



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the March 24th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the March 24th, 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 March 24th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the March 24th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on March 26th with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Mar. 24th, 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 April 14th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

March 24th, 2025
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shawn Hamm
Shaun Kranenborg
Tyrone Muller

Guests:

Jean Orchison
Lori Wolfe

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Exec
Asst.

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

1. CALL TO ORDER - Mayor

1.2. Adoption of the Agenda

2025-090

Councillor Hamm moved to accept the March 24th, 2025 Regular Council meeting agenda with additions as indicated below.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the March 10th, 2025 Regular Council Meeting Minutes

2025-091

Councillor Kranenborg moved to accept the March 10, 2025 Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-092

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Mar. 4th – 19th, 2025

2025-093

Councillor Denson moved that Council receives the Monthly Accounts for Online Payments from Mar. 4 - 19, 2025 as presented.

CARRIED UNANIMOUSLY

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

2025-094

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

CARRIED UNANIMOUSLY

6.2 CAO Report -- Rick Binnendyk

- Distributed in Council Package

2025-095

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2025-096

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2025-097

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1. Suds Station Fleet Washing Agreement

2025-098

Councillor Cunningham moved that Council approves Administration to enter into an agreement with Suds Station Car Wash for the washing of town fleet at the negotiated rate for a one year term;

AND FURTHER that this agreement can be cancelled with 30 days' notice by either party.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-099

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2025-100

Councillor Muller moved that Council accepts the reports as information.

CARRIED UNANIOPMOUSLY

2025-101

Councillor Cunningham moved that Council direct Administration to make a second request of Chinook's Edge School Division for a Governance Committee meeting.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions and answers were provided regarding town areas.

14. CLOSED SESSION

15. ADJOURNMENT

2025-102

Councillor Muller moved to adjourn Council Meeting at 6:54 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Tricia Willis

SUBJECT: 2026 – 2035 Financial Planning Document

RECOMMENDATION:

That Council approves the 2026 -2035 Financial & Capital Plan representing the Town of Penhold's anticipated Ten-year Operational and Capital Budgets.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

MGA Chapter M-26 Section 283 (2 & 3) Each municipality must prepare a written plan respecting its anticipated financial operations and Capital property additions over a period of at least the next 3 financial years for operations and 5 years for capital. The attached plan cover both operations and capital for a 5 year projection.

STRATEGIC RELEVANCE:

To ensure compliance when reporting financials.

DESIRED OUTCOME(S):

Keep Council aware of financial projections for 2026 – 2035.

RESPONSE OPTIONS:

1. Council refer to this document for further input before approval.
2. Council refers this document to a workshop to discuss additional directives within the document.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Finalizes the financial commitment at year-end.

GENERAL:

Section 283 of the Municipal Government Act requires plans to be put into place. The council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

Section (6) indicates that Council must annually review and update its financial plan and capital plan. Section (7) explains the Minister may make regulations respecting financial plans and

capital plans including, without limitation, regulations respecting the form and contents of the financial plans and capital plans.

ORGANIZATIONAL:

Administration

FINANCIAL:

Provides a ten (10) year projection of both the capital plan and financial plan.

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at April 14, 2025, Regular Council Meeting for the Town of Penhold

A handwritten signature in cursive script, appearing to read "Willis", is written above a horizontal line.

CAO



2026-2035

Financial Planning Document



Presented to Council on April 14, 2025

Town of Penhold Municipal Organization

The Town of Penhold is in Central Alberta approximately 16 km south of the City of Red Deer. Located in Red Deer County, Penhold is west of the Highway 2 corridor at the junction of Highway 42. Penhold is conveniently located approximately 130 km north of the City of Calgary and 170 km south of the City of Edmonton. Penhold benefits from its proximity to larger centers where residents can access additional shopping and recreational amenities in the City of Red Deer or the Towns of Innisfail, Sylvan Lake, or Red Deer County and more.

The Alberta Treasury Board lists Penhold's 2021 Population at 4,037. The Town employs 56 staff including 27 full-time employees, 19 part-time and casual employees, and 10 seasonal staff. Penhold has 7 elected officials, which includes 6 Councillors and 1 Mayor, that are elected by the community every 4 years. Penhold's last municipal election took place in the fall of 2021, with a by-election taking place in the fall of 2023 to fill one vacant seat.

The Town is home to several schools, including Jessie Duncan (Pre-Kindergarten to Grade 3), Penhold Elementary (Grade 4 – 6), Penhold Crossing Secondary (Grade 7-12), with a new elementary school scheduled to open in fall 2025. Accessing schools from Pre-K to Grade 12 in a small town is a unique experience offered in Penhold.

In addition to the services provided through municipal administration, the town contracts out the services of garbage collection, building inspection, engineering, solicitors, and regional waste.

The Town employs financial personnel but maintains a contract for assessment services from a private company. Fire and Protective Services are provided by a full-time Fire & Protective Services Manager and volunteer fire department.

Mutual aid agreements have been signed between the Town of Penhold, Red Deer County, the City of Red Deer, the Town of Innisfail, the Town of Sylvan Lake, the Town of Bowden, the Village of Delburne, and the Village of Elnora. This approach helps build strong regional partnerships with surrounding communities ensuring the preparation and coordination of the Joint Municipal Emergency Plan and related plans and programs for the region.

The Town employs two Community Peace Officers to patrol the community, enforce municipal bylaws and monitor traffic.

The Town is a member of the South Red Deer Regional Wastewater Commission, Red Deer and District Family and Community Support Services and Parkland Regional Library to name a few.

Statutory Requirements:

Section 283.1 of the Municipal Government Act indicates that each municipality must prepare a written plan respecting its financial operations over a period of at least the next three years and a plan respecting its capital property additions over a period of at least the next five financial years.

Operational Budget:

The Town of Penhold has prepared an operational budget on a 10-year horizon which is shown in Appendix A. The intent of this plan is to look longer term at municipal finances and make financial decisions earlier that will benefit the community and offer cost savings in the long term. This plan was prepared knowing that it would be reviewed and updated annually as required in Section 283.1(6) of the Municipal Government Act.

Capital Budget:

The Town of Penhold has also prepared a capital budget on a 10-year horizon which is shown in Appendix B. This plan identifies priorities for the town over the next 10 years. This plan was also prepared knowing that it would be reviewed and updated annually as required in Section 283.1(6) of the Municipal Government Act.

The Town of Penhold's priorities over the next 5 years include:

1. Public Works Facility & Fire Hall

Both the Public Works department and the Fire Department have outgrown their current facilities and need to expand to be able to continue to serve the community. The Town has accepted a bid to proceed with building a joint operations building as a cost reduction strategy. Pricing, grants, and a debenture will be considered in the building of this complex.

2. Road construction and rehabilitation

Infrastructure is an ongoing priority for the Town of Penhold. Road and sidewalk repairs are prioritized annually and fixed based on the availability of funds. In 2024, with the addition of a new school on Waskasoo Avenue, Alberta Transportation and Economic Corridor have decided to construct a roundabout to accommodate the additional traffic. This Round about was completed in the fall 2024.

3. Equipment Fleet Maintenance and expansion

As the Town continues to grow, additional equipment is necessary to keep up with the maintenance of the community. Existing equipment needs to be replaced with better technology and more sustainable equipment.

4. Parks, Playgrounds, and trail development

The Town of Penhold is a community of young families who enjoy spending their time outdoors. Parks, playgrounds, and connected pathways continue to be a priority within the community.

5. Underground utilities - End of life assets

Asset Management will be a help to identify underground utilities that are reaching the end of life. Underground services will be monitored and replaced as the need and funding is available.

Budget Assumptions:

The 10 Year Capital Budget has been built on the following assumptions:

1. The 10 Year Capital Plan will be considered Council's primary multi-year capital planning document.
2. The plan was built using the Tangible Capital Asset Listing and the equipment replacement plan therefore capital purchases will consider age, use, and condition before purchasing new equipment.
3. Costs have been projected using 2024 figures and are expected to be updated annually.
4. Projects within the plan are based on available grants and reasonable interest rates. If Federal and Provincial grants are reduced or interest rates increase, projects will be reevaluated on an ongoing basis.
5. Utilities are progressively being moved to a cost recovery mandate.
6. Borrowing considerations are project specific and will take length of term and interest rates into consideration.
7. Annual capital budgets may deviate from the plan based on asset conditions, priorities and available funds.

OPERATIONAL BUDGET

REVENUE	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Taxes										
New Growth	4,300,158	4,429,163	4,562,038	4,698,899	4,839,866	4,985,062	5,134,614	5,288,652	5,447,312	5,610,731
Sale of Services	76,099	78,382	80,734	83,156	85,651	88,220	90,867	93,593	96,401	99,293
Franchise Fees & Interest	4,237,003	4,378,966	4,525,633	4,677,159	4,833,703	4,995,431	5,162,512	5,335,123	5,513,443	5,697,661
Other Revenue	824,000	848,720	874,182	900,407	927,419	955,242	983,899	1,013,416	1,043,819	1,075,133
Grants	254,470	262,104	269,967	278,066	286,408	295,000	303,850	312,966	322,355	332,025
Transfers from Reserves	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Requisitions	0	0	0	0	0	0	0	0	0	0
Total Assets	1,567,660	1,614,690	1,663,130	1,713,024	1,764,415	1,817,348	1,871,868	1,928,024	1,985,865	2,045,441
	12,259,390	12,597,172	12,945,087	13,303,440	13,672,543	14,052,719	14,444,301	14,847,630	15,263,059	15,690,951
EXPENSES										
Total Expenses	11,382,053	11,798,080	12,230,781	12,680,866	13,149,076	13,451,414	13,958,234	14,360,490	14,909,307	15,480,489
Capital Expenditures	4,209,300	2,375,232	2,336,393	2,252,428	2,327,965	2,347,377	2,381,245	2,791,871	2,813,336	2,185,000
Total Expense & Capital	15,591,353	14,173,312	14,567,174	14,933,294	15,477,041	15,798,791	16,339,479	17,152,361	17,722,643	17,665,489
Over/Under	-3,331,963	-1,576,140	-1,622,087	-1,629,854	-1,804,498	-1,746,072	-1,895,178	-2,304,731	-2,459,584	-1,974,538

This chart represents the Town of Penhold's estimation of revenues, expenditures, and capital spending for the next 10 years. This document will be reviewed annually, as priorities are revisited, and costs are amended.

** This number is based on the projects found in the capital listing. Those projects are grant-specific so to complete the projects the Town of Penhold would need to find grants for the 'underfunded' amounts and/or use reserve funding or those projects would not move forward.

CAPITAL BUDGET

Department	-	Asset Name	Description #1	Acq. Year	Replacement Value	Replace Year	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	72	2023 JD Mower	Unit# 53	2023	30,000	2033								30,000		
	72	2018 Chev Silverado	Unit#13 (Bought Used)	2024	60,000	2034									60,000	
	72	2023 JD 4052 M Cab Tractor	Unit# 54	2024	60,000	2034									60,000	
	72	Ice Resurfacer Attachmebt	(cut from '24,'25)		24,000	New	24,000									
	72	Additoinal Gator														
	72	Additional Skid Steer			100,000	New							100,000			
	72	Additional Backhoe			200,000	New									200,000	
Library	73	Library - Leashold improvements	Paint, flooring	2010	50,000	2036						10,000	10,000	10,000	10,000	10,000
RV Park	75	RV Park Mower (2018 John Deer Ztrak)	Unit# 50	2019	20,000	2029				20,000						
Arena	76	Security Cameras	Done in 2024 - Every 5 years	2018	5,000	2028			15,000					5,000		
	76	Dressing Room Refurbish		2011	690,207	2034								251,871	138,336	100,000
	76	Arena Board and Glass		2011	1,000,000	2036			50,000			75,000	75,000	100,000		100,000
	76	Cleaning Equipment		2011	15,000	2025								15,000		
	76	Olympia Ice Resurfacer		2024	175,000	2034									100,000	
	76	Ice Plant Replacement	Compressors (x2) Chiller, Condenser	2011	1,000,000	2036										250,000
	76	Dehumidifier	For Arena	2011	150,000	2031					75,000	75,000				
Gym	77	Truck for Multiplex			55,414	2028			55,000							
	77	Toolcat		2017	75,000	2027						75,000				
	77	Twintec Battery Scrubber		2022	8,000	2032							8,000			
	77	Arena meeting room Furniture		2023	30,000	2033									30,000	
	77	Ride on Scrubber		2023	12,000	2033									10,000	
	77	Coat of Arms		2022	8,000	2032							8,000			
	77	HVAC Units (x14)	each unit estimated at \$30,000	2011	420,000	2036								50,000	50,000	
	77	Roof Replacement or refinishing	To be done in Future	2011	1,500,000	2036			50,000		50,000	50,000	50,000	50,000	50,000	50,000
	77	Audio Control System	Audio Rack in Data Room	2023	25,000	2033									25,000	
	77	Multiplex Flooring Replacement	Replace Flooring in Multiplex	2011	500,000	2036						100,000	100,000	100,000	100,000	100,000
	77	Multiplex Parking Lot refurbish		2010	500,000	2035					100000	100,000	100,000	100,000	100,000	
Fitness	78	LED Electronic sign	located at Hwy 2a and Hwy 43	2017	120,000	2027					120,000					
	78	Christmas Lights	Installed on Roof of Multiplex - LED	2016	50,000	2026						50,000				
	78	Dressing Room Refurbish		2011	100,000	2033								100,000		
	78	Fitness Equipment	Various Equipment replacement	2011	13,000	2025	10,000							25,000		
	78	ZOLL Defibrillator	Fitness Center	2011	5,000	2027		5,000								
	78	3 Mirrors	Fitness Center	2011	5,000	2027		5,000								
	78	3 Mirror Stands	Fitness Center	2011	5,000	2027		5,000								
	78	Individual Fitness Pieces (x60)	Each piece is valued at approx \$5000	2011	300,000	2036				25,000	25,000	25,000	50,000	50,000	50,000	50,000
							4,209,300	2,375,232	2,336,393	2,252,428	2,327,965	2,347,377	2,381,245	2,791,871	2,813,336	2,185,000

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:

- CAO Performance Review
- RCMP Real Time Operational Centre Tour: attendees identified currently: Mayor Yargeau, Councillors Cunningham, Denson, and Kranenborg

Projects:

School:

- The tour of the new school was appreciated; windows and layout compliment the school well.

A second request has been made for the Governance Committee to meet; with a further follow-up April 3rd with the Assoc. Superintendent Mr. Russell, he identified "I have left it with the Board Chair - the letter was addressed to her" As of this report time there has been no further contact.

Discussion Points:

- The current agreement for the joint wall with Penhold Crossing; and
- Clarity on the current Penhold school's intended use

Administration:

- We held a tabletop exercise with all departments on Mar. 26th going over protocols for each area.
- Our Front Office staff experienced a volatile individual. This is one of those rare occasions. The situation was handled well by staff with cool responses, sharing fact base information.
- We are working through our newest Land Use Bylaw draft with our Planners. We are hopeful to have this ready for Council at the Apr. 28 meeting.
- 2025 work expectations are nearing completion and moving forward for 2025 projects once the final budget is approved.
- Met with our HR Consultants to review the draft Salary Review. They anticipate this document to be done by the end of this month.
- Met with Fortis on the light pole for the Pumptrack. They are receptive in assisting in putting up a light fixture. The question was asked about ongoing demand costs throughout the year. Late summer usage is a short window. Is this something our community wishes?
- We have reached out to ATEC once again to see if there may be some financial assistance for the storm and sewer line crossings over Highway 2A
- Participated in the Provincial Priorities Act Webinar, April 3rd. For Penhold, any agreement with the Federal Government will require forwarding to Municipal Affairs for information. If the agreement is \$100,000 to \$500,000 department approval is required, if over \$500,000 cabinet approval is required. Upcoming Federal Election rentals: we will be sending the rental agreements to MA. The presenters identified they too are working their way through expectations.
- Attached is the first quarter for 2025 Council Follow up listing. FYI

Economic Development:

- Operations building development permit has been issued to Scott Builders.
- There was another house start pulled for Hawkridge developments.
- Melcor has a total of 15 lots left for single family homes and zero for multifamily. A tentative meeting has been set to go over a new layout for multifamily units.
- In discussion with the owner of Larkaun Homes, they have sold all but two units as of last week. They would like to move forward in building additional multifamily homes.
- The Chevron Service Station has changed hands. We met with the new ownership to discuss potential changes to the existing building. They have purchased five parkland buildings and are doing renovations to update and provide additional services to the surrounding areas.
- Met with another builder wishing to make changes to their currently owned property just north of the Operations Centre.
- Hawkridge Market was sold recently to a new owner.
- Our office continues to work with the BREWD team when time permits.

- New maps for the town, which include new and old amenities, trails and the disc golf locations are all in progress. There has been ongoing discussion with PCPS to finalize a few areas.

FOLLOW UP ACTION/UPCOMING:

- Continue to assist with the Local Government Administration Association (LGAA) conference committee planning this year's conference in June.
- Continue working on updating our LUB
- Preparing for 2025 construction season once the budgets receive final approval.
- Continue working with our team on the new Public Services Building
- Offsite Levies updated

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the April 14th, 2025, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – March is one of our transition months in the Arena. We transition out of regular hockey season into Spring hockey in April. Most of our bookings with the minor sports organizations and most of the adult hockey start to wind down and come to an end by the third week of March. We still get the odd regular booking in the evening, but for the most part, the regular bookings start to taper off and we are starting to get a few bookings to get kids ready for spring ice. Then, once April 1st arrives, we are back to being full throttle for bookings and ice times with Spring ice taking up most of our time.

The Gymnasium has seen steady use over the last little bit, and we decided to cancel a few bookings in the gymnasium for the upcoming Federal Election April 28th. We were also able to persuade Elections Canada to book Memorial Hall for the Advanced Polls.

We have entered into a new one season rental agreement for the private dressing room as well. The Amazons will be renting the dressing room from September 2025 – March 2026 and using it as a home base for the season. However, with that, we need to complete a few renovations in the room which includes removing the urinal and installing a toilet. There was never a toilet plumbed in during its initial renovation years ago.

We received another cheque from LiveBarn, in the amount of \$506.20; we had 18 basic monthly users, 9 premium monthly users, and 1 premium annual user.

In March our solar panels produced roughly 24,729 kWh of power, reducing our carbon footprint by 17,310 kg and saving us roughly \$1,978.32 in costs.

In March we had roughly 21,872 people visit the Multiplex.

Fitness –

	March 2024	March 2025
MEMBERSHIP SALES	\$11,094.00	\$11,032.25
DROP-INS	\$489.00	\$372.99
TRAINING	\$2,211.00	\$1,933.50
DROP IN GYM	\$1,115.00	\$1,504.00
TOTAL REVENUE	\$14,909.00	\$14,880.24

A total of **31** fobs were issued for 24-hour members in the month of March.

The Fitness Centre had **44** new members for the month of March.

There was a Staff Fitness Challenge this month with 22 staff members participating. It was great seeing the staff enjoying the Fitness Centre and Track. Fitness classes are still getting a lot of participants with some classes getting waitlisted. Fitness classes offered this month were Full Body Mix and Match, Butts n’ Guts HIIT, 8 Rounds, Burn & Turn Spin, Stretch + Release, Pump it Up, Step, IN the Zone, Pilates, Zumba, Restorative Stretch & Aromatherapy, Cardio Kick. TRX, and Circuit, Circuit. Personal Training is picking up with two Trainers now available for clients. Learn 2 Skate sessions finished this month. Alyssa did a great job working with all the kids.

	March 2025	Totals 2025
Penhold Sr Track Users	25	112
Kids Gym	106	339
Staff Fitness Usage	60	150
Penhold Fire Dept	55	110
Pickle Ball	220	451

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

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the April 14th, 2025, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

RECOMMENDATION:

That Council accepts the Operations Manager's report as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

Council defers back to administration for more information

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

WATER:

- Water consumption for March is up 1% from this time last year with 23,212 m³ of water produced for the community.
- Monthly water meter reads were completed on March 14th.
- 44% of Utility Accounts are currently signed up to receive E-bills.

- There were five new water meters installed in residential properties and one larger meter installed in the new school in March. Two older generation meters were exchanged with new meters in two residential properties.
- A quarterly THM Sample was taken and delivered to a lab in Calgary.
- Well #2 Pump Control Box was rebuilt by Boersma Electrical and put back into service.
- 3 Operators attended the 50th Annual Alberta Water Wastewater Operators Association Conference in Banff Mar 10th-14th. Staff took part in education sessions, a trade show, and networking with fellow communities expanding knowledge and technology advancements that can be used in the community. Some topics of interest brought back was the Sylvan Lake Storm Pond Gold Fish Infestation treatment, Talk on Asset Management of Infrastructure, Changes to the regulated allowable levels of natural occurring fluoride in drinking water, a speech by the key note speaker Rick Mercer, & the Calgary Bearspaw South Feeder Main Failure and Return to Service presentation.

SEWER:

- As of February 28th, 2025, sewer flows were 21,060 m³ for the month, which is down 34% compared with the previous year. Which should be noted, 2024 had higher flows due to an air relief valve failure recirculating already metered sewage flow back to the wet well before it was discovered and fixed in May of '24.
- The battery on the backup generator failed and had to be replaced with a new one at the Newton Lift Station.
- Weather pending, the Sani Dump is scheduled to be open April 23rd.

SRDRWC:

- Operations staff spent 173.5 hours working on the Regional System in March and there were three after hour callouts on the system in regard to a low temp alarm and a couple pump fault alarms.
- The SRD Operations Safety meeting was held on March 18th in Olds

TRANSPORTATION:

- Sanding was done on Mar 3rd, 10th, 14th, & 28th.
- Intersections were scraped on Mar 10th.
- A load of Pickle Chips, which are used for sanding the roads, was picked up and loaded into the storage bin.
- An annual safety inspection was completed of the shop by two department managers and some housekeeping items were noted but overall inspection was satisfactory.
- During the warm weather some stockpiles thawed and shifted and resulted in damage to the rear fence of the Shop Yard. Staff cleaned up the damaged fencing and moved the piles away and installed temporary fencing to secure the yard till repairs are fully completed. Additional concrete Lego blocks are being installed to contain the aggregate stockpiles from getting near the fencing again.
- **Maintenance of equipment:** The Asphalt Trailer was picked up from IMI after its pre-season inspection was completed. Unit #8 and #21 had windshields replaced. The driver side seatbelt receiver was replaced on #8. A warranty replacement harness for the RPM Snowblower was installed and function tested as well as new hood struts were installed

on the unit. A water pump on the Hydro Vac Trailer was replaced with a new one when a crack was found in the pump body leaking. The hydraulic cylinders were rebuilt and installed on the Multiplex's snow blade attachment. A hydraulic hose was leaking and repaired on #60. An electrical issue on a set of lights on the Fire Dept. Command 1 was inspected by the Mechanic as well.

STORM:

- Crews steamed some culverts and catch basins on March 26th & 27th.
- The Lincoln Lift Station Level Sensor developed a non-accurate level reading and triggered multiple false high-level alarms. Sterling was dispatched and checked out the controller's internals and got the station to function properly again.

PARKS & RECREATION:

- Pathways were plowed or swept on March 3rd, 10th, 14th, & 28th.
- Staff used extra ice melt on the pathway located on Lincoln on the hill on Mar 3rd, 4th, 5th, 6th, 7th, 13th, 14th, 17th, & 18th. As snow would melt across the path it would freeze on that section overnight.
- Parks staff worked on pruning of trees throughout town on Mar 3rd, 5th, 6th, 7th, 10th, 11th, 12th, 13th, 14th, 18th, 19th, 20th, 21st, 24th, 25th, 26th, 27th, & 28th.
- Staff added mulch to some shrub beds on Lucina.
- Garbages were emptied on Mar 11th & 17th. Staff are picking up loose garbage found in the parks, sports fields, and ditches.
- Staff mounted signs where the Trans Canada Trail travels through town.
- Staff have started working on the interior update of the Lincoln St Rec Centre which includes new bathroom partitions, sinks, counter tops, paint, benches, and installation of security cameras. The project is expected to be completed by late April.

MEMORIAL HALL:

- There are two additional bookings for the month of April. One of the bookings is the Advanced Polling Station for the Federal Election April 18th - 21st.
- Staff repaired a toilet and touched up some paint in the woman's bathroom.

GARBAGE:

- Residence totes have been repaired when reported.
- E360's contract expires on April 30th.
- Compost Bins are scheduled to return April 9th to the same gravel pad near the future Public Services Building.

RV Park:

- General bookings were live on March 3rd.
- We received 47 bookings in the month of March; that is 12 more compared to last year for this month.
- March 6th the fire pits were picked up from Iron Tech Services and delivered to the park. All sites have fire pits for the 2025 season.

ORGANIZATIONAL:

- 3 Seasonal Parks & Rec Labourers were interviewed and hired to start on April 14th
- All department staff have completed their annual evaluations.
- One full time Operator had their 6 month probation period review and passed.
- All department staff took part in the Town's Emergency Disaster Tabletop Exercise on March 26th.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the April 14th, 2025 Regular Council Meeting for the Town of Penhold.



CAO

REQUEST FOR DECISION



Department: Operations, Fire & Protective Services

**Submitted by: Brandon Kowalchuk,
Sean Pendergast**

SUBJECT: Canadian / American Tariffs influencing the Public Services Building Project

RECOMMENDATION:

That Administration moves forward to procure Canadian solutions to as many pieces of the Public Services Building Project as viable and continue with option 2 as presented for the remaining \$856,000 worth of material to maintain construction timelines and limit costs.

CAO COMMENTS:

If this project is pulled back, we anticipate increasing costs based on the recent market changes over the past number of months. This project remains within the original budget expectations and would secure best value by moving forward.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

Retaliatory tariffs include millions of dollars' worth of products related to this project

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Project Management: Public Service Building.

DESIRED OUTCOME(S):

That Council motion Administration to source Canadian suppliers for all products apart from the \$856,000 of structure and roofing already engineered and ready to order from the USA supplier.

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:

Approximately \$214,000 worth of potential tariffs will be paid to the Canadian Government.

BACKGROUND:

Brandon Kowalchuk, Sean Pendergast, and Scott Builders have identified millions of dollars' worth of materials related to this project that are subject to the March 13 tariff application. Products include steel, aluminum, fasteners, appliances, cladding, chain link, electrical panels, security systems, and more.

The project team has found Canadian suppliers for some of these products at reasonably similar costs to the original supplier.

While the team did find multiple Canadian suppliers of pre-engineered structural steel/ roofing systems, they come at a significant cost.

First, the project has already committed \$60,480 in engineering costs to the original supplier, which would be lost if switched.

Second, the Canadian options do not have space in their production line for approximately six months, pushing the project into substantive winter heating costs (for which the project planned to avoid and are not included in the project costs).

Third, the Canadian options come with an increased base price. The overall impact of switching the remaining \$856,000 worth of product to Canadian suppliers would exceed the cost of paying tariffs by an additional \$75,423.

Option 1:

Move the whole project to Canadian suppliers. Increase cost est. (\$289,423.00)

Benefits:

- Canadian supply

Drawbacks:

- \$75,423 more than option 2
- Project delay of a minimum of 20 weeks
- Winter construction heating costs

Option 2:

Continue forward with \$856,000 worth of tariff applicable material increase cost est. (\$214,000)

Benefits:

- Maintain the current project timeline
- \$75,423 less than option 1
- Avoid winter heating costs

Drawbacks:

- Partial US supply

The December 9th Request for Decision (RFD) for this project cost was identified to be \$8,554,369 with an approved budget of \$8,800,000

Option 2 as presented, the cost estimate becomes $\$8,554,369 + \$214,000 = \$8,768.369$ Still slightly under the Budget amount.

FOLLOW UP ACTION:

Continue to work closely with the contractor

COMMUNICATION:

The Town has received a letter of commitment from the contractor and has been in ongoing discussions about potential variables occurring.

OTHER COMMENTS:

It was recently noted that City of Leduc bid out a fire building of approx. 50% size of Penhold's building at \$14,050,000.

Presented at the April 14th Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Bull-o-Rama

RECOMMENDATION:

That the Town be a major sponsor for the 2025 Bull-o-Rama event.

CAO COMMENTS:

The Town has been involved with varying events over the years. This RFD is to identify the Town's involvement for this upcoming event.

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:

Provide economic stimulus for the community.

DESIRED OUTCOME(S):

Assist in providing a great event experience by public and for organizers.

Areas Requiring Clarity:

1. In working with the Group and reviewing the agreement sent to our office it appears to be a for-profit event? The “Event Services Agreement” states that all proceeds and revenue generated goes to Gaucho House LTD., Didsbury.
2. There has been suggestions that the town will be covering costs to the following items:
 - Use of the Multiplex Parking lot for the event @ no cost
 - Final cleanup of the parking lot after crew has removed apparatus. ie sweeping of the area. Protecting and cleaning the shrub beds after the function?
 - Ball Diamonds for the weekend will be provided at no cost. Staff is not expected to assist in preparing the diamonds during tournament.
 - Free advertising on the electronic sign requested April 1.
 - Is the town donating staff time for the event preparation, running and takedown.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Value Estimations of Service Provided:

Ball Diamond for weekend at \$120/day/diamond (with no extra services)	\$ 720.00
Sweeping to clean parking lot. (estimated)	
Sweeper plus operator Est. 5 hrs @ \$145/hr	\$ 725.00
2 staff for 8hrs @ \$65/hr (beds corners)	\$ 1,045.00
Use of Front Multiplex Parking lot for 6 days (\$2 per stall @ 152 stalls X 4 days	\$ 1,216.00
Electronic Board Advertising For Profit	\$ 25.00
Per slide, per rotation, per week (Monday – Sunday)	

ORGANIZATIONAL:

Administration

FINANCIAL:

Dependent on Town’s involvement

FOLLOW UP ACTION:

As directed by Council

COMMUNICATION:

Communicate with Event Organizers the Town’s involvement.

OTHER COMMENTS:

Presented at the April 14th, 2025 Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Welcome to Penhold – Newcomers to Penhold Evening Event

RECOMMENDATION:

That Council participates in the Welcome to Penhold Night event scheduled for Apr. 23 as presented.

CAO COMMENTS:

This event is only happening once this year. If Council wishes to participate, which topics would you like highlighted?

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:

Continue connecting and being accessible to residents.

DESIRED OUTCOME(S):

Engage with new residents of Penhold and reconnecting with current residents.

RESPONSE OPTIONS:

That Council does not wish to participate in the Welcome to Penhold Night.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Preparation of resources as per Council’s direction.

GENERAL:

Council typically participates in the Welcome to Penhold Night and chooses items to showcase, or topics to encourage discussion and engagement. Council has offered cupcakes, bbq’d hamburgers, cookies, etc. at these events in the past.

ORGANIZATIONAL:

Administration

FINANCIAL:

Depending on what Council wishes to do, there could be a small financial implication.

FOLLOW UP ACTION:

As per Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the Apr. 14th, 2025 Regular Council Meeting for the Town of Penhold

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

CAO

**WELCOME TO
PENHOLD NIGHT**

WED, APRIL 23
5:00 PM - 7:00 PM

@ Penhold & District Library

New to Penhold?

- Drop-in for some coffee and treats.
- Get information on services, supports and businesses in Penhold.
- Meet some of your neighbours.
- Be entered in for a door prize.



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 835/2025 Tax Rate and Minimum Tax Rate Bylaw

RECOMMENDATION:

1. That Council gives first reading to Bylaw 835/2025 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented;
2. That Council gives second reading to Bylaw 835/2025 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented.
3. That Council moves to proceed with third reading of Bylaw 835/2025.
4. That Council gives third and final reading to Bylaw 835/2025 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented.

CAO COMMENTS:

2025 has been certainly a year of clarity and changes.

Requisitions: on the school side, the Province identified costs will be transferred to the communities until they reach 1/3 of the total cost supporting schools. This represents 3 years of increases to our ratepayers.

In addition there is comments suggesting that the RCMP contract will also see increases to reach a new benchmark identified by the Province.

Good to see our quick last minute response to the popup changes coming from Municipal Affairs Assessment Branch.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

The Bylaw has considered several items. The RCMP levy continues to be a learning process. In 2025, the levy was reduced by approximately 20% which eased some of the increase in the school and seniors requisition. We foresee this levy to begin to climb again in 2026.

Yearly updated equalized assessment usually leads to an increase in the school requisition and this year is no different. The Province has also increased the school residential rate from 2.56 to 2.72 and the non-residential rate from 3.76 to 4 leading to an increase of \$149,437 over 2024.

Over the past years, the Town has looked for savings in the budget. We are at a point where it is becoming harder to find savings without service reductions. Products and services consumed by the town have also seen price increases. We are recommending a 3% increase to the municipal requisition to keep pace with the price of goods and services.

The overall increase to the ratepayer will be approximately 4.7% over their bill in 2024. The increases in the municipal rate, school rate, and seniors requisition are mitigated by the decrease in the RCMP levy.

Certain types of properties will see a higher increase than others and any renovations that would sharply increase your assessment will see higher increases. It has been noted that the multifamily units have seen a substantive increase over last year from 13-18 % reflecting a higher tax rate.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Parts 8 – 10; outlines Financial Administration; Assessment of Properties & Taxation. Council may pass bylaws as outlined in Part 1 Section 3 of the MGB for Municipal services, and facilities providing for a safe viable community and further to work collaboratively with neighbouring municipalities to plan, deliver and fund services.

STRATEGIC RELEVANCE:

The Council approves the rate of taxation as presented.

DESIRED OUTCOME(S):

1. Stay highly competitive with the non-residential tax rates with our county counterpart.
2. Minimize the residential rates that will continue to allow a high level of service at the best value possible.

RESPONSE OPTIONS:

That Council defers giving a second reading to Bylaw 823/2024 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw for further discussion.

PREFERRED STRATEGY:

Give 1st, 2nd and 3rd reading to Bylaw 835/2025 if the Council is comfortable with the proposed direction identified.

IMPLICATIONS OF RECOMMENDATION:

Continue to provide a high level of service to residents.

GENERAL:

That Bylaw 823/2024 Tax Rate and Minimum Tax Rate Bylaw was approved on April 8th, 2024 be repealed and now accept Bylaw 835/2025.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on financial requirements for the community's needs, providing sound financial direction.

FOLLOW-UP ACTION:

This will be tied to our strategic planning document for service delivery.

COMMUNICATION:

Through the Town's website; and other electronic means. Media outlets; & staff

OTHER COMMENTS:

Presented at the April 14th, 2025 Regular Council Meeting for the Town of Penhold

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CAO

TOWN OF PENHOLD
BYLAW NO. 835/2025
TAX RATE & MINIMUM TAX BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, to authorize the setting of several rates of taxation to be levied against assessable property within the Municipality for the 2025 taxation year.

WHEREAS: the total levy requirements of the Town of Penhold as shown in the estimates for 2025 are as follows:

MUNICIPAL REVENUES:

• General Municipal Taxation	\$ 4,248,794
• Municipal Grants	1,806,633
• Various other municipal sources	<u>15,541,338</u>
GENERAL MUNICIPAL REVENUE	21,596,765

MUNICIPAL EXPENDITURES:

• Debenture Debt	\$ 309,893
• Requisitions	1,522,000
• Various other municipal purposes	<u>19,764,027</u>
GENERAL MUNICIPAL TOTAL	21,595,920

Budget Surplus	845
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WHEREAS THE REQUISITIONS ARE:

ALBERTA SCHOOL FOUNDATION FUND:

• Public – Residential & Farmland	\$ 1,098,303
• Public – Non-Residential	180,175
• Red Deer Opted-Out Jurisdictions – Residential & Farmland	45,472
• Red Deer Opted – Out Jurisdictions – Non-residential	0

PARKLAND FOUNDATION	14,280
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX	590
POLICING LEVY	183,165

ACCUMULATED REQUISITION TOTAL:	\$ 1,521,985
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WHEREAS: The Council of the Town of Penhold, Province of Alberta is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions: and

WHEREAS: The Council is authorized to classify assessed property, and to establish different rates or taxation concerning each class of property, subject to the Municipal Government Act, Revised Statutes of Alberta 2000, and

WHEREAS: The assessed value of all the property in the Town of Penhold, Province of Alberta as shown on the Assessment Roll is:

	ASSESSMENT	TAX RATE	TAX LEVY
Residential	439,027,600	7.83	3,437,586
Non-Residential	27,276,660	11.85	323,228
Farmland	139,650	11.85	1,655
Multifamily	2,668,110	7.83	20,891
Multifamily – MHP	5,638,770	11.85	66,819
Seniors' Lodge	570,940	0	
Vacant land – Residential	7,672,740	11.85	90,922
Vacant land – Non-Residential	964,130	11.85	11,425
Non-Res/ Linear	6,928,200	11.85	82,099
Machinery & Equipment	232,020	11.85	2,749
LAND ANNEXED FROM RED DEER COUNTY			
Residential	1,872,520	2.4618	4,610
Farmland	255,690	9.5974	2,454
Non-Residential	12,701,360	10.6457	135,215
Machinery & Equipment	2,748,090	10.6457	29,255
Protective, Community Services & Policing		1.89	33,222
General Exempt	161,248,320		
Due to Min Tax Rate			5,898
TOTAL	699,944,800		4,248,029

NOW, THEREFORE: under the powers conferred upon it by the Municipal Government Act, R.S.A. 2000, as amended, the Town of Penhold, Province of Alberta enacts as follows:

- That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta.

Residential Property (occupied)	7.83 mills on the dollar
Non-Residential Property	11.85 mills on the dollar
Parkland Foundation	0.0288 mills on the dollar
Designated Industrial Property Requisition Levy	0.0765 mills on the dollar
Policing Levy	0.3740 mills on the dollar

And as per Annexation Board Order 057/17, the annexed land from Red Deer County will be taxed at the County rates. As such, the properties are assessed in accordance with Red Deer County Bylaw 2021/5 which indicates that:

General Municipal – Non-Residential Property	10.6457 mills on the dollar
General Municipal – Residential Property	2.4618 mills on the dollar
General Municipal – Farmland Property	9.5974 mills on the dollar
Protective Services Levy	0.614 mills on the dollar
Community Services Levy	1.0368 mills on the dollar
Policing Levy	0.2392 mills on the dollar
Seniors Housing Levy	0.0277 mills on the dollar

2. That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta for the Alberta School Foundation Fund:

Town

Public – Residential & Farmland	2.526 mills on the dollar
Public – Non- Residential	3.778 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.526 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.778 mills on the dollar

County

Public – Residential & Farmland	2.4149 mills on the dollar
Public – Non- Residential	3.6939 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.4149 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.6939 mills on the dollar

3. The Minimum amount payable as property tax for general municipal purposes in 2025 shall be \$500.00
4. This Bylaw shall take effect on the date of the third and final reading.

Bylaw 823/2024 is hereby repealed upon the final passing of Bylaw 835/2025.

READ a first time on the __th day of April, 2025

READ a second time on the __th day of April, 2025

READ a third and final time on the __th day of April, 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 836/2025 Tax Payment & Penalty Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 836/2025 Tax Payment & Penalty Bylaw.
2. That Council move to give second reading of Bylaw 836/2025 Tax Payment & Penalty Bylaw.
3. That Council move to proceed with third reading of Bylaw 836/2025 Tax Payment & Penalty Bylaw.
4. That Council move to give third and final reading of Bylaw 836/2025 Tax Payment & Penalty Bylaw.

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 – Part 2 Section 7 – A Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

Authorize administration to keep the level of borrowing available at a financial institution.

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 836/2025 being the Town of Penhold Tax Payment & Penalty Bylaw for further discussion.

PREFERRED STRATEGY:

Approve the Bylaw and send out notices to residents.

IMPLICATIONS OF RECOMMENDATION:

By giving all three readings to approve this bylaw, provides Administration the ability to send notification to the residents in a timely manner.

GENERAL:

Bylaw 835/2025 Tax Payment & Penalty Bylaw is being presented as it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

Administration wishes to keep the penalties at 3% for the first three penalty dates, July 1st, August 1st and September 1st; and for the December 31st deadline, keep the 12% penalty on all outstanding taxes, identifying the urgency for payment.

ORGANIZATIONAL:

Administration

FINANCIAL:

Taxes will be collected and are due no later than June 30, 2025; outstanding balances will be charged a penalty as per Schedule "A".

FOLLOW UP ACTION:

Signing of Bylaw, mail out letters.

COMMUNICATION:

Letters will be sent out to residents, notices will be published in the Reporter and Utility Bill insert.

OTHER COMMENTS:

Presented at the April 14th, 2025 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 836/2025

TAX PAYMENT & PENALTY BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, pursuant to sections 344 and 345 of the Municipal Government Act RSA. 2000, c. M-26, Council may impose penalties on unpaid taxes at the rates set out in the Bylaw, and pursuant to section 340 of the MGA, may permit taxes to be paid by installments.

WHEREAS: it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

NOW THEREFORE: the Council of the Town of Penhold, duly assembled, enact as follows:

SECTION 1: SHORT TITLE:

1. This Bylaw will be referred to as the "Tax Payment & Penalty Bylaw".

SECTION 2: DEFINITIONS:

In this bylaw, unless the context otherwise requires, these definitions will prevail:

1. **Town** – shall mean the municipal corporation of the Town of Penhold in the Province of Alberta.
2. **Council** – shall mean the Municipal Council of the Town of Penhold in the Province of Alberta.
3. **CAO** – shall mean the Chief Administrative Officer of the Town of Penhold
4. **Taxes** – includes property, business, business revitalization zone, special and local improvement taxes, and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta.
5. **Taxpayer** – is the person liable to pay taxes within the Municipal Government Act of the Province of Alberta.
6. **Unpaid Taxes** – shall mean taxes levied in any year, which remain unpaid after the invoice date as determined by resolution of Council, together with penalties and any other charges added thereto during such year.

7. **Tax Arrears** – means taxes that remain unpaid after December 31 of the year in which they are imposed.
8. **Installment Payment Plan** – also referred to as ‘Tax Payment Plan’, means the plan authorized by this Bylaw permitting taxpayers to make payment of taxes by way of monthly installments as outlined within Schedule A of this Bylaw.

SECTION 3: PAYMENT:

1. Payment shall be made at the Town of Penhold Administration Office located at #1 Waskasoo Avenue, Penhold Alberta.
2. Every taxpayer shall make payment of the full amount of taxes charged against land and improvements owned by the taxpayer in the roll at the Town of Penhold Administration Office before the invoice date of the year stated in the tax notice.
3. For the purpose of this Bylaw any payment of taxes forwarded by mail shall be deemed to be paid on the same date as the postmark on the envelope in which the said payment is mailed.
4. In the event of a disruption of postal services through any cause, the taxable person shall make payment as required by this Bylaw without any extension of penalty dates set by the Bylaw.
5. For the purpose of this Bylaw any payment of taxes forwarded by a courier approved by the Government of Alberta shall be deemed to be paid on the same date as such payment is given to the courier for delivery to the Town.

SECTION 4: TAX PAYMENT PLAN:

1. Taxpayers who wish to apply for inclusion in the Tax Payment Plan must sign an authorization form provided by the Town permitting monthly installments. There must be a void cheque attached to the form for the account the withdrawal is to be taken from. Payment will be requested from the taxpayer’s bank account on the first business day of the month.
2. Participation in the Tax Payment Plan will be permitted all year round.
3. The bank’s failure to honour any preauthorized payment shall be deemed to be a breach of the agreement by the person.
4. The Town may refuse a taxpayer’s request to be included in the Tax Payment Plan based on previous defaults for other accounts.

5. A taxpayer may not apply for inclusion in the Tax Payment Plan twice in the same calendar year with respect to the same property.
6. Any credits as of December 31st of any year will be applied to next year's payment, unless a written request for a refund is given to the Town.
7. If a taxpayer decides to cancel their inclusion in the Tax Payment Plan program, they must complete an authorized cancellation form 30 days prior to the cancellation date requirement. If this date is after the tax due date the taxpayer account is then subject to penalty on any remaining amount for that year.

SECTION 5: PENALTIES:

The following penalties shall be added to all taxes remaining unpaid on the date indicated hereafter and shall be added to and form part of the unpaid taxes.

1. Should the full amount or any portion of the current years taxes for the year stated in the Tax Notice remain unpaid after the stated invoice date, effective the day after there shall be added to and form part of such unpaid taxes, by way of a penalty, an amount as determine by resolution of Council and identified within Schedule "A" as unpaid current taxes.
2. Should any taxes and penalties levied thereon remain unpaid after the last day of the month of December in the year for which the same are levied, there shall be added to and form part of such arrears, by way of a penalty, an amount determined by Council by resolution as prescribe within Schedule "A".

This Bylaw shall take effect on the date of the third and final reading.

Bylaw 822/2023 Tax Payment & Penalty Bylaw is hereby repealed upon the final passing of Bylaw 836/2025.

READ a first time on the ___th day of April, 2025

READ a second time on the ___th day of April, 2025

READ a third and final time on the ___th day of April 2025

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"**Rates/Fees & Penalties April 2025****Taxation:**

Penalty Dates:	July 1st	3% on unpaid current taxes
	August 1st	3% on unpaid current taxes
	September 1st	3% on unpaid current taxes
Penalty Date:	December 31st	12% on all outstanding taxes and arrears

Assessment Complaints:

To file a Complaint to the Regional Assessment Review Board the following fees will be required:

- Residential (3 or less dwellings and/or Farmland) \$ 50.00
- Non-Residential \$650.00

Tax Installment Payment Program – TIP Program:

To be enrolled in the TIP Program, residents must have an automatic withdrawal form set up as follows:

- Forward a completed TIP Form with an attached Void Cheque or auto withdrawal form from the account the withdrawal is to come from.
- Registration for the Program may be done at any time of the current year for which the applicant is registering.
- In order to be eligible property taxes must be in a current year status.
- Payment will be requested from each taxpayer's bank account on the first day of each month.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Apr. 9 letter from Minister McIver re: Municipal Affairs Statutes Amendment Act 2025
- Apr. 4 letter to Minister of Education re: Penhold Library
- Mar. 26 Penhold Museum Mini-Golf Grand Opening Invite

EMAIL:

- Mar. 21 Alberta Municipalities re: Alberta Municipalities' Friday News - March 21, 2025
- Mar. 24 Alberta Municipalities re: Alberta Municipalities' Friday News - March 21, 2025
- Mar. 24 FCM Voice re: Election 2025 | AC2025 | FCM's Board nominations now open | and more
- Mar. 25 FCM re: Election 2025 — Stronger Together: Local Strength, National Prosperity
- Mar. 25 Email from Rick re: Library's invitation to Strategic Community meeting
- Mar. 25 email from AHS re: Laurel Ford – recipient of \$5,000 medical student award
- Mar. 25 email from Rick re: Foundation grants
- Mar. 31 FCM Voice re: FCM Voice: Mayors call to end tariffs | AC early bird | and more
- Apr. 1 email from Rick re: Chinooks Edge - Library update
- Apr. 2 Chinook's Edge School Division re: Chinook's Edge Board e-News March 2025
- Apr. 2 RCMP invitation re: Real Time Operation Centre - Edmonton, Tour?
- Apr. 2 email from Rick re: Library Space
- Apr. 3 email from Rick re: Changes to Penhold Library and School Division agreement
- Apr. 4 email from Rick re: The Municipal Equation: Delivering Quality of Life
- Apr. 4 FCM re: On the campaign trail | Week 2
- Apr. 7 Alberta Municipalities re: Alberta Municipalities' Friday News - April 4, 2025
- Apr. 7 Central Alberta Economic Partnership re: April Newsletter
- Apr. 9 email from Rick re: Innisfail Rotary Pro Rodeo Parade, Saturday, June 14, 2025
- Apr. 10 email from ABMunis President re: Responding to Bill 50 – register for ABmunis' webinar

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the Apr. 14th, 2025 Regular Council Meeting for the Town of Penhold



CAO



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: www.alberta.ca/modernizing-municipal-processes.

.../2



ALBERTA
MUNICIPAL AFFAIRS

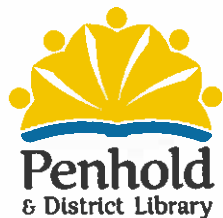
*Office of the Minister
MLA, Calgary-Hays*

I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to ma.engagement@gov.ab.ca. Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister



Box 675
Penhold, Alberta
T0M 1R0

penholdlibrary@prl.ab.ca

403-886-2636

The Honourable Demetrios Nicolaides
Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta
T5K 2B6

April 2, 2025

Dear Minister,

It is with a sense of urgency that we write this letter of concern.

In 2010, the Town of Penhold built a much-needed community center, the Town of Penhold Multiplex (the "Multiplex"). This is a beautiful complex that is the heart of our community. It has a fitness center, gymnasium, arena, Municipal offices and the library. In 2014, Chinooks Edge School Division No. 73 ("CESD") added a school for grades 7 – 12 with the capacity of 500 students (Penhold Crossing Secondary School). The school was attached directly to the library side of the Multiplex, by removing a south exterior wall, so that the library could provide public library services to the school. This project was deemed a "P3" project (Public Private Partnership), including investments coming from the Government of Alberta (our understanding is that it was \$12.69million), with the understanding that there would be a shared space agreement.

When this space was created in 2014, an agreement was put in place between CESD and the Library. CESD was a financial contributor to the services provided by the library to the school, for staffing and collection development. Funding has not increased over the term of the agreement. In 2020, it was mutually agreed that the services provided by the library would be reduced in alignment with a reduced financial contribution from CESD. In 2024, CESD gave notice to terminate the existing agreement at the end of the 2024/2025 school year. CESD has provided the Library Board with a new proposed agreement - requesting the Library to serve all three (3) schools in the Town of Penhold with zero compensation or financial contribution and there has been no agreement or direction shared for the shared space. The Library Board was concerned with what was taking place and asked the Town of Penhold Council for intervention. The Town of Penhold Council requested a meeting with CESD in early December. This meeting has not taken place. A second request has been sent. Without the opportunity for further discussion, the Library Board received an e-mail from Shawn Russell, Associate Superintendent of Corporate Services, CESD. This e-mail states:

"I am writing to inform you that Chinook's Edge will be making some changes to our space that is currently open to the Penhold Library space. In July, we will be installing floor to ceiling bookshelves to separate the space. We need to do this to accommodate the needs of the Career High and our Flexible Learning that will be using that space next year.

The cost of the bookshelves will be covered by CESD. If you would like us to make the bookshelves double sided so that you can use them on your side, please let me know by April 14, 2025."

passionate about community, literacy and lifelong learning

The Library board is concerned that the partnership that was formed when the P3 investment was made has been put to the side without any consultation with the Library or community. Ultimately, the students and youth of Penhold are the most impacted, as there has been great benefit to having high school students have access to the full Library. This is a very unique model, where students connect with the community in the Library, enjoy games, playing a baby grand piano, sitting by the fireplace and chatting with the library staff. Because of these interactions, the library has been hiring students to help run children's programs. The library has also brought in inspirational guest speakers and extended invitations to the school. Utilizing the community library as the high school library has meant an expanded collection (including access to our consortiums resources) and space for the high school students to utilize. The library has benefited by being able to grow their high school aged collection and accessing the back space for summer programming when the school is not utilizing. Research continues to show that belonging and community are a critical part of a full, healthy life and this is an opportunity for high school students to find this in a healthy and positive environment.

We are extremely concerned that CESD has walked away from this partnership after just over 10 years. Investments like this warrant long term collaboration to provide the return on investment from all parties concerned. The library would not have made these changes to the physical layout of their space had they known there wasn't the intent for this to be a long-term partnership.

The Government of Alberta promotes collaboration and working together. Our small community is living proof of that forward thinking and our residents have benefited from this. Partnerships like this create better services for all residents and use funds efficiently. However, they take commitment and collaboration. Our community has not been given the opportunity to discuss, provide input, negotiate, or collaborate – we are being unilaterally told what is to take place.

We are looking to you, a higher authority, who initiated this shared space opportunity with funding. Is there a way that this scenario could be turned around?

Respectfully,



Geralis Enns, Library Board Member
On Behalf of the Town of Penhold Library Board

Cc: Honourable Devin Dreesen, MLA



- Across the 2023/24 school year, the Penhold & District Library welcomed **17,163 student visits** accessing a **collection of more than 17,000 items** worth \$386,331. Students also **access the Parkland Regional Library catalogue**.

Special Events

Indigenous Chef Shane Chartrand

2024 October / 4 classes

Provided 98 students the opportunity to learn about indigenous cuisine and to cook with Chef Shane for Mayor's Leaders Lunch

Cost: \$1,950

Photographic Artist Darrin Clark

2024 April / 7 classes

A total of 132 students learned about photography, life in Zimbabwe, and African safaris

Cost: \$1,000

Canadian Author Eric Walters

2023 September / 3 classes

183 students learned about the life and work of an author

Cost: \$945

Additional Resources

- Wonderbook collection
- Magazines
- Interlibrary loans
- Fireplace gathering space
- Baby grand piano
- Student employment/work experience

Collection

Books Purchased

2023/24 School Year

262 items @ \$4,000
(\$3,930 allotted by CESD)
Processing value: \$660

2022/23 School Year

217 items @ \$3,778
(\$3,820 allotted by CESD)
Processing value: \$540

Circulation

Circulated Items

2023/24 School Year

3,004 checkouts
1,760 renewals
318 processing hours = \$9,540

2022/23 School Year

5,229 checkouts
2,056 renewals
486 processing hours = \$14,580

Collection Usage (Turnover >1 indicates the need for collection expansion)

Junior Fiction

Items: 1,869
Circulated: 2,827
Turnover: 1.513

Young Adult Fiction

Items: 1,234
Circulated: 1,251
Turnover: 1.014

Junior Non-Fiction

Items: 1,540
Circulated: 1,492
Turnover: 0.969

Young Adult Non-Fiction

Items: 11
Circulated: 16
Turnover: 1.455

Junior Audio

Items: 202
Circulated: 483
Turnover: 2.391

Junior Graphic Novel

Items: 460
Circulated: 1,872
Turnover: 4.070





Penhold Museum NEWS

Mini-Golf Grand Opening

9 Hole Mini-Golf comes to
Penhold Museum!
Penhold Board thanks
Museum Board for giving back
sponsors for giving back!
to the community!

May 31st, 2025
1-4pm



**Come celebrate
with us!**

- Museum
- Caboose
- Ice-Cream
- Mini-Golf
- Live Music
- Balloon Artist
- Face Painting



penholdmuseumsociety@gmail.com