



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the January 26th, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the Jan. 26th, 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 Jan. 26th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Jan. 26th, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Feb. 2nd with changes made.

PREFERRED STRATEGY:

That Council adopts the Jan. 26th, 2026 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensures 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 Feb. 9, 2026 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

Town Council Chambers
January 26th, 2026

Deputy Mayor:

Teresa Cunningham

Councillors:

Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller

Absent:

Mayor Mike Yargeau
Councillor Kathy Sitter

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Executive
Assistant

Guests:

Ann Bilyk, Resident
Lori Wolfe, Resident
Jean Orchison, Resident
Kelly Anne Jobs, School Trustee

Deputy Mayor Cunningham called the meeting to order at 6:00 p.m.

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2026-019

Councillor Muller moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the Jan. 12th, 2026, Regular Council Meeting Minutes

2026-020

Councillor Denson moved to approve the Jan. 12th, 2025, Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-021

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. 7 - 21, 2026

2026-022

Councillor Kranenborg moved that Council receives the Monthly Accounts for Online Payments from Jan. 7 - 21, 2026, as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the month ending Dec. 31, 2025

2026-023

Councillor Denson moved that Council receives the Investment Statement for the month ending Dec. 31, 2025 as presented.

CARRIED UNANIMOUSLY

6.1. c. Monthly Bank Reconciliation for the month ending Oct. 31, 2025

2026-024

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

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-025

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2026-026

Councillor Galisky moved to accept the Community Services’ monthly report as information.
CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2026-027

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

7. NEW BUSINESS

7.1 Concession Lease

2026-028

Councillor Muller moved that Council tables the Concession Lease to ensure promotion for the opportunity to lease was done.
CARRIED UNANIMOUSLY

7.2 New Home Buyer Program

2026-029

Councillor Muller moved that Council continue with the New Home Buyer Incentive Program for 2026;
AND FURTHER upon written request and confirmation of title within 60 days of the purchase of a new home, owners be eligible for a 2-year municipal portion tax reduction in the amount of 50% for year one and 25% reduction for year two;
AND FURTHER that this rebate program continues to be available until Dec. 31st, 2026.
CARRIED UNANIMOUSLY

7.3 7 RCAC Merit Review Boards: Feb. 11, 2026

2026-030

Councillor Kranenborg moved Deputy Mayor Cunningham be approved to attend the 7 RCAC Merit Review Boards on Feb. 11, 2026;
AND FURTHER that any requests for council to attend special ceremonial events by RCAC, be granted permission;
AND FURTHER that this be added to the Organizational Meeting under attending meetings.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

2026-031

Councillor Muller moved that Council accepts the verbal reports as information.
CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-032

Councillor Galisky moved that Council support Deputy Mayor Cunningham request to take further training in municipal governance to achieve the EOEP Certificate;
AND FURTHER that any costs incurred while acquiring the certificate be covered.
CARRIED UNANIMOUSLY

2026-033

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

12. COUNCIL ROUND TABLE – Information no action

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

2026-034

Councillor Muller moved that Council accepts the verbal reports as information.
CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY - NO ACTION IDENTIFIED

14. CLOSED SESSION - NONE

15. ADJOURNMENT

2026-035

Councillor Muller moved to adjourn Council Meeting at 6:52 pm.
CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: February 9th, 2026

RECOMMENDATION:

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

COUNCIL FOLLOW-UP/UPCOMING:

- Feb 10th at 6:00 PM, Staff Seargent Ihme will be at the Penhold and District Library with Protective Services Manager Pendergast, and COPA, to update our community on past year and upcoming focuses for 2026.
- The "no left" turning sign at Waskasoo School. Bylaw 828/2024 Part 10 permits the CAO to place signage. This sign is enforceable.
- Red Deer County Wishes to host a regional forum to discuss ICF's (Intermunicipal Collaboration Framework agreements). We will need a head count for who can attend. See attached.
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:**

- We have met with Mr. Jason Drent, Associate Superintendent, to go over the Joint Use Agreement and identify how the new school fits within. Mr. Drent identified interest in opening the facilities up to allow enhanced community use. More info will be forthcoming.
- Our office forwarded the information that we got from Alberta Infrastructure to the school district on demolishing timing and cleanup.

Offsite Levies: Pending

Memorial Hall: Survey information will be posted on the website, and a display will be placed in the Library later this month. An Open House has been planned, at Memorial Hall, on Monday April 20th from 5 to 6:30 pm.

Development items:

- Our office has received draft drawings for two zoning areas within the Oxford subdivision.
 1. South area west of the Suds Station Car Wash to Highway #42.
 2. North of Oxford Blvd. - will encompass a park area, duplexes and row housing.
 - Our office has been advised that Melcor wishes to be in the ground by May this year.

- Fortis is reviewing the power lines on the east side of Waskasoo Avenue going north of Highway #42. Options are to be given.
- We met with Atco Regional Manager to discuss several items of concern for the town. This meeting went very well. Kyla, the Regional Manager, identified that they will get back to the town on our concerns once they have a chance to obtain internal feedback.
attached email.

Administration:

- A 3.5 hour training session for all staff occurred with SevGen Consulting. The cultural awareness training covered foundations of Indigenous history in Canada, protocol, terminology, and more. This was identified to align with the Truth and Reconciliation Commission's Calls to Action #57.
- With 2025 now done we are finalizing closing off 2025 records/books/accounts and moving into 2026.
- Our accountant will be at the office the week of Feb. 17th making ready the final reports for the Pivotal Audit team in March.
- Working on the strategic planning document from the draft presented.
- Attended a conference organizing meeting with LGAA in preparation for the June conference.
- Attended the Brownlee Emerging Trends in Municipal Law session in Calgary, Feb. 5.

Economic Development:

- With a recent house coming up for sale on Lucina Street our office has received several telephone calls about the zoning and permissible options that may be considered for the area.
- There has been some interest expressed in the current Fire Hall.
- Our office continues to receive requests regarding the Rural Entrepreneur Stream. We have responded to several that appear to have some possibility.

UPCOMING ITEMS OF INTEREST:

- Moving forward with new zoning and subdivision items.
- Looking for development opportunities
- Memorial Hall information into the community
- Financial information on the Town's new Operations Building will be provided:
 - Updates on costs; projections and discussion on long-term financing will be presented at March. 9th meeting.

Presented at the Feb 9th, 2026, Regular Council Meeting for the Town of Penhold



CAO

Red Deer County



RED DEER COUNTY REGIONAL FORUM

Wednesday, March 11, 2026

5:00 p.m.

Red Deer County Centre

Red Deer County Council invites urban municipalities within Red Deer County's boundaries to come together for a Regional Forum where Red Deer County will introduce Red Deer County's Intermunicipal Collaboration Frameworks with a focus on the County's approach to recreation funding. We hope this evening will be an opportunity for our Council's to share, connect and build the foundation for continued collaboration. A social and appetizers will follow.

Municipal Councils and up to three members of Administration are invited to attend.

Please RSVP to cao@rdcounty.ca.



REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of February

RECOMMENDATION: That Council accepts the Multiplex Manager’s report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Arena – One of our users brought to our attention about a bump on the ice that appeared before their ice time. At first it was thought to be a roof leak, but after a preliminary investigation, we determined it was due to the goalie nets being left on the ice leaned against the boards. The snow on the net melted and ran down the post to create a mound. This was due to a no-show ice time before the ice time in question. We have discussed this incident in our staff meeting and feel we have come to a resolution regarding future issues like this.

Gymnasium – The Gymnasium is being used quite regularly and has a few major events coming up. There is a Basketball Tournament coming up in February and the Fire Fighters Association is putting on their Annual Dueling Piano’s event in March.

Facility Stats – In January we produced roughly 8,778 kWh of power with our solar panels reducing our carbon footprint by roughly 6,144 kg and saving us roughly \$702.24 in power.

In January we had roughly 19,412 people pass through the front doors of the building.

Fitness -

	January 2025	January 2026
MEMBERSHIP SALES	\$25,055.00	\$32,009.75
DROP-INS	\$901.25	\$1,125.75
TRAINING	\$3,986.50	\$4,328.00
DROP IN GYM	\$1432.00	\$1,127.00
TOTAL REVENUE	\$31,374.75	\$38,590.50

A total of **48** fobs were issued for 24-hour members in the month of November.

The Fitness Centre had **98** new members for the month of November.

The Membership sale went very well in January! The Fitness Centre is busy with all the new members. Fitness Classes running in January were Power HIIT, In the Zone, Pilates Fusion, Burn

& Turn Spin, Zumba, Muscle Up Express, Booty Barre, Early Burn, 8 Rounds, Pump It Up, Step, Butts & Gutt's HIIT Mix, Game of Gains, Peaceful Yoga, and Stretch & Release.

Learn 2 Skate is doing well and most classes for January are full. Revenue for January was \$960.00.

	January 2026	Totals 2026
Penhold Sr Track Users	52	52
Kids Gym	126	126
Staff Fitness Usage	48	48
Penhold Fire Dept	22	22
Pickle Ball	135	135

The above chart will now be used for tracking information for 2026 year.

UPCOMING ITEMS OF INTEREST:

CAO COMMENTS:

Presented at the February 9, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of January 2026

RECOMMENDATION: That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water consumption as of January 31st is 24,109 M³ which is up 5% from January last year.
- Monthly Water Meter reads were completed on January 14th.
- 47% of utility accounts are signed up to receive E-Bills.
- There were three new Water Meters installed into new residents.
- Year End Reporting was completed and submitted to Alberta Environment & Parks as per the code of practice.
- A water leak was discovered at a service valve on Dundee Cr. While repairing the leak the contractor Trenchless Guys found the leak was a crack on the service line just as it comes off the saddle on the main water line. They spliced in the replacement service line section and backfilled the excavation once completed.

SEWER:

- As of December 31st, sewer flows were 25,063 M³ for the month. This is up 17% in comparison to December last year.
- Newton Lift Station Operators pulled the pump that kept tripping the breaker to check the impeller for any blockages. None were found. Sterling was called to diagnose. They discovered the end of the wires in a nearby cabinet were corroded and cleaned up the wires and returned the pump to service.
- Year End Reporting was completed and submitted to Alberta Environment & Parks as per the code of practice.

SRDRWC:

- Operators performed 125 hours of work in January on the Regional System, with no after-hour call outs on the system.
- Operators plowed out the driveways at a couple of stations with a skid steer.

TRANSPORTATION:

- Snow Removal was completed on Jan 6th - 8th, 13th, 14th, 16th, 19th - 23rd, 26th - 30th.
- Intersections were scraped on Jan 5th.
- Sanding Truck was out on Jan 2nd, 5th - 9th, 20th - 23rd, 26th, 29th - 30th.
- Snow was plowed and removed from the Multiplex, Memorial Hall & Fire Hall on Jan 6th, 8th, 9th, 13th, & 14th.
- A stop sign located at the Multiplex was struck by a vehicle again, replacement parts have been ordered, and a temporary sign has been placed
- Operators went around and cleared walkways at the alley entrances.
- Crossing light at Boutillier Cl and Hwy 2A had a battery replaced.
- **Maintenance of Equipment:**
 - Oil changes are being completed when needed.
 - The Fuel Pump was replaced on the generator of the Ladder Truck for the Fire Dept.
 - Hydraulic Hoses were replaced on the Degleman Blade
 - While doing snow removal with the RPM Snowblower staff noted an issue with the machine and a burnt clutch smell. IMI had a specialist come out and assist our Mechanic in diagnosis and adjust all the set points and got the unit back into service. As the clutch did slip and burn, we can complete this season with the unit but will need to send to IMI to replace the clutch in the off season.
 - A new Bushing was also installed on the drive shaft of the snowblower.

STORM:

PARKS & RECREATION:

- **Sports Fields**
 - Staff worked on cleaning & flooding the Outdoor Rink when Mother Nature allowed on Jan 2nd, 5th - 9th, 14th, 16th, 17th, 19th - 22nd, 26th - 30th. Rec Centre is open from 11am to 9:30pm daily. Staff will be closely monitoring ice conditions with the warm weather and try and flood when weather allows.
- **Parks**
 - Pathways and sidewalks were cleared on Jan 2nd, 5th, -9th, 12th, 14th, 20th - 23rd, 26th, 28th & 29th.
 - Ice Melt was applied to pathways on Jan 7th & 9th.
 - Garbages were changed on Jan 6th, 8th, 13th, 19th, & 20th.

- Christmas Decorations were removed from the light poles on Jan 15th & 16th due to strong winds on the first day.
- Some pruning was completed while the lift was here.
- 36 Christmas Trees were picked up during the week of Jan 5 - 9. Staff chipped the Tree on Jan 13th to be used in the mulch beds around town.

MEMORIAL HALL:

- For the Month of January there was 3 bookings in the Hall. In February there are five additional bookings and three lease agreement groups.

GARBAGE:

- Extra lids, axles, & wheels for totes have been delivered to the shop yard.

RV Park:

- Certified Mechanical was called out as the boiler failed in the washhouse. A small Motherboard was replaced and got the unit running again.

ORGANIZATIONAL:

- 6 Operators got recertified in First Aid.

UPCOMING ITEMS OF INTEREST:

- ODR Ice maintenance continues while Mother Nature allows.
- Snow Removal continues with Priority 3 streets to be completed.
- Staff going to all three schools doing a presentation on Storm Pond safety in conjunction with Fire Dept.
- Steaming of Storm Drains and Culverts for drainage with warmer weather.
- Intersection scraping, pathway sweeping, and sanding ongoing when needed.
- Installation of Grain Elevator signage along Fleming Ave; Spring 2026
- A section of Storm line to be re-lined on Minto St. in 2026
- RV Park Bookings open March 2nd.

CAO COMMENTS:

Presented at the **February 9th, 2026** Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Town of Penhold 2025 – 2028 Strategic Plan

RECOMMENDATION:

That Council accepts the Town of Penhold 2025 – 2028 Strategic Plan as provided.

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:

Identify priorities ensuring the town continues to set goals and objectives now and into the future.

DESIRED OUTCOME(S):

At the end of Council’s four year term, the newly identified priorities for the town will be completed or well underway.

RESPONSE OPTIONS:

That Council defers the Planning document back to Administration and requests additional information.

PREFERRED STRATEGY:

Continue working on the identified priorities as presented.

IMPLICATIONS OF RECOMMENDATION:

Continues to provide direction to ensure focuses are being met.

GENERAL:

With the completion of the municipal election, Council and Management participated in a Strategic Planning Retreat Dec. 5 & 6. Through this process it was determined the strategic priorities would exist through Organizational Excellence, Governance Excellence, Economic Strength, and Community Safety and Security. In order to achieve these priorities, the focus would be to: Sustain a High Quality of Life; Economic Opportunity and Investment; Infrastructure and Growth Capacity; and Governance and Organizational Excellence.

ORGANIZATIONAL:

Administration

FINANCIAL:

As Administration works through the identified priorities, any items identified having an impact to the approved budget will be brought forward to Council.

FOLLOW UP ACTION:

Continue to work through the identified priorities.

COMMUNICATION:

None at this time.

OTHER COMMENTS:

Presented at the Feb. 9, 2026 Regular Council Meeting for the Town of Penhold

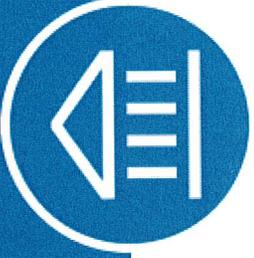


CAO

Town of Penhold

Strategic Plan

Prepared by: Tracey Lorenson | www.civicexcellence.com



MAYOR'S MESSAGE

Council began its new term with a clear sense of continuity and purpose. In our first weeks together, we focused on confirming the priorities that will guide Penhold over the coming years. This work builds on the strengths and progress of the previous term while setting a direction that positions the Town for the future. At the heart of these discussions is our commitment to sustaining Penhold as a complete community—one that continues to offer opportunity, stability, and a high quality of life for residents.

The themes in this plan reflect the alignment that emerged quickly around the Council table. We revisited what has worked well, considered the opportunities ahead, and clarified where focused effort will have the greatest impact. This is not a departure from past success; it is a deliberate evolution of it. The plan strengthens our emphasis on good governance, thoughtful growth, and strategic investment.

On behalf of Council, I am proud of the clarity and direction this plan provides. It offers a practical foundation for the work ahead and reinforces our shared commitment to building a complete community. We look forward to working with residents and partners as we bring this plan to life.



Michael Yargeau
Mayor

TOWN OF PENHOLD COUNCIL



Michael Yargeau
Mayor



Teresa Cunningham
Councillor



Ken Denson
Councillor



Cameron Galisky
Councillor



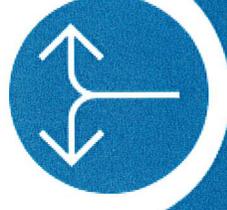
Shaun Kranenborg
Councillor



Tyrone Muller
Councillor



Kathy Sitter
Councillor



VISION

A safe, sustainable, small-town
community that is livable, neighbourly,
and engaged

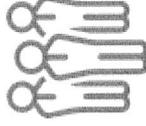




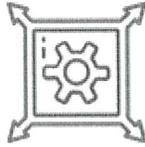
Values



Leading Collectively - Council debates openly, decides together, and supports the direction once the decision is made.



Accountable - Council holds itself accountable for its choices, behaviour, and follow-through.



Fact-Based Decisions - Council grounds its decisions in evidence and balanced, professional advice.



Open-Minded - Council considers multiple perspectives and adapts thoughtfully as circumstances evolve.



Respectful - Council communicates professionally and listens constructively, even in disagreement.



Delivers Results - Council prioritizes execution and delivers meaningful outcomes for the community.

STRATEGIC PRIORITIES



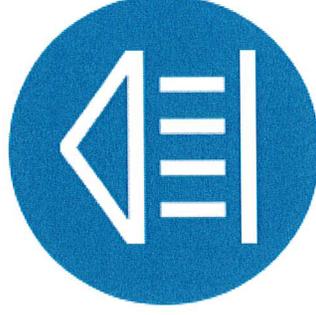
**Organizational
Excellence**



**Governance
Excellence**



**Economic
Strength**



**Community Safety
and Security**



Sustain a High Quality of Life

Support a complete community through housing choice and community amenities.

AREAS OF FOCUS

- **Diversity of Housing In Penhold** - Support and facilitate seniors housing, affordable options, and overall market variety.
- **Safe, Well-Maintained, and Connected Neighbourhoods** - Build on Penhold's strong safety services and neighbourhood supports.
- **Community Belonging, Inclusion, and Engagement** - Highlight community connection and volunteer contributions that enrich Penhold.
- **Recreation, Parks, and Community Spaces** - Enhance parks, recreation, and public spaces to support wellbeing.



Economic Opportunity and Investment

Broaden economic opportunity to strengthen community prosperity.

AREAS OF FOCUS

- **Investment Attraction and Business Growth** - Expand Penhold's commercial and industrial base through targeted attraction.
- **Transportation and Market Access Advantage** - Use rail, air, and highway access to strengthen Penhold's competitive position.
- **Town-Owned Land and Strategic Sites** - Activate municipal parcels to unlock new development opportunities.
- **Regional Collaboration for Economic Leverage** - Work with partners to amplify the Region's economic reach and influence.



Infrastructure and Growth Capacity

Sustain modern infrastructure and capacity to support community growth.

AREAS OF FOCUS

- **Asset Management and Lifecycle Stewardship** - Protect long-term asset functionality through disciplined lifecycle planning.
- **Risk Management/ Emergency Preparedness** - Maintain readiness for transportation, environmental, and community risks.
- **Capacity and Servicing Readiness** - Ensure servicing systems maintain the capacity needed to support development.
- **Infrastructure Planning and Growth Alignment** - Plan facilities, utilities, and networks in step with Penhold's growth trajectory.



Governance and Organizational Excellence

Leverage governance alignment and organizational excellence to support community success

AREAS OF FOCUS

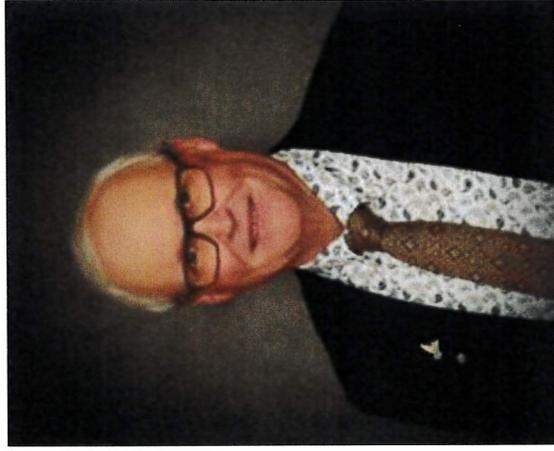
- **Intergovernmental Advocacy and Regional Influence** - Advance Penhold's interests through effective regional and intergovernmental advocacy.
- **Organizational Capacity and Service Quality** - Align organizational capacity with community expectations and growth.
- **Financial Transparency and Long-Term Stability** - Enhance public understanding of financial planning and value for money.
- **Governance Practices and Council Operations** - Strengthen clarity, consistency, and alignment in Council decision-making.

Town of Penhold

Executing the Plan



MESSAGE FROM THE CHIEF ADMINISTRATOR OFFICER



Rick Binnendyk
Chief Administrator Officer

How our team will execute the Executive's strategy

The Strategic Plan reflects Council's vision for the future direction of Penhold.

Our management team is fully committed to this vision and will work collaboratively to ensure it is carried out as intended.

Key tasks and implementation plans, supported by clearly defined goals, will be established to drive progress and advance Council's priorities.

MESSAGE FROM COUNCIL

As a Council team, we are grateful for the opportunity to work alongside our dedicated Administration in shaping a plan that reflects not only our shared purpose, but our shared pride in Penhold.

Together, we are charting a path that honours who we are today while boldly imagining who we can become.

Penhold has experienced tremendous growth in recent years—growth that has strengthened our community, expanded our opportunities, and deepened our sense of connection. With each new milestone, we have seen the remarkable things that can happen when a community moves forward with unity and determination.

Looking ahead, we are inspired to continue building on this momentum. We are committed to expanding our collective vision, nurturing a vibrant and inclusive future, and ensuring Penhold remains a place where people choose to live, grow, and truly enjoy life.

Our best days are ahead—and we are excited to create them together.





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: 2025 Town of Penhold Accomplishments & 2026 Directives

RECOMMENDATION:

That Council accepts the 2025 Town of Penhold Accomplishments & 2026 Directives 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:

Council is aware of and supports the work being done annually.

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:

Council directive

COMMUNICATION:

OTHER COMMENTS:

Presented at the Feb. 9th, 2026 Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be the initials 'RM', is positioned above a horizontal line.

CAO

**TOWN OF PENHOLD
2025 ACCOMPLISHMENTS & 2026 DIRECTIVES**

2025 ACCOMPLISHMENTS

Item	Status
Construction of a new Operations Building	77% of the build complete; estimated completion date – end of April
2025 Municipal Elections	Completed
Purchase additional fire pits for RV Park – all stalls now have fire pits	Completed
Extended RV Park operating season	Completed
Business Retention & Expansion Workforce Development: BREWD Launch	Completed
Key Long Term Planning documents updated IDP; MDP; LUB; Master Highway Intersections Plan	Completed
Penhold new middle school opening	Completed
Community Hub Project finishing touches <i>Dock will be placed in the spring</i>	Completed
18 Hole Disc Golf course throughout community signage is to be installed	Completed
New Solid Waste Removal Contract Transition/ Circular Material Recycling Program	Completed
Replace Newton Drive paving stones with concrete sidewalks	Completed
New breathing equipment for fire services SCBA	Purchased
Replacement of Lucina Street across 2A Sewer line	Completed
Tree Canopy enhancement (GCCC Tree Grant) Planting done	In progress
Memorial Hall Flooring refinished	Completed
CPO Vehicle	Purchased
Provincial Highway Intersection Improvements Report (Castleglen)	Completed
Melcor Developments Ltd: Oxford Landing Development Plans north	Completed
Wild Rose Assessment Services Inc. Assessor hired	2025 – 2028 contract
School Zone extension along Waskasoo Ave due to new school	Implemented
Annual Rehab work done on manholes -2025 Mann Dr and Dundee Cre	Warranty work completed/ Ongoing for more manholes
New cloud-based Share-Point system has been implemented	Implemented
Finalize Active Transportation fed granting for trails; Lincoln St.	Completed
Transitioning software to the cloud started	Completion in 2026
Overhaul of Arena Compressor	Completed
Secured Two Major Events for Arena Off Season	In progress

2026 DIRECTIVES

Item	Status
2025 – 2028 Strategic Plan	Effective 2026 - 2029
Completion of the new Operations Building	Estimated completion date: April 2026
Transition from Fire & Ops Current Facilities to New Facility	Spring 2026
Tree Canopy enhancement (GCCC Tree Grant) project completion	December 2027
Direction on Memorial Hall – repair, demolish, etc.	Summer 2026
Sale of Fire Hall	2026
Implementation of 2 new major events in Multiplex	June 2026
Emergency Management; detailed Hazard Identification and Risk Assessments	Late 2026/ Early 2027
Fire Department: Level of Service gap analysis and future needs assessment	Fall 2026
Advertising for New Concession Lease	February 2026
Plans for Former Operations Shop & Yard	2026
Relining Minto St. Storm Line (funding sensitive)	Spring 2026
Progress of Brick Sidewalk Replacement	Spring 2026
GIS Updating with GPS of Utilities	2026
Security monitoring installed around Penhold Commons Washhouse	Spring 2026
Installation of Grain Elevator row signage along Fleming Ave	Spring 2026
Work with RD County on ICF updates	Ongoing through 2026
Work with School Division on Land status & Joint Use Agreements	Summer 2026
Demolition of Penhold School	Spring 2026
Melcor subdivisions and zoning changes	Spring/summer 2026
Park development within Melcor subdivision	Summer 2026



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Rick Binnendyk

SUBJECT: Uncollectible Oil Well Accounts

RECOMMENDATION:

That Council approve the write-off of the uncollectible oil well accounts for Marksmen Energy Inc. in the amounts of \$11,485.89 and \$1,835.88, and Canadian Oil & Gas Inc. in the amount of \$5,460.98.

CAO COMMENTS:

Our office has pursued the possible collection of these accounts through numerous mail options, telephone calls and as our last resort we with through communications with Municipal Affairs Assessment Branch to obtain their communications that was done via assessments. We wish to remove this off our tax role for any future penalties and taxation. It is disappointing to see there does not appear to be any assistance from the province to hold these companies to the same standard as other businesses.

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):

Clear outstanding accounts off the books.

RESPONSE OPTIONS:

1. That Council declines the request to write off the outstanding penalties and direct Administration to continue collection efforts.
2. That Council directs Administration to explore other recovery options.

PREFERRED STRATEGY:

Payment of accounts.

IMPLICATIONS OF RECOMMENDATION:

Financial cost to the Town for the outstanding taxes over the past number of years.

GENERAL:

Administration has made multiple attempts to collect outstanding taxes from the associated companies. With no success. Despite repeated follow-ups, these accounts remain unpaid. Canadian oil and Gas apparently have gone insolvent
Marksmen Energy Inc. Continues to be in business. Recently they advised our office that these wells are considered as orphan wells. they will not be compensating the town for any costs.

ORGANIZATIONAL:

Administration

FINANCIAL:

Dependent on Council's direction

FOLLOW UP ACTION:

Ae per Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Feb. 9, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Housing Demand Assessment Proposal

RECOMMENDATION:

That Council approves Administration to proceed with the proposed Housing Demand Assessment provided by Parkland Community Planning Services (PCPS) as presented;

AND FURTHER that \$15,000 be identified within the 2026 capital budget.

CAO COMMENTS:

Over the past number of months administration has reached out to several groups to encourage the development of a seniors complex. Each group during discussion requested a Housing Needs Assessment Report.

Reason: they wish to ensure there is sufficient need identified within the community to move forward on investing heavily in Penhold.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

This report will focus on the identifying our housing situation and provide the numbers that will entice future developers. This document will be further used for promoting housing diversity within Penhold.

STRATEGIC RELEVANCE:

Ensure to meet the Strategic Plan focus by supporting a complete community through housing choice and community amenities.

DESIRED OUTCOME(S):

Diversify Housing in Penhold – support and facilitate seniors housing, affordable options, and overall market variety.

RESPONSE OPTIONS:

Council does not approve the proposal for the Housing Demand Assessment and defers back to Administration for additional information.

PREFERRED STRATEGY:

The Town of Penhold proposes to undertake a comprehensive Housing Demand Assessment (HDA) to support strategic growth planning and initiative-taking engagement with residential developers and investors. The HDA will assess local and regional housing demand, as Penhold emerges as a vibrant mid-sized Alberta Town and will explore Penhold's relationship to its municipal neighbours in the Red Deer region.

The study will align with the Alberta Land Use and Growth Management Policies (LUGMP) and provide a defensible, market-based foundation for housing and land-use decisions over the next 5–10 years.

IMPLICATIONS OF RECOMMENDATION:

Determined by Council.

GENERAL:

Administration has had favourable discussions with developers and investors about seniors' housing. Developers and investors request a needs assessment providing information on Penhold helping them decide if Penhold is a place for them to invest in.

The Housing Demand Assessment (HDA) will provide the Town of Penhold with a rational, market-aligned growth framework that reduces development risk, improves investment certainty, and supports orderly residential growth consistent with provincial policy. The study will reinforce Penhold's ability to attract residential investment while maintaining long-term fiscal and infrastructure sustainability.

ORGANIZATIONAL:

Administration

FINANCIAL:

If approved by Council, this initiative will be a \$15,000 expense not currently identified in the 2026 capital expenditures.

FOLLOW UP ACTION:

Advise PCPS of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Feb. 9th, 2026 Regular Council Meeting for the Town of Penhold



CAO



Town of Penhold

HOUSING DEMAND ASSESSMENT PROPOSAL

Prepared By

PARKLAND COMMUNITY PLANNING SERVICES

1. PROJECT OVERVIEW

The Town of Penhold proposes to undertake a comprehensive Housing Demand Assessment (HDA) to support strategic growth planning and proactive engagement with residential developers and investors. The HDA will assess local and regional housing demand, as Penhold emerges as a vibrant mid-sized Alberta Town and will explore Penhold's relationship to its municipal neighbours in the Red Deer region.

The study will align with the Alberta Land Use and Growth Management Policies (LUGMP) and provide a defensible, market-based foundation for housing and land-use decisions over the next 5–10 years.

2. PROJECT OBJECTIVES

The Housing Demand Assessment (HDA) will provide the Town of Penhold with a rational, market-aligned growth framework that reduces development risk, improves investment certainty, and supports orderly residential growth consistent with provincial policy. The study will reinforce Penhold's ability to attract residential investment while maintaining long-term fiscal and infrastructure sustainability.

The primary objectives of the Housing Demand Assessment are to:

- Measure current and future housing demand in Penhold by type, tenure, price point, and market segment;
- Analyze housing demand, land supply and residential land use regulations in the Town's Municipal Development Plan and Land Use Bylaw;
- Analyze real estate conditions, supply and demand trends in the Red Deer regional housing market;
- Identify Penhold's competitive advantages for residential development and investment;

- Promote orderly, efficient, and market-responsive growth; and,
- Provide clear guidance to developers, builders, and investors regarding feasible housing opportunities.

3. SCOPE OF WORK

To align with the Town of Penhold’s objectives, the Housing Demand Assessment will be delivered as a focused, strategic market study emphasizing high-value analysis, use of existing data sources, and a strong regional investment narrative. The scope prioritizes elements most critical to developer confidence, market positioning, and policy alignment.

Task 1: Project Initiation and Background Review

- Confirm project objectives, assumptions, and deliverables;
- Review existing municipal plans, land supply information, and servicing context; and,
- Define Primary Study Area (Penhold) and Secondary Study Area (Red Deer region).

Deliverable: Confirmed work plan and study framework

Task 2: Demographic and Economic Overview

- High-level analysis of population, household, and income trends;
- Review of regional employment patterns and commuting relationships with Red Deer; and,
- Use of publicly available census and regional datasets.

Deliverable: Concise demographic and economic profile

Task 3: Penhold’s Housing Stock and Land Supply Analysis

- Inventory of existing housing stock by type and tenure;
- Housing age, condition, and affordability;
- Analysis of residential land supply and development readiness; and,
- Assessment of phasing and absorption capacity.

Deliverable: Housing supply and land capacity assessment

Task 3: Regional Real Estate Market Analysis

- Overview of Red Deer housing market conditions;
- Ownership and rental price trends;
- Vacancy and absorption trends; and,
- Comparative affordability analysis.

Deliverable: Regional real estate and investment context report

Task 5: Stakeholder and Market Engagement

- Engagement with developers, builders, realtors, and key employers;
- Municipal and regional stakeholder input; and,
- Identification of development barriers and opportunities.

Deliverable: Stakeholder engagement summary

Task 6: Housing Demand and Gap Analysis

- Quantified housing demand projections (5- and 10-year horizons);
- Demand by tenure, housing form, and price point; and,
- Identify and analyze the Gap between housing supply and demand.

Deliverable: Housing demand and gap analysis

Task 7: Findings, Housing Market Positioning, and Recommendations

- Key findings and conclusions;
- Clear investor- and developer-facing messaging;
- Policy-aligned recommendations consistent with Alberta Land Use and Growth Management Policies;
- Priority housing opportunities for investment; and,
- Policy and regulatory recommendations.

Deliverable: Draft and final Housing Demand Assessment report

4. PROJECT TIMELINE

The Housing Demand Assessment (HDA) is anticipated to be completed within 12 -14 weeks from project initiation.

Phase	Task	Duration
Phase 1	Project initiation and background review	2 weeks
	Demographic and economic overview	1 week
	Housing Stock and Land Supply Analysis	2 weeks
Phase 2	Regional real estate market analysis	2 weeks
	Stakeholder and Market Engagement	2 weeks
	Housing supply and demand assessment	1 week
Phase 3	Findings, Market Drafting, review, and finalization	2 – 4 weeks

6. PROFESSIONAL FEES

The following fee structure reflects the scope of work and tasks designed for delivering the proposed Housing Demand Assessment (HDA).

	Professional Service	RATE (\$) Per Hour Tier 1	Hours	Cost (\$)	Subtotal (\$)
PHASE I	Planner	165	20	3,300	3,935.00
	Management	185	1	185	
	Mapping	90	5	450	
PHASE 2	Planner	165	30	4,950	5,835.00
	Management	185	1	185	
	Mapping	90	5	450	
	Logistics ²			250	
PHASE 3	Planner	165	20	3,300	3,665.00
	Management	185	1	185	
	Mapping	90	2	180	
TOTAL COST					13,435.00³
Plus 10 % contingency ¹					1,343.50

Fees exclude GST and are based on the use of existing data sources, limited stakeholder engagement, and a focused analytical scope.

Notes:

1. A 10% contingency of \$1,343.50 will be allocated to the project by the Municipality, should it become necessary.
2. If additional time is required to address any added tasks or additional work not covered in the estimate, PCPS time will be billed at \$165.00/hour. Expenses are estimated at \$250.00 and does not include the cost of any public advertising.
3. GST is not included in this cost estimate.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Penhold & District Public Library
- Board Member Appointment & Extension

RECOMMENDATION:

That Council accepts the appointment of Alisha Benedict to the Board for the term Jan. 28, 2026 – Jan. 28, 3031;

AND FURTHER that Council accepts the extension of Board Member, Joan Schmelke, from Apr. 26, 2026 to June 26, 2026 as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

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

GENERAL:

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

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

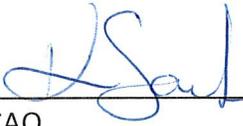
FOLLOW UP ACTION:

Advise Library of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Feb. 9, 2026 Regular Council Meeting for the Town of Penhold

For  _____
CAO



February 4, 2026

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

Mayor Mike Yargeau and Town Council;

Town of Penhold Library Board would like to submit and request appointment of changes to the board that have recently occurred; this is in accordance with the Alberta Libraries Act 4(1).

Appoint: Alisha Benedict, Board Member
2026-01-28 – 2031-01-28
Extend: Joan Schmelke
Expiry: 2026-04-26 - Extend:2026-06-26

Alisha is a resident of Penhold and brings her young family to the library regularly. She is invested in our community and the vision of the library. We would like ask for an extension of Joan's term to June of 2026 to assist with the transitions of the library.

We are submitting a revised Board Member list.

Respectfully,

A handwritten signature in blue ink that reads "Myra Binnendyk". The signature is fluid and cursive.

Myra Binnendyk
Library Manager
Enclosure:
2026 Board Members List



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:

EMAIL:

- Jan. 16 Alberta Municipalities re: Alberta Municipalities' Friday News - January 23, 2026
- Jan. 19 FCM Communique re: FCM Voice: Collective webinar | Rural Development Action Plan and more
- Jan. 19 FCM re: Opportunity for municipal leaders: Join GMF Council
- Jan. 26 Alberta Municipalities re: Alberta Municipalities' Friday News - January 23, 2026
- Jan. 28 FCM Connect re: FCM is seeking an elected municipal official from Alberta to join the GMF Council
- Jan. 30 Alberta Municipalities re: Alberta Municipalities' Friday News - January 30, 2026
- Feb. 2 FCM re: FCM Voice: New campaign on homelessness | FCM's new voices initiative | Collective webinar | and more
- Feb. 3 FCM Connect re: Apply for a seat on the GMF Council

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. 9, 2026 Regular Council Meeting for the Town of Penhold



CAO