone: _____

Contact: _____

Position: _____

Exemplary qualities and team performance achievements in:
Leadership - administration, council, community

Policy Development

Council Relations

Dedicated Senior Team Nomination

Exemplary qualities and team performance in:
Human Resources Management

Exemplary qualities and team performance achievements as a:
Project Planning and Implementation

Financial Management

Community Relations

Professional Development

Respected team and seen to have a high level of
integrity within the administration of the municipality

Long Term Strategic Planning

Dedicated Senior Team Nomination

Approved by Resolution of Council:

Date of Council: _____

Municipality: _____

Confirmation of service:

I, _____,
City Clerk/Municipal Secretary

of the _____
Municipality

have confirmed through checking the minutes of the
municipal council or otherwise, that the nominee
is eligible for the Alberta Municipalities/SLGM
Dedicated Senior Team Award.

Dated the _____, 2025.
Month, Day

Signed: _____

Name: _____
Printed

Position held: _____

Checklist:

- ☐ I have completed the nomination form and including it in my submission.
*Completed award nominations are to be submitted with the subject line **Dedicated Senior Team Award**.*
- ☐ I have emailed 4 - 6 photos (high resolution JPG) as part of my submission.
By submitting these photos I give Alberta Municipalities permission to use them for promotional purposes.

Email your completed submission to: linda.davies@shaw.ca

Mail: Society of Local Government Managers P.O. Box 308 4629-54 Ave. Bruderheim, AB T0B 0S0

Deadline: June 27, 2025 No late admissions accepted
