



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the February 10th, 2025 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the February 10th, 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 February 10th, 2025 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the February 10th, 2025 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Feb. 19th with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the February 10th, 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 February 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES



February 10th, 2025
Town Council Chambers

Deputy Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Guests:

Matti Deacon, Red Deer

Lori & Chris Wolfe, Residents

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Exec

Asst.

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

1. **CALL TO ORDER - Mayor**

1.2. **Adoption of the Agenda**

2025-042

Councillor Hamm moved to accept the February 10th, 2025 Regular Council meeting agenda as provided.

CARRIED UNANIMOUSLY

2. **ADOPTION OF PREVIOUS MINUTES**

2.1. **Adoption of the January 27th, 2025 Regular Council Meeting Minutes**

2025-043

Councillor Cunningham moved to accept January 27th, 2025 Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

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

2025-044

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 Jan. 22 – Feb. 5, 2025

2025-045

Councillor Denson moved that Council receives the Monthly Accounts for Online Payments from Jan. 22 – Feb. 5, 2025 as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-046

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2025-047

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

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

- Distributed in Council Package

2025-048

Councillor Muller moved to accept the Public Works monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Town of Penhold Updated Strategic Plan and 2024 – 2025 Economic Development Initiatives & Tasks

2025-049

Councillor Hamm moved that Council accepts the amended Town of Penhold 2024 – 2025 Strategic Plan and Economic Development Initiatives & Tasks as provided.

CARRIED UNANIMOUSLY

7.2 Proposal for Offsite Levy Update

2025-050

Councillor Cunningham moved that Council approves Administration to proceed with the proposed Offsite Levy Update provided by Tagish Engineering as presented;
AND FURTHER that \$20,000 be identified within the 2025 capital budget.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

- 9.1 Penhold & District Public Library**
- revised 2025 Budget
- 2024 Statistics and Accomplishments

2025-051

Councillor Galisky moved that Council accepts the Penhold & District Public Library's revised 2025 Budget and 2024 Statistics and Accomplishments as information.
CARRIED UNANIMOUSLY

10. BYLAW(s)

- 10.1 Bylaw 834/2025 Business Licensing Bylaw – 2nd Reading**

2025-052

Councillor Denson moved that Council move to give second reading of Bylaw 834/2025 being the Business Licensing Bylaw as presented.
CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

- 11.1 General Correspondence**

2025-053

Councillor Galisky moved that Council support the Daines Ranch Pro Rodeo by sponsoring the Mutton Bustin' event in the amount of \$5,000.
CARRIED UNANIMOUSLY

2025-054

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.

2025-055

Councillor Hamm moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions and discussions occurred.

14. CLOSED SESSION

15. ADJOURNMENT

2025-056

Councillor Muller moved to adjourn Council Meeting at 7:03 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO

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:

Waskasoo Middle School Tour: Thursday, March 27th at 10:45 am. Mr. Russell has requested a number count. All attendees will require boots, safety vest and hard hats. This tour will include the school board.

Dueling Pianos: Saturday, March 1st @ 6:30 pm; hosted by the Penhold Firefighters Association.

Projects:**School:**

- A request has been made for the Governance Committee to meet. At the current time there has not been a date set. Discussion Points:
 - The current agreement for the joint wall.
 - Clarity on the current school's intended use
 - The town's current land access at the site
- Chinook's Edge has hired a new Superintendent, Dr. Ryan Sawula. Dr Sawula will be taking over the helm next fall.

Public Works/Fire Hall:

This project is covered under Mr. Pendergast's report.

Administration:

- Ms. Romka has assisted us with the asset retirement accounts. This is in preparation for the Towns' audit team. Grant financial reporting and preparation for 2025 is in progress.
- Brownlee LLP Legal Seminar Feb. 13 was unique. With all the changes occurring there was lots of chat about:
 - FOIP will be gone as of this spring and replace with Freedom Information Act.
 - Municipal Elections finances have seen a substantive change for anyone wishing to contribute funds. \$5,000 is the aggregate one can contribute.
 - Some of the case laws were interesting. i.e. City of Edmonton and homeless association encampment. Medicine Hat once again is in the mix.
- SRD has identified that they will be paying the town back \$66,626 for the recording problems that were experienced last spring.
- Information has been submitted to Alberta Transportation Economic Corridors (ATEC) regarding the storm line and sewer lines crossing at 2A. We have suggested that the line was serving the highway area for drainage.
- CastleGlenn's Intersections Improvement Report has undergone a final internal review.
 - Administratively there are concerns as to future costing and fairness in process to other communities.
- Land Use Bylaw review continues with the Municipal Planning Commission; MPC meeting is scheduled for Tuesday, Feb. 25.

FOLLOW UP ACTION/UPCOMING:

- Continue work with MPC and our planning consultants on the LUB
- Preparing for construction in 2025
- Setting up directive expectations for staff for this coming year.

COMMUNICATION:

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

OTHER COMMENTS:

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



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:

February 10 Meeting: Having over 40% of utility bill recipients signed up for E-Billing is great progress and we will continue encouraging more people to change over if they use email as a means of communication. When we started sending utility bill inserts in 2022 there were almost 1,500 copies printed each month, as of February billing there is only 825 copies printed. The largest increase in people signing up was during the postal strike with a close to 10% increase. We promote this program in the New Resident Package and on our social media, in the Reporter and in the utility bill inserts as space allows.

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: February report

FCSS Coordinator & FCSS Community Navigator

- Playgroup attendance January: Jan. 15 – 37 participants (27 children), Jan. 22 – 25 participants (19 children), Jan. 29 – 33 participants (23 children).

- Due to the only registered participants becoming ill, we had to cancel January's Adulting Unlocked session.
- February's Family Play Day had 50 participants, including 15 families who dropped by to enjoy some Gabby Dollhouse themed fun. We are happy to see the consistent engagement in this program and seeing the families spend time together.
- Due to the cold weather, (and cold & flu season), the January and February sessions for Tech Tips were cancelled.
- Chartered Professional Accountants (CPA) Alberta Tax Clinic: Community Partner. This year FCSS will be providing a further service to the community, in the form of a virtual tax clinic. For eligible clients, we will collect, scan and upload tax documents where volunteer, certified accountants complete the tax return. More information and advertising will be available soon.
- 2024 Community Services 'Year in Review' is attached.
- The 2025 Awareness Days Calendar is attached. The calendar highlights various observances throughout the year, ranging from resource-sharing to organized events or activities which aim to raise awareness and engage the community in meaningful ways.

Penhold Youth Club:

- PYC averages for January 2025
 Grades 9-12: 14
 Grades 7 & 8: 14
 Grades 4-6: 26
Community:
 Penhold - 274
 Red Deer County - 51
 Blackfalds - 1
 Red Deer - 8
- A total of 109.0 hours were volunteered by LiT for the January program.
- PYC Special Events:
 - Wake-Fest for grades 9-12 – February 15th-16th
 - Molly Simpson Presentation at PYC – February 25th

Communication & Events:

- Penhold Cares Campaign: The second annual Penhold Cares Campaign will run the entire month of February. In partnership with Canadian Blood Services, the goal of this campaign is to encourage residents, and all of Central Alberta, to donate blood throughout the month. The challenge is Penhold VS the rest of Central Alberta with the area divided into zones using HWY 2 and HWY 42 at dividing lines, with the City of Red Deer as its own zone as well.
 - The 2024 campaign was a success with 1,055 units of blood collected by Canadian Blood Services. As of mid-February, 289 units of blood have been collected which is quite a ways from the goal of 1,150 units.
 - Mayor Yargeau issued a challenge to all area municipalities to see which one has the highest percentage of staff, council and fire department members donating blood during the Penhold Cares Campaign. Sylvan Lake joined the challenge this year and

there was a news article about their participation on Feb. 13 in the Sylvan Lake News. The winner will be determined by percentage of staff and will be announced at the next Mayors and Reeves Group meeting. If there is a tie for the winner, a draw will be done to see who will be awarded the trophy and an extra prize will be supplied by Canadian Blood Services.

- Easter Eggstravaganza – Saturday April 12 10:00 a.m. – 12:00 p.m. in the Multiplex Gymnasium
 - Wagon rides, cookie decorating, craft, Easter Bunny photos, face painting and more.
 - To ensure finances aren't a barrier for the community to attend this event, there will not be an admission charge.
- Fall Festival meetings will begin on Thursday, March 27 at 6:00 p.m.
- All community groups have received information about volunteer opportunities at Town of Penhold events as well as an application form for them to share what events / activities they would like to volunteer for.

Community Services - Work Plan & Upcoming Special Dates:

February: Penhold Cares Blood Donation Campaign with Canadian Blood Services - all month

February 5, 12, 26: Playgroup

February 24: Craft Club Spring session starts

February 25: Olympian Molly Simpson @ PYC

February 26: Adulting Unlocked

March 1: Family Play Day

March 3: Lego Club Spring session starts

March 5, 12, 19: Playgroup

March 10: Adulting Unlocked

March 12: Tech Tips for Older Adults & Seniors

March 15: Mayor's Youth Recognition Award Nominations Open

March 22: Home Alone Safety for Kids course

March 25: Craft & Connect

April 2: Palliative Ponders – Death Café

April 5: Family Play Day

April 12: Easter Eggstravaganza

ORGANIZATIONAL: n/a

FOLLOW UP ACTION: n/a

COMMUNICATION: n/a

OTHER COMMENTS: n/a

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



CAO

Community Services



2024 Year in Review

Staying Connected

The Town of Penhold, Town of Penhold Community Support Services and Penhold Youth Club (PYC) social media pages & website are valuable information sources for residents.

Facebook followers:

3,518 TOP

495 PYC

980 FCSS

Instagram (TOP)

1,348 followers

X/twitter (TOP)

2,229 followers

E-NEWS subscribers

463

Website views

average 150 daily



PYC raised

\$7,073.43 from

Smile Cookie Week



Penhold Family & Community Support Services (FCSS) offers a variety of programs, presentations & activities for all ages

FCSS Community Navigators design and deliver preventative social initiatives, programs, and services that enhance the social well-being of individuals, families, and the community. By collaborating with various community groups such as the Community Services Advisory Board, School Councils, and other organizations at interagency meetings, they aim to bridge the gap between service providers and the community. Events like Penhold Discovery Night, and the variety of programming offered, highlight this commitment to community engagement.

Programs:

- Tech Tips for Older Adults & Seniors
- Craft sessions at the Drop In Centre
- Home Alone Safety for Kids
- Babysitters courses
- Drop-In Playgroup
- Craft & Connect
- Snow Angels
- Yard Angels
- Daddy & Me Play Day
- Family Play Day
- Lego Club
- Craft Club
- Adulting Unlocked
- Palliative Ponders – Death Café
- Stocking Stuffers for Seniors



Presentations:

- Supporting Caregivers
- Family Law presentation / Ask-A-Lawyer from the Central Alberta Community Legal Clinic

Workshops:

FCSS Regional Project "Every Little Bit Helps" workshops: Seniors Benefits & Energy Efficiency



Adulting Unlocked



PYC Bowling Fieldtrip



Craft Session



Penhold Youth Club (PYC)

Events & Activities to note: Youth Week, Smile Cookie Week, Wake-Fest, Princess Tea, Bottle Drive, Family Time with PYC, West Edmonton Mall field trip, Escape Room and bowling field trip and, Leaders in Training (LiT) Orientations, LiT field trip & Teen Nights.

226

Youth in grades 4-12 registered

866

Volunteer hours at PYC

In 2024 there was a significant increase in youth volunteering within the PYC program. Many of these young individuals have formed positive connections through the Grade 4-6 youth program. The PYC Program is incredibly fortunate to have such dedicated youth who are passionate about improving their community. As a result, many of these volunteers choose to pursue careers involving working with children in various capacities.

During the summer, two Leaders in Training (LiT) were hired to assist with the Kids Summer Camps. These emerging community leaders are often seen volunteering at Town events, assisting with activities such as pie-eating contests, cookie decorating, crafts, glitter tattoos, and even helping run the Easter Bunny photos station.

PYC members participated in several fundraisers and earned \$11,429.22 towards field trips, program supplies and other activities.

Community Events

The Community Services team hosted four (4) major events and worked with Canadian Blood Services to launch the first annual Penhold Cares campaign in 2024. Admission fees were removed from events in 2024 to ensure there was not a financial barrier for anyone to attend.

Penhold Cares February 1 to 29



In partnership with Canadian Blood Services, the goal of this campaign is to encourage local residents, and all of Central Alberta, to donate blood throughout the month to acknowledge the world record accomplishment of Penhold resident Josephine Michaluk.

The challenge was Penhold VS the rest of Central Alberta with the area divided into zones using HWY 2 and HWY 42 at dividing lines, with the

City of Red Deer as it's own zone as well. The 2024 campaign was a success with 1,055 units of blood collected by Canadian Blood Services and Penhold having the third most donors at the Red Deer Donor Centre.

Easter Eggstravaganza Saturday March 23

Approximately 275 attendees, no admission fee. The community enjoyed wagon rides, cookie decorating, crafts, bouncy slide, face painting, Easter Bunny photos and glitter tattoos.

Canada Day Celebration Monday July 1

PYC Pancake Breakfast raised over \$950 for the PYC program.

Despite having to be moved indoors at the last minute, over 200 attendees came to celebrate Canada's birthday on the arena pad at the Multiplex. Activities included mini golf, bubble station, games, face painting & balloon animals.

Fall Festival Friday September 5 & Saturday September 6

The largest event of the year was a tremendous success with the return of rides on Friday & Saturday to go with the other Fall Festival activities. There were over 100 staff, volunteer fire fighters and community members from local groups who volunteered their time to help make Fall Festival a success.



Community Christmas Friday November 22

Even the Grinch couldn't take away the Christmas Spirit in our community for Community Christmas with the tree lighting, music and dance performances, crafts, face painting and cookie decorating. The Museum Society and Senior Drop-In Centre had successful fundraisers at the event and 115 Little Shoppers purchased gifts for family and friends with the assistance of Church of Hope volunteers in the Little Shoppers area.

The event was also the kick-off to the holiday season in Penhold and there were activities and contests from November 22 through until December 15. Community engagement during the holidays was higher this year than it has been in previous years.



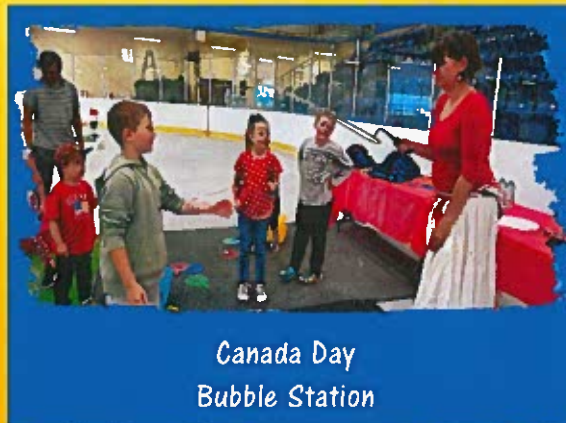
10

Community Volunteer Groups

donated their time to ensure the success of Town of Penhold events



Easter
Eggstravaganza



Canada Day
Bubble Station



Mayor Mike's
Mini Marathon

2025 Awareness Days Calendar

January

January 22 Bell Let's Talk Day

In September 2010, Bell Let's Talk began a new conversation about Canada's mental health. At that time, most people were not talking about mental illness. But the numbers spoke volumes about the urgent need for action. Millions of Canadians, including leading personalities, engaged in an open discussion about mental illness, offering new ideas and hope for those who struggle, with numbers growing every year.

As a result, institutions, and organizations large and small in every region received new funding for access, care and research from Bell Let's Talk and from governments and corporations that have joined the cause.

January 27 Family Literacy Day

Family Literacy was created by ABC Life Literacy Canada in 1999. This day reminds us of the importance of involving families in life-long learning and literacy activities.

February

February 17 Family Day

Observed in the Canadian provinces of Alberta, British Columbia, New Brunswick, Ontario, and Saskatchewan. This holiday celebrates the importance of families and family life to people and their communities.

February 17 Random Acts of Kindness Day

Each year on February 17th, National Random Acts of Kindness Day is celebrated by individuals, groups and organizations nationwide to encourage acts of kindness.

February 26 Pink Shirt Day

Pink Shirt Day began in 2007 when a student in Nova Scotia was bullied for wearing a pink shirt to school. It has since been recognized annually worldwide as a day to stand against bullying.

March

Fraud Prevention Month

March 8 International Women's Day

International Women's Day is a global holiday celebrated annually on March 8 to commemorate the cultural, political, and socioeconomic achievements of women. It is also a focal point in the women's rights movement, bringing attention to issues such as gender equality, reproductive rights, and violence and abuse against women.

April

April 27 – May 3 National Volunteer Week

National Volunteer Week (NVW) is a time to celebrate and thank Canada's 12.7 million volunteers, specifically our Penhold volunteers.

May

First week of May - Emergency Preparedness Week – dates are released in the current year. Emergency Preparedness Week (EP Week) is a national event supported by Public Safety Canada, working closely with provincial and territorial emergency management organizations, Indigenous organizations, non-governmental organizations, and private sector who support activities at the local level. An annual event for over 25 years, it traditionally takes place during the first full week of May.

May TBA Tim Horton's Smile Cookie Week

100% of proceeds from every Smile Cookie support charity and community groups in local communities. PYC is the current recipient of the Smile Cookie campaign in Penhold.

May 1 First Responders Day

May 1 is the national day to recognize the important work of first responders including paramedics, communications officers, nurses and other health care staff. We want to commend and celebrate them all as “everyday heroes”.

May 4 National Firefighters Day

National Firefighters Day is a time where the world's community can recognize and honour the sacrifices that firefighters make to ensure that their communities and environment are as safe as possible. It is also a day in which current and past Firefighters can be thanked for their contributions.

May 5 Red Dress Day

Red Dress Day, or Red Dress Campaign, is an annual event held by the REDress Project in memory of the lives of Missing and Murdered Indigenous Women and Girls across Canada. This event was originally held on May 5, 2010, and continues annually.

May 5 – 11 Mental Health Week

Mental Health Week is a Canadian tradition, with communities, schools and workplaces rallying to celebrate, protect and promote mental health. The core objective of Mental Health Week is to promote and protect.

May 5 – 9 Youth Week

Provincial celebration of youth. It is a fun filled interaction and celebration intended to build a strong connection between youth and their communities.

- Mayor's Youth Award, activities, special treat days for youth at local businesses.

May 18 – 24 Public Works Week

Since 1960, APWA has sponsored National Public Works Week. Across North America, over more than 29,000 members in the U.S. and Canada use this week to energize and educate the public on the importance of public works to their daily lives: planning, building, managing and operating at the heart of their local communities to improve everyday quality of life.

June

Pride Month

In June, many communities across Canada celebrate Pride Month. It is a time when we celebrate diversity and LGBTQ communities, acknowledge their history, the hardships they have endured, and the progress that has been made.

June 2 – 8 Seniors Week

Albertans are encouraged to show appreciation for seniors and recognize the important contributions seniors make to our province.

June 15 World Elder Abuse Awareness Day

WEAAD is marked each year on June 15. It is an official United Nations International Day acknowledging the significance of elder abuse as a public health and human rights issue.

June 21 National Indigenous People's Day

On June 21, we commemorate National Indigenous Peoples Day to recognize the history, heritage and diversity of First Nations, Inuit, and Métis peoples in Canada.

July

July 1 Canada Day

September

September 1 - 30 Alberta Cultural Days

Alberta Culture Days is an opportunity to discover, experience, and celebrate arts and culture through local events and activities, in person and online across the province.

September 8 International Literacy Day

Since 1967, International Literacy Day (ILD) celebrations have taken place annually around the world to remind the public of the importance of literacy as a matter of dignity and human rights, and to advance the literacy agenda towards a more literate and sustainable society.

September 30 National Truth & Reconciliation Day and Orange Shirt Day

Each year, September 30 marks the National Day for Truth and Reconciliation.

The day honours the children who never returned home and Survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process.

In the spirit of reconciliation and healing, Canadians are asked to wear an orange shirt on this day to acknowledge that every child matters.

October

October 5 – 11 Fire Prevention Week

During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education to drastically decrease casualties caused by fires.

October 19 – 25 Small Business Week

This week celebrates entrepreneurship and small businesses across the country.

November

Family Violence Prevention Month

Alberta has the third highest rate of self-reported spousal violence among Canadian provinces, yet family violence is preventable. November is Family Violence Prevention Month (FVPM) in Alberta. It is a time to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships in our communities.

Falls Prevention Month

Fall Prevention Month encourages organizations to coordinate their efforts for a larger impact. Canadian organizations participate by planning initiatives and sharing evidence-based information on falls prevention.

November 11 Remembrance Day



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 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):

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

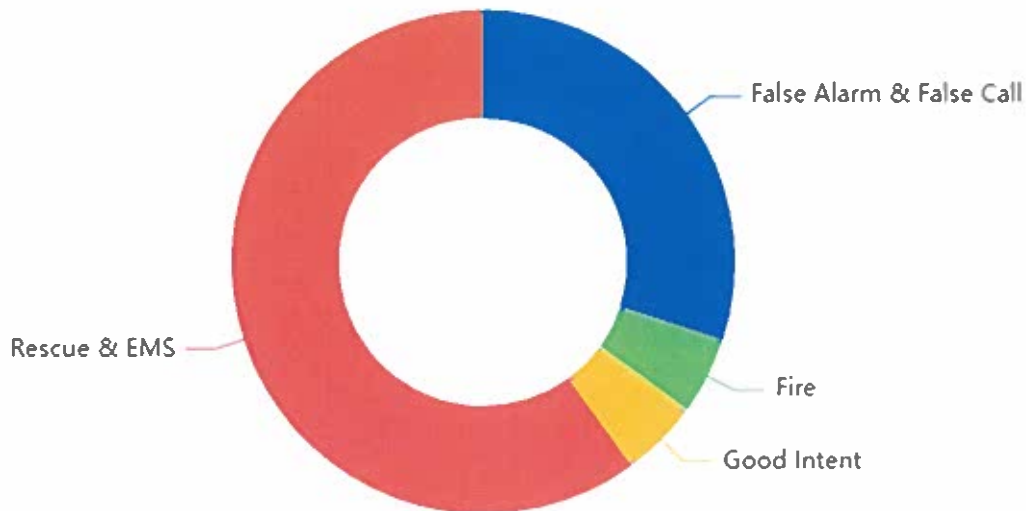
GENERAL:

FIRE DEPARTMENT

Operations:

- There were 20 emergency calls in January: 12 Rescue and EMS (includes MVC and other rescues), 6 Alarms, 1 Good Intent (cancelled enroute), 1 Fire.
- We have 32 qualified members: 1 Chief, 2 Deputy Chiefs, 2 Captains, 4 Lieutenants, 17 Firefighters, 5 probationary firefighters.

- 10 Futures on Fire Cadets.



Incident Type Series Name	Count	Percent
False Alarm & False Call	6	30.00%
Fire	1	5.00%
Good Intent	1	5.00%
Rescue & EMS	12	60.00%

Training:

- AFA, Advanced First Aid training is coming in March.

Fire Prevention:

- Chinooks Edge schools are scheduled for March.

Maintenance:

- Engine 1's chainsaw had some minor repairs.
- Apparatus are being booked in April for annual inspections and maintenance.

Notes:

- 45 apparatus and equipment checks were performed in January.

Internal Events:

- Although the Fire Department lost, the charity hockey game was a significant success for the community and the Food Bank.

External Events:

- May 3rd is Futures on Fire, the yearly competition of fire cadet programs and will be hosted in Edmonton.

Municipal Enforcement:

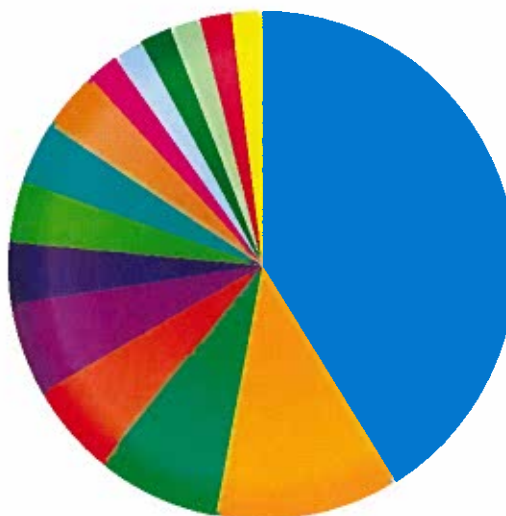
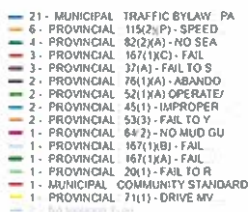
Administration:

- The new CPO car is in Edmonton and is getting outfitted with the required equipment to qualify it as a Community Peace Officer car.
- A Joint Force Operation (JFO) was completed in January that saw multiple Community Peace Officers from mutual aid communities collaborating with Penhold Officers to setup a speed enforcement zone on highway 592. The JFO yielded multiple warnings and tickets.

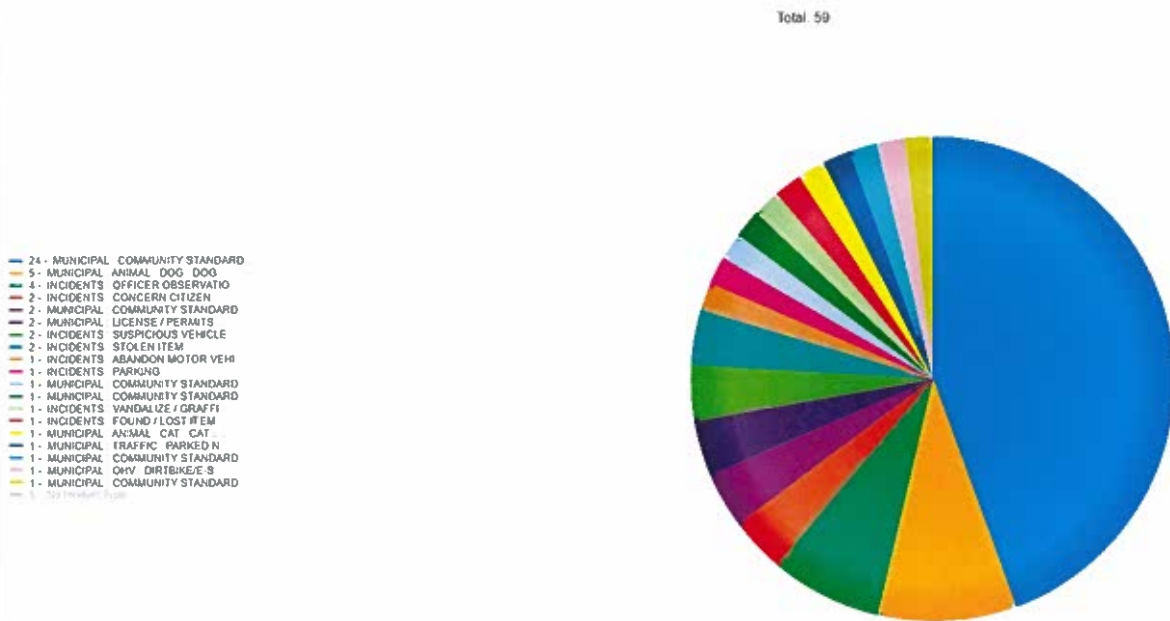
Enforcement:

- In January there were 59 occurrences reported, and 53 violations were issued. Among the most often issues are Failure to remove snow (24), Animal Control (5), Parking violations (21), Speeding (6), No seatbelt (4).

Violations:



Occurrences:



Speed:

A speed sign was placed on Highway 592 capturing traffic flowing east into the municipal boundary.

Serial # 304112		Street Highway 592						Speed Limit: 60 KPH				
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Jan 10	768	371	48%	123	43	19	12 15a	190	76	32	76	60.6
Jan 11	952	310	33%	116	47	13	2 15p	195	69	21	77	43.7
Jan 12	505	274	54%	104	49	15	5 45p	147	66	24	77	63.5
Jan 13	678	307	45%	88	39	18	1 45p	145	56	25	74	60.9
Jan 14	692	325	47%	86	27	6	8 15p	150	53	15	74	60.7
Jan 15	677	287	42%	70	28	10	10 15p	124	50	18	72	59.9
Jan 16	734	303	41%	106	29	8	5 15p	162	55	16	74	55.9
Jan 17	796	349	44%	110	30	10	4 00p	157	58	19	74	56
Jan 18	545	275	51%	95	40	14	1 45p	152	68	23	77	62
Jan 19	468	236	50%	90	38	14	8 30p	135	64	23	77	62.6
Jan 20	661	288	44%	91	41	19	2 30p	147	59	27	74	60.9
Jan 21	1118	314	28%	99	39	12	1 45p	174	60	19	72	44
Jan 22	771	275	36%	72	13	5	7 00p	120	34	9	71	52.1
Jan 23	726	257	35%	56	20	6	12 45a	121	31	11	71	56.8
Jan 24	680	312	46%	93	30	5	12 30a	158	51	14	74	60.7
Jan 25	571	292	51%	89	27	8	8 15p	151	50	14	76	61.4
Jan 26	488	236	48%	68	28	12	7 00p	102	45	18	74	61.9

Emergency Management:

- Preparing for the annual Emergency Management Audit in March.

- Preparing for a tabletop exercise in March and a full-scale functional exercise in June.
- ICS 200 will be offered to town staff and protective services members in April and is open to other municipalities and agencies on the AEMA training calendar.

Public Services Building:

- Civil and architectural design drawings were reviewed in February.
- A development permit was submitted in late February.
- Approximately 60% design completion.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

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



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Innisfail RCMP

- Quarterly Community Policing Report (Oct. 1 – Dec. 31, 2024)

RECOMMENDATION:

That Council accepts the Innisfail RCMP's quarterly Community Policing Report as well as additional documents 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:

Supports the work the RCMP is doing in the Town of Penhold.

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:

As directed by Council.

COMMUNICATION:

OTHER COMMENTS:

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



CAO



February 10th 2025

Mayor Yargeau and CAO Binnendyk
Innisfail, AB

Dear Mayor Yargeau,

Please find attached the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024. This report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Innisfail Detachment.

In the coming weeks and months, we will be engaging with the community and holding town hall meetings as we have done in the past. This will provide us with an opportunity to interact with the community we serve and hear from them directly about what policing issues or priorities they would like our detachment to focus on. I look forward to attending these meetings to connect with our community and will be providing more details as we organize the town hall meetings.

I also want to inform you of the Real Times Operations Centre (RTOC) that is supporting RCMP detachments across Alberta. In October 2022, RTOC was established to optimize our response to incidents around the province. RTOC involves senior police officers monitoring policing operations in real-time, assessing incident risk, coordinating specialized and expert resources, and managing the response. They provide members on the ground with guidance, direction, and support. It is also used to coordinate the deployment of all RCMP resources – federal, provincial, and municipal, both within Alberta and, if required, nationally. The RTOC facility uses cutting-edge technology to provide real time support during emergency situations to RCMP officers across Alberta and is another measure used to enhance public and police officer safety.

I always remain available to discuss your community-identified priorities and any other ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Best regards,

SSGT Ian Ihme
Detachment Commander
Innisfail Detachment



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



**Innisfail Provincial Detachment
Crime Statistics (Actual)
January to December: 2020 - 2024**

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	1	N/A	N/A	0.2
Robbery		0	5	2	3	2	N/A	-33%	0.2
Sexual Assaults		10	13	10	16	12	20%	-25%	0.7
Other Sexual Offences		3	4	2	4	2	-33%	-50%	-0.2
Assault		60	55	64	74	51	-15%	-31%	0.1
Kidnapping/Hostage/Abduction		0	4	2	1	0	N/A	-100%	-0.3
Extortion		2	1	2	3	0	-100%	-100%	-0.2
Criminal Harassment		11	15	12	25	26	136%	4%	4.0
Uttering Threats		19	25	27	28	17	-11%	-39%	-0.1
TOTAL PERSONS		105	122	121	154	111	6%	-28%	4.4
Break & Enter		92	62	74	75	57	-38%	-24%	-5.7
Theft of Motor Vehicle		38	49	20	26	31	-18%	19%	-3.7
Theft Over \$5,000		10	9	24	16	11	10%	-31%	0.9
Theft Under \$5,000		171	135	111	120	133	-22%	11%	-9.1
Possn Stn Goods		129	71	72	70	42	-67%	-40%	-17.5
Fraud		44	40	50	57	67	52%	18%	6.3
Arson		3	5	7	2	3	0%	50%	-0.3
Mischief - Damage To Property		106	86	70	73	65	-39%	-11%	-9.5
Mischief - Other		24	15	17	27	27	13%	0%	1.8
TOTAL PROPERTY		617	472	445	466	436	-29%	-6%	-36.8
Offensive Weapons		22	14	7	12	6	-73%	-50%	-3.4
Disturbing the peace		22	16	21	22	13	-41%	-41%	-1.2
Fail to Comply & Breaches		37	28	25	22	19	-49%	-14%	-4.2
OTHER CRIMINAL CODE		34	26	17	30	24	-29%	-20%	-1.6
TOTAL OTHER CRIMINAL CODE		115	84	70	86	62	-46%	-28%	-10.4
TOTAL CRIMINAL CODE		837	678	636	706	609	-27%	-14%	-42.8



Innisfail Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		23	10	13	16	9	-61%	-44%	-2.2
Drug Enforcement - Trafficking		6	17	4	13	13	117%	0%	1.0
Drug Enforcement - Other		1	1	2	0	0	-100%	N/A	-0.3
Total Drugs		30	28	19	29	22	-27%	-24%	-1.5
Cannabis Enforcement		0	2	2	3	2	N/A	-33%	0.5
Federal - General		4	9	11	4	9	125%	125%	0.5
TOTAL FEDERAL		34	39	32	36	33	-3%	-8%	-0.5
Liquor Act		25	16	12	6	9	-64%	50%	-4.2
Cannabis Act		40	14	4	0	3	-93%	N/A	-8.8
Mental Health Act		54	65	64	85	80	48%	-6%	7.2
Other Provincial Stats		155	109	95	89	148	-5%	66%	-3.4
Total Provincial Stats		274	204	175	180	240	-12%	33%	-9.2
Municipal By-laws Traffic		2	2	2	3	2	0%	-33%	0.1
Municipal By-laws		46	36	22	32	36	-22%	13%	-2.4
Total Municipal		48	38	24	35	38	-21%	9%	-2.3
Fatals		3	3	1	0	2	-33%	N/A	-0.5
Injury MVC		26	26	36	50	34	31%	-32%	4.0
Property Damage MVC (Reportable)		298	254	336	298	264	-11%	-11%	-2.4
Property Damage MVC (Non Reportable)		40	27	57	35	41	3%	17%	1.0
TOTAL MVC		367	310	430	383	341	-7%	-11%	2.1
Roadside Suspension - Alcohol (Prov)		1	25	24	32	19	1800%	-41%	4.3
Roadside Suspension - Drugs (Prov)		0	1	0	1	0	N/A	-100%	0.0
Total Provincial Traffic		4,709	3,440	1,972	1,435	1,339	-72%	-7%	-874.5
Other Traffic		19	8	11	7	10	-47%	43%	-1.9
Criminal Code Traffic		120	52	46	45	45	-63%	0%	-15.7
Common Police Activities									
False Alarms		36	46	44	43	30	-17%	-30%	-1.5
False/Abandoned 911 Call and 911 Act		64	43	60	50	61	-5%	22%	0.1
Suspicious Person/Vehicle/Property		324	290	215	212	209	-35%	-1%	-30.8
Persons Reported Missing		11	13	15	7	18	64%	157%	0.8
Search Warrants		1	2	2	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		84	52	40	45	45	-46%	0%	-8.5



Innisfail Provincial Detachment
Crime Statistics (Actual)
October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	0	0	1	N/A	N/A	0.1
Sexual Assaults		2	5	3	7	2	0%	-71%	0.2
Other Sexual Offences		0	1	0	1	1	N/A	0%	0.2
Assault		24	15	8	11	9	-63%	-18%	-3.4
Kidnapping/Hostage/Abduction		0	1	0	0	0	N/A	N/A	-0.1
Extortion		0	1	1	1	0	N/A	-100%	0.0
Criminal Harassment		1	4	4	7	4	300%	-43%	0.9
Uttering Threats		7	12	4	6	5	-29%	-17%	-1.0
TOTAL PERSONS		34	40	20	33	22	-35%	-33%	-3.1
Break & Enter		26	13	17	24	1	-96%	-96%	-3.9
Theft of Motor Vehicle		9	9	5	11	3	-67%	-73%	-1.0
Theft Over \$5,000		2	0	2	2	3	50%	50%	0.4
Theft Under \$5,000		37	19	24	28	19	-49%	-32%	-2.7
Possn Stn Goods		45	13	17	19	6	-87%	-68%	-7.2
Fraud		6	12	12	12	17	183%	42%	2.2
Arson		2	0	0	1	0	-100%	-100%	-0.3
Mischief - Damage To Property		30	16	9	11	13	-57%	18%	-3.9
Mischief - Other		3	3	3	4	3	0%	-25%	0.1
TOTAL PROPERTY		160	85	89	112	65	-59%	-42%	-16.3
Offensive Weapons		5	3	5	2	4	-20%	100%	-0.3
Disturbing the peace		4	5	4	1	2	-50%	100%	-0.8
Fail to Comply & Breaches		8	6	5	10	4	-50%	-60%	-0.4
OTHER CRIMINAL CODE		8	5	3	9	9	13%	0%	0.6
TOTAL OTHER CRIMINAL CODE		25	19	17	22	19	-24%	-14%	-0.9
TOTAL CRIMINAL CODE		219	144	126	167	106	-52%	-37%	-20.3



Innisfail Provincial Detachment Crime Statistics (Actual) October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	3	4	3	1	-50%	-67%	-0.2
Drug Enforcement - Trafficking		0	2	2	3	6	N/A	100%	1.3
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		2	5	7	6	7	250%	17%	1.1
Cannabis Enforcement		0	1	1	0	1	N/A	N/A	0.1
Federal - General		1	3	3	0	1	0%	N/A	-0.3
TOTAL FEDERAL		3	9	11	6	9	200%	50%	0.9
Liquor Act		4	6	2	2	1	-75%	-50%	-1.0
Cannabis Act		10	3	0	0	1	-90%	N/A	-2.1
Mental Health Act		7	12	18	22	23	229%	5%	4.2
Other Provincial Stats		29	15	19	17	25	-14%	47%	-0.6
Total Provincial Stats		50	36	39	41	50	0%	22%	0.5
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		4	6	6	5	17	325%	240%	2.5
Total Municipal		4	6	7	5	17	325%	240%	2.5
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		5	8	7	10	6	20%	-40%	0.4
Property Damage MVC (Reportable)		102	97	112	121	80	-22%	-34%	-2.0
Property Damage MVC (Non Reportable)		11	6	17	8	11	0%	38%	0.2
TOTAL MVC		118	112	136	139	97	-18%	-30%	-1.5
Roadside Suspension - Alcohol (Prov)		1	8	9	10	1	0%	-90%	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	1	0	N/A	-100%	0.1
Total Provincial Traffic		988	818	381	315	259	-74%	-18%	-196.1
Other Traffic		3	1	2	5	3	0%	-40%	0.4
Criminal Code Traffic		27	9	16	17	4	-85%	-76%	-3.8
Common Police Activities									
False Alarms		9	14	8	11	5	-44%	-55%	-1.1
False/Abandoned 911 Call and 911 Act		5	21	8	7	13	160%	86%	0.2
Suspicious Person/Vehicle/Property		55	49	43	44	41	-25%	-7%	-3.3
Persons Reported Missing		3	3	5	1	4	33%	300%	0.0
Search Warrants		1	1	0	0	0	-100%	N/A	-0.3
Spousal Abuse - Survey Code (Reported)		35	11	10	15	12	-66%	-20%	-4.2
Form 10 (MHA) (Reported)		4	5	4	6	3	-25%	-50%	-0.1



Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Innisfail

Detachment Commander

SSGT Ian Ihme

Report Date

February 10, 2025

Fiscal Year

2024-25

Quarter

Q3 (October - December)

Community Priorities

Priority #1: Police / Community Relations - Visibility of police**Updates and Comments:**

Members continue to be involved in a high number of community events. the highlights for these this quarter include: Multi cultural festival, Remembrance Day ceremonies, Christmas events, crime watch meetings, street hockey with kids, art show, and the RCMP charity checkstop. There was 1 town hall in Penhold this quarter with a third set for Innisfail in Q4. Rural school visit initiative has been well received by the schools and we are only 7 behind the yearly quarter. The County PAC is not yet operational however I am hopeful it will be running prior to the end of Q4.

Priority #2: Crime Reduction - Property & Drug Crime**Updates and Comments:**

Members have greatly increased their crime property checks with 136 completed this quarter, bring us to 224 which is 44 over the yearly target. Habitual offenders also saw a significant increase to 184 which is 4 over the yearly target. We have also surpassed our target on rural patrols. There were no warrant round ups this quarter however the 2nd one is scheduled for Q4.

Priority #3: Traffic Safety - Proactive Traffic Enforcement**Updates and Comments:**



Members continue to participate in traffic safety operations throughout this quarter. We have already exceeded the target goal of rural and Innisfail checkstops. We are also only 10 provincial traffic violations from our yearly target with one quarter left to go.





Community Consultations

Consultation #1

Date	Meeting Type
October 10, 2024	Town Hall
Topics Discussed	
Information Sharing	
Notes/Comments:	
RCMP, Penhold Townhall, and Penhold Protective and Fire Service shared statistics and APP priorities. Questions regarding repeat offenders and time spent in Penhold were discussed.	

Consultation #2

Date	Meeting Type
November 9, 2024	Meeting with Stakeholders
Topics Discussed	
Crime Reduction Initiatives and Information Sharing	
Notes/Comments:	
RCMP Members attended the Innisfail Policing Committee meeting to discuss ongoing community wellness, crime statistics and Annual Performance Plan (APP) initiatives.	



**Provincial Service Composition**

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	8	7	0	1
Detachment Support	3	3	0	0

Notes:

1. Data extracted on December 31, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the eight established positions, seven officers are currently working with none on special leave. There is one hard vacancy at this time.

Detachment Support: Of the three established positions, three resources are currently working with none on special leave. There is no hard vacancy at this time.





**Innisfail Municipal Detachment
Crime Statistics (Actual)
October - December: 2020 - 2024**

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	3	3	1	0%	-67%	-0.1
Drug Enforcement - Trafficking		3	5	4	3	5	67%	67%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		4	9	7	6	6	50%	0%	0.1
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		3	0	0	2	0	-100%	-100%	-0.4
TOTAL FEDERAL		7	10	7	8	6	-14%	-25%	-0.4
Liquor Act		2	1	5	1	2	0%	100%	0.0
Cannabis Act		2	2	0	1	1	-50%	0%	-0.3
Mental Health Act		33	10	33	30	37	12%	23%	2.8
Other Provincial Stats		42	34	31	39	50	19%	28%	2.1
Total Provincial Stats		79	47	69	71	90	14%	27%	4.6
Municipal By-laws Traffic		1	2	0	0	1	0%	N/A	-0.2
Municipal By-laws		14	7	8	19	19	36%	0%	2.2
Total Municipal		15	9	8	19	20	33%	5%	2.0
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	2	3	1	0	-100%	-100%	-0.7
Property Damage MVC (Reportable)		11	23	22	24	16	45%	-33%	1.1
Property Damage MVC (Non Reportable)		2	7	6	4	4	100%	0%	0.1
TOTAL MVC		16	32	31	29	20	25%	-31%	0.5
Roadside Suspension - Alcohol (Prov)		0	6	4	4	6	N/A	50%	1.0
Roadside Suspension - Drugs (Prov)		0	0	2	1	0	N/A	-100%	0.1
Total Provincial Traffic		77	126	123	99	93	21%	-6%	0.5
Other Traffic		3	2	0	0	0	-100%	N/A	-0.8
Criminal Code Traffic		15	4	11	17	10	-33%	-41%	0.3
Common Police Activities									
False Alarms		12	24	26	11	20	67%	82%	0.3
False/Abandoned 911 Call and 911 Act		17	15	14	13	17	0%	31%	-0.2
Suspicious Person/Vehicle/Property		41	33	42	27	45	10%	67%	0.2
Persons Reported Missing		7	6	6	7	9	29%	29%	0.5
Search Warrants		2	0	2	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		23	19	20	9	15	-35%	67%	-2.6
Form 10 (MHA) (Reported)		3	4	6	0	6	100%	N/A	0.2



Innisfail Municipal Detachment
Crime Statistics (Actual)
October - December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	2	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		6	0	2	0	0	-100%	N/A	-1.2
Other Sexual Offences		2	1	0	0	1	-50%	N/A	-0.3
Assault		32	13	21	16	16	-50%	0%	-2.9
Kidnapping/Hostage/Abduction		1	0	2	0	0	-100%	N/A	-0.2
Extortion		0	0	0	3	1	N/A	-67%	0.5
Criminal Harassment		8	2	5	2	5	-38%	150%	-0.6
Uttering Threats		6	8	14	7	10	67%	43%	0.7
TOTAL PERSONS		55	24	46	28	33	-40%	18%	-4.0
Break & Enter		8	16	12	6	4	-50%	-33%	-1.8
Theft of Motor Vehicle		6	5	10	4	4	-33%	0%	-0.5
Theft Over \$5,000		2	2	1	1	0	-100%	-100%	-0.5
Theft Under \$5,000		36	36	43	35	35	-3%	0%	-0.3
Possn Stn Goods		16	10	11	11	4	-75%	-64%	-2.3
Fraud		15	14	17	17	18	20%	6%	0.9
Arson		0	1	1	0	0	N/A	N/A	-0.1
Mischief - Damage To Property		38	29	55	17	19	-50%	12%	-5.0
Mischief - Other		0	10	11	15	13	N/A	-13%	3.1
TOTAL PROPERTY		121	123	161	106	97	-20%	-8%	-6.5
Offensive Weapons		1	7	1	0	1	0%	N/A	-0.7
Disturbing the peace		9	4	9	11	8	-11%	-27%	0.5
Fail to Comply & Breaches		15	10	11	5	8	-47%	60%	-1.9
OTHER CRIMINAL CODE		13	6	8	6	4	-69%	-33%	-1.8
TOTAL OTHER CRIMINAL CODE		38	27	29	22	21	-45%	-5%	-3.9
TOTAL CRIMINAL CODE		214	174	236	156	151	-29%	-3%	-14.4



Innisfail Municipal Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		2	0	2	0	0	-100%	N/A	-0.4
Robbery		2	1	2	5	1	-50%	-80%	0.2
Sexual Assaults		16	3	7	9	5	-69%	-44%	-1.6
Other Sexual Offences		7	3	0	7	5	-29%	-29%	0.0
Assault		100	59	63	66	68	-32%	3%	-5.7
Kidnapping/Hostage/Abduction		3	0	2	1	0	-100%	-100%	-0.5
Extortion		4	1	1	5	3	-25%	-40%	0.2
Criminal Harassment		18	10	17	27	21	17%	-22%	2.3
Uttering Threats		33	36	34	29	35	6%	21%	-0.3
TOTAL PERSONS		185	113	128	149	138	-25%	-7%	-5.8
Break & Enter		50	57	40	23	30	-40%	30%	-7.4
Theft of Motor Vehicle		48	31	40	19	22	-54%	16%	-6.4
Theft Over \$5,000		6	9	3	4	6	0%	50%	-0.5
Theft Under \$5,000		151	145	144	134	176	17%	31%	3.9
Possn Stn Goods		68	39	43	41	35	-49%	-15%	-6.4
Fraud		52	62	63	68	73	40%	7%	4.8
Arson		0	2	3	1	2	N/A	100%	0.3
Mischief - Damage To Property		175	119	162	67	89	-49%	33%	-22.4
Mischief - Other		35	42	40	44	80	129%	82%	9.2
TOTAL PROPERTY		585	506	538	401	513	-12%	28%	-24.9
Offensive Weapons		14	23	8	6	9	-36%	50%	-2.7
Disturbing the peace		43	34	43	45	63	47%	40%	5.1
Fail to Comply & Breaches		53	41	43	23	39	-26%	70%	-4.6
OTHER CRIMINAL CODE		42	25	26	17	20	-52%	18%	-5.2
TOTAL OTHER CRIMINAL CODE		152	123	120	91	131	-14%	44%	-7.4
TOTAL CRIMINAL CODE		922	742	786	641	782	-15%	22%	-38.1



**Innisfail Municipal Detachment
Crime Statistics (Actual)
January to December: 2020 - 2024**

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	1	N/A	N/A	0.2
Drug Enforcement - Possession		24	15	12	6	9	-63%	50%	-3.9
Drug Enforcement - Trafficking		17	11	11	13	22	29%	69%	1.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		41	26	23	19	32	-22%	68%	-2.5
Cannabis Enforcement		0	1	1	1	0	N/A	-100%	0.0
Federal - General		6	5	3	8	2	-67%	-75%	-0.5
TOTAL FEDERAL		47	32	27	28	34	-28%	21%	-3.0
Liquor Act		23	17	13	9	11	-52%	22%	-3.2
Cannabis Act		7	8	3	2	2	-71%	0%	-1.6
Mental Health Act		102	82	105	145	150	47%	3%	15.9
Other Provincial Stats		146	174	106	137	189	29%	38%	4.9
Total Provincial Stats		278	281	227	293	352	27%	20%	16.0
Municipal By-laws Traffic		12	8	4	5	2	-83%	-60%	-2.3
Municipal By-laws		92	68	49	80	74	-20%	-8%	-2.4
Total Municipal		104	76	53	85	76	-27%	-11%	-4.7
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		13	9	11	14	2	-85%	-86%	-1.7
Property Damage MVC (Reportable)		61	69	86	89	50	-18%	-44%	-0.2
Property Damage MVC (Non Reportable)		10	10	11	25	22	120%	-12%	3.9
TOTAL MVC		85	88	108	128	74	-13%	-42%	1.8
Roadside Suspension - Alcohol (Prov)		0	12	15	28	15	N/A	-46%	4.6
Roadside Suspension - Drugs (Prov)		0	1	4	2	2	N/A	0%	0.5
Total Provincial Traffic		420	559	596	588	415	-1%	-29%	1.9
Other Traffic		14	6	5	2	3	-79%	50%	-2.6
Criminal Code Traffic		82	31	35	43	29	-65%	-33%	-9.4
Common Police Activities									
False Alarms		64	80	76	64	63	-2%	-2%	-1.8
False/Abandoned 911 Call and 911 Act		58	54	57	74	100	72%	35%	10.4
Suspicious Person/Vehicle/Property		252	218	185	147	193	-23%	31%	-18.9
Persons Reported Missing		23	33	25	32	42	83%	31%	3.7
Search Warrants		6	4	6	2	1	-83%	-50%	-1.2
Spousal Abuse - Survey Code (Reported)		110	78	74	54	73	-34%	35%	-9.8
Form 10 (MHA) (Reported)		25	19	20	23	23	-8%	0%	0.0



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Bylaw 834/2025 Business Licensing Bylaw – 3rd Reading

RECOMMENDATION:

That Council move to give third and final reading of Bylaw 834/2025 being the Business Licensing Bylaw as presented.

CAO COMMENTS:

This Bylaw has been updated from 2017

The bylaw has a new layout that is felt to reflect an ease for review and finding information within the bylaw.

Mobile Vending units is a new section to address units coming into Town; placement permissible for sales and expectations of cleaning area around the units. See schedule C of requirements.

The Appeal period has been altered to consists of three members of Council.

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, Division 7 – Section 63(1), states a Council of a Municipality may, by bylaw, revise any of its bylaws or any one or more provisions of them in accordance with this section.

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

Ensure the Business Licensing Bylaw has been written in accordance with all the other requirements of the MGA with respect to the revision of bylaws.

RESPONSE OPTIONS:

Council does not give third and final reading to Bylaw 834/2025 and defers the bylaw back to Administration requesting more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Council gave second reading to Bylaw 834/2025 at its Feb. 10 Regular Council meeting. Those who provided feedback on the Business Licensing Bylaw have now reviewed the document and approve the document as it reads.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

Post Bylaw onto the website.

OTHER COMMENTS:

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



CAO

TOWN OF PENHOLD

BYLAW NO. 834/2025

BUSINESS LICENSING BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta to provide for the control, regulation and licensing of all businesses within the Town.

WHEREAS pursuant to section 7(a) of the *Municipal Government Act*, a council may pass bylaws for the municipal purposes respecting the safety, health and welfare of people and the protection of people and Property; and

WHEREAS pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

WHEREAS pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- a) regulate or prohibit;
- b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- c) provide for a system of licenses, permits or approval including any or all of the matters

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

PART 1 – GENERAL PROVISIONS

SHORT TITLE

1. This bylaw may be cited as the Business Licensing Bylaw.

DEFINITIONS

2. In this bylaw:

- (a) **"active license"** means a license that is paid in full for the invoiced period
- (b) **"business"** means:
 - (i) a commercial, merchandising or industrial activity or undertaking,
 - (ii) a profession, trade, occupation, calling or employment; or
 - (iii) an activity providing goods or services;whether or not for profit and however organized or formed, including a co-operative or association of persons
- (c) **"business premises"** means the store, office, warehouse, building, enclosure, yard or other space occupied or capable of being occupied by any person for the purpose of any business.
- (d) **"cannabis retail sales"** means a specialty store licenses by the Province of Alberta where cannabis and cannabis accessories are sold
- (e) **"family day home"** means a Provincially licensed or unlicensed home-based childcare service operated from a private residence that provides care for up to six (6) children, at any one time, not including the children of the provider
- (f) **"Farmer's Market"** means the business of conducting a public open market at which various vendors lease and operate stalls
- (g) **"food cart vendor"** means a unit that sells or distributes food or beverages other than fresh fruit and vegetables
- (h) **"Land Use Bylaw"** means a Bylaw of the Town of Penhold, as amended from time to time
- (i) **"license"** means a license issued for the operation of a business under this Bylaw and includes an administrative license and an operational license
- (j) **"Licensing Officer"** means the person designated and authorized in writing by the Chief Administrative Officer to administer and enforce the requirements of this bylaw

- (k) **“mobile vending unit”** means a motor vehicle, structure, cart, table, stand or display that is self-contained, used to operate a business and located in any place where the public has an expected right to access
- (l) **“municipal tag”** means a form of ticket prescribed by the Town for a bylaw offence providing a person with the opportunity to pay an amount to the Town in lieu of prosecution
- (m) **“non-resident”** means a person who does not reside or maintain permanent Business Premises in the Town
- (n) **“Officer”** means:
 - (i) a Licensing Inspector;
 - (ii) a Bylaw Officer appointed to enforce bylaws of the Town;
 - (iii) a Community Peace Officer appointed by the Solicitor General of Alberta and authorized by the Town; or
 - (iv) a member of the Royal Canadian Mounted Police
- (o) **“out of town license”** means a license that is issued to a business that is located outside of Town but is performing work in Town
- (p) **“pawn shop”** means a business that received goods that are held as security for an advance of money
- (q) **“person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative
- (r) **“resident”** means a person who resides or maintains a permanent business premises in the Town
- (s) **“second-hand store”** means a business that sells previously owned goods
- (t) **“special event”** means activities, including parades, occurring in the Town which are open to or intended to attract the public and will take place in or on publicly owned lands or facilities and where various vendors may operate during the event
- (u) **“Town”** means the Town of Penhold

- (v) **“violation ticket”** has the same meaning as in the *Provincial Offences Procedures Act*, RSA 2000, c. P-34, as amended

PART 2 - LICENSING

LICENSE REQUIRED

3. No person shall operate a business within the Town unless that person holds a valid Town of Penhold Business License.
4. Notwithstanding section 3 herein, businesses that are exempt from requiring a municipal license are required to register their business through the Licensing Officer.
5. A separate license is required for each location at which the business operates.
6. Where more than one business operates at the same location, each business must have a separate license.

LICENSING REQUIREMENTS

7. It is the responsibility of each licensee to obtain as applicable, from the following as is required for the licensee's business:
 - (a) valid Municipal, Provincial and Federal licenses, permits, approvals, clearances and insurances; and
 - (b) valid development approvals under the Land Use Bylaw.
8. A licensee shall immediately notify the Licensing Officer if any required license, permit, approval, clearance or insurance is suspended or revoked; and
9. A licensee shall produce copies of the documents described in section 7(a) & (b) to the Licensing Officer upon request.
10. A license must be displayed in a prominent location on the business premises.

LICENSE APPLICATION

11. Before issuing a license a person must submit:
 - (a) an application in a form established by the Licensing Officer;

- (b) a current copy of the provincial business registration; and
 - (c) any additional information reasonably required by the Licensing Officer.
- 12. The licensee shall promptly inform the Licensing Officer of any change in the information submitted in the license application.

EXEMPT BUSINESS REGISTRATION APPLICATION

- 13. Exempt businesses, prior to the issuance of a business license, must submit to the Licensing Officer any change in the information submitted in the license application.
- 14. There is no charge for business registration.
- 15. All registered businesses can be advertised in the Town's Business Directory.

TERM OF LICENSE

- 16. Unless a license is cancelled, revoked or suspended, a license issued under this bylaw terminates as follows:
 - (a) weekly license – at the end of the seventh (7th) day for which the license was issued;
 - (b) seasonal license – period of time within the calendar year that is less than 4 months and expires no later than midnight, on the 31st day of December of the year for which the license was issued;
 - (c) yearly license – expires no later than at midnight on the 31st day of December of the year for which the license was issued;
 - (d) home occupation license – expires at midnight on the 31st day of December of the year for which the license was issued.
 - (e) Licensees are given until January 31 to renew their business license without penalty. Licenses not renewed by midnight on January 31 are subject to penalties as outlined in Schedule B.

EXEMPTIONS

- 17. The following businesses are exempt from the requirement to obtain a business license:

- (a) charitable organizations;
- (b) non-profit licensed family day homes;
- (c) the operator of a stall within a Farmer's Market;
- (d) any business that is working exclusively for the Town;
- (e) a newspaper and flyer delivery person who delivers the product to the house or business.
- (f) a residential garage sale that is on the residents property to a maximum of (4) weekends per calendar year.
- (g) any business that is exempt under Provincial or Federal legislations.

REFUNDS

18. License fees paid pursuant to the Fees and Charges Bylaw are not refundable.

MOBILE VENDING UNITS

19. Mobile vending units may only operate on private property in the **General Commercial District (C1)**, **Highway Commercial District (C2)**, **Light Industrial District (I1)** and **Industrial District (I2)** and on public land in the **Public Institutional District (PI)** as defined in the Land Use Bylaw as amended, and limited to public and quasi-public uses, Town owned parks, playgrounds, recreation facilities and parking facilities.

PART 3 – LICENSING OFFICER

POWERS OF LICENSING OFFICER

20. Without restricting any other power, duty or function granted by this Bylaw, the Licensing Officer may:
- (a) establish forms for the purposes of this Bylaw;
 - (b) carry out whatever inspections are reasonably required to determine compliance with this Bylaw;

- (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- (d) require any person making application for a license to provide any information reasonably required to make a decision regarding the application;
- (e) require a person holding a license to provide any information reasonably required to make a decision regarding that license;
- (f) consider advice and recommendations from internal departments and outside agencies with respect to license applications and to determine whether the granting of a license to a particular applicant is appropriate and in the public interest;
- (g) issue a license with such terms and conditions as are deemed appropriate;
- (h) determine whether it is appropriate to issue a license to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a license; and
- (i) in connection with pedicabs and quadricycles:
 - i. establish the hours of operation;
 - ii. establish the dates of operation.

REFUSAL, REVOCATION AND SUSPENSION

21. Subject to an appeal to the License Appeal Board, the Licensing Officer may refuse to grant any license and may impose any conditions on a license for any of the following reasons:

- (a) an applicant submits an application which does not comply with the requirements of this Bylaw;
- (b) the applicant or licensee does not, or is no longer meeting the requirements of this bylaw;
- (c) the applicant or licensee does not hold a valid certificate, authority, license or other documents of qualification under this or any other bylaw, or under any law of Canada or Alberta;
- (d) the licensee or the applicant is not bona fide;

- (e) the licensee is not worthy of public trust;
 - (f) the applicant or licensee or any of its officers or employees;
 - i. furnishes false information or misrepresents any fact or circumstance to an Officer;
 - ii. has, in the opinion of the Licensing Officer based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
 - iii. fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - iv. has outstanding fees related to a business regulated under this Bylaw;
 - (g) in the opinion of the Licensing Officer based on reasonable grounds it is in the public interest to do so;
 - (h) the licensee fails to allow an Officer or Licensing Officer to enter and inspect a unit for the purpose of determining compliance with this Bylaw.
22. Upon a license application being refused, or a license being revoked or suspended, the Licensing Officer shall notify the applicant of the refusal, revocation, or suspension and the reasons for it by:
- (a) delivering a notice to applicant or licensee or any of its officers or employees personally;
 - (b) sending a notice by mail to the mailing address on the license application; or
 - (c) sending a notice by email to the email address on the license application.
23. Upon receipt of the notice of a revocation or suspension, the licensee shall terminate the operation of the business immediately.

PART 4 – APPEAL PROCESS

24. Where the Licensing Officer refuses an application for a license, or suspends or revokes a license, the applicant may appeal the decision by submitting a written formal appeal to the Licensing Officer.
25. An applicant or licensee wishing to appeal the decision of the Licensing Officer shall have five (5) business days from the date of refusal, revocation, suspension or

issuance subject to conditions, in which to make a written request to the Chief Administrative Officer stating the basis of the appeal, accompanied by the fee as shown in Schedule "A"; otherwise the right of appeal shall be barred and extinguished.

26. The appeal shall be heard by the Licensing Appeal Board, which shall consist of three (3) members of Council, at the time, and place set by the Chief Administrative Officer.
27. The Licensing Appeal Board shall hear the appeal within fourteen (14) days of receipt and shall give forty-eight (48) hours notice of the hearing in writing to the applicant.
28. The Licensing Appeal Board may, following a hearing of the appeal;
 - (a) confirm the refusal, revocation or suspension;
 - (b) direct that the license be issued;
 - (c) reinstate the revoked license; or
 - (d) remove or vary the suspension.
29. Where the Licensing Appeal Board finds that, in its opinion, that fault does not lie wholly with the applicant, the Licensing Board may refund all or part of the fee required.
30. A decision made by the Licensing Appeal Board on an appeal is final and binding on all parties.

PART 5 – ENFORCEMENT

OFFENSE

31. A person who contravenes this Bylaw is guilty of an offense.

CONTINUING OFFENSE

32. In the case of an offense that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offense is liable to a fine in an amount not less than the amount established by this bylaw, for each day the contravention continues.

VICARIOUS LIABILITY

33. For the purpose of this bylaw, an act or omission by an employee or agent of a person is deemed to be exercising the powers or performing the duties on behalf of the person under their agency relationship.

CORPORATIONS AND PARTNERSHIPS

34. When a corporation commits an offence under this bylaw, every principal, director, manager, employee, or agent of the corporation who authorized the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
35. If a partner in a partnership is guilty of an offence under this bylaw, each partner is guilty of the offence.

PROOF OF LICENSE AND EXEMPTION

36. The onus of proving that a person has a valid and subsisting license for a business is on the person alleging the license.
37. The onus of providing that a person is exempt from the provisions of this bylaw requiring a license is on the person alleging the exemption.

ENGAGING IN OR OPERATING A BUSINESS

38. Proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

CERTIFIED COPY OF RECORD

39. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as *prima facie* proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

FINES AND PENALTIES

40. A person who contravenes or fails to comply with any portion of this Bylaw is guilty of an offense and is liable to payment of the penalty specified in Schedule B of this Bylaw.

41. For an offence for which there is no penalty the following fine amounts are established for use on municipal tags and violation tickets if a voluntary payment option is offered:
- (a) \$300.00 for a first offence;
 - (b) \$500.00 for a second offence; and
 - (c) \$700.00 for a third or subsequent offence.
42. Where an Officer reasonably believes that a person has contravened any provision of this Bylaw, the Officer may, in addition to any other remedy at law, issue and serve upon the person a municipal tag or a violation ticket. The recording of the payment of a fine made to the Town pursuant to a municipal tag or to the Provincial Court of Alberta pursuant to a violation ticket shall constitute an acceptance of a guilty plea and a conviction for the offence.

MUNICIPAL TAG

43. An Officer is hereby authorized and empowered to issue a municipal tag to any person who the Officer has reasonable and probable grounds to believe has contravened any provisions of this Bylaw.
44. A municipal tag may be issued to such person:
- (a) either personally; or
 - (b) by mailing a copy to such person at his or her last known address.
45. The municipal tag shall be in a form approved by the Chief Administrative Officer and shall state:
- (a) the name of the person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 21 days of the issuance of the municipal tag; and
- any other information as may be required by the Chief Administrative Officer.

PAYMENT IN LIEU OF PROSECUTION

46. Where a municipal tag is issued pursuant to this Bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the municipal tag.

VIOLATION TICKET

47. If a municipal tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.
48. Notwithstanding Section 49, an Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
49. If a violation ticket is issued in respect of an offence, the violation ticket may:
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.

VOLUNTARY PAYMENT

50. A person who commits an offence may:
- (a) if a violation ticket is issued in respect of the offence; and
 - (b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

OBSTRUCTION

51. No person shall obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this bylaw.

PART 6 – CONSULTATION

52. The Licensing Officer may consult with internal departments and external agencies regarding any license application for the issuance or renewal of a license.
53. Any notifications of concerns from internal departments or external agencies can be used by the Licensing Officer to make a decision on the issuance or renewal of a license.

PART 7 – CONSEQUENTIAL PROVISIONS

GENERAL

54. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town bylaws, or any requirement of any lawful permit, order or licence.

SEVERABILITY

55. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

SCHEDULES

56. The following Schedules hereto attached form part of this Bylaw:

- (a) SCHEDULE A – SPECIFIED FEES/CHARGES
- (b) SCHEDULE B - PENALTIES
- (c) SCHEDULE C – MOBILE VENDING UNIT REGULATIONS – PRIVATE LAND

ENACTMENT

57. This Bylaw comes into force and effect when it has received third reading.
58. Bylaw 736/17 and its amendments are hereby repealed.

Read a First time by Council this 27th day of January, 2025

Read a Second time by Council this 10th day of February, 2025

Read a Third and Final time by Council this 24th day of February, 2025

Mayor Mike Yargeau

CAO, Rick Binnendyk

**BYLAW 834/2025
SCHEDULE A**

General Business License Fees	SPECIFIED PENALTY
Resident	\$70.00
Non-Resident	\$120.00
Specific Classification Business License Fees	
General Contractor with all sub-trades and subcontractors	
Up to eight (8) sub-trades	\$620.00
Each additional sub-trade fee per contractor	\$70.00
<i>It should be noted that the General Contractor must submit a listing of all sub-trades at the time of applying for a business license.</i>	
Non-Resident Single Contractor	\$70.00
<i>Less than seven (7) days contract/project duration</i>	
Non-Resident Single Contractor	\$95.00
<i>Less than three (3) month contract/project duration</i>	
Non-Resident Temporary/Weekly License	\$70.00
<i>Seven (7) days or less</i>	
Seasonal License	½ the fee
<i>Four (4) months or less</i>	
Other Charges	
Notice of change for Business Fee	\$25.00
Request for Appeal	\$100.00

**BYLAW 834/2025
SCHEDULE B
SPECIFIED PENALTIES**

SECTION	OFFENCE	SPECIFIED PENALTY
38	Engaging in or operating a Business without a valid license	\$400.00
7 (a) & (b)	Failure to obtain valid municipal, provincial or federal licenses, permits, approvals, inspections, clearances or insurances; or valid development approvals under the LUB.	\$200.00
9	Failure to produce documents to the Licensing Officer as required	\$200.00
16 (e)	Failure to renew business license prior to January 31 st deadline	
	MOBILE VENDING UNIT	
19 Schedule C	Breach of mobile vending unit license condition	\$200.00
	OBSTRUCTION	
51	Obstruct/hinder person in performance of powers	\$500.00

SCHEDULE C
MOBILE VENDING UNIT REGULATIONS

Any business that carries on a mobile vending unit with the Town must:

- (a) be self-contained;
- (b) maintain the unit at all times, in a sanitary, well-ventilated and clean condition;
- (c) Provide receptacles for waste and recycling for customers while the unit is operating;
- (d) regularly collect and dispose of any refuse within a six (6) meter radius of the unit while the unit is operating;
- (e) never leave the unit unattended;
- (f) not create any sight obstructions for pedestrians or vehicles;
- (g) not allow overhead canopies or vertically operating doors to obstruct or hinder safe pedestrian traffic;
- (h) not allow the unit to obstruct doorways, fire hydrants, driveways, loading zones, or emergency access routes;
- (i) orient the unit towards sidewalk traffic and away from any streets;
- (j) if operating a mobile food truck, place mats underneath the unit and clean up any grease or condiments which are produced by the unit or its customers;
- (k) ensure that any generator associated with the unit is reasonably quiet and not causing a disturbance;
- (l) not serve customers in their vehicles;
- (m) not actively solicit or harass anyone; and
- (n) not smoke within five (5) meters of the unit.



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 __ Available __ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Feb. 13, 2025 letter from Minister McIver re: Joint use and planning agreements Ministerial Order No. MSD:004/25
- Feb. 4, 2025 letter from Minister McIver re: 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE).
- Letter from Penhold Crossing Secondary School re: Community Awards Program

EMAIL:

- Feb. 10 Alberta Municipalities re: Alberta Municipalities' Friday News - February 7, 2025
- Feb. 10 CAEP re: February Newsletter
- Feb. 12 FCM Communique re: FCM launches Canada-wide Virtual Listening Tour
- Feb. 14 FCM Communique re: REMINDER: FCM launches Canada-wide Virtual Listening Tour
- Feb. 14 email from Chinook's Edge School Division re: New Superintendent Announcement
- Feb. 18 email from Rick re: Sylvan Lake has a new CAO
- Feb. 18 Alberta Municipalities re: Alberta Municipalities' Friday News - February 14, 2025
- Feb. 18 email from President, ABMunis re: Member Survey for Election 2025

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 Feb. 24th, 2025 Regular Council Meeting for the Town of Penhold



CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

Ric McIver
Minister of Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- ***Building Economic Strength (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - building the economic capacity and/or resiliency of the community; and/or
 - improving the attractiveness of the community to businesses, investors, and visitors.
- ***Enhancing Community Engagement or Livability (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - increasing accessibility of community services;
 - fostering inclusive and welcoming communities;
 - improving engagement opportunities for community members; and/or
 - strengthening wellness and safety responsiveness.
- ***Partnership (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - enabling a local or regional partnership* that achieves results that could not have been accomplished by the municipality alone;
 - generating lasting relationships between partners; and/or
 - leveraging unique skill sets or resources of each partner.
 - *Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

○ **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**

Awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service;
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
- promoting transparency and accountability in municipal operations, fostering trust within the community.

○ **Public Library Services (open to all library boards, serving a population of under 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

○ **Public Library Services (open to all library boards, serving a population of over 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

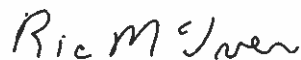
Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



Penhold Crossing Secondary School
Box 40 - 1B Waskasoo Avenue
Penhold, Alberta T0M 1R0
(403)886-8604
penholdcrossing@cesd73.ca



Community Awards Program

The *Penhold Crossing Secondary School* Awards Committee is in the process of kicking off our fundraising drive for the Graduation Class of 2025. Currently, we are organizing our awards ceremony for October 2025. We are hoping to finalize the scholarships and bursaries for the program in the last week of June. This will allow students the ability to plan their attendance at the ceremony if they are an award recipient. Our grade twelve students are currently in the midst of completing award application forms, and preparing for the transition to their post-secondary studies.

This transition is, for most students, a stressful and overwhelming process. A major concern for all students is one of being able to work through the financial aspects of a post-secondary education. They all understand that investing in education is investing in their future, but often the financial costs seem to be out of reach. Annual costs of attending a post-secondary program only seem to be rising. Current estimates indicate that 1 year of post-secondary education has a real cost of \$10,000- 20,000; therefore, despite diligent saving, part-time employment and parental support, it is still difficult for students to cover these costs.

The monies donated are all distributed directly to the students who apply for the awards. Your donation of \$200, \$500, \$1000 or more is greatly appreciated by our graduates and *Penhold Crossing Secondary School* recognizes your donation in three ways:

- An invitation to attend our Awards Program
- A formal thank-you card and mention on our website and/or social media
- A tax receipt from CESD

Thank-you for taking time out of your day to acknowledge this request; the students of our graduating class sincerely appreciate your financial support.

Sincerely Yours,

Clark Peters, Principal
Corbyn Shields, Vice Principal

Please feel free to contact *Karina Lucas* at (403)886-8604 Ext.4468 or klucas@cesd73.ca if you have any questions about the Awards Program.



Penhold Crossing Secondary School
Box 40 - 1B Waskasoo Avenue
Penhold, Alberta T0M 1R0
(403)886-8604
penholdcrossing@cesd73.ca



Community Awards Program

____ Yes, our Business/Organization is interested in participating in the Awards Program.
(Please forward donation amount and Award criteria to *Penhold Crossing Secondary School*
prior to **May 30 2025** to accommodate processing).

____ Yes, we are interested in being an annual sponsor.

Please make cheques payable to: **Penhold Crossing Secondary School**

Please complete and return this section of the form, allowing the Awards Committee to maintain
an up to date database of information and select a recipient on your behalf that best meets your
criteria as outlined.

Business/Organization (name and complete address)

Contact Name: _____

Phone #: _____

Email: _____

Award Criteria / Conditions
