



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the September 14th, Regular Council Meeting Minutes

RECOMMENDATION:

That Council approves the September 14th, 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 September 14th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the September 14th, 2026, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Sept. 22nd with identified changes made.

PREFERRED STRATEGY:

That Council adopts the Sept. 14th, 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 September 28th, 2026, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

September 14th, 2026
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shaun Kranenborg

Tyrone Muller

Kathy Sitter

Guests:

Lori & Chris Wolfe, Residents

Ann Bilyk, Resident

Staff:

Rick Binnendyk, CAO

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

Add Kids Kingdon Lease to 7.1

1.2. Adoption of the Agenda

2025-278

Councillor Sitter moved to accept the September 14th, 2026 Regular Council meeting agenda as amended.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of August 24th, 2026 Regular Council Meeting Minutes

2025-279

Councillor Denson moved to accept August 24th, 2026 Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-280

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 Aug. 21 – Sept. 9, 2026

2025-281

Councillor Cunningham moved that Council receives the Monthly Accounts for Online Payments from Aug. 21 – Sept. 9, 2026 as presented.

CARRIED UNANIMOUSLY

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

2025-282

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

CARRIED UNANIMOUSLY

6.1. c. Investment Statement for the month ending August 31, 2026

2025-283

Councillor Muller moved that Council accepts the Investment Statement for the month ending August 31, 2026, report as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-284

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2025-285

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

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

2025-286

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

7. NEW BUSINESS

7.1 Kids Kingdom Lease Space

2025-287

Councillor Galisky moved that Council supports Administration to enter into a 3-year lease agreement with Kids Kingdom to continue operating within the Penhold Multiplex.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-288

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

2025-289

Councillor Muller moved that Council direct Administration to draft a letter to the province in support of the National Police Federation Call to Action: Strengthening Public Safety in Alberta.
CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2025-290

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

13. QUESTIONS from the GALLERY

2025-291

Councillor Kranenborg moved that Council directs the Administration to review campsite booking fees and suggest alternative measures to reduce the cost.
CARRIED UNANIMOUSLY

2025-292

Councillor Galisky moved that Council go into recess at 6:54 pm.

CARRIED UNANIMOUSLY

2025-293

Councillor Galisky moved that Council move to go into a Closed Session at 6:59 pm.

CARRIED UNANIMOUSLY

14. CLOSED SESSION

2025-294

Councillor Sitter moved that Council move out of the Closed Session at 7:04 pm.

CARRIED UNANIMOUSLY

2025-295

Councillor Denson moved that Council approves Administration to negotiate and enter into a lease agreement with Monarch Earthworks Ltd. for a 3-year term effective Oct. 1, 2026.

CARRIED UNANIMOUSLY

15. ADJOURNMENT

2025-296

Councillor Muller moved to adjourn Council Meeting at 7:05 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: September 28th, 2026

RECOMMENDATION:

That Council receives the CAO's report as information.

COUNCIL FOLLOW-UP/UPCOMING:

- Penhold hosting the Regional Council/CAO meeting on Oct 20th in Penhold.
- Check the Council Calendar for upcoming events

Projects:

School:

- **Chinooks Edge:**
- Joint Use Planning Agreement (JUPA); redraft has been done. We are looking to connect to discuss recent School Act changes to this agreement.

Offsite Levies

In progress.

Development items:

Melcor:

- Border Paving is working on the road structure within the new subdivision.
- 2 new house permits came in. 244 Augustus Way & 30 Norseman Close.
- This leaves 14 lots remaining for Laebon Developments and 6 left for Melcor of which most are spoken for.
- As of this report we are now at 21 new house builds this year.
- In discussion with Mr. Broks, he identified that they anticipate titles to lots within the next several weeks. This will allow Melcor to sell lots.
- We received the Park subdivision application on Aug 19th. Fees for the subdivision have now been paid. The subdivision is in circulation for comments.
 - The total park area is 1.2 hectares.

Our office continues to get inquiries for possible developments, which is a positive note.

Administration:

- Our office has worked with a local contractor and the structural engineer in assessing Memorial Hall.
- Met with Red Deer County staff to discuss the recreation agreements. Suggestion made by County staff is a 3-prong concept for funding:
 - Operational funding
 - Existing capital assistance

- New structure funding
- A possible formula for assistance suggested was to identify the costs by the communities within Red Deer County for their recreational services, identify average costs, and perhaps pay based on average community costing. They are going to investigate if this could be a simplistic and justifiable funding formula.
- 2027 budgets are being worked on.
- Plan to meet to discuss some insurance matters at the ABMunis Conference this week.
- I will be away from October 7th to 14th incl.
- Our thoughts and prayers go out to Bonnie and her family during this difficult time.

UPCOMING ITEMS OF INTEREST:

- Melcor subdivision work continues for housing
- Work on Intermunicipal Collaborative Framework (ICF) agreements with Red Deer County
- Memorial Hall work towards connecting with the fundraising committee.
- 2027 project review for possible grant request for reconstruction of Waskasoo North Road structure.
- Offsite Levies consultation.

Presented at the September 28th, 2026, Regular Council Meeting for the Town of Penhold



 CAO



REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of September 2026

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

Our Summer Park Plays program wrapped up at the end of August. Across four different days and four community parks, we welcomed a total of 98 participants. The play days provided a casual, low-pressure opportunity for families to connect with one another and enjoy time together in their local parks. This year, we also connected with several families who were new to the program, including families who brought visiting grandchildren or other family members to the parks. These gatherings provided an opportunity for children to meet and play with others in the community while helping families build new connections.

Our annual Discovery Night was on August 25 with a modified time of 5:00 - 7:00 p.m. There were 55 exhibitors, an increase from 43 last year. Attendance from the community and area remained around 100 individuals.

- New this year:
 - Discover Night Passports / Stamps for the exhibitors / Ice cream vouchers for filled out passports
 - Red Deer Food Bank – Ice Cream Truck
 - Volunteers Needed' orange signs for tables
 - Dotmocracy posters for attendee evaluations
- Participant evaluations showed that Discovery Night helped residents learn about local programs, services and opportunities, with 21 of 22 respondents agreeing or strongly agreeing. Four matched participants reported an increase in their sense of community connection, while 10 remained at the same level. The most common ways participants heard about the event were Facebook, the Penhold Reporter, friends or family, and previous attendance.
- Exhibitor feedback was positive, with 39 respondents indicating the event met expectations for creating awareness of their service or business, and 41 respondents indicating it met expectations for networking with other service providers.

2026 FCSS Regional Project – Community Impact Campaign:

We've received four nominations recognizing individuals who are making our community a better place through volunteering and community building. Recognition will be shared soon, and we encourage everyone to continue submitting nominations to help us celebrate the people who make a difference in our community.

Penhold Youth Club:

August Highlights

Summer Camp Week #3 had 14 registered in the week. 2027 summer camps are booked, and staff will begin to advertise for this in the new year.

PYC went to the Museum a couple of nights in August to enjoy ice cream and mini golf. We only had a few attend but the youth that did had a blast!

We welcome Miss Emily to the PYC team! Miss Emily is eager to start working with the kids in September. Although she is new to the PYC program, she is no stranger to the community as she actively volunteers on the Fire Department.

Communication & Events:

Community Events

Fall Festival 2026 was a successful two-day event showcasing Penhold and the strong collaboration between the Town, local businesses, community organizations and volunteers.

Approximately 1,000 people attended activities over the two days. Discount ride tickets were on sale at the Town Office August 10 – September 10, and at Discovery Night, for \$15 each or \$50/4 tickets. There were 255 tickets presold.

More than 40 entries registered for the 2026 Fall Festival Parade, making it the largest parade Penhold has hosted since before 2020. The addition of a parade theme a few years ago has been well received by the community and there were many entries decorated to match the "Fun on the Farm theme".

Parade winners were:

Community Group / Non-Profit: Penhold & District Library

Business / Commercial: Monarch Earthworks Ltd.

Judges' Choice: Draper Family

Strong support was received from local businesses through monetary and in-kind sponsorships, as well as a substantial discount on rides from In the Zone Party Rentals.

Monetary Sponsorship – \$6,500

- Canadian Tire Red Deer South – \$2,500
- Monarch Earthworks – \$2,000 (two pedal tractors)
- Red Shed Malting – \$1,000 (one pedal tractor)
- Penhold Dental – \$500
- Atlas Carpentry – \$500

In-Kind Sponsorship

- Pattison Media (BIG 105 and 106.7 Rewind Radio) – \$1,500 advertising discount

- United Rentals – generator for rides, valued at \$1,200
- Suds Station – Show & Shine organization and \$325 in prizes
- Cutie Pies – pies for the Pie Eating Contest, valued at \$350

The Calgary Stampede Stage was available for Friday, September 11 only. With assistance from Penhold Crossing, the Town was able to borrow a stage for Saturday, allowing scheduled entertainment and activities to continue as planned.

Next event: Community Christmas Friday November 20, 2026.

Communications

Planning is underway for changes to the Town's website and digital communications in 2027. The migration from the current All-Net website to the Catalis platform will result in the loss of the Town's existing E-NEWS capability.

Research is underway 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.

Communications staff attended the Alberta Municipal Communicators Conference September 17–18. This year's theme, Common Ground, focused on practical sessions, interactive learning, peer-led presentations and networking with municipal communications professionals from across Alberta.

Sessions included:

- Dr. Feo Snagovsky – misinformation, public trust and positive public dialogue
- Daphne Thomson – using AI and digital tools to build organizational capacity
- Beverley Theresa – managing social media in high-pressure environments

The conference provided relevant information and practical strategies applicable to the Town's ongoing work in public communication, digital engagement, social media management and maintaining public trust.

UPCOMING ITEMS OF INTEREST:

October 6: Craft & Connect

October 8: Family Fun Night

October 7, 14, 21, 28: Playgroup

October 14: Tech Tips for Older Adults & Seniors

November 20: Community Christmas

CAO COMMENTS:

Presented at the September 28, 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 August

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

A request to have the rail right of way looked at for unsightly grass and weeds was made on August 26th, 2026 through the community connect platform on the CPKC website. They did respond advising they are monitoring the main line regularly.

MONTHLY UPDATE:

Fire Department

Operations:

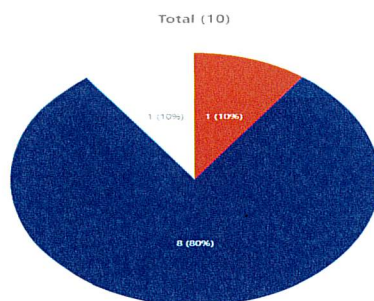
The department consists of 27 qualified members, which includes 4 Probationary Firefighters, 15 Firefighters ranging from 4th to 1st class, 3 Lieutenants, 2 Captains 2 Deputy Chiefs, and one Chief.

6 New Cadets arriving in September.

In August 2026, the Fire Department responded to a total of 10 calls:

- Rescue & EMS: 8 (80%)
- Fire: 1 (10%)
- False Alarm: 1 (10%)

Compared to July (14 calls): ↓4



Training:

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

Notes:

- MacKenzie Johnston has made the difficult decision to retire after 14 years of service. Max has been an incredible asset to the department dedicating his energy, time, skill, and leadership to this community. He has been instrumental in shaping the culture of the department. We will not forget his contributions. Max will continue to support the department as the Operations department mechanic.
- During an emergency medical call EMS requested a Penhold Fire member assist in the back of an ambulance during transport to the hospital. While this is not an abnormal situation, this particular medical transport was from Penhold to the University of Alberta Hospital due to the need of immediate intervention not provided by Red Deer Regional.
- The Red Deer Rebels would like to recognize Penhold Fire Member Justin Graham for his help during an incident at a game where a four-year-old was struck in the face with a puck. They were incredibly grateful to have Captain Graham help treat the young fan.

Events:

- 12 hours of community events occurred in August (Splash in the Park, Grand Opening, Cadet Open House)
- Spray days have wrapped up for the year
- The grand opening was a tremendous success. It provided opportunity for the residents to see the functionality of the project and how it will continue to serve the residents of our community long into the future while ensuring fiscal responsibility.

Maintenance:

- 65 hours of internal maintenance occurred in August including hose testing.
- 29 post trip apparatus checks were performed in August
- Ladder 31 and Engine 32 both had their CVIP completed

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. We are, however, still waiting for his ballistic vest before he can perform field duties.

A speed sign was placed on Highway 2A near Bouteiller Close and captured the following data.

Serial # 304112

Street: Highway 2A

Speed Limit: 50 KPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Aug 30	1917	547	29%	45	2	1	2:15p	178	11	1	58	45.9
Aug 31	2182	607	28%	56	1	0	2:00p	219	8	1	56	45.8
Sep 1	2255	612	27%	42	2	0	3:45p	214	6	1	56	45.6
Sep 2	2238	616	28%	56	1	0	4:00p	233	5	0	56	45.8
Sep 3	2169	601	28%	34	0	0	2:45p	174	3	1	56	45.3
Sep 4	2200	583	27%	34	0	0	1:15p	199	3	1	56	45.6
Sep 5	1871	532	28%	44	3	0	12:45a	175	8	1	56	46.4
Sep 6	1660	527	32%	50	4	0	3:30p	145	14	1	56	46.7
Sep 7	1674	487	29%	46	2	1	11:45p	160	2	1	58	45.8
Sep 8	2087	483	23%	31	0	0	1:15p	157	7	0	56	44.2
Sep 9	2171	632	29%	50	3	0	2:00p	212	11	1	58	46.4
Sep 10	2368	571	24%	46	1	0	1:15p	182	7	0	56	42.1
Sep 11	2296	614	27%	50	2	0	1:15p	228	12	2	58	45.4
Sep 12	2052	562	27%	63	4	0	12:15a	210	8	1	58	45.9
Sep 13	1699	491	29%	38	3	1	8:45p	168	9	2	56	46.2
Sep 14	2149	602	28%	54	4	0	1:45p	216	16	1	56	45.7

Operations:

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (Aug 2026)

Top reported incidents:

- Unsightly Premise: 111
- Off leash dog: 5
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 234

Compared to July (88 incidents): ↑ 146 incident

MUNICIPAL ENFORCEMENT – CITATION TYPES (Aug 2026)

Citations issued:

- Window Tint: 2
- Documents: 7
- No Seatbelt: 7

Total Citations: 24

Compared to July (20 citations): ↑ 4 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).

Growth Strategy:

Through the Alberta Community Partnership Program administration is working on a growth strategy that combines statistical data within the community in a unique dashboard that will provide pertinent information to potential developers and builders. The goal is to showcase the build readiness of our community. This dashboard and supplementing documents will be available upon completion to developers of all forms (seniors housing, residential, commercial, industrial).

A strategic engagement strategy has been developed that involves general developers and seniors housing groups.

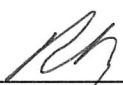
Working with the CAO of Bentley, CAO of Clive, and our consultant group this fully granted project will create a template for growth strategies that can be shared with other municipalities (the main criteria of the grant) and a detailed community profile and housing needs assessment for Penhold. This project is expected to wrap up in Q1 of 2027.

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 (hosting in person in Penhold)

CAO COMMENTS:

Presented at the September 28th, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Finance

Submitted by: Jennifer Die-Pye

SUBJECT: Tax Sale

RECOMMENDATION:

1. Set Monday, October 26, 2026 at 10:00 AM to be the tax sale date. (Section 418 MGA).
2. The tax sale will be at the Town of Penhold Council Chambers located at #1 Waskasoo Avenue within the Penhold Regional Multiplex. (Section 421).
3. The reserve bids in accordance to the MGA be established at the Assessment values less 15% for sale purposes given by Wild Rose Assessment Services. (Section 419 MGA).
4. CAO be appointed to conduct the tax sale proceedings.
5. Payment at the Tax Sale will be 10% down at the date of the sale and the remaining funds paid within 30 days from the auction date by legal tender acceptable by the town. (Section 419b MGA).

CAO COMMENTS:

SUPPORTING DOCUMENTS

Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

The following recommendations being requested are in accordance with the Municipal Government Act Division 8 & 9.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Division 8 - 9 Recovery of Taxes.

STRATEGIC RELEVANCE:

Efficient and effective governance

DESIRED OUTCOME(S):

The municipality is able to collect outstanding taxes.

RESPONSE OPTIONS:

As a municipality we are governed by the MGA on how we must proceed with tax sales and requirements to abide by the Provincial Regulations.

PREFERRED STRATEGY:

The assessment values are of fair market value.

IMPLICATIONS OF RECOMMENDATION:

If Council supports the tax sale process, some residents may be displaced moving forward.

GENERAL:

There are 0 houses, and 2 manufactured homes destined for tax sale this year. Under the MGA Section 418 Offer of Parcel for Sale, states unless an agreement for payment of tax arrears is reached between the municipality and the landowner, the municipality **must** offer for sale at a public auction any land shown on its tax arrears list. Properties that are offered for sale are those properties that received notification from the Registrar by August 1 of the previous year.

Under the MGA Section 419 Reserve Bid and Conditions of sale it states the council **must** establish a reserve selling price before it can auction a property. The reserve bid is set a level that is as close as reasonably possible to the market value of the parcel.

The Act states that the municipality may acquire the services of an independent, professional appraiser to provide it with a written report that established market value for setting the reserve price. In discussion with Mr. Riley Kloss (Wild Rose Assessment Services) our assessor and he stated that he is confident that the assessment values he has established for these properties are fair market value. The act further states that in addition to the reserve bid the council **must** also establish any terms and conditions that apply to the sale. For example, the council may require full payment for the parcel by cash, certified cheque etc. or the council may allow partial payment on the day of the auction with full payment to be made within 30 or 60 days following the auction.

Under the MGA Section 421 states the municipality **must** advertise the public auction. The advertisement must specify the date, time and location of the auction and a description of each parcel of land to be offered for sale. The advertisement must also include any terms and conditions of the sale (e.g., cash only, percentage down or payment by a specified date). The advertisement must also state that the municipality may, after the public auction, become the owner of any parcel of land not sold at the auction. Further details can be perused in your copy of the MGA under sections 418 to 452 which cover procedures for both residential homes and designated manufactured homes.

Listed below is the listing for all properties eligible for tax sale which contain legal, civic address + tax arrears owing and assessment values assigned by the assessor Mr. Riley Kloss.

Tax Sale Property Listing containing Legal, Address, and Arrears & Assessment Value

Lot	Blk	Plan	Address	Status	Arrears	Reserve Bid
44	A	7820474	44 Penhold Estates	Residential	\$1,244.79	\$18,785.00
109	A	7820474	109 Penhold Estates	Residential	\$1,452.51	\$21,632.50

ORGANIZATIONAL:

Administration

FOLLOW UP ACTION:

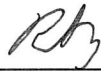
Based on Council's decision, the tax sale process would begin as outlined above.

COMMUNICATION:

Based on Council's directive, advertising of the Tax Sale would occur as outlined in the MGA.

OTHER COMMENTS:

Presented at the September 28, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Memorial Hall Foundation Inspection

RECOMMENDATIONS:

That Council directs Administration to meet with the Memorial Hall Committee to determine a plan of recommended action for Memorial Hall.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ☐ Available ☒ ☐

KEY ISSUE(S)/CONCEPTS DEFINED:

The possibility of saving the original Memorial Hall structure.

RELEVANT POLICY:

Municipal infrastructure

STRATEGIC RELEVANCE:

Honouring the Past with possible historic building.

DESIRED OUTCOME(S):

To determine if there is interest in saving a portion of the building.

RESPONSE OPTIONS:

1. Proceed as identified
2. Set up timing to demolish the building
3. Work with committee for refurbishing cost of old portion building

PREFERRED STRATEGY:

Finalize if there is any interest in saving the old original portion of the building.
Determine possible uses for the small building.

IMPLICATIONS OF RECOMMENDATION:

The committee will be responsible for finding funding for the repairs needed. Also, the replacement of the North Wall once the other building is removed.

GENERAL:**Historical Context of Memorial Hall:**

Memorial Hall was originally constructed in 1919 through the fundraising efforts and leadership of the Women's Institute, reflecting its longstanding importance to the community. The later addition was made possible through the contributions of the Lions Club, demonstrating a continued tradition of community-led investment in the facility.

Background

In opening the walls of the newer portion of the building the worst-case expectation was identified. The report is attached for further details. (attached)

FINANCIAL:

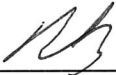
It should be noted that there is also metal for the roof of this portion of the building that will require work. However, the foundation appears to generally be in reasonable shape for the old building portion.

A clientele for the ongoing use of the building will need to be assessed.

In discussion with Red Deer County, their community halls around Penhold /Innisfail area are all struggling to stay open.

FOLLOW UP ACTION:**COMMUNICATION:****OTHER COMMENTS:**

Presented at the September 28th, 2026, Regular Council Meeting for the Town of Penhold



CAO



Town of Penhold

September 18, 2026 1/3

Attn: Rick Binnendyk

Dear Sir:

Re: Penhold Memorial Hall - Site Visit of September 16/26 - Further Investigation

At our site visit, we opened a couple of areas within the existing PWF basement walls to explore the condition and construction along the north end wall and along the east side wall along with some additional observations especially related to the 1972 building addition.

Exterior Observations: please refer to the attached photos for more information

1. The exterior stucco cladding and exposed PWF skirt-boards installed to protect the top of the PWF wall are in very rough shape. See photos 1, 3, 11, 12, 13, and 15.
2. The front exterior sidewalk along with the rear (east) concrete steps and sidewalk frost-jack every year and have damaged the exterior skirt-board and the stucco. See photos 1, 3, 13, 14, and 15.
3. The PWF basement walls have experienced excessive earth pressure due to the 7 foot plus back-fill and they were not adequately connected/laterally supported to the adjacent main floor framing so these PWF walls have moved in along their tops, as is evident with the waving walls looking along the exterior walls. See photos 9, 11 and 12 which shows a downspout dumping water against the north exterior PWF wall causing flooding and water ingress into the basement PWF wall.
4. As mentioned in our September 10/25 report the roof leak along the East exterior wall has severely damaged the stucco, plywood and exterior wall assembly below the roof eave. See photos 15, 14.
5. The roof trusses are drastically understrength and have a sagged curvature even without any snow load applied. See photo 10. The metal roofing is way over screwed with screws at 3 inches on center which coupled with thermal movement have caused roof leaks in the building.

Interior observations: please refer to attached photos for more information

6. When we cut into the north PWF basement wall along the north basement corridor, we discovered 2x8 PWF studs @ 16" OC & a broken 2 x 8 PWF stud, see photos 5 and 6 along with extremely wet & soggy batt insulation and the inside face of the exterior PWF plywood is very soaked and partially degraded/delaminated.

7. When we reviewed the PWF exterior basement walls along the east side wall, those studs are also overstressed and exhibiting signs of stress cracks due to this excessively high backfill pressure, see photos 7, and 8.
8. The high humidity level in the basement is quite evident along with related mold and mildew present in the structure. Water has regularly ponded within these PWF basement walls where mold and mildew grow and has grown for many years.
9. As per our September 10/25 report, the counter-flow furnaces supplying air through ducts in the cast in concrete floor air ducts are consistently filled with water and this contributes to mold and mildew. The quality of air in the basement is very poor.

Summary & Recommendations:

In our professional opinion the 1972 addition to the original Memorial Hall is in very poor shape structurally and in our opinion is not worthwhile trying to fix up given the extent of what the required replacement/repairs would cost, for example:

- The overall building envelope of the 1972 building addition is in very poor shape, with its poor insulation values and with moisture & water related degradation along with the roofing and supporting roof trusses which are also in poor shape.
- Most of the exterior stucco and supporting wire mesh and plywood sheathing are in very rough shape and water damaged in many areas and just aged over all the climate cycles for 50 years and needs to be replaced.
- The PWF basement is dramatically understrength since by current code it should have been 2 x 10 PWF studs at 16 inches on center for a 7-foot-high loose gravel (not a clay) backfill.
- There are structural stress cracks on the inside face of the 2x8 PWF studs along with many broken studs, because the 7 foot plus backfill is clay and not a clean granular well drained backfill. The maximum permitted backfill Heights by current code is 5'6" for 2 x 8 studs at 16 inches on center assuming a loose granular backfill material.
- The exterior grade is not properly graded to drain water away on the exterior and it's probable that the PWF walls weeping tiles are compromised/plugged.
- The exterior 6 mil poly waterproofing is not continuous and overlapped and sealed properly & it is now 50 years old.
- The basement PWF walls are not adequately supported laterally at their top but more importantly the entire PWF basement wall needs to be removed which means first removing all the exterior clay backfill, which means shoring up the whole 1972 building to do this.
- The cast in concrete floor ducts in the basement are purely a water source for mold and mildew growth.
- Given the 8-foot ceiling height in the basement, it would be difficult to install overhead ductwork, but with the high groundwater level & the high humidity in the basement the humidity would be difficult to control.
- It's evident that moisture is coming through the exterior PWF basement walls and through the basement slab.

- The main floor of the 1972 addition is not level especially in the kitchen area and the main hall itself, which indicates that the floor framing has deflected which means it needs to be strengthened in areas. This was not investigated during our September 16 site visit.
- The roof trusses are understrength given the permanent sag/deflection in the roof trusses without any snow loading. See photo 10.
- The metal roofing is over screwed and in rough shape with leaks.

As per our September 10, 2025, report based upon our visual observations, under recommendations the original 1919 Memorial Hall even though being 107 years old is in pretty good shape structurally but needs some tender loving care as detailed in that report. The repairs necessary are mainly in the basement and sealing the dirt floor to eliminate any moisture coming up through into the basement and into the 6 x 6 supporting wood posts (see Sept. 10, 2025, report). Improving this 107-year-old original structure would not be very expensive, and it could be utilized for years to come, but the hall is limited in size.

Given the amount of work to repair, strengthen/replace various components as mentioned above and the very high humidity, mold and mildew in the 1972 building along with the high groundwater it would be very expensive & cost prohibitive to repair this 50+ year old structure.

If the 1972 addition was removed and disposed of, the town could entertain re-installing the original north exterior wall of the 1919 Memorial Hall, so it could be utilized as is or temporarily close the north open wall to enable a new addition to be built to expand the banquet facility and include a proper kitchen and washrooms and preferably not any new basement in the new addition, other than a mechanical-room if need be, but this would be limited in size to expand to the north given the small area of land available.

Of course, for the long term, it would be more beneficial and economical in the long term to build a new Community Center sized properly for the community complete with to code - accessible meeting room, washrooms, kitchen, mechanical, and storage facilities, etc. This would be the best route to go, if the town owned a large enough site that was close to site services, in the community & with adequate parking space.

I hope the above-mentioned information helps you in making the proper decisions moving forward with your project.

Should you have any questions regarding the above, please contact the undersigned.

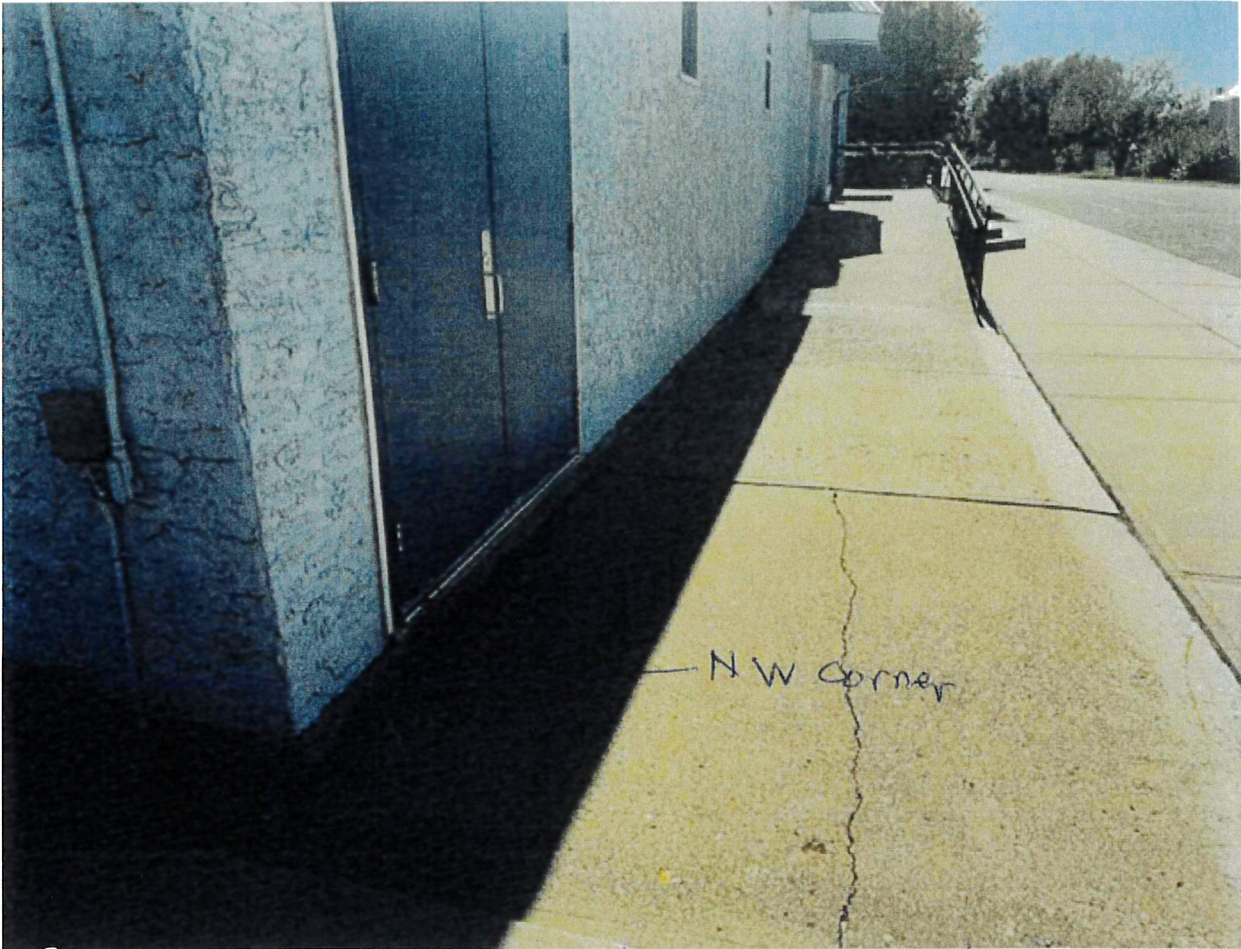
Respectfully,

T. Bearden, M.A.Sc., P. Eng.

Terry Bearden, M. A. Sc., P.Eng., SCO, LEED AP

Per: Bearden Consulting Ltd.

2.



W. - Wall pWF Skirt Board Shattered due to S/W Frost heave



N.W corner Skirt board Shattered & rotten

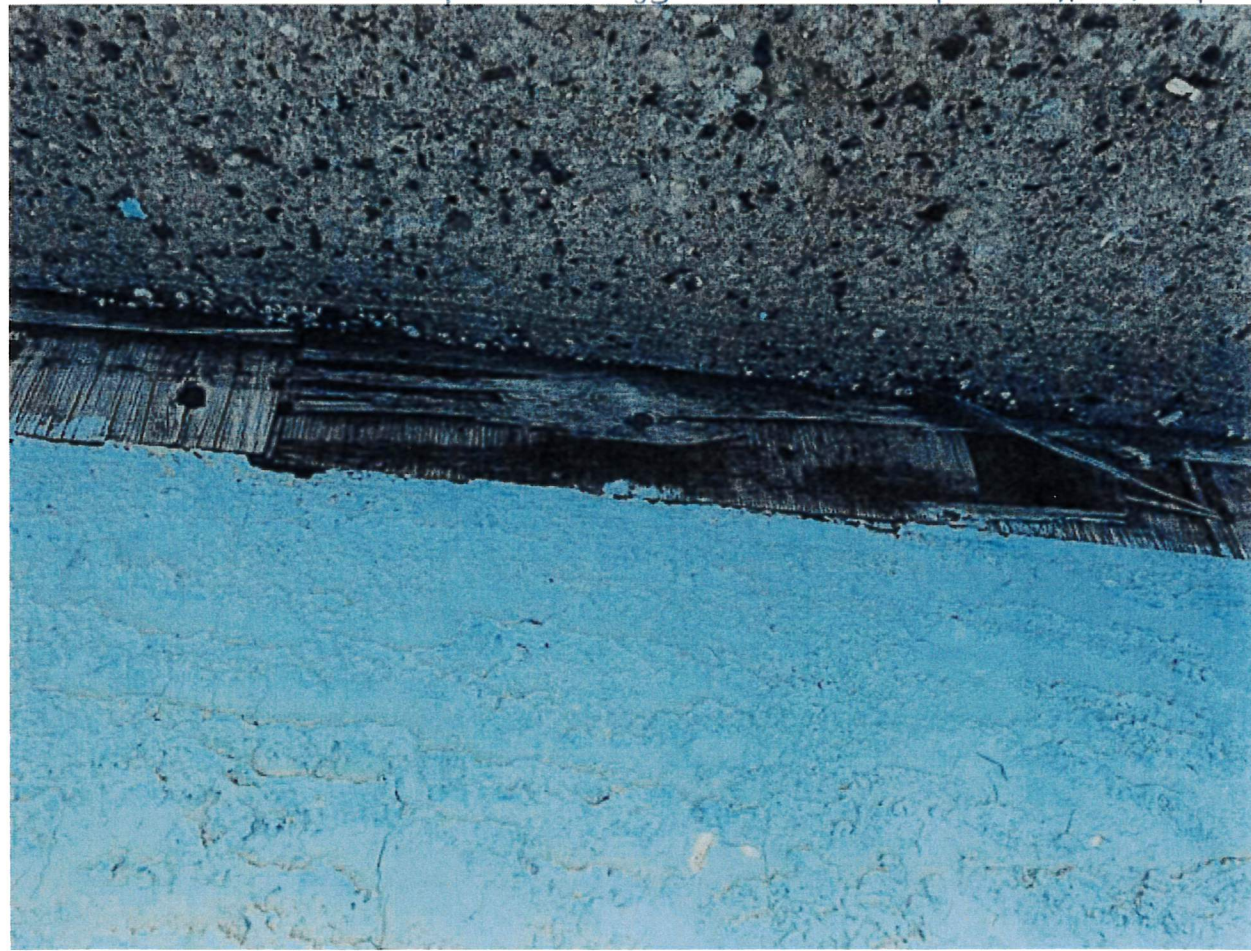
Sept. 16/26 Penhold Memorial Hall P. Barden, P. Eng.

4



N corridor in bsmt - cutting access hole

3



W. Wall water ingress off cmc s/w

5.



broken stud due to excessive earth pressure

N ext bsmt pwf wall (2x8 pwf @ 16' oc, 7'-6" B/F ht!!)
 - very wet batt insulation & pwf plywood soaked!

6.



stress cracks in TYP
 bsmt studs

E, pwf wall
 pushed in @ top

7



Top Stress cracks on I/F 2x8 PWF Studs

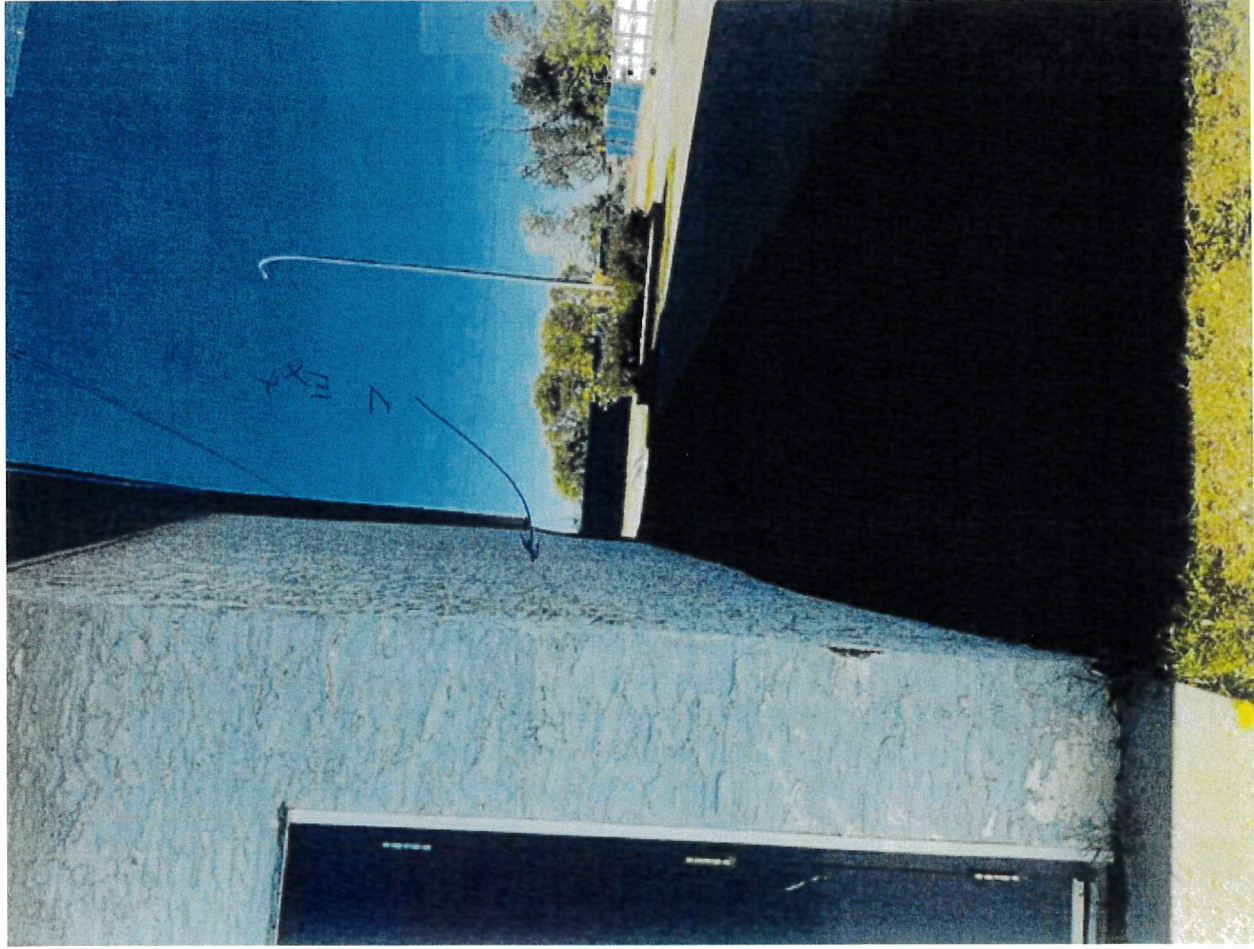
8,



E. PWF Wall

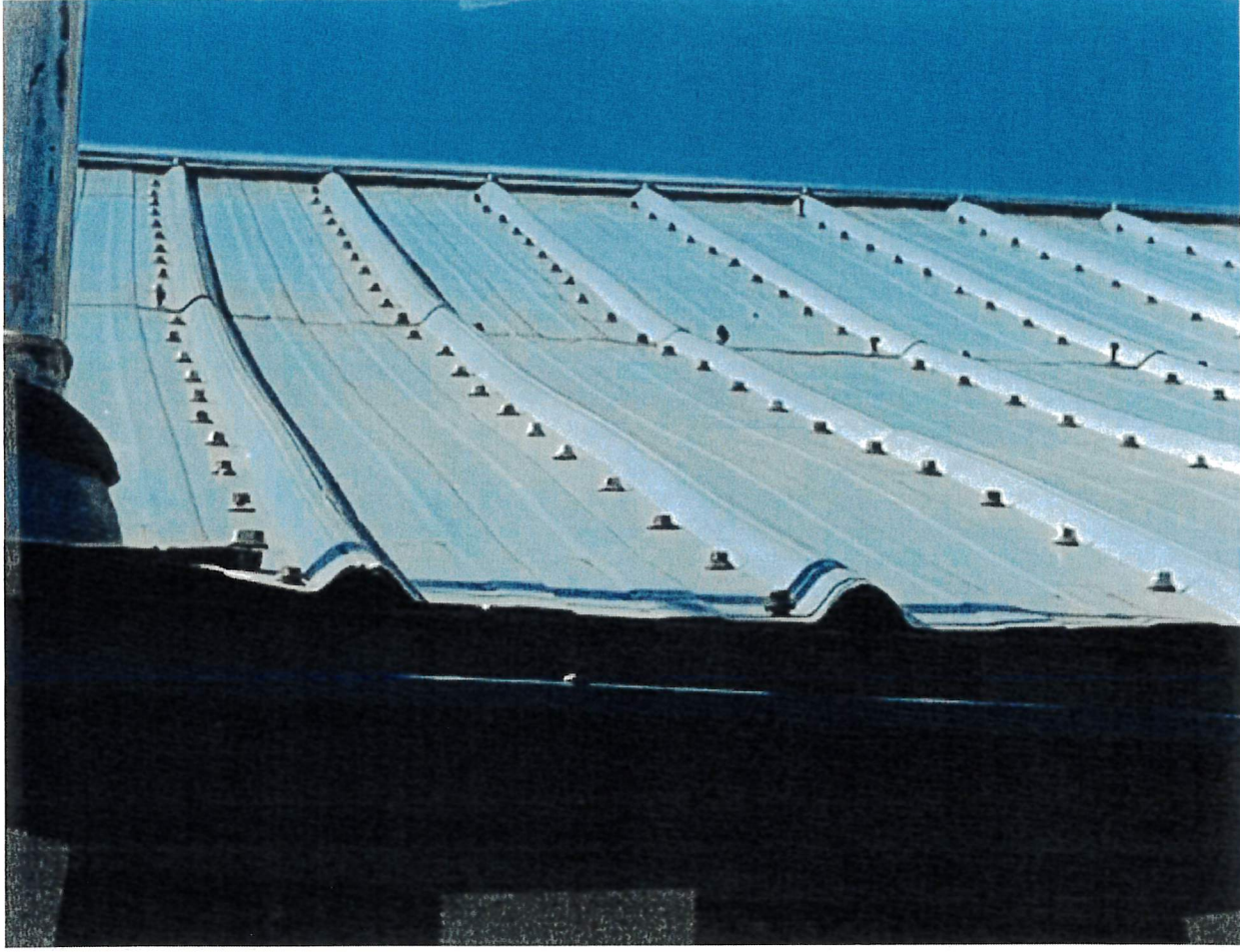
Stress cracks I/F 2x8 PWF Studs

9



NE corner, & view of N wall waving.
This end wall is not structurally supported properly.

10



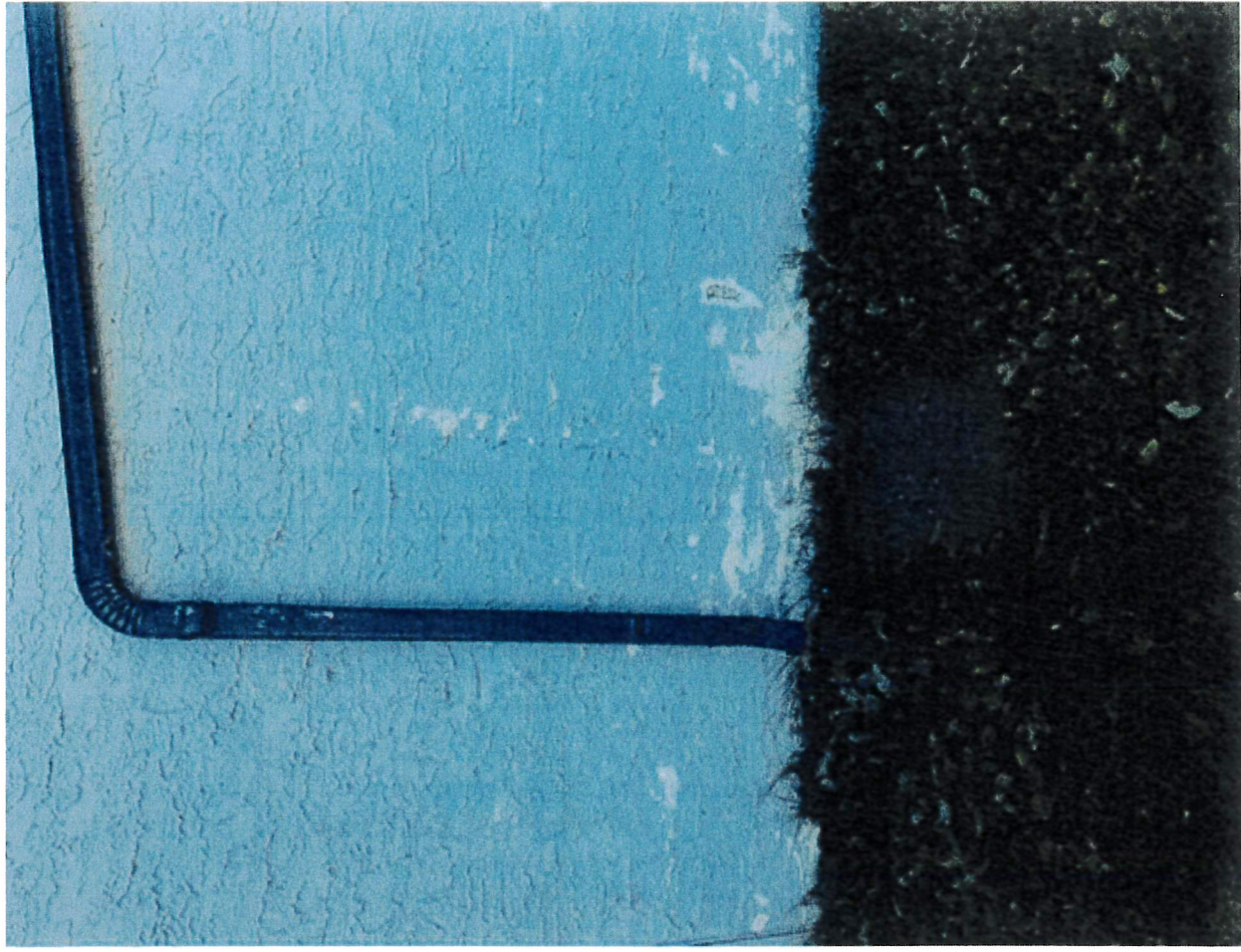
metal roofing with excessive screws & holes in roofing. Roof Trusses sagged & under-strength

11.



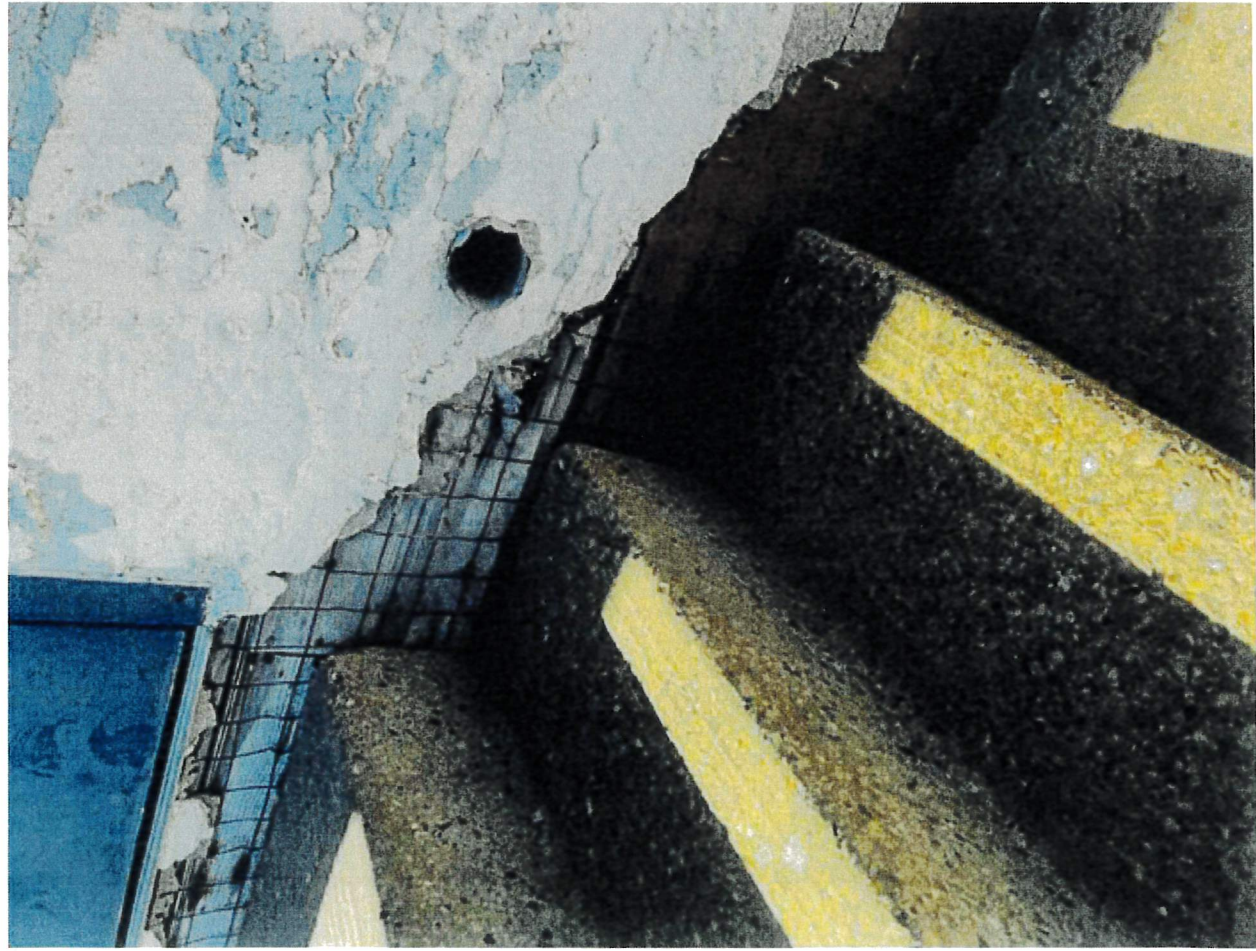
E. Wall PWF wall pushed in ,

12.



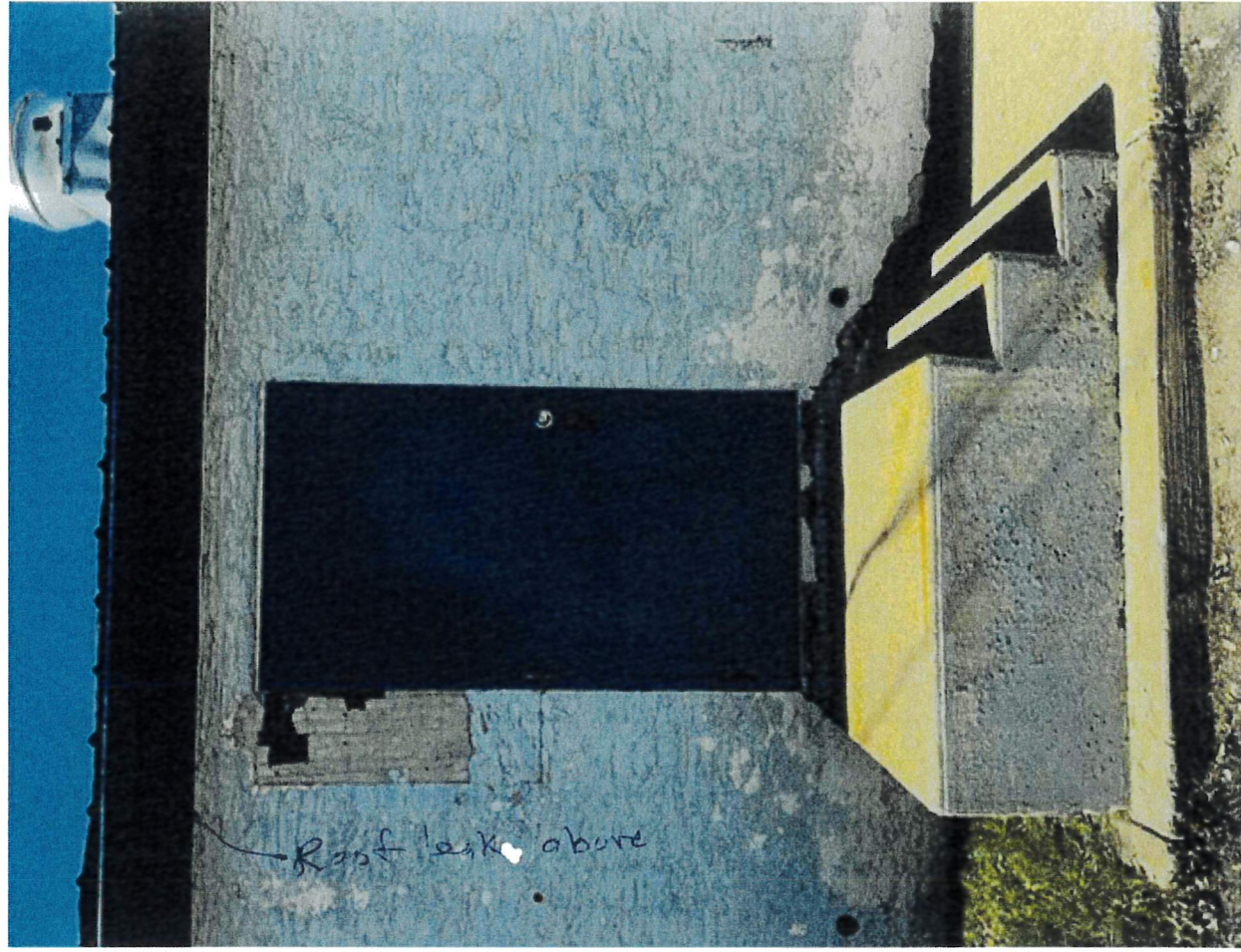
N. wall D/S next to PWF wall !!
⇒ Excess water ponding

13,



E. wall stucco & lath & plywood
in very bad shape

14



E. steps frost jacking

51



Badly damaged/ deteriorated stucco & plywood behind a wall assembly

91



E. Wall damaged stucco & water damage to stucco & behind



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:

Aug 20 Regional ARB re: RARB Recruitment Open Now - To Partner Municipalities - August 20 2026

Sept. 14 ABMunis re: Returning Officer Report - Alberta Municipalities Board of Directors 2026 Elections

Sept. 14 ABMunis re: Alberta Municipalities' Friday News - September 11, 2026

Sept. 14 PSES Police Review Commission re: PRC Update: July/August 2026

Sept. 15 CAO SRDRWC re: SRD - Special Meeting Agenda including Alberta Utilities Commission Decision

Sept 15 FCM Voice re: FCM Voice: New data linking economic growth and infrastructure investment | GMF's annual report | From the ground | and more

Sept. 16 ABMunis re: Alberta Municipalities' Convention: What you need to know!

Sept. 17 ABMunis re: Attend Technical Webinar on Police Funding Model

Sept. 21 ABMunis re: Alberta Municipalities' Convention: What you need to know!

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:

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 September 28th, 2026, Regular Council Meeting for the Town of Penhold



CAO