REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Bonnie Stearns**

SUBJECT: Approval of the October 13th, Regular Council Meeting Minutes

RECOMMENDATION:
That Council approves the October 13th, 2026, 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 October 13th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:
The minutes presented are the unapproved record of the October 13th, 2026, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Oct. 20, 2026 with no changes at the time of this report.

PREFERRED STRATEGY:
That Council adopts the Oct. 13th, 2026, Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:
Permanent management and storage of Minutes.

GENERAL:
Historical; permanent record for future review.

ORGANIZATIONAL:
The Legislative department ensures that 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 October 26th, 2026, Regular Council Meeting for the Town of Penhold

CAO

Town of Penhold

REGULAR MEETING MINUTES

October 13th, 2026
Town Council Chambers

Mayor:
Mike Yargeau

Councillors:
Teresa Cunningham
Ken Denson
Cameron Galisky
Shaun Kranenborg
Tyrone Muller
Kathy Sitter

Guests:
Lori Wolfe, Resident
Ken Wolfe, Visitor
Ann Bilyk, Resident
Jean Orchison, Resident
Darlene Lakatos, Resident
Samantha Lafontaine, Resident
Chastity Evans, Resident

Staff:
Sean Pendergast, Fire & Protective Services Manager
Bonnie Stearns, EA

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2026-314
Councillor Sitter moved to accept the October 13th, 2026 Regular Council meeting agenda as amended.
CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of September 28th, 2026 Regular Council Meeting Minutes

2026-315
Councillor Denson moved to accept Sept. 28th, 2026 Regular Council meeting minutes as presented.
CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-316

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Sept. 10 – Oct. 7, 2026

2026-317

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Sept. 10 – Oct. 7, 2026 as presented.

CARRIED UNANIMOUSLY

6.1. b. Bank Reconciliation for the month ending August 31, 2026

2026-318

Councillor Galisky moved that Council receives the Bank Reconciliation for the month ending August 31, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-319

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2026-320

Councillor Kranenborg moved to accept the Multiplex Manager's monthly report as information.

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

2026-321
Councillor Denson moved to accept the Operations Manager's monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Dog Park Fencing Project

2026-322
Councillor Galisky moved that Council approves a payment of $5,000 to Penhold Community Leaders Society to assist in completing the Dog Park fencing.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

9.1 Parkland Foundation
- 2025 Annual Report

2026-323
Councillor Denson moved that Council accepts the Parkland Foundation 2025 Annual Report as information.
CARRIED UNANIMOUSLY

9.2 Penhold & District Public Library Board – Member appointments

2026-324
Councillor Sitter moved that Council appoint the following individuals to the Penhold & District Library Board for the specified terms:

- Michael Scott – term expiry date September 30, 2029
- Shelia Strychalski – term expiry date September 30, 2029
- Mariah Kaminski – term expiry date September 30, 2029

CARRIED UNANIMOUSLY

9.3 Parkland Regional Library Services (PRLS)
- 2027 Proposed Budget

2026-325
Councillor Cunningham moved that Council approves the PRLS Proposed Budget 2027, which will see an increase of $1.06/per capita as presented.
CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-326
Councillor Muller moved that Council receives the correspondence for information as presented.
CARRIED UNANIMOUSLY

2026-327
Councillor Kranenborg moved that Council direct Administration to forward any correspondence received regarding the RD County Junction 42 Date Centre be compiled and submitted with The Town's comments, at the appropriate time.
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.

2026-328
Councillor Sitter moved that Council accepts the reports as information.
CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q & A

14. CLOSED SESSION

15. ADJOURNMENT

2026-329
Councillor Muller moved to adjourn Council Meeting at 6:46 pm.
CARRIED UNANIMOUSLY

MAYOR **CAO**

REQUEST FOR DECISION

Department: Corporate Services **Submitted by: Stacey Forth**

SUBJECT: Monthly Accounts for Online Payments on Oct. 8 - 21, 2026

RECOMMENDATION:
That Council receives the Monthly Accounts for Online Payments on Oct. 8 - 21, 2026, as presented.

CAO COMMENTS: Payments of interest:
21810 - Briault Contracting Ltd. $ 1,013.25 internal door windows new building.
00795-0026 Flostrar Plumbing Solutions Ltd. 2,380.82 - Arena
00795-0032 Kal Tire $7,828.00 - 4 new rear grader tires

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

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

DESIRED OUTCOME(S):
Council is aware of the monthly payments.

RESPONSE OPTIONS:
1. That Council defers the Monthly Accounts for Online Payments Oct. 8 - 21, 2026, back to administration and requests additional information.
2. Clarity on any specific account that is in question.

PREFERRED STRATEGY:
Payment of accounts.

IMPLICATIONS OF RECOMMENDATION:
Payment to vendors.

GENERAL:

ORGANIZATIONAL:
Administration

FINANCIAL:
Based on the account's summary total.

FOLLOW UP ACTION:
Signing, filing of cheques, and online account summary.

COMMUNICATION:
Only to the vendor/payments

OTHER COMMENTS:
The detailed cheque register is information provided to Council only.

Presented at the Oct. 26th Regular Council Meeting for the Town of Penhold

CAO

REQUEST FOR DECISION

Department: Corporate Services **Submitted by:** Tricia Willis

SUBJECT: Investment Statement for the month ending September 30, 2026

RECOMMENDATION:
That Council receives the Investment Statement for the month ending September 30, 2026, as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

RESPONSE OPTIONS:
That Council defers the Investment Statement back to the administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Throughout the year, the Town of Penhold receives revenue from property taxes, grants, user fees, and donations. Funds set aside for specific projects are invested until they are needed so the Town can earn a return. Monthly investment statements report the interest earned and any deposits or withdrawals.

Council will notice an increase in the balance of the High Interest Savings Account (HISA) this fall. The increase is partly due to property tax revenue collected by June 30 to fund operations

through 2026 and 2027, and partly due to reserves for planned projects. In September, Administration will review when these funds will be needed and determine whether some can be invested elsewhere to earn a higher return than the HISA provides.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented to Penhold Town Council at its regular meeting on October 26, 2026.

CAO

REQUEST FOR DECISION

Department: Corporate Services **Submitted by:** Tricia Willis

SUBJECT: ATB Financial letter of credit renewal

RECOMMENDATION:
That Council approves and endorses the ATB Financial Commitment Letter as presented.

CAO COMMENTS:
The Town renews its line of credit annually with its bank. Although rarely used, it remains available for emergencies.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

RESPONSE OPTIONS:
That Council defers the Commitment Letter back to the administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:
The Town of Penhold entered into an agreement to "borrow" funds from ATB Financial for use with the operation of the corporation. With the additional credit on the Line of Credit, it reaches a limit that requires a letter of commitment instead of the yearly borrowing bylaw. This commitment letter outlines the terms of the $5 Million line of credit and the $120,000 for credit cards.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented to Penhold Town Council at its Regular meeting on October 26, 2026.

CAO

REQUEST FOR DECISION

Department: Corporate Services **Submitted by: Trish Willis**

SUBJECT: Third Quarter Financial Statement

RECOMMENDATION:
That Council accepts the third-quarter financial report as information.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

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

DESIRED OUTCOME(S):

RESPONSE OPTIONS:
That Council defers the third-quarter financial report back to administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:
The attached report shows the Town of Penhold's financial position compared to our budget figures at the 3/4-way point of the budget cycle.

At this point in the year, we have collected 15.5 million of the expected 16.6 million dollars in revenue expected from service fees, grants, and taxes. It should be noted that "Other Revenue" is up $700,000 over budgeted numbers. The majority of that total is the sale of the Fire Hall while the remainder is off-site levies from Melcor Developments. With day-to-day operations, we have spent 8.1 million dollars in expenses which cover necessary items such as payroll and monthly payables. Capital expenditures only began in May of this year so $3.9

Million dollars has been spent of the expected 5.1 million primarily due to the construction of the Public Services Building.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the October 26, 2026, Regular Council Meeting for the Town of Penhold

CAO

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: October 26th, 2026

RECOMMENDATION:
That Council receives the CAO's report as information.

COUNCIL FOLLOW-UP/UPCOMING:

- November 2-5th RMA Convention Edmonton
- November 3rd Red Deer County Open House re: Data Centre, 4:00 – 7:00 pm @ Holiday Inn & Suites, 33 Petrolia Drive in Gasoline Alley East
- Nov. 10th Remembrance Day Ceremony @ 10:00 am (who plans to attend?)
- November 16th – 2027 Budget presentation
- November 30th – Growth Strategy Workshop. (Who is attending)
- Check the Council Calendar for upcoming events

Projects:
School: Chinooks Edge:

- Joint Use Planning Agreement (JUPA) meeting was pushed to another date.
- Correspondence has been sent to our MLA and Infrastructure on when we may see the old Penhold School disappear. They have been out of office and advised they will get back to us.

Offsite Levies:
With the updated calculations we will be setting up a meeting with key developers in Nov. for review and discussion.

Development items:
Melcor:

- Clean-up is occurring for the subdivision with dirt pile removal; shallow services are set to start this week.
- Park development is occurring; Northside set up Wed. Oct 22nd and is ready to begin
- AI Data Center at Junction #42 and Highway 2. Our staff team has posted Red Deer County is the group to connect with.
- Since last report there has been three new home permits pulled for Laebon; to-date, we now sit at 24 new home builds.

Administration:

- Tax Sale: CANCELLED. Both parties have come in and either paid or made arrangements for payment.
- Atco: has amalgamated to now become Emera. (see email attached)

- We have inquired with Red Deer County (RDC) as to the status of the proposed formula they are working on. Mr. Detrick is out of the office until Nov 9th. Met with Mr Herzberg Oct 22nd and was advised he will follow up. We will again touch base this week on the ICF recreation funding formula. A recommendation was to pull all recreational funding by the communities within RDC and take the average and use this as their contribution.
- Departmental budgets are in full swing making ready for the 2027 Budget presentations.
- Managers and Supervisors had a ½ day training session on team focus. First time we worked together with supervisors. Went very well.
- Local Government Administration Association (LGAA) Zone meeting occurred; updates from our associations and Municipal Affairs was presented. Changes on assessment coming in the near future for linear and M & E. Telecommunications apparently is posing a concern with technology shifting so quickly.
- Memorial Hall Community Committee hosted the first meeting and there is interest in to evaluating options for Council consideration. Council members in attendance will speak more to this.
- The Regional Council/CAO get together was postponed. (It appears there may be fear in competing against Penhold in the bean bag competition).
- I was away from October 7th to 16th incl.

UPCOMING ITEMS OF INTEREST:

- Melcor subdivision work continues for housing and park development
- Continue to push on Intermunicipal Collaborative Framework (ICF) agreements with Red Deer County
- Budgets
- Offsite Levies consultation
- Remembrance Day Ceremony – Nov. 10 @ 10:00 am in the Gymnasium
- Red Deer County Public Hearing re: Data Centre – Nov. 17 @ 1:30 pm @ Red Deer County Centre

Presented at the October 26th, 2026, Regular Council Meeting for the Town of Penhold

_____

CAO

Outlook

Emera, ATCO & Canadian Utilities Merger Announcement

From Argyriou, Aris <aris.argyriou@atco.com>
Date Wed 10/14/2026 8:43 AM
To Richard Binnendyk <rbinnendyk@townofpenhold.ca>

Hi Rick,

We are writing to share that Emera, ATCO and Canadian Utilities have announced a transformational agreement that will combine complementary assets, capabilities and expertise to create a company built for long-term growth.

This merger is the largest combination of two Canadian companies in history. Emera and Canadian Utilities will combine to form a larger, more diversified, Canadian-headquartered utility and energy infrastructure company with the scale, capabilities and financial strength needed to meet growing demand across North America. The combined company will operate as Emera and maintain its public company headquarters in Halifax, and Canadian Utilities' corporate and operational headquarters will remain in Calgary and Edmonton.

While the transaction remains subject to regulatory, shareholder, stakeholder and other customary approvals (anticipated to close in the second half of 2027), we recognize that municipalities may have questions about what this announcement could mean for existing relationships and agreements with the ATCO utility companies, including franchise agreements with ATCO Gas and Pipelines Ltd. and ATCO Electric Ltd.

We are committed to keeping you informed throughout the transaction process. Importantly, we want to assure you **the announcement will not affect our ongoing commitments under our existing agreements, or our safe, reliable day-to-day operations**, service delivery, and ongoing work within your community.

Your existing contacts with ATCO remain unchanged, and we will continue to provide the same level of service, support, and engagement you have come to rely on. The long-standing relationship we have established with your community remains of the utmost importance to us, and we are grateful for the partnership we have built over the years.

Should you have any questions regarding the merger, please do not hesitate to reach out to a member of our Stakeholder Relations team. As always, for all day-to-day and local operational support, your Operations leadership contact remains at the ready to assist.

Thank you for your continued partnership and trust, and I look forward to communicating with you as this process unfolds.

Sincerely,

Aris Argyriou
Manager - Stakeholder Relations & Community Development
ATCO Energy Systems

C. 403 869 3882
A. 909 11 Ave SW, Calgary, AB T2R 1N6

ATCO Energy Systems

ATCO.com LinkedIn Facebook Instagram X

In the spirit of reconciliation, we acknowledge the traditional territories and homelands on which many of our ATCO operations and facilities are located. We honour and respect the diverse history, languages, ceremonies, and culture of the Indigenous Peoples who call these areas home.

REQUEST FOR DECISION

DEPARTMENT: Community Services
SUBMITTED BY: Jennifer Blaylock
REPORT: Month of October 2026

RECOMMENDATION:
That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator
Playgroup September attendance: Sept. 2 (19 participants), Sept. 16 (17 participants), Sept. 23 (22 participants).

Lego and Craft Club's fall season is underway. There are 11 participants registered in Lego Club and 6 registered in Craft Club. These clubs continue to offer regular programming for those in grades 1-3 to connect with each other and their community.

September's Family Play Day attracted 11 participants representing 4 families. The puzzle-themed event encouraged teamwork, critical thinking, and family interaction through a variety of hands-on activities. Participants enjoyed spending quality time together while building connections within the community.

October's Craft & Connect brought together 15 participants to create a fun Fall or Halloween coir doormat. When answering the question, 'I feel connected to my community', participants answered, "Agree," or "Strongly Agree." Notably, three of these participants moved from Agree to Strongly Agree after the activity.
Comments / suggestions included:

- So much fun.
- Love these classes!
- Awesome, thank you!
- Love these events, you gals are awesome!
- More fun like this, great job! Thank you!

In October, 19 participants from 6 families attended our Family Fun Night featuring donuts. The event provided a valuable opportunity for families to connect and enjoy quality time together during the week. Feedback was very positive, with all participants reporting satisfaction with the evening.

Penhold Youth Club:
Averages for the month of September:
Grades 7 & 8: 9 youth
Teen Night: 19 youth

Community numbers:
Red Deer County: 9 participants
Penhold: 53 participants
Spruce View: 1 participant
Total: 63 youth

Leaders in Training Volunteer Hours for the month of September was 81 hours.

September Highlights:
We saw approximately 50 people at PYC's Open House. We have seen an increase in home school youth attending our program.

Leaders in Training Orientation
For the month of September, we trained 21 youth for LiT this season. Many are returning youth from last season.

We had 26 youth attending Dahlia's farewell party. She appreciated all the youth that came out to wish her all the best. There were many laughs and a few tears as she has impacted the youth in our community in such a positive way these past years.

Communication & Events:
Community Christmas

- Planning and coordination are underway for Community Christmas, scheduled for Friday, November 20.
- The Monarch Winter Village will be returning this year, with opportunities being developed for local businesses and community groups to participate and contribute to the festive experience.
- Two horse-drawn wagons will be available to take visitors through the Monarch Winter Village.
- Planned activities include crafts, cookie decorating, a Little Shoppers area and several activities coordinated by community partners:
    - Penhold & District Museum Society: Christmas Vendor Market and Cookie Walk fundraiser.
    - Penhold Senior Drop-In Centre: Silent Auction fundraiser.
    - FCSS: Accepting donations in support of the Red Deer Christmas Bureau, Food Bank and Compassion Fund.
    - Penhold Youth Club (PYC): Assisting with crafts and cookie decorating.
    - Penhold Library: Santa photos and Christmas craft
- Coordination with community groups and partners is ongoing to finalize event activities and logistics.

Fall Festival

- Final event wrap-up and administrative details for Fall Festival are being completed.
- Presentations of fundraising proceeds from the Show & Shine and Mayor Mike's Mini Marathon are being arranged and will take place in the coming weeks.

Communications

The migration from the current All-Net website to the Catalis platform in 2027 will result in the loss of the Town's existing E-NEWS capability. Research continues to identify alternative communication tools that can supplement the Catalis website and maintain the Town's ability to communicate timely information directly with residents. Alternative website hosting options are also being explored as part of this review.

Supplementary communication materials were developed to provide residents with clear, accessible information about the changes to residential recycling that came into effect October 1. These materials build on information provided by Circular Materials and have been adapted for the Town's website, The Reporter, social media and the New Resident Information Package.

Continued ongoing communications activities, including website updates, social media content, newsletter development and coordination of information from Town departments to keep residents informed about municipal programs, services and activities.

UPCOMING ITEMS OF INTEREST:

November 4: Tech Tips for Older Adults & Seniors
November 4 & 18: Playgroup
November 14: Family Play Day
November 20: Community Christmas
December 1: Christmas Cardmaking @ the Seniors Drop In Centre

CAO COMMENTS:

Presented at the October 26, 2026, Regular Council Meeting for the Town of Penhold.

CAO

REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of September

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

COUNCIL FOLLOW-UP:
Yard lighting at the new building is extremely bright from the highways. This has now been dimmed to its lowest setting.

MONTHLY UPDATE:

Fire Department

Operations:

The department consists of 27 qualified members, which includes 4 Probationary Firefighters, 15 Firefighters ranging from 4th to 1st class, 3 Lieutenants, 2 Captains 2 Deputy Chiefs, and one Chief.

New Cadets have begun integration into the Fire Department.

In September 2026, the Fire Department responded to a total of 17 calls:
- Rescue & EMS: 13 (76.4%)
- Fire: 1 (5.88%)
- False Alarm: 2 (11.77%)
- Good Intent: 1 (5.88%)

Compared to August (10 calls): ↑7



Training:

- 16 hours of pre-scheduled training took place in September
- 16 additional hours of auxiliary training (live fire training, courses, etc) took place in June

Notes:

- Crews were able to dial the brightness of the yard lights to their minimum as requested by Administration.
- New administrative policies are being drafted and disseminated to the Firefighters. This is an administrative project to update our policies and procedures to better align with municipal policies and community expectations.

Events:

- 16 hours of community events occurred in August (Fall Festival, Fireworks, P&H Milling tour)
- Fall Festival was as amazing as always despite the weather.

Maintenance:

- 43 hours of internal maintenance occurred in August including hose testing.
- 22 post trip apparatus checks were performed in August
- Engine 31 had some repairs to its onboard generator and will be going in later in October for an oil leak on the AC compressor.

Municipal Enforcement:

Administration:

Continuing to focus on compliance and alignment with council priorities of a safe and prosperous community. Community Peace Officers continue to address local concerns through proactive patrols, public education, and collaboration with RCMP.

Junior Dolce has been appointed by the Province of Alberta as a Community Peace Officer. Lacombe County has offered a vest that fits while we wait for the construction of Junior's vest. You should see him in the patrol unit now.

Operations:

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (Sep 2026)

Top reported incidents:
- Unsightly Premise: 7
- Cat at Large: 4
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 71
Compared to August (234 incidents): ↓ 163 incident

MUNICIPAL ENFORCEMENT – CITATION TYPES (Sep 2026)

Citations issued:
- Speeding: 4
-Documents: 3
-No Seatbelt: 3

Total Citations: 17
Compared to August (24 citations): ↓ 7 Citations

Emergency Management:

We are updating the Municipal Emergency Plan shared within the region. Updates include adding the Public Services Building to the plans and updating personnel (ongoing).

We held an Emergency Management Advisory Committee Meeting in October to review some of the agencies and agreements that involve the Town of Penhold Emergency Management team.

Growth Strategy:

A Council briefing is attached which provides information on the direction of the growth strategy, questions for consideration, and scheduling for upcoming meetings including a Council representative meeting (Mayor and 1-2 Councillors) towards the end of November.

UPCOMING ITEMS OF INTEREST:

- Capital and Operational budgets are being prepared.
- Interviewing internal Firefighters for a Lieutenant position.
- Updating and expanding Fire Department policies.
- Police Funding Model implementation technical session
- Growth Strategy development Council representative meeting upcoming.
- Sub-division report for phase 3 of Oxford Landing Park and Playground area.

CAO COMMENTS:

Presented at the October 26th, 2026 Regular Council Meeting for the Town of Penhold

CAO

PLANNING FOR GROWTH

The following represents a brief Update on the Shared Regional Growth Strategic Framework project that we were successfully awarded through the Alberta Community Partnership Program, in collaboration with the Town of Bentley and the Village of Clive (the Partners).

Project Summary

The Partners are working together to develop a Regional Growth Strategic Framework that will inform the preparation of Growth Strategy for each of the communities. The Growth Strategy includes a broad summary of key population, demographic, and economic characteristics, an analysis of the housing supply and needs, a growth analysis, and a locally unique implementation strategy.

While each of the project components are integrated into a single strategy, they are also able to stand alone as a Community Profile, Housing Needs Assessment, and Growth Strategy. A secondary deliverable through the project is a Strategic Framework that takes the approach and the learnings from this project and establishes a guide that can be used for other communities in the region.

Project Update

The project includes representatives from Administration of each of the communities, who form the Intermunicipal Collaboration Committee (ICC) and provide oversight to the consultant, Urban Systems, who was hired following the request for proposal process. Together, the ICC and Urban Systems represent the Project Team. Since the project was awarded, the Project Team has taken the following steps:

1. **Community Profile:**
    a. Key population, demographic, and economic data was collected to provide a snapshot of the community composition. The Project Team translated the data into key themes around population, labour force, and quality of life into a virtual platform that can be displayed and updated through the Town's website.
    b. Beyond the web-based profile, a two-page summary has also been developed to be shared with those who prefer a hard copy.
2. **Housing Needs Assessment:**
    a. Housing data from federal census and other relevant data sources has been compiled into a preliminary draft, providing a snapshot of the existing housing stock and establishing a preliminary baseline of the connections among housing, demographics, and the labour force.
3. **Growth Strategy:**
    a. The project team has reviewed the direction in each of the community's plans and policies to establish how each considers future growth needs.
    b. Preliminary base mapping has been completed that illustrates a developable land supply. This looks at a variety of features including land use, transportation access, proximity to municipal services, and any constraints that may limit the development potential of the land.
4. **Targeted Stakeholder Consultation:**
    a. The Project Team identified key stakeholders that should be consulted. The Project Team has reached out to individuals to schedule conversations intended to gain insights in key areas of future growth potential (Penhold has identified representatives from the Senior population and targeted seniors housing as well as individuals within the local development community).

Next Steps

Following the most recent Project Team meeting, we have targeted the following next steps to move the project forward:

1. **Community Profile:**
    a. Make final edits to the virtual platform and distribute to each of the Partners to post on their website.
    b. Final edits to the two-page summary.
2. **Housing Needs Assessment:**
    a. Finalize the draft Housing Needs Assessment, ensuring final edits to the data have been completed and prepare strategic recommendations to inform the growth strategy.
    b. Comple the information and recommendations that need to be integrated into the final growth strategy and finalize the Housing Needs Assessment as a stand-alone document for use in future grant applications.
3. **Growth Strategy:**
    a. Finalize the developable land supply mapping to establish a baseline analysis of the growth potential by land use.
    b. Develop the unique strategy for Penhold, including an implementation plan.
    c. Develop the Strategic Framework to be used as the summary document to share with other communities
4. **Targeted Stakeholder Consultation:**
    a. Finalize the targeted stakeholder conversations and prepare summary of key insights.
    b. Schedule a Council workshop. This is designed to get representatives from each Council to get together to discuss the project, see the key directions for the growth strategy, and share lessons learned from the project applicable to each of the Partners.

Council Considerations

As the Project Team moves beyond the data collection and into developing the Growth Strategy, we are keen to learn about Council's thoughts on key directions through the following questions to consider:

1. What do you see as Penhold's biggest need related to future growth (i.e., certain types of housing, more local businesses, ensuring we have the parks and facilities to keep up with growth, etc.)?
2. What are your biggest fears about growth in Penhold (i.e., it happens too fast, it is too focused on one type of land use, it creates infrastructure challenges that increase cost beyond what we can afford, etc.)?
3. What makes you excited about Penhold's growth potential (i.e., in the next 5 years, in the next 10 years, and beyond)?
4. What do you think may need to change to help Penhold achieve that potential?

Closing

The Project Team continues to progress toward finalizing the individual growth strategies and the Strategic Framework. We anticipate moving forward along the following schedule:

1. Scheduling a Project Team meeting during the first half of November to review key directions in the Growth Strategy and final recommendations in the Housing Needs Assessment.
2. Scheduling the Council representatives workshop for the second half of November.
3. Project team follow-up meeting in the first half of December to review the final draft document and provide any direction for changes.
4. Prepare final document in the second half of January for distribution to each of the Partners and presentation to Council.

REQUEST FOR DECISION

Department: Protection Services **Submitted by: Sean Pendergast**

SUBJECT: Subdivision Report: PEN - OXD - Phase 3 Park

Proposal to subdivide SE-1-37-28-W4M to create one Public Utility Lot (PUL) and one Municipal Reserve (MR).

RECOMMENDATION:
That Council approves subdivision report PEN – OXD – Phase 3 Park as recommended by the Subdivision Authority, Town of Penhold.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:
To consider the subdivision of SE ¼ Sec 1, Twp 37, Rge 28, W4M, in order to create one Public Utility Lot (PUL) and one Municipal Reserve (MR) lot.

RELEVANT POLICY:
Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Division 7, Subdivision of Land.

STRATEGIC RELEVANCE:
The proposed subdivision supports the development of complete neighbourhoods by establishing lands for a future park, playground, pedestrian connections, and supporting municipal infrastructure within Oxford Landing Phase 3.

DESIRED OUTCOME(S):
That Council approve the subdivision application to create one Municipal Reserve (MR) parcel and one Public Utility Lot (PUL) to facilitate the future development of the planned neighbourhood park and associated infrastructure.

RESPONSE OPTIONS:
Council defers this item back to Administration for further information or research.

PREFERRED STRATEGY:
The proposed subdivision implements the approved Oxford Landing planning framework by creating Municipal Reserve (MR) and Public Utility Lot (PUL) parcels for future park, playground, open space, and utility infrastructure. The application aligns with the Town's statutory plans, received no objections through the referral process, and supports the delivery of planned neighbourhood amenities for Oxford Landing residents.

IMPLICATIONS OF RECOMMENDATION:
If Council approves the subdivision application, Administration will proceed with the required rezoning application and bring it forward to the Municipal Planning Commission (MPC) for consideration.

GENERAL:
See Subdivision Report PEN – OXD – Phase 3 Park attached.

FOLLOW UP ACTION:
As per Council's direction.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Oct. 26th, 2026 Regular Council Meeting for the Town of Penhold

CAO

SUBDIVISION REPORT

Subdivision Authority (Penhold)
Town of Penhold

October 20th, 2026

SE ¼ Sec 1, Twp 37, Rge 28, W4M

File Number: PEN – OXD – Phase 3 Park

Proposal: To subdivide SE-1-37-28-W4M to create one Public Utility Lot (PUL) and one Municipal Reserve (MR).

PURPOSE
To consider the subdivision of SE ¼ Sec 1, Twp 37, Rge 28, W4M in the Town of Penhold in order to create one Public Utility Lot (PUL) and one Municipal Reserve (MR).

DISCUSSION
Stantec Engineering on behalf of Melcor Developments Ltd., the registered owner, is proposing the subdivision of the subject lands. The proposal is to create one Public Utility Lot (PUL) and one Municipal Reserve (MR) within the existing Urban Reserve (UR) District. The parcel is proposed to be subdivided to accommodate a neighbourhood park and playground area.

The current area of SE ¼ Sec 1, Twp 37, Rge 28, W4M is approximately 59 ha (145.76 ac). The area of the subject lands proposed to be subdivided is 1.33 ha (3.28 ac). The proposed subdivision creates Lot 1 PUL, Block 4: 0.126 ha (0.311 ac), Lot 2 MR, Block 4: 1.19 ha (2.94 ac), and maintain an existing roadway parcel: 0.015 ha (0.037 ac)

There are currently no buildings located on the site.

The site forms part of Oxford Landing and was originally planned as a neighbourhood park/playground area. The landscaping plan identifies the reserve parcel containing:

- Playground area
- Parking lot
- Pedestrian connections
- Tree planting program
- Open seeded areas

The following report examines the proposed subdivision in relation to the Town's existing statutory plans, comments received through the referral process, and other applicable planning considerations.

INTERMUNICIPAL DEVELOPMENT PLAN (IDP)
The Town of Penhold and Red Deer County Intermunicipal Development Plan notes that the subject land is within the Town's boundary. The IDP defers to the Town's Municipal Development Plan and the direction it provides for future land uses in this area.

MUNICIPAL DEVELOPMENT PLAN (MDP)

The subject lands are identified within a future residential neighbourhood on the Future Land Use Concept contained in the June 23, 2025 approved Municipal Development Plan. The MDP recognizes that the precise location and boundaries of land uses shown on the Future Land Use Concept are conceptual and may be refined through more detailed planning documents, outline plans, subdivision approvals, and Land Use Bylaw implementation. The MDP specifically states that the boundaries between major land use categories are not to be rigidly interpreted and that more detailed planning documents prevail where available.

Map 3 on pg. 74 of the MDP identifies the broader Oxford Landing area as residential.

The proposed subdivision does not alter the intended residential function of the neighbourhood. Rather, it creates a separate Municipal Reserve parcel and Public Utility Lot to facilitate development of the planned neighbourhood playground, park space, landscaping, pedestrian connections, and supporting utility infrastructure that serve the surrounding residential area. The proposal is therefore considered consistent with the intent of the MDP policies supporting complete neighbourhoods, accessible open spaces, municipal reserve use, and local playgrounds within residential communities. Policies 10.4.9 and 13.4.4 specifically support the provision of local parks and playgrounds and the assembly of reserve lands to serve community needs.

Oxford Landing Outline Plan

The Oxford Landing Outline Plan was updated in May 2026. The proposed subdivision and land use are consistent with the plan. The subdivision is implementing, rather than modifying, the reserve pattern identified within the approved Outline Plan and facilitates the delivery of the planned neighbourhood park, playground, pedestrian connections and associated municipal infrastructure.

LAND USE BYLAW (LUB)

The subject lands are located within the Oxford Landing neighbourhood and are affected by the April 2026 amendment (843/2026) to the Land Use Bylaw, which amended schedule A to reflect the revised Oxford Landing Phase 1B and Phase 3 concept, including updated residential districts, roadways, Municipal Reserve (MR), Public Utility Lot (PUL) parcels, and the wellhead setback area.

The proposed subdivision creates separate Municipal Reserve and Public Utility Lot parcels consistent with the approved land use map and facilitates development of the planned neighbourhood park, playground, landscaping, and supporting utility infrastructure. Administration is satisfied that the proposed subdivision conforms with the approved Land Use Bylaw framework for Oxford Landing.

MUNICIPAL RESERVES

Pursuant to the Municipal Government Act and Policy 10.4.7 of the Municipal Development Plan, municipalities generally require Municipal Reserve dedication equivalent to 10% of developable lands at the time of subdivision. In this instance, the subject lands are already identified as Municipal Reserve and Public Utility Lot through the approved Oxford Landing planning framework and previous subdivision approvals. The proposed subdivision does not create additional development parcels requiring further reserve dedication. Rather, it formalizes the separate Municipal Reserve and Public Utility Lot parcels to facilitate future ownership, development, and maintenance of the planned neighbourhood park, playgrounds, trail connections, and utility infrastructure. Administration is satisfied that the Municipal Reserve requirements have previously been addressed and that the proposed subdivision is consistent with the approved reserve network identified in the Oxford Landing Outline Plan and Land Use Bylaw mapping.

SITE PHOTOS

A site inspection was completed on October 14th , 2026 and the following images illustrate the general nature of the subject site.

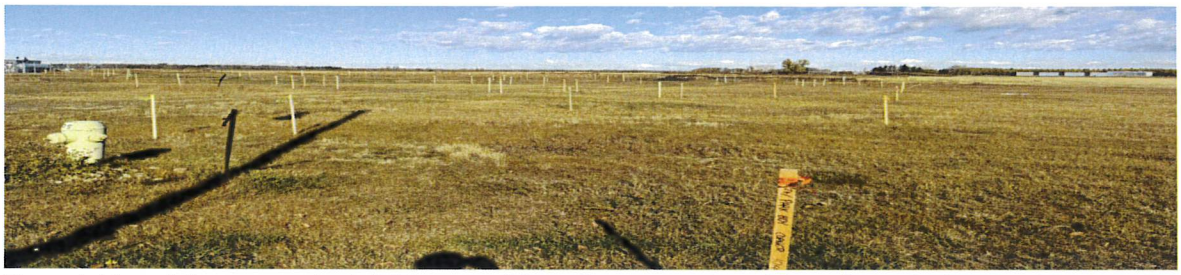


Photo 1. View of the proposed subdivision parcel from the proposed south boundaries, looking north.



Photo 2. View of the proposed subdivision parcel from the proposed north boundaries, looking south.

REFERRAL COMMENTS

The application was referred to Town Staff, agencies with an interest in the land, and adjacent landowners. The following comments were received. Comments in their entirety are attached in Appendix C.

Comments from adjacent landowners

No comments

Comments from Referral Agencies

- *AEP Land – No comments*
- *AEP Water – No comments*
- *AB Transportation – No comments*
- *Alberta Energy Regulator – Comments attached*
- *AB Culture & Community Spirit – No comments*
- *AB Health Services – No concerns*
- *AltaLink – No comments*
- *ATCO Gas – No comments*
- *ATCO Pipelines – No objections subject to attached conditions*
- *Canada Post – No comments*

- *Telus Communications – No concerns*
- *Fortis Alberta - No easement, no concerns*
- *Chinooks Edge School Division – No comments*
- *Red Deer Catholic Schools- No comments*
- *Red Deer County - No Concerns*

Comments from Municipal Staff

- *This has been a commitment from the first stage of development in Oxford Landing now being fulfilled. A formal development agreement will be completed in conjunction with the next structure development plan in Oxford Landing.*

RECOMMENDATION

In the opinion of the Subdivision Authority, being the Town of Penhold, the proposed subdivision application satisfies the requirements of Section 654 of the *Municipal Government Act* and the relevant matters contained within Section 7 of the *Subdivision and Development Regulation*. The Subdivision Authority has considered the proposed subdivision, the applicable statutory plans, the Town's land use framework, and comments received from internal and external circulation agencies.

The proposed subdivision creates separate Municipal Reserve (MR) and Public Utility Lot (PUL) parcels in accordance with the approved Oxford Landing planning framework. The subdivision is consistent with the objectives of the June 23, 2025 Municipal Development Plan, conforms with the May 2026 Oxford Landing Outline Plan, and implements the reserve configuration established through Bylaw 843.2026 - Land Use Bylaw Amendment - Oxford Landing Phase 1 B & 3. The application does not create additional development parcels and facilitates the future development and operation of the planned neighbourhood park, playground, pedestrian connections, and supporting municipal infrastructure.

Therefore, the Subdivision Authority APPROVES the subdivision application, subject to the following conditions:

1. Subdivision by means satisfactory to the Registrar of the Alberta Land Titles Office.

2. All outstanding taxes to be paid, or satisfactory arrangements made for payment thereof, to the satisfaction of the Town of Penhold prior to endorsement of the final plan [Section 654(1)(d) of the *Municipal Government Act*].

3. Any easements, utility rights-of-way, restrictive covenants, or other instruments required to facilitate municipal servicing and utility infrastructure shall be registered on title, to the satisfaction of the Town of Penhold.

4. The final plan shall reflect the lot configuration, parcel boundaries, areas, and legal descriptions substantially in accordance with the approved tentative plan, to the satisfaction of the Town of Penhold.

5. The owner shall satisfy all requirements of the Town of Penhold respecting municipal servicing and the registration of the Municipal Reserve and Public Utility Lot parcels prior to

endorsement.

Notes

- The Alberta Energy Regulator advised that a well is located within SE-01-037-28-W4M, with a required 100 m setback. The approval holder for the well is TAQA North Ltd. (Licence No. 0146735). The AER recommends that the applicant contact the approval holder at an early stage of development planning to confirm current setback designations and to discuss any potential land use planning considerations related to the well. It is administrations understanding that the developer has discussed this development with the licensee of the well.
- Approval of this subdivision does not authorize any future development on the Municipal Reserve or Public Utility Lot lands. Separate approvals may be required where applicable.
- It is the applicant's responsibility to ensure that telecommunication services can be provided to the approved subdivision.
- Future utility servicing within the subdivision may require approval from utility providers having infrastructure within or adjacent to the subject lands.
- Works of any nature affecting existing utility rights-of-way, easements, municipal infrastructure, or adjacent lands may require authorization from the applicable approval authority prior to commencement.
- Registration of the subdivision does not relieve the owner from obtaining any approvals, permits, agreements, or licenses required under provincial or municipal legislation.

Sean Pendergast

Protective Services Manager,
Town of Penhold

Attachments

Appendix A: *Municipal Government Act*, Approval of Application, Section 654
Appendix B: Tentative Plan, Oxford landing outline concept
Appendix C: Referral Comments

APPENDIX A

Approval of Application
Section 654, Municipal Government Act

654(1) A subdivision authority must not approve an application for subdivision approval unless

(a) the land that is proposed to be subdivided is, in the opinion of the subdivision authority, suitable for the purpose for which the subdivision is intended,

(b) the proposed subdivision conforms to the provisions of any growth plan under Part 17.1, any statutory plan and, subject to subsection (2), any land use bylaw that affects the land proposed to be subdivided,

(c) the proposed subdivision complies with this Part and Part 17.1 and the regulations under those Parts, and

(d) all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10.

(1.2) If the subdivision authority is of the opinion that there may be a conflict or inconsistency between statutory plans, section 638 applies in respect of the conflict or inconsistency.

(2) A subdivision authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the land use bylaw if, in its opinion,

a) the proposed subdivision would not

(i) unduly interfere with the amenities of the neighbourhood, or

(ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,

and

b) the proposed subdivision conforms with the use prescribed for that land in the land use bylaw.

(3) A subdivision authority may approve or refuse an application for subdivision approval.

Section 7 – Subdivision and Development Regulations

Relevant Considerations

7. In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, which respect to the land that is the subject of the application,

(a) its topography,

(b) its soil characteristics,

(c) storm water collection and disposal,

(d) any potential for the flooding, subsidence or erosion of the land,

(e) its accessibility to a road,

(f) the availability and adequacy of a water supply, sewage disposal system and solid waste disposal,

(g) in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and buildings sites comply with the requirements of the *Private Sewage Disposal Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private disposal systems as identified in Section 4(4)(b) and (c).

(h) the use of land in the vicinity of the land that is the subject of the application, and

(i) any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended.

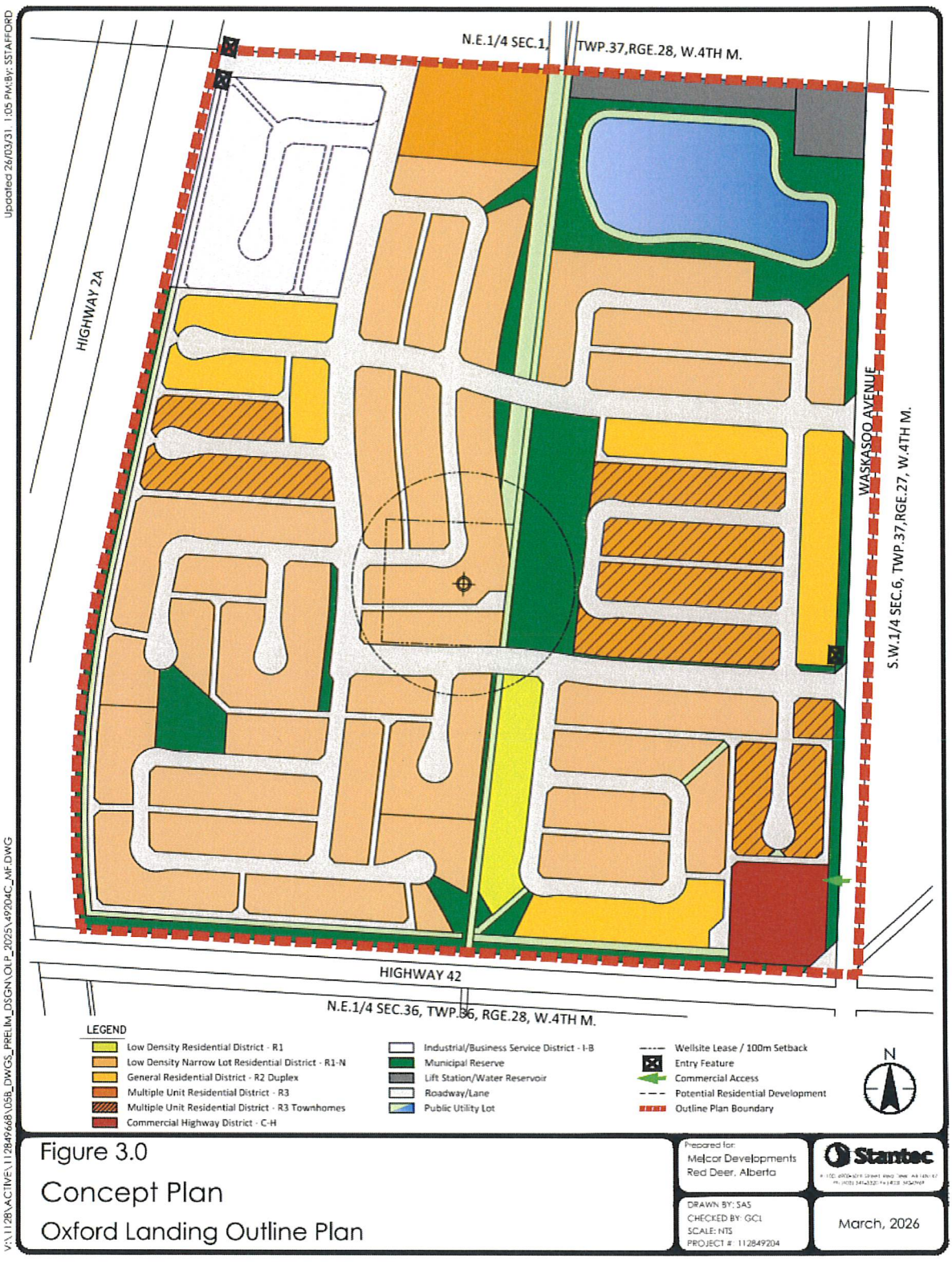


Figure 3.0

Concept Plan

Oxford Landing Outline Plan

Prepared for:
Melcor Developments
Red Deer, Alberta

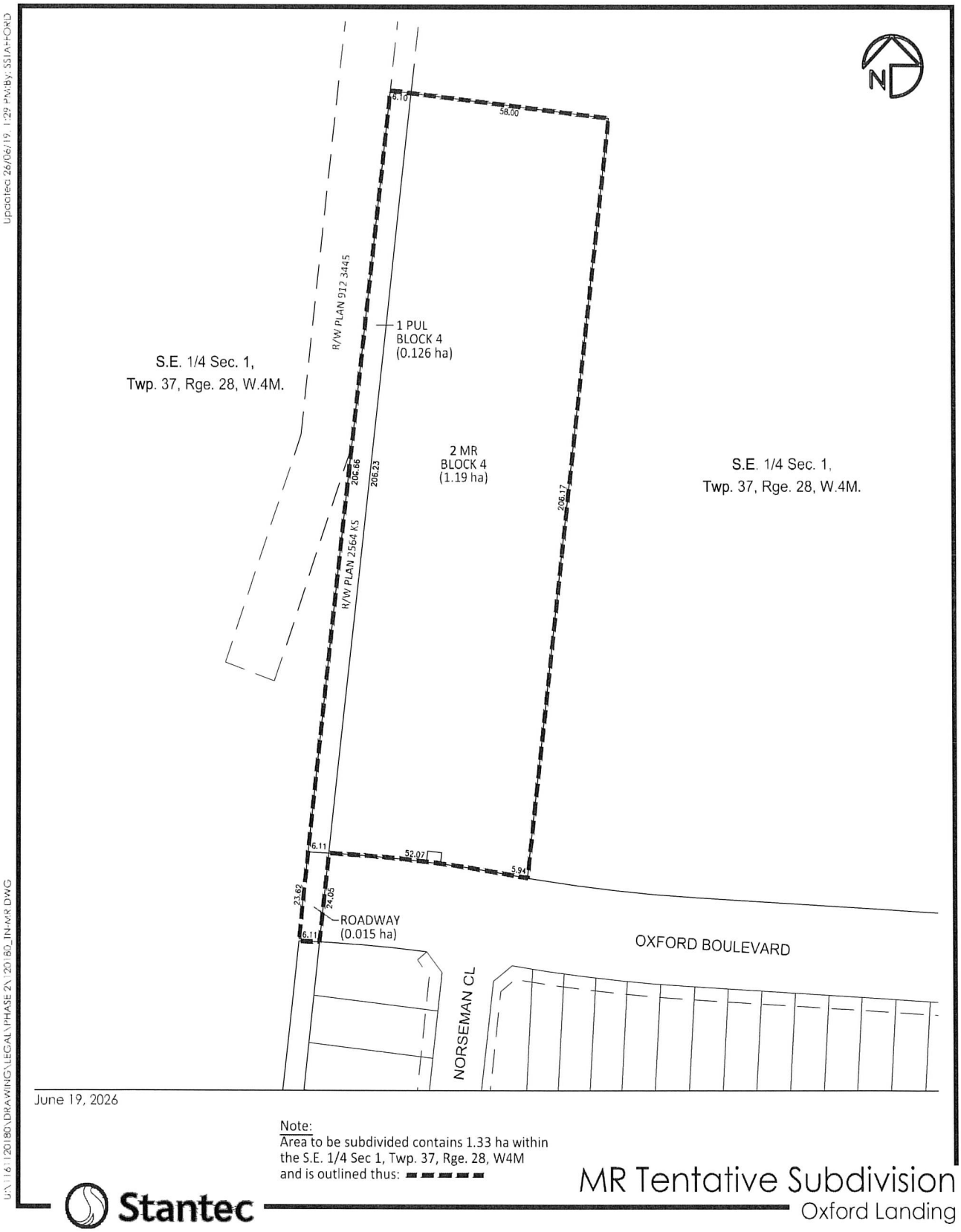
Stantec

DRAWN BY: SAS
CHECKED BY: GCL
SCALE: NTS
PROJECT #: 112849204

March, 2026

PEN – OXD – Phase 3 Park

SE ¼ Sec 1, Twp 37, Rge 28, W4M



June 19, 2026

Note:
Area to be subdivided contains 1.33 ha within the S.E. 1/4 Sec 1, Twp. 37, Rge. 28, W4M and is outlined thus: ▬ ▬ ▬

Stantec

MR Tentative Subdivision
Oxford Landing

Updated: 26/06/19, 1:29 PM By: SSIAHOKD

U:\161120180\DRAWING\LEGAL\PHASE 2\120180_IN-MR.DWG

TOWN OF PENHOLD

1 Waskasoo Avenue
P.O. Box 10
Penhold, AB T0M 1R0
PHONE: 403.886.4567
FAX: 403.886.4039
EMAIL: info@townofpenhold.ca
www.townofpenhold.ca

September 22nd, 2026

File No. PEN26101

AEP Land
AEP Water
AB Transportation
Alberta Energy Regulator
AB Culture & Community Spirit
AB Health Services
AltaLink
ATCO Gas
ATCO Pipelines
Canada Post
Telus Communications
Fortis Alberta
Chinook's Edge School Division
Red Deer Catholic Schools
Red Deer County

RE: Proposed Subdivision: Area to be subdivided contains 1.33 ha within the S.E. ¼ Sec 1, Twp. 37, Rge. 28, W4M. The existing use of the land is vacant, and the proposed use of the land is for Municipal Reserve (MR).

Legal Description: **SE-1-37-28-W4M**
Location: **Town of Penhold**
Applicant: **Shane Stafford / Stantec Consulting**
Landowner: **Melcor Developments Ltd.**

Pursuant to the Municipal Government Act, this application is being referred to advise of a proposed subdivision application, see attached.

Please forward your comments and recommendations on this proposal by **October 13th, 2026.**

If we have not received your comments within this period, we will process the application as if you have no objections to the proposed subdivision. In your reply, please quote our file number, PEN26101.

Respectfully,

Rick Binnendyk
Development Authority
rbinnendyk@townofpenhold.ca

Outlook

RE: Town of Penhold File No. PEN26101

From Setbackreferrals <SetbackReferrals@aer.ca>
Date Wed 2026-09-23 11:14 AM
To Bonnie Stearns <bstearns@townofpenhold.ca>

2 attachments (226 KB)
2026-170 Map.pdf; 2026-170 Report.pdf;

Good Day,

Please find the attachment(s) from the AER in response to your subdivision/development referral, a map and list of sour wells and/or pipelines. The map shows the minimum setback for the level of well and may not represent the setback required for future development. The report lists all sour wells and pipelines within the quarter.

Please be advised, you are encouraged to contact the licensee(s) to obtain current sour gas setback level designations and to discuss land use planning, at the earliest stage of development planning.

Thank you,
Setback Referrals
Emergency Management, Regulatory Compliance

e setbackreferrals@aer.ca
a Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4
inquiries 1-855-297-8311 24-hour emergency 1-800-222-6514 www.aer.ca

Security Classification: Protected A

From: Bonnie Stearns <bstearns@townofpenhold.ca>
Sent: September 23, 2026 10:01 AM
To: 3rdpartyrequests@altalink.ca; HP.Circulations@atco.com; Malcolm.Nevers@canadapost.postescanada.ca; rsawula@cesd73.ca; landserv@fortisalberta.com; circulations@telus.com; CentralZone.EnvironmentalHealth@albertahealthservices.ca; land.admin@atcogas.com; Setbackreferrals <SetbackReferrals@aer.ca>; RockyMountainHouse@gov.ab.ca; acsw.minister@gov.ab.ca; transportation.minister@gov.ab.ca; waterapprovals.reddeer@gov.ab.ca; rhonda.nixon@rdcrs.ca;

tmiller@rdcounty.ca
Cc: Richard Binnendyk <rbinnendyk@townofpenhold.ca>; Stacey Forth <sforth@townofpenhold.ca>
Subject: Town of Penhold File No. PEN26101

You don't often get email from bstearns@townofpenhold.ca. Learn why this is important

CAUTION EXTERNAL EMAIL. Do you know the sender and were you expecting this message? Do not click links or open attachments unless you trust the source. Report suspicious email using the **Report Phishing** button in Outlook.

Good morning,

The Town of Penhold received an Application for Subdivision by Melcor Developments Ltd, File No. PEN26101. Attached is a letter as well as the proposed subdivision application for review.

If you have any questions, please contact Mr. Binnendyk, Development Authority at 403-886-3280.

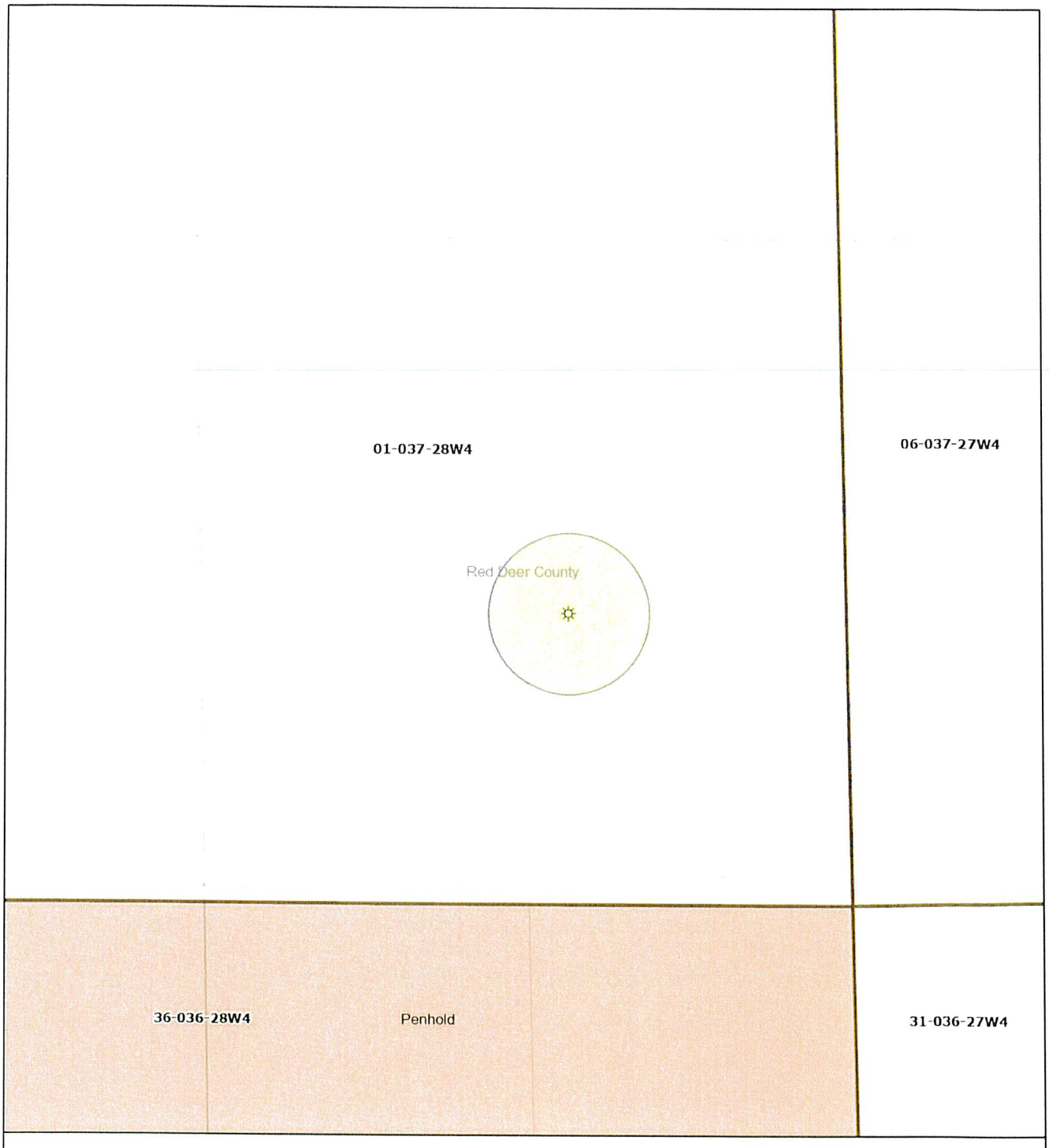
Warm Regards,

Bonnie
Bonnie Stearns
Executive Assistant
Town of Penhold
403-886-3281 | bstearns@townofpenhold.ca

Penhold

In the spirit of respect, reciprocity and truth, I honour and acknowledge that I am privileged to live, work and play on Treaty 7 territory. This territory is the ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuut'ina and Stoney Nakoda nations and the Red Deer Metis District within the Battle River Territory. I acknowledge and show gratitude to the many First Nations, Metis and Inuit who have walked these lands before me, and those who continue to walk with me.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



Sour Natural Gas Pipelines

Sour Oil-Well Effluent Pipelines

dbo.FC_Well_SHL_D56_

The AER does not warrant the accuracy or completeness of the information contained in this map and is not responsible for any errors or omissions in its content and accepts no liability for the use of this information.

You are strongly encouraged to undertake due diligence by contacting the licensee to obtain current sour gas setback level designations, at the earliest stage of development planning.

Base data contains information licensed under the Open Government License - Alberta

Alberta Energy Regulator

Wells with Known H2S

License Number	Status	UWI	Surface Location	Substance	Duty Holder	Level	AER Setback
146735	PUMPING	00/01-01-037-28W4/0	01-01-037-28W4	GAS	TAQA North Ltd.	0	100 m from wellhead

ATCO

September 30, 2026

Our File No.: 0000005375

Your File No.: PEN26101

Town of Penhold

SENT: via email

Attention: Bonnie Stearns

RE: Proposed Subdivision - SE-1-37-28-4

The Engineering Department of ATCO Transmission (a division of ATCO Gas and Pipelines Ltd.) has reviewed the above-named plan and has no objections subject to the following conditions:

1. Any existing land rights shall be carried forward in kind and registered on any newly created lots, public utility lots, or other properties.

2. ATCO Pipelines requires a separate public utility lot (PUL) for its sole use.

3. Ground disturbances and surface work within 30 meters require prior written approval from ATCO Transmission before commencing any work.
   - Municipal circulation file numbers must be referenced; proposed works must be compliant with ATCO Transmission requirements as set forth in the company's conditional approval letter.
   - Forward request to ATCO Transmission Land Department at crossings@atco.com [Attached Request Information Required].

4. Road crossings are subject to Engineering review and approval.
   - Road crossing(s) must be paved and cross at a perpendicular angle.
   - Road crossing(s) must not be over any pipeline bend.
   - Parallel roads are not permitted within ATCO Transmission right(s)-of-way.
   - If the road crossing(s) requires a pipeline alteration, the cost will be borne by the developer/owner and can take up to 18 months to complete.

5. Parking and/or storage is not permitted on ATCO Transmission facility(s) and/or right(s)-of-way.

6. Encroachments are not permitted on ATCO Transmission facility(s) and/or right(s)-of-way

. . . Continued Page 2

7. Any changes to grading that alter drainage affecting ATCO Transmission right-of-way or facilities must be adequate to allow for ongoing access and maintenance activities.
   - If alterations are required, the cost will be borne by the developer/owner.

If you have any questions or concerns, please contact the undersigned at 780-409-9609.

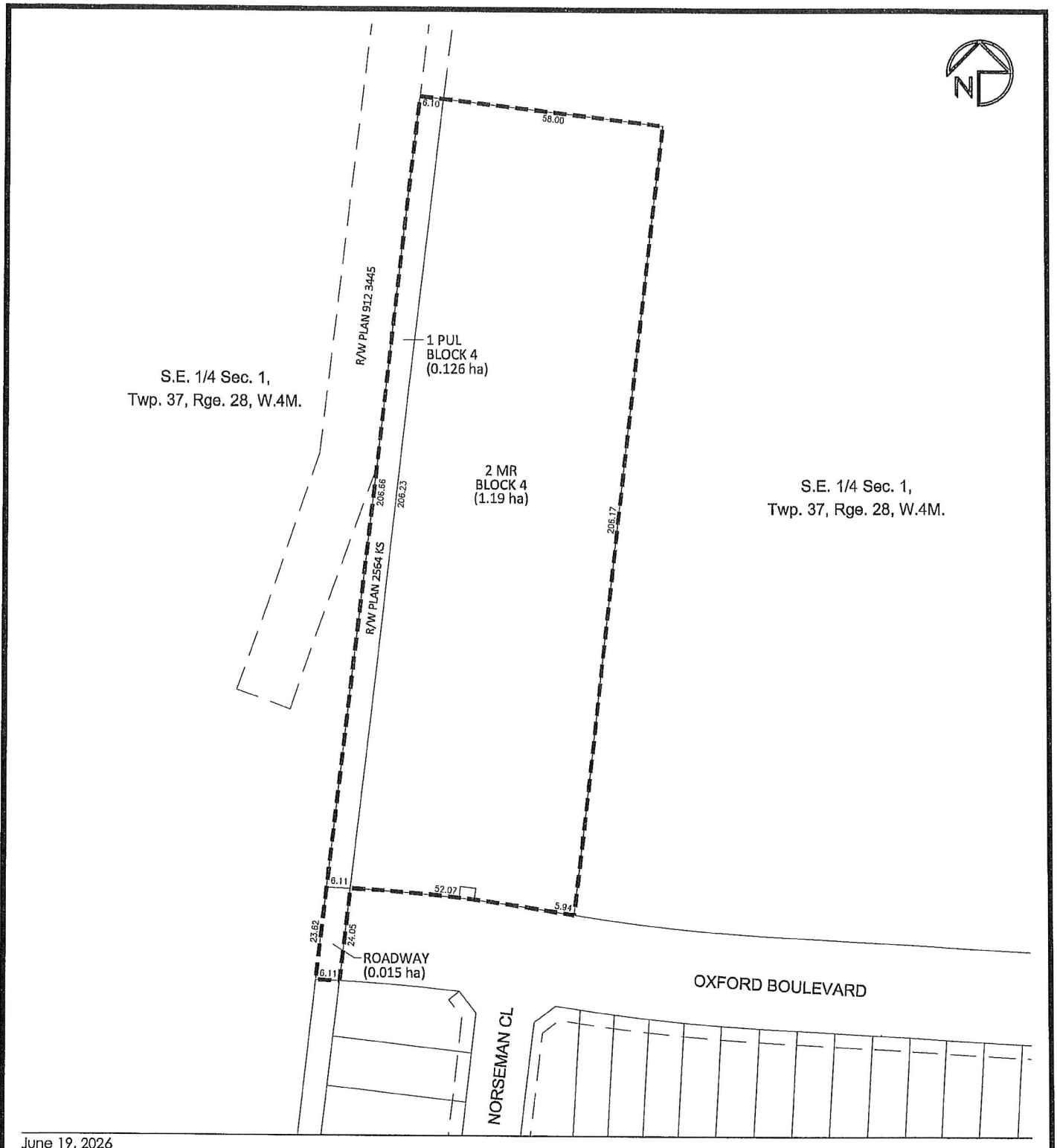
Sincerely

ATCO Pipelines & Liquids Global Business Unit

Eileen Fecho CONTRACTOR
Administrative Coordinator | Land | Gas Transmission
ATCO Pipelines & Liquids Global Business Unit
Attachment

Attachment

Updated 26/06/19, 1:29 PM;By: SSTAFFORD



June 19, 2026

Note:
Area to be subdivided contains 1.33 ha within the S.E. 1/4 Sec 1, Twp. 37, Rge. 28, W4M and is outlined thus: - - - - -

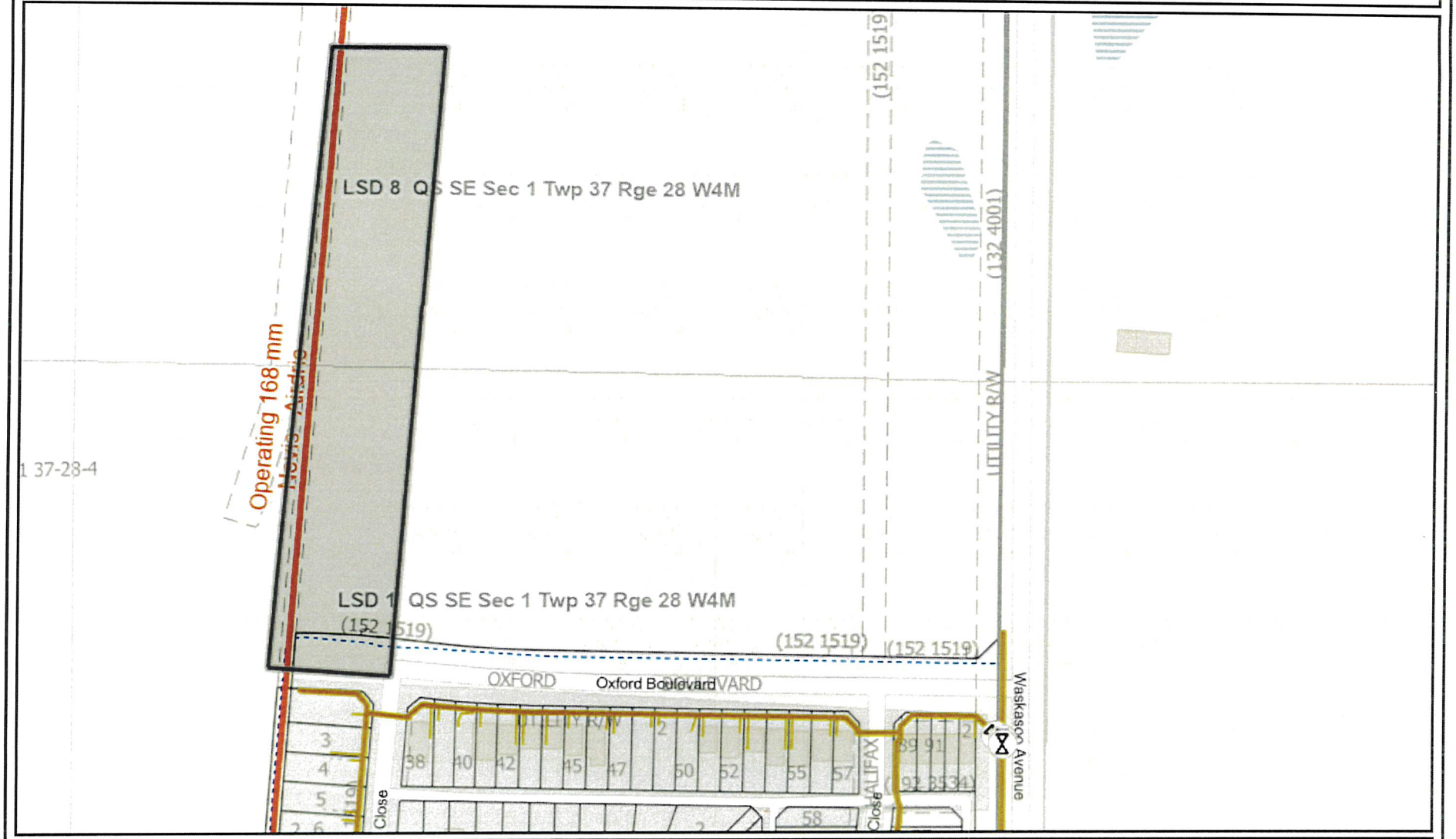
U:\116112018O\DRAWING\LEGAL\PHASE 2\120180_TN-MR.DWG

Stantec

MR Tentative Subdivision

Oxford Landing

GIS SE-1-37-28-4



Disclaimer:

1. Exact location of existing or proposed pipelines and other utilities are unknown.
2. Prior to construction, it is the contractor's responsibility to verify the location of all underground facilities.
3. Distances are in metres and decimals thereof.

0 45 90 m

Coordinate System: NAD 1983 10TM AEP Resource
Projection: Transverse Mercator
Datum: D North American 1983

Notes

Printed on 9/30/2026

Tracy Davidson
Land Department

FortisAlberta Inc.
320 – 17 Ave SW
Calgary, AB T2S 2V1

Phone# 780-464-8815
Cell#
www.fortisalberta.com
Email:
tracy.davidson@fortisalberta.com

October 7, 2026

Town of Penhold
1 Waskasoo Avenue
PO Box 10
Penhold, Alberta
T0M 1R0

Attention: Rick Binnendyk

RE: FortisAlberta Condition for Subdivision Approval

FortisAlberta Reference No.: 320177637
MD File No.: PEN26101
Location/Legal Description: SE 1-37-28-W4M
Customer Name: Melcor Developments Ltd.

Thank you for contacting FortisAlberta regarding the above application for subdivision. We have reviewed the plan and determined that no easement is required by FortisAlberta.

FortisAlberta is the Distribution Wire Service Provider for this area. The developer can arrange installation of electrical services for this subdivision through FortisAlberta. Please have the developer contact 310-WIRE (310-9473) to make application for electrical services.

Please contact FortisAlberta land services at landserv@fortisalberta.com or by calling (403) 514-4783 for any questions.

Sincerely,

Tracy Davidson

Outlook

Re: Town of Penhold File No. PEN26101

From circulations . <circulations@telus.com>
Date Wed 2026-09-23 12:22 PM
To Bonnie Stearns <bstearns@townofpenhold.ca>

Good Day,

Thank you for including TELUS in your circulation. At this time, TELUS has no concerns with the proposed activities.

Regards,

Joanne Bourdage

Real Estate Specialist | TELUS Land Solutions Team
National Network Planning (NNP)
2930 Centre Avenue NE, Calgary, AB T2A 4Y2

The future is friendly®

circulations@telus.com

On Wed, Sep 23, 2026 at 10:19 AM Bonnie Stearns <bstearns@townofpenhold.ca> wrote:

> Good morning,
>
> The Town of Penhold received an Application for Subdivision by Melcor Developments Ltd, File No. PEN26101. Attached is a letter as well as the proposed subdivision application for review.
>
> If you have any questions, please contact Mr. Binnendyk, Development Authority at 403-886-3280.
>
> Warm Regards,
>
> *Bonnie*
> **Bonnie Stearns**
> Executive Assistant
> Town of Penhold
> 403-886-3281 | bstearns@townofpenhold.ca

Penhold

In the spirit of respect, reciprocity and truth, I honour and acknowledge that I am privileged to live, work and play on Treaty 7 territory. This territory is the ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuut'ina and Stoney Nakoda nations and the Red Deer Metis District within the Battle River Territory. I acknowledge and show gratitude to the many First Nations, Metis and Inuit who have walked these lands before me, and those who continue to walk with me.

Outlook

Town of Penhold File No. PEN26101

From Richard Moje <RMoje@rdcounty.ca>
Date Tue 2026-09-29 9:50 AM
To Bonnie Stearns <bstearns@townofpenhold.ca>
Cc Ron Barr <RBarr@rdcounty.ca>; Treena Miller <TMiller@rdcounty.ca>

2 attachments (2 MB)

MR park area subdivision request Aug 20 2026.pdf; Sept. 22, 2026 letter to Agencies re PEN26101 - Proposed Subdivision Application .docx;

Good morning, Bonnie,

Thank you for giving Red Deer County an opportunity to comment on the attached subdivision application. Red Deer County has no concerns regarding the application.

Best regards,

Richard C. Moje, RPP, MCIP
Planner
p: 403.357.2369 | m: 403.350.2170
38106 Range Road 275 | Red Deer County, AB T4S 2L9
rmoje@rdcounty.ca
www.rdcounty.ca

Red Deer County

In the spirit of reconciliation, Red Deer County acknowledges that we live and work on Treaty 6 territory – north of the Red Deer River; and on Treaty 7 territory – south of the Red Deer River. We recognize and respect the many First Nations, Métis and Inuit Peoples whose footsteps have marked these lands for time immemorial.



Outlook

Fw: **PEN26101**

From Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Date Mon 10/19/2026 4:34 PM
To Sean Pendergast <spendergast@townofpenhold.ca>

For the report

Rick Binnendyk
Chief Administrative Officer
Town of Penhold
403.886.3280 I rbinnendyk@townofpenhold.ca

In the spirit of respect, reciprocity and truth, I honour and acknowledge that I am privileged to live, work and play on Treaty 7 territory. This territory is the ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuut'ina and Stoney Nakoda nations and the Métis Nation of Alberta, Region 3. I acknowledge and show gratitude to the many First Nations, Métis and Inuit who have walked these lands before me, and those who continue to walk with me.

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please notify the sender immediately if you have received this email in error. Any review, distribution, or use of any kind other than by the intended recipient is strictly prohibited.

From: Pamela Kutuadu <Pamela.Kutuadu@albertahealthservices.ca>
Sent: Wednesday, October 7, 2026 1:35 PM
To: Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Subject: PEN26101

Attention: Rick Binnendyk, Development Authority Town of Penhold

Re: PEN26101
SE-1-37-28 W4M, Penhold

Thank you for the opportunity to comment on the proposed subdivision of 1.33ha of land to be designated as municipal reserve.

We have no objections to the application. If you have any questions or concerns regarding this application, please contact me.

Sincerely,

Pamela Kutuadu B.Sc. B.EH (AD), MPH, CPHI(C)
Public Health Inspector- Drinking Water and Land use Lead

REQUEST FOR DECISION

Department: Administration

Submitted by: Sean Pendergast & Brandon Kowalchuk

SUBJECT: Waskasoo Avenue/Range Road 280 Improvement Project

RECOMMENDATION:

That Council approves Administration to submit an application for funding through the provincial Strategic Transportation Infrastructure Program (STIP) grant Local Municipal Initiative (LMI) for the project entitled Waskasoo Avenue/Range Road 280 Improvement Project;
AND FURTHER that Council requests funding to assist in the development of the road structure totaling $ 2,813,341

CAO COMMENTS:

SUPPORTING DOCUMENTS **Report/Document: Attached _X__ Available ___ Nil ___**

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

This project will support roadway improvements on Waskasoo Avenue North/ Range Road 280 North, connecting future and current development with the core of the community.

DESIRED OUTCOME(S):

That Council recommends Administration move ahead with the STIP LMI grant application.

RESPONSE OPTIONS:

Council refers back to the Administration for more information.

PREFERRED STRATEGY:

Project will contribute to infrastructure upgrades.

IMPLICATIONS OF RECOMMENDATION:

The town currently has $343,886.00 in reserves for the development of this road section. There will be further funds available as the area gets built out. With funding from the Province, this project may be able to move forward.

Administration has identified the need to upgrade the Waskasoo Avenue North roadway section to include lighting, surface improvements, drainage, widening, curb and gutter, improved roadway geometry and overall characteristics of the feature corridor.
This project will improve roadway safety, enhance access for regional infrastructure, local infrastructure, operations, emergency services, residential, commercial, and general employment growth. Additionally, this improvement will reduce maintenance requirements, improve drainage, and increase the reliability of our roadway network.

Portions of the ineligible costs for the grant include water and sanitary mainline extension (to prevent the need to tear up the road in future development), and recoverable GST of approximately $133,968.65

A breakdown of the project, financial information, economic and safety benefits are attached via the application.

Submission of the grant application requires a signed cover letter from the Mayor and is due November 30th.

ORGANIZATIONAL:
Operations department.

FOLLOW-UP ACTION:
Proceed with application process.

COMMUNICATION:

OTHER COMMENTS:

Presented at the October 26th, 2026, Regular Council Meeting for the Town of Penhold

CAO

REQUEST FOR DECISION

Department: Corporate Services **Submitted by: Rick Binnendyk**

SUBJECT: Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw.

2. That Council move to give second reading of Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw.

3. That Council move to proceed with third reading of Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw.

4. That Council move to give third and final reading of Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 17 Division 3 Section 623, a Council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.

STRATEGIC RELEVANCE:

The bylaw is foundational to a predictable, efficient, and legally sound development approval system.

DESIRED OUTCOME(S):

Establish a clear, efficient, and compliant framework for development and subdivision decision-making.

RESPONSE OPTIONS:

1. That Council defers giving first reading to Bylaw 850/2026 to amend the Development and Subdivision Authorities Bylaw for further discussion.
2. That Council gives first reading to 850/2026 to amend the Development and Subdivision Authorities Bylaw but not second.

PREFERRED STRATEGY:
This approach ensures the bylaw is practical, efficient, and aligned with both regulatory requirements and municipal priorities.

IMPLICATIONS OF RECOMMENDATION:

GENERAL:
At its Mar. 11, 2024 Regular Council meeting, Council gave 1st reading to Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw. 2nd & 3rd readings were passed at its Mar. 25, 2024 meeting. The update at the time was to adopt an updated Development and Subdivision Authorities Bylaw will support efficient, transparent, and legislatively compliant decision-making, enabling the Municipality to effectively manage growth while minimizing risk and improving service delivery.

The only change made in Bylaw 850/2026 is in Section 12. Subdivision Authority, point c) which reads, '*The signing authority of all subdivision related matters is the Director of Parkland Community Planning Services or his or her designate.'*

The change to Section 12.c) now reads:

The signing authority for all subdivision related matters is the Chief Administrative Officer or his or her designate.

The change is necessary due to Parkland Community Planning Services (PCPS) discontinuing operations and dissolving on Mar. 26, 2026.

ORGANIZATIONAL:
Administration

FINANCIAL:
There is no financial implication.

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the Oct. 26th, 2026 Regular Council Meeting for the Town of Penhold

CAO

TOWN OF PENHOLD
BYLAW NO. 850/2026

DEVELOPMENT AND SUBDIVISION AUTHORITIES BYLAW

A Bylaw of the Town of Penhold, in the Province of Alberta, pursuant to provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of Development Authority, Subdivision Authority and a Municipal Planning Commission in the Town of Penhold.

WHEREAS, Section 623 of the Municipal Government Act, as amended, provide that Council by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.

WHEREAS Section 624 of the Municipal Government Act, as amended, provide that Council must by bylaw provide for a development authority to exercise development powers and perform duties on behalf of the municipality.

WHEREAS Section 626 of the Municipal Government Act, as amended, provide that Council must by bylaw establish a municipal planning commission to provide for the applicable matters described in section 145(b) and prescribe the functions and duties of the commission.

WHEREAS Section 63(1) of the Municipal Government Act, as amended, authorizes that Council of a Municipality to revise all or any of the bylaws of the Municipality

WHEREAS The Council of the Town of Penhold deems it necessary and expedient to repeal a bylaw of a provision of a bylaw that is inoperative, obsolete or expired

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

1. Title:

The title of this Bylaw is the "Development and Subdivision Authorities Bylaw".

2. Definitions

In this Bylaw:

a) "Act" refers to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended from time to time.

b) "Applicant" means the person who has served written notice of a land use plan, subdivision or development proposal.

c) "Committee" means a Board, Committee, Commission or other body established by Council, relating to a specific Committee.

d) "Council" means the Council of the Town of Penhold.

e) "Council Representative" means a member of Council appointed annually to act as Council's liaison to that committee and not as an advocate for the committee.

f) "Development Officer" means the person appointed to the position; and

   i. Serves as Development Authority to exercise development powers and duties on behalf of the municipality pursuant to Section 624 of the Act;

   ii. Serves as Signing Authority on development matters pursuant to Section 210 of the Act.

g) "Land Use Bylaw" means Bylaw No. 761/2018 and amendments thereto.

h) "Member" means a Member of a Committee.

i) "Municipal Planning Commission" means that body appointed by Council.

j) "Municipality" means the Town of Penhold.

k) "Public Representative" means a person appointed by Council who does not represent a specific organization.

3. Establishment of Development Authority

The Development Authority of the Town of Penhold is:

a) The person or persons appointed by resolution of Council as Development Officer pursuant to the Land Use Bylaw;

b) The Municipal Planning Commission established by this Bylaw.

4. Establishment of Powers and Duties

a) The Authority has those powers and duties as set out in the Act, any regulations made thereunder and as further set out in the Land Use Bylaw and Part 3 of this Bylaw.

b) The powers and duties of the Authority may be exercised by any one of the individuals appointed as Development Officer or by the Commission where so set out in the Land Use Bylaw and Part 3 of this Bylaw.

5. Establishment of Committees

a) Unless otherwise provided for in this Bylaw, Members are appointed by Council resolution.

b) Where a Committee has a Council Representative, the Mayor may assign, for a specific period of time, an alternate Councillor to a Committee should the regular representative be unable to attend.

6. Proceedings

a) The proceedings and deliberations must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

b) When a meeting is closed to the public, the Committee may only deliberate; no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public. Information presented and discussion occurring in a closed meeting is confidential.

c) Notwithstanding Section 4(a) and 4(b), the Municipal Planning Commission may deliberate in a closed meeting but must come into an open meeting to make a decision.

d) When a meeting is open to the public, the Committee may, in its sole discretion, permit members of the public to address the Committee when it is deemed appropriate in the context of the business of the Committee.

e) All discussions at a meeting of a Committee are directed through the Chairperson.

f) In the event of absence or inability of the Chairman to preside at a Commission meeting, the Vice-Chairman shall preside, and in the event of the absence or inability of both the Chairman and Vice-Chairman to preside at a meeting of the Commission, the Members present in constituting a quorum shall elect one of its member to act as Chairman.

g) For any procedures not covered by Part 17 of the Act of by Bylaw of the Town, the Commission may establish procedures for the conduct of the meeting.

7. Quorum

a) A quorum of the Commission shall consist of three (3) voting Members of the Commission.

8. Voting

a) The majority vote of those Members present and voting constitutes the decision of any Committee unless otherwise specified in this Bylaw.

b) Each Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act* or the conflict of interest provisions of this Bylaw.

c) In the event of a tie vote, the matter before the Commission shall be deemed to be denied.

9. Conflict of Interest

a) Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Commission, the Member must absent himself or herself from consideration and voting on the matter, provided that prior to doing so, the Member:

   i. Declares that he or she has a conflict of interest; and

   ii. Describes in general terms the nature of the conflict of interest.

b) The Committee Secretary shall cause a record to be made in the minutes of the Member's absence and the reason for it.

c) A Member is deemed to have a conflict of interest in a respect of a matter before the Committee when he or she is of the opinion that:

   i. He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or

   ii. In the opinion of the Member, substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that issue.

10. Pecuniary Interest

a) The provisions of this Bylaw and the provisions of the *Municipal Government Act,* pursuant to Sections 169, 170 and 172 of the Act, regarding pecuniary interest apply to Members.

b) Where a Member is of the opinion that he or she has a pecuniary interest in respect of a matter before the Committee, the Member must absent himself or herself from all discussions, considerations and voting on the matter, provided that prior to doing so, the Member:

   i. Declares that he or she has a pecuniary interest;

ii. Describes in general terms the nature of the pecuniary interest; and

iii. Excuses himself/herself from the room in which the meeting is being held until all discussions, considerations and voting have been concluded on the matter.

c) The Committee Secretary shall cause a record to be made in the minutes of the Member's absence and the reason for it.

d) If a Member fails to disclose pecuniary interest, that member is automatically disqualified from their position.

11. The Municipal Planning Commission

a) The Municipal Planning Commission shall consist of five (5) Members as follows:

i. Three (3) Councilors;

ii. Two (2) Public Representatives.

b) Only Town residents are eligible to sit as a Public Representative on the Municipal Planning Commission.

c) Council will also appoint one (1) Councillor, Mayor, or alternate person as an alternate Member of the Municipal Planning Commission, who, if the appointed Councillor is unable to participate in a meeting, will service in his/her place.

d) A member of the Municipal Planning Commission shall not include:

i. Development Officer,

ii. A member of the Subdivision and Development Appeal Board.

e) The Development Officer shall serve as a non-voting advisor to the Municipal Planning Commission and may attend any or all meetings;

f) Each member of the Municipal Planning Commission shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be for more than one (1) year.

g) Notwithstanding Section 11(f), a person may be reappointed to the Municipal Planning Commission upon the expiration of that person's term.

h) In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.

i) If a Member misses three (3) consecutive meetings without the authorization of the Commission, the person is disqualified and the position becomes vacant and shall be replaced with a new representative through appointment by Council resolution.

j) The Chairman and Vice-Chairman of the Municipal Planning Commission shall be appointed annually by Resolution of Council.

k) The Municipal Planning Commission has responsibilities to the duties and authority as set out in the Land Use Bylaw and the Municipal Government Act including, but not limited to the following:

i. Act in an advisory role to Council on policy issues;

ii. Exercise all the powers and perform all the duties prescribed for it in the Municipal Government Act and Town Land Use Bylaw;

iii. Decide on all matters referred to it by the Development Officer.

12. Subdivision Authority

a) The Subdivision Authority of the Town of Penhold is Council.

b) The Subdivision Authority has the powers and duties as set out in the Act and any regulations made thereunder.

c) The signing authority for all subdivision related matters is the Chief Administrative Officer or his or her designate.

d) When a registered instrument is submitted for endorsement, the signing authority is authorized to accept minor modifications to the related registerable instrument from that approved by the Subdivision Authority, provided:

i. The number of parcels does not increase;

ii. Municipal, school or environmental reserves are not compromised;

iii. Municipal roads and standards are not compromised;

iv. Such adjustments comply with municipal bylaws, except that minor changes to Land Use Bylaw standards may be included as provided for in Section 654(2) of the Act.

e) The Subdivision Authority is authorized to:

i. Extend the time within which a registerable instrument is required to be submitted to the Subdivision Authority for endorsement, and

ii. Extend the time within which a registerable instrument is required to be submitted to the Registrar of Land Titles for registration, following endorsement.

13. Commission Secretary

a) The position of Committee Secretary is hereby created, the duties of which shall be fulfilled by the Development Officer or by staff assigned to this position by the Chief Administrative Officer, but that person shall not have a vote.

b) The Commission Secretary shall notify all members of the Commission of the arrangements for the holding of each meeting of the Commission, including notification of the meeting to all affected parties or persons.

c) The Commission Secretary shall ensure that an agenda is prepared for each meeting of the Commission and, prior to each meeting, shall ensure the delivery or electronic transfer of a copy of the agenda to each member of the Commission.

d) The Commission Secretary shall prepare, maintain and file written minutes of the proceedings at each meeting of the Commission.

e) The Commission Secretary shall issue notices of decisions of the Commission to all affected parties or persons.

f) The Commission Secretary shall conduct the correspondence of the Commission and ensure the Commission is provided with such duties as required.

14. Bylaw 820/2024 is rescinded in its entirety.

Read a first time this 26th day of October, 2026

Read a second time this 26th day of October, 2026

Read a third time this 26th day of October, 2026

_____

Mayor

_____

Chief Administrative Officer

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Bonnie Stearns**

SUBJECT: Council Correspondence

RECOMMENDATION:
That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:
This listing identifies correspondence either attached or emailed to Council for review.

ATTACHED:

EMAIL:

Oct. 6 FCM Communique re: FCM Voice: FCM on Parliament Hill | SCC 2027 | Upcoming Collective webinars | and more

Oct. 20 email from Rick re: Growth Strategy update

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 aware 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 matter 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 impacts.

OTHER COMMENTS:

Presented at the Oct. 26th, 2026, Regular Council Meeting for the Town of Penhold

CAO