



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the June 22nd, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council approves the June 22nd, 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 June 22nd, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the June 22nd, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on July 20 with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the June 22nd, 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 July 27, 2026, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES



Town Council Chambers

June 22nd, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shaun Kranenborg

Tyrone Muller

Kathy Sitter

Staff:

Rick Binnendyk CAO

Bonnie Stearns, EA

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2 Adoption of the Agenda

2026-219

Councillor Sitter moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of June 8th, 2026, Regular Council Meeting Minutes

2026-220

Councillor Cunningham moved to approve June 8th, 2026, Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-221

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 June 4 - 16, 2026

2026-222

Councillor Denson moved that Council receives the Monthly Accounts for Online Payments from June 4 - 16, 2026, as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the month ending May 31, 2026

2026-223

Councillor Muller moved that Council receives the Investment Statement for the month ending May 31, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-224

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2026-225

Councillor Sitter moved to accept the Community Services' monthly report as information.

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2026-226

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Municipal Emergency Plan

2026-227

Councillor Galisky moved that Council accepts the Town of Penhold's 2025/26 Municipal Emergency Plan / Program Review Report as presented.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

8.1 Multiplex Concession Proposal

2026-228

Councillor Galisky moved that Council accepts Administration's recommendation to enter into a lease agreement with "The Weiner Takes All".

CARRIED UNANIMOUSLY

9. REPORTS from COUNCIL BOARDS AND COMMITTEES (formal reports)

10. BYLAW(s)

10.1 Bylaw 849/2026 Subdivision and Development Appeal Board – 1st reading

2026-229

Councillor Kranenborg moved that Council move to give first reading of Bylaw 849/2026 to establish a Subdivision and Development Appeal Board.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-230

Councillor Sitter 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.

2026-231

Councillor Denson moved that Council accepts the verbal reports as information.

CARRIED UNANIMOUSLY

2026-232

Councillor Galisky moved that Council direct Administration to investigate becoming a sister city with another community in Canada in the East Coast area.

CARRIED UNANIMOUSLY

2026-233

Mayor Yargeau moved that Council direct Administration to bring forward a proposal for a golf cart bylaw for consideration.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Q&A

14. CLOSED SESSION

15. ADJOURNMENT

2026-234

Councillor Muller moved to adjourn Council Meeting at 6:49 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Second Quarter Financial Statement

RECOMMENDATION:

That Council accepts the six-month financial report as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

That Council defers the second-quarter financial report back to the administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The attached report shows the Town of Penhold’s financial position compared to our budget figures at the ½ way point of the budget cycle. Most capital purchases have not begun as the capital budget was approved in April. Some of those projects have begun but the financials are not reflected in our statements. We have received \$4 Million in taxation, and we have received the debenture loan for \$3.5 Million all in the month of June.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at July 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO

BUDGET SUMMARY REPORT

For Period Ending 31-Dec-2026

Date : Jul 17, 2026 Time : 1:30 pm



BUDGET PROGRESSION		BUDGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
REVENUE							
ASSETS							
TAXES	-4,249,040.00	0.00	0.00	-4,329,050.22	0.00	0.00	-4,329,050.22
NEW GROWTH	-113,933.00	0.00	0.00	0.00	0.00	0.00	0.00
SALES OF SERVICES	-4,158,595.00	-929,787.04	-929,787.04	-755,577.48	-33,647.32	0.00	-1,719,011.84
DONATIONS	-14,000.00	-829.10	-829.10	-327.50	-812.95	0.00	-1,969.55
FRANCHISE FEES & INTEREST	-700,000.00	-194,942.53	-194,942.53	-147,523.24	0.00	0.00	-342,465.77
OTHER REVENUE	-3,632,700.00	-80,220.28	-80,220.28	-4,023,037.93	-178,600.00	0.00	-4,281,858.21
GRANTS & TRANSFERS	-1,944,869.00	-187,104.00	-187,104.00	-1,401,474.50	-4,068.00	0.00	-1,592,646.50
REQUISITIONS	-1,802,555.00	0.00	0.00	-1,739,850.64	0.00	0.00	-1,739,850.64
SALES OF ASSETS	-3,500.00	0.00	0.00	0.00	0.00	0.00	0.00
Total ASSETS	-16,619,192.00	-1,392,882.95	-1,392,882.95	-12,396,841.51	-217,128.27	0.00	-14,006,852.73
Total REVENUE	-16,619,192.00	-1,392,882.95	-1,392,882.95	-12,396,841.51	-217,128.27	0.00	-14,006,852.73
EXPENSES							
EXPENSES							
STAFF WAGES	3,861,226.00	729,151.83	729,151.83	940,034.28	156,921.39	0.00	1,826,107.50
COUNCIL WAGES	357,390.00	87,645.04	87,645.04	108,127.73	16,801.86	0.00	212,574.63
BENEFITS	612,738.00	164,636.76	164,636.76	214,945.56	28,502.26	0.00	408,084.58
TRAINING	198,511.00	26,340.68	26,340.68	28,092.16	879.36	0.00	55,312.20
REQUISITIONS	1,802,555.00	330,987.39	330,987.39	29,400.95	0.00	0.00	360,388.34
MILEAGE	18,311.00	6,403.60	6,403.60	3,503.68	1,232.05	0.00	11,139.33
MEMBERSHIPS	20,119.00	10,272.81	10,272.81	1,207.37	375.00	0.00	11,855.18
POSTAGE, PHONE AND FREIGHT	97,660.00	17,981.25	17,981.25	13,685.36	1,229.77	0.00	32,896.38
ADVERTISING AND PROMOTION	38,642.00	2,382.61	2,382.61	7,913.55	0.00	0.00	10,296.16
PROFESSIONAL SERVICES	328,105.00	89,444.15	89,444.15	77,494.06	10,219.84	0.00	177,158.05
MAINTENANCE	953,814.00	133,521.91	133,521.91	209,419.62	82,526.86	706.26	426,174.65
INSURANCE	168,278.00	169,564.00	169,564.00	0.00	0.00	0.00	169,564.00
CONTRACTED SERVICES	1,120,608.00	172,207.84	172,207.84	241,260.35	22,741.08	0.00	436,209.27
GOODS & SUPPLIES	593,067.00	98,784.31	98,784.31	79,346.55	3,662.83	706.26	182,499.95
UTILITIES	497,682.00	124,209.77	124,209.77	87,896.63	130.00	0.00	212,236.40
PROGRAM GRANTS	273,408.00	102,826.79	102,826.79	8,701.29	8,701.29	0.00	120,229.37
DEBENTURES	509,904.00	62,560.66	62,560.66	0.00	0.00	0.00	62,560.66
OTHER FEES & CHARGES (BANK & WRITE OFF	22,041.00	2,874.87	2,874.87	2,473.99	10.45	0.00	5,359.31
Total EXPENSES	11,474,059.00	2,331,796.27	2,331,796.27	2,053,503.13	333,934.04	1,412.52	4,720,645.96
CAPITAL							
CAPITAL PROJECTS	5,129,098.00	1,792,814.43	1,792,814.43	1,719,799.38	173,955.12	0.00	3,686,568.93
CONTRIBUTE TO RESERVES	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL	5,139,098.00	1,792,814.43	1,792,814.43	1,719,799.38	173,955.12	0.00	3,686,568.93
Total EXPENSES	16,613,157.00	4,124,610.70	4,124,610.70	3,773,302.51	507,889.16	1,412.52	8,407,214.89

BUDGET SUMMARY REPORT

For Period Ending 31-Dec-2026

Date : Jul 17, 2026 Time : 1:30 pm



BUDGET PROGRESSION	BUGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
Report Totals	-6,035.00	2,731,727.75	-8,623,539.00	290,760.89	1,412.52	-5,599,637.84

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: July 22nd, 2026

RECOMMENDATION:

That Council receives the CAO's report as information.

COUNCIL FOLLOW-UP/UPCOMING:

- August 12th is the ICF meeting with RD County.
- Aug 14th Grand Opening of Public Service Building
- Alberta Munis: has requested some minor changes to one of our resolutions regarding the percentage of voting. This information has been forwarded to Council and accepted for broadening the scope. A copy of this recommendation was sent and accepted by our seconder.
- Check the Council Calendar for upcoming events

Projects:

School:

- **Chinooks Edge:**
- No further info has been shared regarding the additional modulars coming to JD School.
- Joint Use Planning Agreement (JUPA) an update was provided. Our team is reviewing the changes.
- Penhold School; no further information on this.

Offsite Levies: no further updates. We will relook at this in the fall.

Development items:

- **Melcor:**
 - Development Agreement has been signed and funds committed to project from Melcor.
 - The park development draft has been back and forth with their engineering team.
 - Deep servicing review is complete, and our office has accepted the revised layout.
 - Stakes are in the ground, and work should be progressing as soon as the contractor is available. All areas are moving forward.
- There are lots of building activities occurring in the Melcor area.
- Waskasoo Ave northeast power poles consideration has been altered and after a number of discussions, we have decided to step back on placing the line underground at this time.
- Funds have been received for the old Fire Hall. The sale is now complete. We have been in discussion about recent zoning changes and development requirements.
- **Note of interest:** Last year we had nine new home starts to the end of June. This year we are currently sitting at 19. Last year's total for the year was 14 new starts.

Administration:

- With taxes now passed due, there have been 3% penalties placed on all outstanding current tax accounts. Staff say this year went very well with only a couple of minor queries coming forward.
- Bonnie has gone into our Filing Room and did some major purging and organizing. This was a project we have been discussing over the past couple of years. Now we need extensive time for scanning key documents into our system for ease of recall and releasing hard copies.
- A welcome package for new businesses has been in the making to assist new businesses coming into town. This is currently in draft form and will be added to our welcome of new business licenses and website. We wish to assist new businesses in getting the right tools for success.
- We are working on a short presentation for the upcoming ICF meeting.
- Our staff team has been working on some IT matters for our financial software to rectify transposition errors that are occurring. (This relates to our timesheets being back dated by a day.)
- Reviewed the GMF Funding Agreement for Safe Paths and Connectivity Improvements for the town. This has been now accepted, signed off and sent back. This program runs for the next 2.5 years with term ending end of 2028.

UPCOMING ITEMS OF INTEREST:

- Melcor development is anticipated to start with earth work very shortly.
- Intermunicipal Collaborative Framework (ICF) meeting with Red Deer County - August 12th. Penhold is hosting.
- Memorial Hall directive.

Presented at the July 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: CS July

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

Playgroup June attendance: June 3 (22 participants), June 10 (27 participants), June 17 (26 participants), June 24 (19 participants).

The rain moved June's Family Play Day from the planned outdoor activities into the library. Five participants, representing two families, stopped by to enjoy the activities while visiting the library. Attendance at our May and June Family Play Days typically declines as families become busier spending time outdoors and enjoying the warmer weather.

In collaboration with the Salvation Army, together, we have developed a program that combines elements of Salvation Army's food hamper program and weekend meal program. Families will be able to pick up food once per month at Penhold FCSS throughout the summer. This is meant to be coverage during the summer months while school is out.

Our first Summer Park Play of the season at HawkrIDGE Park welcomed 10 participants for a morning of connection and play.

Registration for Discovery Night continues to grow, with 36 organizations and clubs currently confirmed to showcase the many programs, services, and opportunities available in Penhold.

Attached is 'Community Service's Mid-Year Highlights' (Jan- June 2026).

Penhold Youth Club:

We raised over \$1,500 at our Canada Day Pancake Breakfast.

Penhold Youth Club has been selected to receive United Way funding for the next three years. While the funding amount is less than we initially requested, it provides a valuable boost to our operating budget. We will receive \$4,000 annually for three years. This marks the first time Penhold Youth Club has received funding from United Way.

We are pleased to welcome two new staff members to the Penhold Youth Club team. Addy Mower, a former Leader in Training (LiT) participant, has joined us in a casual staff position. Angela Chabot, who joins us from the Fitness Centre, has accepted our part-time staff position. We are excited to have both on our team.

Communication & Events:

Community Events

The annual Canada Day celebration was held on July 1, 2026, in partnership with the Penhold Youth Club (PYC), who hosted the pancake breakfast. The event was well attended, with more than 300 attendees enjoying a variety of family-friendly activities, including face painting, an international street performer show, caricature artist, crafts, games, and other entertainment. During the Canada Day Celebration, one guest shared with staff that Penhold's community events were one of the key reasons they chose to move to the community last year.

Planning and coordination continue for Fall Festival, including event logistics, sponsorship opportunities, entertainment, vendor coordination, volunteer coordination and promotional materials.

September 11 - 12 will include a variety of activities and entertainment, including:

- Suds-Station Show & Shine
- Craft Beer, Wine & Spirits Festival
- Entertainment on the Calgary Stampede Stage Friday evening and Saturday
- Carnival rides
- Friday evening fireworks at 9:00 p.m.
- Fall Festival Parade on Saturday at 11:00 a.m. (registration is currently open)
- Mayor Mike's Mini Marathon
- Pie & Fruit Roll-Up Eating contests
- Vendor market
- Food trucks
- Family activities and additional entertainment

Communications

Communications focus has been on public information, event promotion, and proactive community education.

Public education materials have been developed regarding the new dock at Penhold Commons Storm Pond, including information about appropriate uses, storm water ponds, and the aeration system in place.

Communication documents are being prepared for the Public Services Building Grand Opening and the development of the Memorial Hall Committee.

The radio advertising campaign started in late June and will be running through the first week of August on four of the top five ranked stations for the area, (Pattison Media stations 105.5 FM & 106.7 FM and Stingray stations 95.5 FM and 98.9 FM). The campaign's focus is to proactively

address the misconception that Penhold has high property taxes using accurate information regarding municipal taxation, services, and value. Matching printed information materials are being prepared for distribution to local builders and realtors to assist in providing accurate information to prospective residents and property buyers.

UPCOMING ITEMS OF INTEREST:

August 4 - 7: Kids Summer Camp Week 3

August 5: Summer Park Play - Penhold Waskasoo Middle

August 11: Family Fun Night at the Museum

August 20: Summer Park Play – Critter's Corner

August 25: Penhold Discovery Night

September 11 & 12: Fall Festival

CAO COMMENTS:

Presented at the July 27, 2026, Regular Council Meeting for the Town of Penhold.



CAO

Community Services

2026 Mid-Year Highlights



Family & Community Support Services

Penhold Family & Community Support Services (FCSS) offers a variety of programs, and information/referrals for all ages.



Math Chefs



Program Highlights:

Math Chefs: This newly introduced program in Penhold was offered in partnership with the Henday Association for Lifelong Learning. Three families participated in the inaugural session, combining hands-on cooking with practical math skills while preparing delicious recipes. The program received positive and tasty reviews from participants.

Mental Health Week: In recognition of Mental Health Week, updated Mental Health bookmarks featuring local and regional support resources were distributed to businesses and medical offices to increase awareness and access to support. FCSS also hosted two outreach days in the Multiplex lobby, sharing resources, connecting with residents, and distributing Smile Cookies to promote positive conversations about mental health and well-being.



Craft & Connect



Seniors Week
'Perches & Palettes'

Community Events

The first event of 2026, the **Easter Eggstravaganza**, was a tremendous success with over 400 people stopping by the Multiplex Gymnasium to enjoy photos with the Easter Bunny, cookie decorating, bouncy houses, crafts and the Little Hopper area. This event was offered at no charge and many local residents invited friends from other communities to enjoy the event with them.

The **Canada Day** event at Lincoln Street Rec was held the morning of July 1. EQUS once again supplied the BBQ to cook sausages and pancakes. PYC organized the Pancake Breakfast as a fundraiser for the program. The come and go activities featured face painting, a caricature artist, outdoor games, bubbles, and an entertaining performance by international performer Corey Pickett, providing something for everyone.



Easter
Eggstravaganza



Canada Day



130

Youth
Registered

979

LiT Volunteer
Hours at PYC

\$10,098

Jan-June
Fundraising

Penhold Youth Club (PYC)

More than 70 youth participated in the five field trips in May and June. These included visits to Heritage Park, Gellyball, Alberta Sports Hall of Fame, West Edmonton Mall Waterpark & Galaxyland, Flying Squirrel, and CrossIron Mills. *PYC is grateful for the generous support from the community, which helps make these valuable experiences possible.*

In June, PYC celebrated its Grade 12 students as they prepared for the next chapter of their journeys. When asked about their favourite part of PYC, students shared the following reflections:

"The staff, you always made me feel welcome & encouraged me."

"This is where I made my friends."

"Too many good memories to name just one."

"I loved everything about PYC, but for me, what made it especially meaningful was the LiT program."



PYC



PYC



PYC

Staying Connected

The Town of Penhold, Penhold FCSS and Penhold Youth Club (PYC) social media pages are a source of information for residents.

Facebook
followers:

4033 TOP

537 PYC

1045 FCSS

Instagram (TOP)
1477 followers

E-NEWS
subscribers
495

So much more to come...

Penhold Discovery Night
PYC Open House
Fall Festival
Community Christmas
Workshops/ Presentations
Afterschool programs for
grades 1-3
Family programming
Seniors programming
and more!



www.townofpenhold.ca



REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of June

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

Is the Fire Department prepared to deploy to any potential provincial disasters?

- The Fire Department has been audited and passed by Alberta Wildfire in preparation for deployments. Alberta Wildfire determines whether or not a municipality is eligible for any provincially operated disasters and their audits include:
 - o Maintenance records of apparatus and pumps
 - o Inventory checks of deployment kits and 72 sustainability tests
 - o Training records and checks of deployable members which includes substantial additional training beyond municipal firefighting
 - o Equipment testing records
- Deployment however, is contingent upon multiple factors such as current risk to home community, availability of personnel, apparatus availability. We are ready to go if required.

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, 4 Lieutenants, 1 Captain (one on leave of absence), 2 Deputy Chiefs, and one Chief.

New Cadets arriving in September.

In June 2026, the Fire Department responded to a total of 17 calls:

- Rescue & EMS: 10 (58.82%)
- Fire: 2 (11.77%)
- False Alarm: 3 (17.65%)
- Good Intent Call: 1 (5.88%)
- Service Call: 1 (5.88%)

Compared to May (16 calls): ↑ 1



Training:

- 14.5 hours of pre-scheduled training took place in June
- 18 additional hours of auxiliary training (live fire training, courses, etc) took place in May

Notes:

- We hosted the Lifeskills classes from Penhold Crossing and the Penhold Waskasoo in mid-June, the first public tour/event at the new Firehall.
- Three members competed in the Calgary Stair Climb mid-June alongside City of Red Deer and Red Deer County members.

Events:

- Cadet year end wrapped up June 17th with a scholarship awarded.
- Spray days are coming July 25th, August 8th, and August 22nd
- Two summer field trips are planned for kids 5-7 and 7-9 in July.

Maintenance:

- Generators and light engines have been serviced
- Ladders have been tested with one 28 foot extension ladder failing. Replacements being considered.
- 14 hours of in house maintenance (performed by the firefighters) took place in June
- 43 post trip apparatus checks were performed in May

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.

Operations:

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (June 2026)

Top reported incidents:

- Unsightly Premise: 5
- Abandoned Vehicle: 3
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 30

Compared to May (38 incidents): ↓ 8 incident

MUNICIPAL ENFORCEMENT – CITATION TYPES (May 2026)

Citations issued:

- Fail to obey stop sign: 3
- Registration: 2

Total Citations: 10

Compared to May (19 citations): ↓ 9 Citations

Emergency Management:

Multiple flooding events in late June spurred responses from our regional Emergency Management Team to assist in response and recovery of flooded municipalities.

UPCOMING ITEMS OF INTEREST:

CAO COMMENTS:

Presented at the July 27th, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of July

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

The new concession Leasee is currently out of the country on vacation but will be back mid-August to sign the agreement. They plan on being open at the beginning of September.

MONTHLY UPDATE:

Arena –

Ice making started with us turning the Ice Plant on June 30th and cooling the concrete slab down over Canada Day. We were able to put down our first light pebble coats of water Thursday July 2 and a few good hose floods later in the afternoon. The white paint went down on Saturday July 4th and we took the weekend to seal in the white well, then put the lines and logos in the ice on July 6th. The rest of the week until July 12th was just trying to build the ice and make it thick enough to skate on. The staff did an amazing job of getting the ice ready as they always do. In the process of making ice, we put a total of roughly 57,000 L of water on the slab to make our ice skateable this year.

We took a bunch of videos of the ice making process, so you can expect to see those on the website or social media.

Our First ice time was on July 13th and so the season begins.

Gymnasium – The Gymnasium floor was worked on as we had some wheelchair rugby lines painted on the floor before they were refinished to allow for more tournaments by our regular wheelchair rugby group. They have been using our facility for a few years now and we thought that a few more lines wouldn't hurt on the floor for such a deserving group.

Facility Stats – In June, roughly 43,782 kWh of power was produced with our solar panels reducing our carbon footprint by approx. 30,644 kg; saving us roughly \$4,815.91 in power.

In June we had roughly 7,429 people pass through the front doors of the building.

Fitness -

	June 2025	June 2026
MEMBERSHIP SALES	\$8,294.75	\$7,859.00
DROP-INS	\$322.00	\$265.00
TRAINING	\$1,761.00	\$794.00
DROP IN GYM	\$50.00	\$366.00
TOTAL REVENUE	\$10,427.75	\$9,254.00

A total of **30** fobs were issued for 24-hour members in the month of June.

The Fitness Centre had **47** new members for the month of June.

The Fitness Centre is doing well for summer. Regular class members are staying consistent. We did \$5 drop in for select classes through June and this will continue to the end of July. Fitness Classes running in June were In the Zone, Pilates Fusion, Zumba, Pilates Barre, Early Burn, Fit Fusion Bootcamp, Pump It Up, Step, Pure Strength, Fierce Fitness, Peaceful Yoga, Stretch & Release, Game Of Gains, and Cardio Kick.

Gym activities ended this month for the summer. Open Gym will start in August and all other activities will start in September.

	June 2026	Totals 2026
Penhold Sr Track Users	26	624
Kids Gym	55	592
Staff Fitness Usage	31	161
Penhold Fire Dept	13	83
Pickle Ball	50	405

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

UPCOMING ITEMS OF INTEREST:**CAO COMMENTS:**

Presented at the July 27, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of June 2026

RECOMMENDATION:

That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

WATER:

- Water consumption as of June 30th was 27,359 m³, an increase of 8% compared to June of last year.
- Monthly water meter readings were completed on June 15th.
- Currently, 48% of utility accounts are enrolled in e-billing.
- No new water meters were installed during June.
- The second-quarter THM (Trihalomethane) sample was collected on June 2nd.
- On June 3, staff repaired a hydrant on Windsor Drive.
- Annual spring hydrant flushing was completed on June 3rd, 4th, 9th, 11th, 12th, 16th - 19th, 22nd, 23rd, 25th, 26th, and 29th.
- Staff are continuing the annual water main valve turning program, in designated areas, throughout the community.

SEWER:

- As of May 31st, sewer flows were 22,146 M³ for the month. This is down 21% in comparison to May last year.
- Sani Dump had 102 credit card users and 17 token users for the month of June.
- June 10th, staff pulled and reseated Pump 1 at BLS as it was spraying around the seal connection.

SRDRWC:

- Operators completed 151 hours of work on the Regional Water System in June, including two after-hours callouts.
- SRD Operations Meeting was held on June 9th in Olds.
- June 25th, staff pumped out ARV vaults along the SRD Line
- June 25th Operators were called to investigate a manhole possibly overflowing near WLS #3 in Red Deer following a rain event. No leaking ARV was found after

vacuuming out the vault with a Vac Truck and deemed to be ground water. Staff are monitoring the manhole during their daily checks.

TRANSPORTATION:

- June 1st, staff assisted at the Multiplex with ice removal.
- June 8th, staff painted elevator signs curbs.
- June 9th, staff drilled holes for signage and funnel ball poles for Penhold Waskasoo Middle School.
- June 18th, Fortis light poles for pathways were delivered to the yard.
- Gravel on Fleming Avenue, and the road north of the new shop was treated for dust control.
- **Maintenance of Equipment:**
 - June 8th, staff serviced the generator set on the Fire Dept. Ladder Truck.
 - Tire Pressure Monitoring Sensors on #13 was replaced.
 - Differential and transfer case oils were changed on most pickups
 - Several Flat tires were repaired
 - Routine Grader maintenance was completed.
 - June 30th, Unit #7 was identified with a leaking axle seal and failing wheel bearing.

STORM:

- June 11th, staff picked up and installed the fountain at Tranquility Park.

PARKS & RECREATION:

- **Sports Fields**
 - Staff lined soccer fields on June 8th and 23rd.
 - Ball diamonds were dragged and lined on June 1st, 2nd, 4th, 5th, 8th - 11th, 15th - 18th, 23rd - 25th, and 30th.
- **Parks**
 - Garbage cans were changed out on June 1st - 3rd, 8th, 10th, 11th, 18th, 23rd, 24th, and 30th.
 - Mowing was completed on June 3rd - 5th, 8th, 9th, 11th, 12th, 15th, 16th, 18th, 19th, 23rd - 26th, and 30th.
 - Weed whacking was completed on June 1st, 3rd, 5th, 10th, 12th, 15th - 17th, 22nd, 23rd, 25th, and 26th.
 - Flowers were picked up on June 1st and planted on June 3rd - 5th.
 - Pruning was completed on June 8th - 11th, 22nd, 25th, 26th, and 30th.
 - Rocks at Hawkridge were swept up on June 10th, 18th, 24th, and 30th.
 - Weeding of shrub and flower beds was completed on June 25th and 26th.
 - Staff worked on installing The Penhold Commons Dock on June 5th, 8th, and 15th.
 - Playground inspections were completed by an engineer on June 15th, and playground repairs were completed on June 16th.
 - Monitoring and removal of caterpillars was completed on June 3rd and 11th.

- Mulching was done on June 2nd.
- June 5th, Electrician was brought out to repair Receptacles on the Gazebo
- June 30th, Canada Day supplies were transported to the Rec Centre.
- **Splash Park**
 - June 30th, AHS completed an inspection of the Splash Park with satisfactory results.
 - Staff are exploring options for a new train-themed play structure and are reviewing available grant funding opportunities. This item will be completed and submitted for consideration in the 2027 budget. The existing train structure was removed after the fiberglass began to deteriorate, creating safety concerns for children using the equipment. Quotes received to refurbish the existing train are comparable to the cost of replacing it with a new playground structure. The train was originally used in the children's area of a fast-food facility before being acquired and installed at the Splash Park prior to its grand opening in 2008. Since that time, it has remained outdoors and exposed to the elements. Photos highlighting issues are attached in a separate document.

MEMORIAL HALL:

- For the month of June there were eight bookings in Memorial Hall, with three additional bookings scheduled for July.
- Staff washed the exterior deck on June 19th.

GARBAGE:

- Compost bins were pushed in on June 1st, 2nd, 5th, 8th - 12th, 15th - 19th, 22nd - 26th, 29th, and 30th.
- Spring Cleanup ended on June 1st, and staff cleaned up the Spring Cleanup site on June 3rd. 34 tons of garbage was hauled away during this year's event. That is 16 tons less than in 2025.

RV Park:

- From June 5th to 8th, staff provided coverage at the RV Park while the caretakers were away.
- For the month of June, there were 118 RV Park bookings.
- In June, the RV Park recorded 961 occupied site nights, representing 48% capacity.
- Out of the 67 total sites, the minimum nightly occupancy was 21 sites, the maximum was 51 sites, and the average was 32 sites per night.

ORGANIZATIONAL:

- Management attended the LGAA Conference from June 15th to 19th.
- On June 8th, three Operators attended the AWWOA Golf Tournament, providing an opportunity to network with industry peers and companies.

UPCOMING ITEMS OF INTEREST:

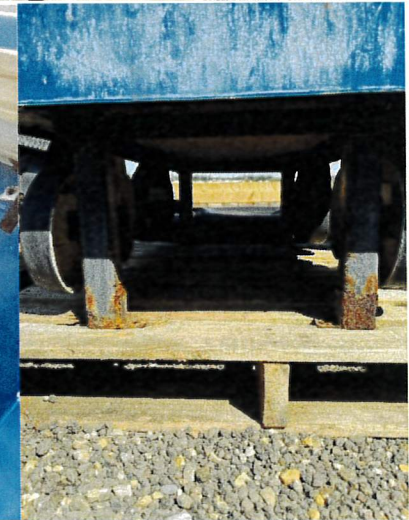
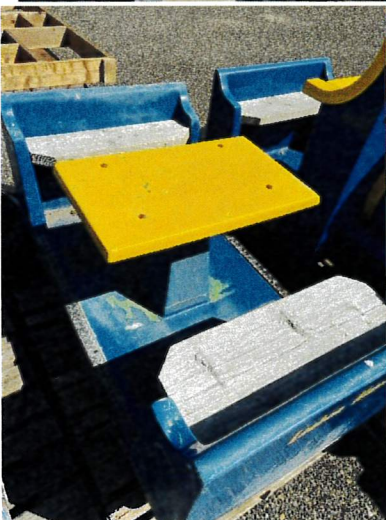
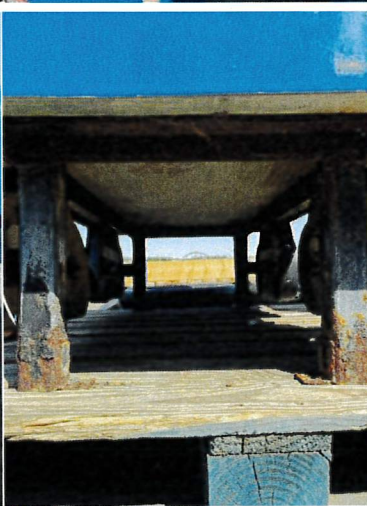
- A section of storm line on Minto Street is to be relined in 2026, following posting on APC.
- Road repairs by contractor and operators.
- Installation of the Penhold Commons dock.
- Security cameras and electric locks to be installed at the Penhold Commons washhouse.
- Garbage bin enclosures are to be constructed at Memorial Hall, the Multiplex, and the RV Park.
- Construction of the Dog Park laneway and parking lot.
- The Operations Facility grand opening is scheduled for August 14th.
- The RV Park is open from May 1st to October 13th.
- The Splash Park is scheduled to operate from May 29th to September 7th.

CAO COMMENTS:

Presented at the **July 27th, 2026** Regular Council Meeting for the Town of Penhold



CAO







REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Information related to the formal five-year golf cart pilot project

RECOMMENDATION:

That Council accepts the report for information.

KEY ISSUE(S)/CONCEPTS DEFINED:

The Province has established a five-year pilot project relating to golf cart bylaws allowing municipalities to permit golf carts on designated public roads, but only after passing a compliant bylaw and obtaining approval from the Province of Alberta.

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 updates report.

DESIRED OUTCOME(S):

Accept as information for future consideration should a golf course or waterfront development come to Penhold.

RESPONSE OPTIONS:

Request further information from administration

IMPLICATIONS OF RECOMMENDATION:

Financial Implications:

- Traffic and route assessment
- Public engagement
- Regulatory signage
- Permit administration setup
- Annual data collection and reporting

GENERAL:

The Pilot Project (Golf Carts) Regulation (AR 114/2024) allows participating municipalities to authorize golf carts on designated municipal roads through local bylaw. The project runs for five years and is subject to Provincial evaluation and approval. The project has been focused towards providing a low-speed transportation option for residents to access golf courses, lake developments or waterfront, and other resort style amenities.

The first question to be answered for the Province: What is the purpose of the bylaw?

If approved, golf carts may:

- Only be operated on designated roadways
- Only be operated during the daytime
- Only operated on roads with speed limits of 50km/hr or less
- Only be operated if road worthy, insured, and permitted
- Only be operated within the rules of the road under the Traffic Safety Act

Before approval, a traffic study, comparative review, insurance and liability review, public engagement, RCMP engagement would need to be conducted.

Key risk considerations include:

- Restrictions around school zones
- Restrictions on truck routes
- Restrictions on uncontrolled highway crossings
- Restrictions on highways
- Restrictions on railway crossings

Administration has analyzed golf cart bylaws in numerous communities within Alberta and noted they restrict golf cart usage to roadways immediately adjacent to golf course, marinas, and lake front docks.

Presented at the July 27th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Swearing In of Deputy Mayor Ken Denson

RECOMMENDATION:

That Council appoints Councillor Ken Denson as Deputy Mayor, for the term beginning July 2026 and ending February 2027.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

To ensure all Councillors are assigned the Deputy Mayor role during their tenure.

RESPONSE OPTIONS:

That Council does not follow alphabetic the Swearing in of a new Deputy Mayor at this time.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

At the beginning of the elected term, Council was assigned an eight month period where they would fill the role of Deputy Mayor. Councillor Denson's role begins in July.

FOLLOW UP ACTION:

Switch photos around on the Council wall.

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 27, 2027 Regular Council Meeting for the Town of Penhold

A handwritten signature in dark ink, appearing to be the initials 'RH' or similar, positioned above a horizontal line.

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Sister City Program

RECOMMENDATION:

That Council accept the Sister City Program summary report as information.

CAO COMMENTS:

A Sister City relationship is best viewed as a long-term commitment rather than a symbolic designation. While it can create meaningful cultural, educational, and economic opportunities, it requires ongoing municipal resources, community participation, and sustained engagement to remain active and beneficial.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Participation in a Sister City Program supports community engagement, cultural awareness, and opportunities for economic and tourism development.

DESIRED OUTCOME(S):

Council provides direction regarding the Town's interest in exploring and potentially establishing a Sister City partnership.

RESPONSE OPTIONS:

1. Receive the report for information.
2. Direct Administration to investigate potential Sister City partnerships and report back with recommendations, costs, and resource requirements.
3. Decline to pursue a Sister City Program at this time.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Financial, administrative time, and community involvement

GENERAL:

At its June 22 Regular Council meeting Council directed Administration to investigate a Sister City Program.

A Sister City relationship is a formal partnership between two municipalities in different countries intended to promote cultural understanding, educational exchange, economic cooperation, tourism, and people-to-people connections. The relationship is typically established through a formal agreement or Memorandum of Understanding (MOU) signed by the elected leaders of both communities.

While often viewed as ceremonial, successful Sister City partnerships are designed to be long-term relationships that involve ongoing exchanges and collaborative activities between the two communities.

There is no federal Canadian program or legislation governing Sister City relationships. Municipalities are generally free to establish these partnerships through a Council resolution and a formal agreement with the partner municipality. The specific process is determined by the participating municipalities.

Typically, municipalities:

1. Identify a potential partner community.
2. Assess compatibility and mutual benefit.
3. Obtain Council approval.
4. Develop and sign a formal agreement or MOU.
5. Establish an ongoing framework for exchanges and activities.

Before entering a Sister City relationship, municipalities often consider whether the prospective partner shares:

- Similar population size or community characteristics.
- Comparable economic sectors or industries.
- Cultural or historical connections.
- Educational institutions that could support exchanges.
- Tourism opportunities.
- Existing community, family, business, or cultural ties.

A successful Sister City partnership may provide:

- Cultural exchange opportunities.
- Student and educational exchanges.
- Tourism promotion.
- Business and trade networking.
- Community development partnerships.
- Enhanced international profile and relationship-building.
- Opportunities for residents, organizations, and community groups to engage internationally.

Council should recognize that establishing a Sister City is not simply a ceremonial act. Successful partnerships generally require:

- Staff coordination and administrative support.
- Ongoing Council commitment.
- Communication with the partner municipality.
- Planning and hosting delegations.
- Participation in reciprocal visits and events.
- Community organization involvement.
- Budget allocations for travel, hosting, and promotional activities.

Many Sister City agreements become inactive when there is insufficient volunteer capacity, staff resources, funding, or community interest to sustain the relationship over the long term.

Before proceeding, Council may wish to evaluate:

- What specific benefits are expected for residents and businesses?
- Is there a clear strategic reason for selecting the proposed community?
- Are there existing cultural, historical, educational, or economic connections?
- What staff time and budget resources will be required?
- Who will coordinate and maintain the relationship?
- How will success be measured?
- Is there sufficient community support to sustain the partnership over several years?

FOLLOW UP ACTION:

As directed by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 27, 2027 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Penhold & District Library Board Member Appointments

RECOMMENDATION:

That Council appoint the following individuals to the Penhold & District Library Board for the specified terms:

- Alisha Benedict – term expiry date January 28, 2029
- Brandi Filipchuk – term expiry date April 26, 2029
- Crystal Schening – term expiry date April 26, 2029

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:

To be compliant Section 4(1) of the *Libraries Act* states that the only body that can appoint or unappoint members to a municipal library board is the council that created that board.

GENERAL:

At its May 25, 2026 Regular Council meeting, Council accepted the Penhold & District Library Board's list of board members and the length of term as presented.

In an email shared with Penhold Library Manager and Rick, May 6th, 2026, it states the previous council minutes appointing Board members is not recorded correctly. As per Section 4(1) of the *Libraries Act* it states that the only body that can appoint or unappoint members to a

municipal library board is the council that created that board. This means that Town Council minutes are of no use if the motion reads “accept or approve” the Board request; Council must appoint.

Also, Section 4(5) of the *Libraries Act* allows municipal board members to be appointed to a term of no more than three years, not the five years indicated in past correspondence with the Library.

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 July 27, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Parkland Foundation
- 2025 Annual Report

RECOMMENDATION:

That Council accepts the Parkland Foundation 2025 Annual Report 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:

The Foundation ensures Council is apprised of and accepts its 2024 Annual Report as per their year-end process.

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:

If Council provides any directive, advise Parkland Foundation.

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 27, 2026 Regular Council Meeting for the Town of Penhold

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

CAO

ANNUAL REPORT 2025



THE
BETHANY
GROUP

PREPARED BY THE BETHANY GROUP

PARKLAND
FOUNDATION



A MESSAGE FROM THE BOARD CHAIR

It gives me great pleasure to share our 2025 annual report to the community. On behalf of the Board of the Parkland Foundation we are very thankful to have had the opportunity to serve our residents and their families! Our seniors are the foundation that our communities have been built upon and they deserve to be well taken care of.

The 2025 Municipal elections brought many changes to our board. Our long-standing Board Chair Connie Huelsman stepped away from public service. Her leadership and commitment to seniors in the Red Deer County service area was unwavering. Her passion for our work was inspiring and I will do my best to follow her footsteps. I extend thanks from the community to not only Connie, but to Sandy Gamble, Dale Dunham and Jul Bissel for their service.

We would also like to acknowledge Board member Tim Wilson who passed away in February 2026. Tim served on Parkland Foundation from 2013 to 2025. He was an amazing advocate for seniors and is deeply missed.

The key word, for me, in Parkland Foundation is foundation. With a strong foundation, passionate and knowledgeable workers and quality materials, a durable and robust structure is built. There are new faces on our board, with elected officials from Innisfail, County of Red Deer, Penhold, Bowden, Delburne, Elnora and everyone comes with a desire to fulfill the needs of some of our community's most vulnerable. Combine this with the amazing staff of The Bethany Group and funding from our Provincial Government we can work together to bring quality homes and care to our seniors.

BOARD OF DIRECTORS

OUTGOING BOARD

CONNIE HUELSMAN – CHAIR
SANDY GAMBLE – VICE CHAIR
DALE DUNHAM
KEN DENSON
TIM WILSON
JUL BISSELL

2026 BOARD

KEN DENSON – CHAIR
CARLY HANSEN – VICE CHAIR
LYLE MCKELLAR
AMANDA PEFFERS
KATHY FAULK
GAIL MOISE

Thank you to everyone for their
dedication and commitment.

KEN DENSON

BOARD CHAIR
PARKLAND FOUNDATION

A MESSAGE FROM THE CAO

It is an honour to share with the community the work that continues to be completed by Parkland Foundation (PLF) to support the seniors who reside in our lodges and seniors' housing units and their importance to our communities.

We continue to see full occupancy at Autumn Grove Lodge with a 'healthy waitlist'. This not only demonstrates the need for this service in our community but also the wonderful environment that our residents and staff create. We also have high occupancy in the various seniors self-contained and community housing sites throughout the Parkland service area.

That warm and welcoming environment in the lodge and seniors self-contained buildings is also measured in a variety of legislated ways. Many audits take place to ensure that the lodge and housing sites and PLF as a Housing Management Body are accountable to the expectations of the people who we serve and to our provincial government. Audits in the lodge such as Accommodation Standards with important measures such as menu and nutritional requirements, and resident safety and security; in sites where care is provided Continuing Care Health Service Standards also apply; then in all sites there are Public Health and Occupational Health and Safety Audits to ensure we have strong safety and health practices in place; important as well are the financial audits which occur each year from an external auditor and which are approved by the Board. The results of these audits are important indicators of baseline compliance and are shared with the provincial government, participating municipalities and other stakeholders.

While we are pleased to meet standards requirements, we continually want to achieve more for the seniors who choose Autumn Grove or our seniors self-contained buildings as their home. This includes staff participation in ongoing education opportunities to enhance their skills and their abilities to 'bring their best selves to work'.

2025 saw a ministry name change, with the Ministry of Assisted Living and Social Services (ALSS) being created and Assisted Living Alberta (ALA) coming into being on April 1, 2025. With continuing care now being part of the same ministry as housing and lodges, there is the potential for service enhancements across the spectrum. Administration has been pleased to be invited to take part in working groups to look at recommendations from the provincial lodge program review and share our operational experience with changes that may be needed to support quality seniors' living in our lodges. We also work individually and within our industry associations to advocate for the needs that we see within the ALSS service streams. Our Stakeholder Relations Advisor was invited to speak, together with Government of Alberta staff at the Alberta Municipalities Convention on Housing Management Bodies and their roles – this was an important topic considering the many changes that took place with municipal elections this year.

I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodges warm and inviting homes. I also share my thanks with the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals, and enjoyable activities. The lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like. We are also pleased to be able to provide quality, affordable housing for seniors in the Parkland service area.

The Bethany Group is proud to provide the administrative function for Parkland Foundation (PLF) and we thank the PLF Board for their ongoing support of Administration for Autumn Grove Lodge in Innisfail, and Seniors Self-Contained and community housing in Innisfail, Bowden, Penhold, Delburne and Elnora. I share my appreciation for the outgoing board members and welcome the new members to the PLF Board. It is a privilege to serve together, and I look forward to furthering the development of our caring communities!

Respectfully,

CARLA BECK

CEO, THE BETHANY GROUP
CAO, PARKLAND FOUNDATION

BUSINESS PLAN 2026-2028

YEAR ONE ACCOMPLISHMENTS

OUTCOME # 1

CAPITAL MAINTENANCE AND RENEWAL (CMR) AND NEW CAPITAL

In April 2025, \$130,000 was awarded to address sidewalk repairs and renovations in community housing. This funding has carried-over to 2026.

The Foundation recognizes that with the increasing senior population in Alberta, good planning to meet projected increased demand is extremely important. Funds were set aside in 2024 to assist in the planning process. While this formal work has not started, the board is discussing community needs regularly and watching for opportunities.

An amenities, furniture, fixtures and equipment assessment process has been initiated. This will inform future planning and budgeting and is focused on enhancing the overall resident experience.



OUTCOME # 2

THE RESIDENT EXPERIENCE

Parkland Foundation is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

2025 saw continued progress in the Admission and Move-Ins: A Welcoming Experience quality improvement initiative. Implementation of standardized checklists for all sites and updates to welcome books are nearing completion.

The 2024 Meal-Time Experience initiative continues to have a positive impact on resident services. A 30-day review period prior to seasonal menu changes and feedback opportunities from residents help make the dining experience something to look forward to.

Resident activities have benefited from staff participating in professional development. We also would like to thank all those who volunteer their time to bring new experiences and entertainment to the lodge.

OUTCOME # 3 COMMUNITY CONNECTIONS

Parkland Foundation is monitoring legislative changes and best practices in the continuing care and affordable housing sectors of Alberta. Assisted Living Alberta was established by the Province on April 1, 2025 and the Foundation is looking for opportunities for improved coordination of the delivery of services to our residents.

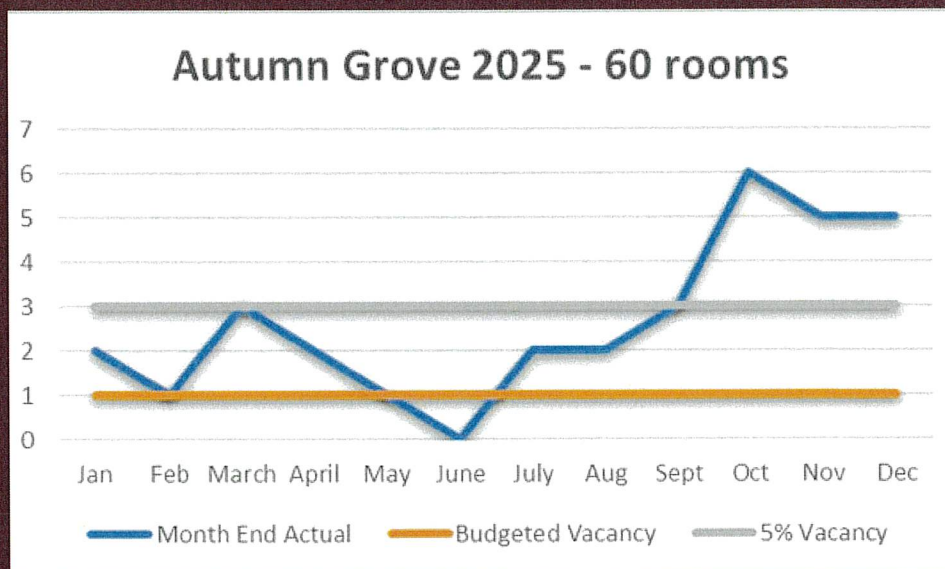
Applications have been made regarding in-house Home Care services and Adult Day Support programming. No decision on these applications from ALA has been communicated at this time.

OUTCOME #4 SUSTAINABLE OPERATIONS

Parkland Foundation looks to find a balanced approach to offering fair and affordable rent and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and inflationary pressures are top-of-mind issues for our lodge.

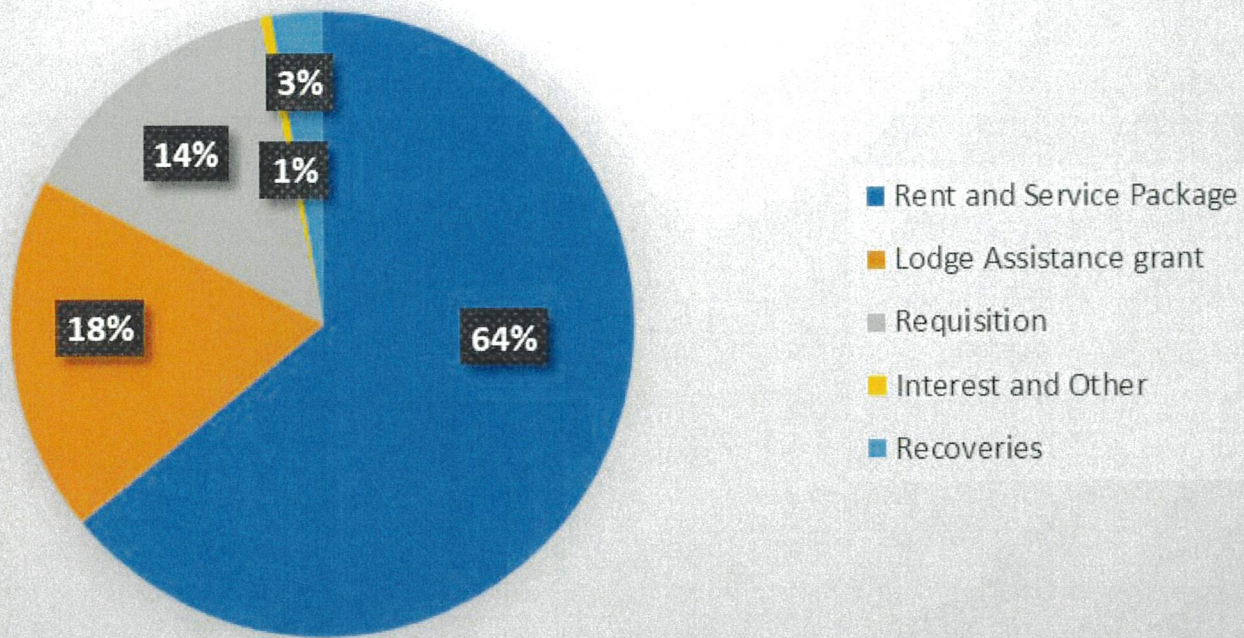
Occupancy at Autumn Grove remains strong. Fluctuations in occupancy in 2025 have been attributed to move-outs clustering in the same quarter, with corresponding move-ins occurring in early 2026.

Occupancy in the Seniors Self-Contained Apartment program was 93% at year-end.



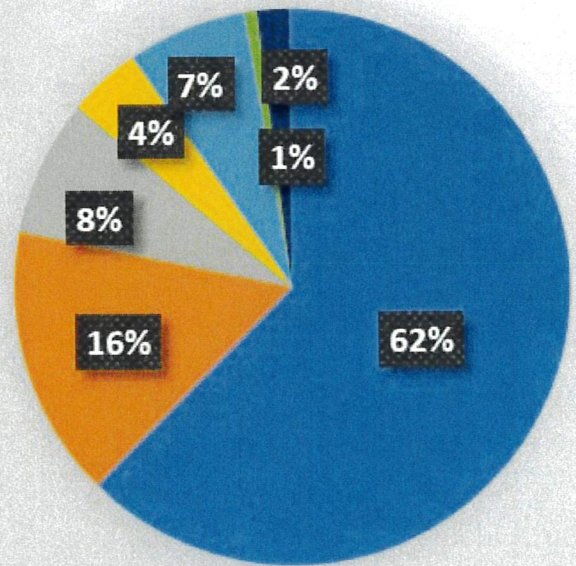
Parkland Foundation would like to thank the Ministry of Assisted Living and Social Services for increased funding support available through the Lodge Assistance Grant Program. The per day amount, combined with the number of eligible residents living at the lodge resulted in an additional \$44,000 to fund lodge operations.

PARKLAND FOUNDATION 2025 REVENUE



PARKLAND FOUNDATION 2025 EXPENSES

- Wages and Benefits
- Food and Kitchen supply
- Utilities
- Administration fees
- Maintenance
- Supplies, Laundry, Equipment
- Insurance and other



To view the full 2025 Financial statements, please visit our website at www.parklandfoundation.ca



CONTACT US



403-227-3745



info@parklandfoundation.ca



www.parklandfoundation.ca



@ Autumn Grove Lodge

THE
BETHANY
GROUP

PARKLAND
FOUNDATION



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Rick Binnendyk

SUBJECT: Bylaw 849/2026 Subdivision and Development Authorities Bylaw – 2nd & possible 3rd reading

RECOMMENDATION:

1. That Council move to give second reading of Bylaw 849/2026 to establish a Subdivision and Development Appeal Board.
2. That Council move to give third and final reading of Bylaw 849/2026 to establish a Subdivision and Development Appeal Board.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 849/2026 to Subdivision and Development Authorities Bylaw for further discussion.

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Accepts the change as presented.

GENERAL:

At its June 22nd Regular Council meeting, Council gave Bylaw 849/2026 first reading.

ORGANIZATIONAL:

Administration

FINANCIAL:

There is no financial implication.

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 27, 2026 Regular Council Meeting for the Town of Penhold

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

CAO

**TOWN OF PENHOLD
BYLAW NO. 849/2026**

A BYLAW OF TOWN OF PENHOLD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended requires a municipality to establish a subdivision and development appeal board by bylaw or to authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of Town of Penhold considers it beneficial to enter into an agreement with Red Deer County for the purpose of Red Deer County providing subdivision and development appeal board services for Town of Penhold.

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

SHORT TITLE

- 1) The title of this bylaw shall be the "SDAB Services Bylaw."

DEFINITIONS

- 2) Except as otherwise provided, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 3) In this Bylaw, the following terms shall have the meanings shown:
 - a) "Act" means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed.
 - b) "Agreement" means the Subdivision and Development Appeal Board Services Agreement executed by the Municipality and Red Deer County and amended from time to time.
 - c) "Board" means the Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw.
 - d) "CAO" means the Chief Administrative Officer appointed by Council of Town of Penhold under section 205 of the Act.
 - e) "Member" means a person appointed to the Board.

- f) "Municipality" means the Town of Penhold.
- g) "Red Deer County CAO" means the Chief Administrative Officer appointed by Red Deer County Council under section 205 of the Act.

ESTABLISHMENT

- 4) The Board is established for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of services to the Municipality, by Red Deer County.

AGREEMENT

- 5) The CAO is hereby delegated the authorization to enter into an Agreement with Red Deer County to establish and provide services of the Board respecting matters including but not limited to:
 - a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,
 - e) eligibility to be a Member,
 - f) meetings and hearings of the Board,
 - g) panels of the Board,
 - h) conflict of Interest, Bias, and Confidentiality of Members,
 - i) remuneration for Members, and
 - j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator's website,
 - k) presiding officers,
 - l) preliminary hearings,
 - m) administration and records
 - n) appointment, powers, and duties of the clerk,
 - o) the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and
 - p) severability.

POWERS AND DUTIES OF BOARD

- 6) The Board shall hear and decide upon appeals made with respect to a decision made by the Municipality's Subdivision Authority and the failure or refusal to make a decision by the Municipality's Subdivision Authority in accordance with the Act.

- 7) The Board shall hear and decide upon appeals made against a decision or order made by the Municipality's Development Authority and the failure or refusal to make a decision by the Municipality's Development Authority in accordance with the Act.
- 8) The Board shall hear and decide upon appeals made against a Stop Order made by the Municipality's Development Authority.

FILING AN APPEAL

- 9) A person may appeal to the Board in accordance with the Act.
- 10) Appeals must be filed with the Municipality.
- 11) A notice of appeal shall be deemed to be filed with the Board on the date the complete notice of appeal and appeal fee is received in the Municipality.

APPEAL FEES

- 12) Appeal fees are set as follows:
 - a) Any person wishing to appeal a decision of the Subdivision and Development Appeal Board shall submit a written appeal to the Municipality, accompanied by a non-refundable filing fee of Five Hundred Dollars (\$500.00).
 - b) Notwithstanding Section 1, where an appeal is successful in whole or in part, the Municipality may, at its sole discretion, refund all or a portion of the filing fee, taking into consideration the nature of the decision and the extent to which the appeal was upheld.
 - c) In the case of a successful appeal related to a subdivision or development application, the Municipality may also authorize a refund of any application fees previously paid, in whole or in part, based on the outcome of the appeal and the amount of administrative work completed prior to the appeal decision.
 - d) All determinations respecting refunds under this section shall be made by the Municipality and are final.
- 13) Appeal fees must be paid to the Municipality.

SEVERABILITY

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

TRANSITION AND EFFECTIVE DATE

15) Bylaw No. 758/2018 is hereby repealed.

16) The terms of current board members are ended upon this bylaw coming into force.

17) This Bylaw comes into force on the date of third reading and signing.

18) Where, prior to the coming into force of this Bylaw, a subdivision appeal, development appeal, or appeal from a stop order, was filed with or assigned to another subdivision and development appeal board of Town of Penhold, and remains outstanding, the appeal shall continue before the Board established under this Bylaw.

19) For greater certainty:

- a) the appeal shall be treated as if it had been properly filed with the Board on the date it was originally filed;
- b) all materials, records, fees, and steps taken in relation to the appeal before this Bylaw came into force remain valid; and
- c) the Board may hear, determine, and dispose of the appeal in accordance with the Act and this Bylaw.

Read a first time this 22nd day of June, 2026

Read a second time this 27th day of July, 2026

Read a third time this day of , 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE B – FEES

1. ANNUAL SERVICE FEE: \$500

2. ADDITIONAL FEES:

- a) Clerk services will be charged at a rate of \$75/hour for all administration related to appeal hearing including but not limited to preparing notices of hearing, scheduling the appeal, preparing for and attending the appeal, working with the Board to prepare the decision, issuing the decision and handling any follow up related to the appeal.
- b) Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Municipality will be obligated to pay the hourly rate for the effort put into the file.
- c) Member Remuneration: in instances where an appeal proceeds to a hearing; the Municipality will be obligated to pay Member Remuneration and expenses in accordance with the following:

Up to 4 hours	Over 4 Hours
\$105	\$210

- d) Meals and Expenses of the Board: will be charged to the Municipality in accordance with policies and procedures prescribed by the Coordinator.
- e) Office/Print Supplies: will be charged to the Municipality on a cost recovery basis.
- f) Legal Services: will be charged to the Municipality on a cost recovery basis.
- g) Audio, Digital Recording and Transcript Services: will be charged to the Municipality on a cost recovery basis.
- h) Venue booking fees, rates and charges will be charged to the Municipality on a cost recovery basis.

Mayor

Chief Administrative Officer

This Agreement dated this _____ day of _____, 20____

BETWEEN:

Town of Penhold

(the "Municipality")

-and-

Red Deer County

(the "Coordinator")

SUBDIVISION AND DEVELOPMENT APPEAL BOARD SERVICES AGREEMENT

BACKGROUND

- 1) Section 12 of the Municipal Government Act, RSA 2000, ch. M-21 as amended specifies that a bylaw of a municipality only applies inside its boundaries unless one municipality agrees with another municipality that a bylaw passed by one municipality has effect inside the boundaries of the other municipality and the Council of each municipality passes a bylaw approving the agreement;
- 2) Section 54 of the Municipal Government Act, RSA 2000, ch. M-21 as amended allows a municipality to provide outside its municipal boundaries, any service or thing it provides within its municipal boundaries, in another municipality by agreement;
- 3) Section 627 of the Municipal Government Act, RSA 2000, ch. M-21 as amended requires that a Council, must by bylaw establish a subdivision and development appeal board (the 'Board');
- 4) The Municipality and the Coordinator have each passed a bylaw establishing a Board and authorizing each to enter into an agreement for the provision of Board services;
- 5) The Municipality and the Coordinator want to establish the function and role of the Board as well as their rights and obligations in accordance with the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Municipality and the Coordinator covenant and agree as follows:

- 6) The Municipality wishes to retain the Coordinator and the Coordinator agrees to be retained as the service provider for the Board and to provide support services to the Board in accordance with the terms and conditions of this Agreement.

DEFINITIONS AND SCHEDULES

- 7) In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:
- a) "Act" means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed.
 - b) "Agreement" means this Agreement as may be amended from time to time.
 - c) "Board" means the Subdivision & Development Appeal Board established by the Parties' bylaws.
 - d) "Clerk" means a person qualified and appointed as clerk to the Board in accordance with the Act.
 - e) "Force Majeure" means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the King's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term "Force Majeure" does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event.
 - f) "Member" means an individual appointed as a board member to the Board and "Members" means all the individuals appointed as members to the Board.
 - g) "Service Fee" means the annual Service fee and additional fees set out in Schedule "B".
 - h) "Services" means the Board coordination and support services provided by the Coordinator.

8) The following schedules form part of this Agreement:

Schedule A – Form of Bylaw

Schedule B – Annual Service Fees and Additional Fees

TERM

9) The term of the Agreement commences on execution and shall continue until terminated in accordance with the following:

- a) The Municipality may terminate this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The Municipality shall forfeit the full amount of any annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
- i) If the Municipality provides notice of termination under s. 3(a), the Coordinator shall provide Services for any appeal filed during the notice period and the Municipality shall be responsible for payment of any costs for the provision of Services during the notice period.
- b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Municipality.
- c) All amounts owing at the effective date of termination shall be paid in accordance with the terms of this Agreement.

BOTH PARTIES' RESPONSIBILITIES

- 10) Both the Coordinator and the Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in an appeal hearing is complete and accurate.
- 11) Both the Coordinator and the Municipality acknowledge and agree that they are subject to the provisions of their Bylaw and where there is any conflict between a Bylaw and this Agreement, the provisions of the Bylaw shall prevail to the extent of the conflict.
- 12) Both the Coordinator and the Municipality acknowledge and agree to the operations and terms of reference for the Board being set in Red Deer County's Appeal Boards Bylaw, including but not limited to the following:
 - a) working boards (hearing directives or procedures of the Board),
 - b) membership of the Board,
 - c) appointment of Members,
 - d) training of Members,

- e) eligibility to be a Member,
- f) meetings and hearings of the Board,
- g) panels of the Board,
- h) conflict of Interest, Bias, and Confidentiality of Members,
- i) remuneration for Members, and
- j) general provisions such as hearings may be in person, by telephone or video; public notice of hearings will be provided on the Coordinator's website,
- k) presiding officers,
- l) preliminary hearings,
- m) administration and records
- n) appointment, powers, and duties of the clerk,
- o) the appointment and removal of Members and the Clerk in accordance with the Act and the Agreement, and
- p) severability.

MUNICIPALITY RESPONSIBILITIES

13) The Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:

- a) Signing this agreement and a copy of same being provided to the Coordinator,
- b) the Municipality's Council passing a Bylaw that is substantially similar to the Bylaw found in Schedule A and a copy of same being provided to the Coordinator; and
- c) the Municipality providing payment in full for an annual Service Fee.

14) Service Fees

- a) During each calendar year of the Term, the Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
- b) Upon receipt of an appeal to the Board, the Municipality is responsible to pay all administration and other fees identified in Schedule "B" in addition to the annual Service Fee.
- c) The Municipality shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Thirty (30) days after receiving an invoice from the Coordinator.

15) Legal Fees

- a) If the Municipality or the Coordinator is of the opinion legal services are required for the purpose of a **specific appeal hearing** to be conducted by the Board, legal fees will be incurred by the Coordinator and passed on to the Municipality who will be responsible for payment. The Coordinator shall inform the Municipality prior to coordinating the retention of appropriate legal counsel for the Board and provide the rationale.

- b) In the event that a decision of the Board is subject to a leave to appeal application or merit hearing at the **Alberta Court of Appeal**, the Municipality shall be responsible to:
 - i. Retain, coordinate and pay for legal counsel to act on behalf of the Municipality's Development and Subdivision Authority; and
 - ii. pay all actual **costs incurred by the Coordinator** related to the Coordinator's retention of legal counsel to act on behalf of the Board, preparing and coordinating the filing of the Board's record with the Court of Appeal and such other matters that may be requested or required to support the Board's response to the application or merit hearing including the administration and other fees identified in Schedule "B".
- c) If a Board decision is subject to a leave to appeal application or appeal to the **Alberta Court of Appeal**, the Municipality is responsible to pay all **legal fees** within Thirty (30) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

16) Information for the Board

- a) The Municipality shall provide all documentation and information needed by the Clerk and Board for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Municipality receiving the notice of appeal.
- b) The information to be provided to the Coordinator includes, but is not limited to (as applicable):
 - i) the notice of appeal,
 - ii) confirmation of receipt of the applicable appeal fee,
 - iii) notice of decision being appealed,
 - iv) copy of the Development Permit, Subdivision, or Stop Order being appealed,
 - v) copy of the original application together with all supporting documents,
 - vi) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
 - vii) copy of the advertisement of the decision that is the subject being appealed,
 - viii) full mailing addresses of those required to be notified of the appeal,
 - ix) any other record or information relevant to the appeal, and

- x) possible locations for the appeal hearing.
- c) The Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the preferences of the parties to the appeal and the anticipated number of attendees to the appeal hearing. Appeal hearings may be hosted by the Coordinator and any applicable fees passed on to the Municipality.

17) Filing of Appeals to the Board

- a) The Municipality must provide notice of decisions made by its Development Authority or Subdivision Authority, and Stop Orders issued by its Development Authority, **in accordance with the Municipal Government Act and any applicable municipal bylaws or policies**. Without limiting the foregoing, notice may be given **by advertisement or by any other method permitted or required under the Act**, and such notice must advise that an appeal may be filed in accordance with the Act by filing a notice of appeal with the Municipality together with the applicable appeal fee.
- b) The Municipality must **advise on all written decisions** made by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee with the Municipality.
- c) The Municipality is solely responsible for ensuring compliance with any decision rendered by the Board.

COORDINATOR RESPONSIBILITIES

- 18) The Coordinator shall provide Services to the Municipality in accordance with the terms and conditions of this Agreement and the Bylaw.
- 19) The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Municipality in writing no later than June 30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.
- 20) The Coordinator is responsible for the overall management of the Board.
- 21) The Coordinator shall ensure that there is a pool of Members who have received training in accordance with the Act at all times during the Term.
- 22) The Coordinator shall arrange for training of all individuals appointed as Board Members.
- 23) The Coordinator shall ensure that there is a pool of trained and qualified Clerks available to assist the Board at all times during the Term.

- 24) The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal.
- 25) The Coordinator shall be responsible to coordinate all arrangements and perform all administrative functions related the holding of the appeal hearing in accordance with the requirements of the Act including but not limited to:
- a) Scheduling the appeal hearing,
 - b) Coordinating Members to sit on the Panel,
 - c) Arranging for a Clerk to attend the hearing,
 - d) Providing notice in writing of the hearing having regard for the Municipality's bylaws and policies,
 - e) Making all relevant documents and materials respecting the appeal available for public inspection electronically on the Coordinator's website and at the Coordinator's office,
 - f) Preparation of the Board's notice of decision, and
 - g) Providing a copy of the Board's notice of decision to all required persons.
- 26) Where a Board decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the Board Record with the Court of Appeal as well as any other matters that may be requested or required to support the Board's response to the leave to appeal application or merit hearing.

PRIVACY

- 27) All Parties acknowledge and agree that they are subject to the *Access to Information Act* and the *Protection of Privacy Act* (privacy legislation) and that they will only collect and release information in accordance with provisions of the privacy legislation.
- 28) The Municipality shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 29) The Municipality shall ensure that their planning and development applications and forms of notice of appeal have the requisite acknowledgement and agreement pursuant to privacy legislation that any person submitting an application or notice of appeal acknowledges and

agrees that the information submitted by the person filing the appeal in support of its application or appeal shall be subject to release to the public.

DISPUTE RESOLUTION

- 30) If any dispute arises with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between each's Chief Administrative Officer (or designate) within thirty (30) days of receipt of notice of the matter in dispute.
- 31) In the event the dispute cannot be resolved, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.

RELEASE AND HOLD HARMLESS

- 32) With the exception of negligence or willful breach of this Agreement, the Bylaw or the Act, the Municipality agrees to release and hold harmless the Coordinator together with its officers, employees, contractors, volunteers, and agents together with the Clerks and Members (collectively referred to as the "Coordinator Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Municipality may sustain, pay or incur or which may be brought or made against it, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.
- 33) The release and hold harmless provisions set forth in this agreement will survive the expiration of the Term or the termination of this Agreement.

INSURANCE

- 34) Throughout the Term, the Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance with the Coordinator named as an additional insured:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

35) Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:

- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
- b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

FORCE MAJEURE

36) If the Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

NOTICES

37) All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

- a) personally, by delivering it to the Party on whom it is to be served at the address set out herein, provided that such delivery shall be made during normal business hours (8:30 a.m. - 4:30 p.m. on a Business Day). Personally delivered notice shall be deemed received when actually delivered as aforesaid;
- b) by e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i) upon transmission with answer back confirmation if received within the normal hours of the business day; or
 - ii) at the commencement of the next ensuing business day following transmission with answer back confirmation if not received within the normal hours of the business day; or
 - iii) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received.

38) Notices shall be sent to the following addresses:

a) To the Municipality at:

Chief Administrative Officer
Town of Penhold
PO Box 10
Penhold, AB T0M 1R0
Email: cao@townofpenhold.ca

b) To the Coordinator at:

Legislative Services
Red Deer County
38106 Range Road 275
Red Deer AB T4S 2L9
Email: legislativeservices@reddeer.ca

SUCCESSORS

39) This Agreement will enure to the benefit of and be binding upon the Parties and the successors and assigns thereof.

ENTIRE AGREEMENT

40) This Agreement, with the schedules is the whole agreement between the Parties and replaces any prior Agreement existing between the Parties.

41) This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

42) The Bylaws may not be modified, changed, amended or waived except by signed written agreement of the Parties.

UNENFORCEABILITY

43) If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

ASSIGNMENT

44) This Agreement will not be assignable by the Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Party.

COUNTERPART AND ELECTRONIC SIGNATURES

45) This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any electronic (pdf) copy of a signature will be deemed to be an original signature.

The Parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers this __ day of _____, 20__.

RED DEER COUNTY

_____	_____
Print Name	Signature

TOWN OF PENHOLD

_____	_____
Print Name	Signature

_____	_____
Print Name	Signature



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:

- June 17 letter from Minister of Municipal Affairs re: 2026 funding allocations for Penhold
- June 19 letter from United Way Central Alberta re: 3 year program funding for Penhold Youth Club
- July 2 Innisfail RCMP re: Quarterly Program Reporting
- July 22 Innisfail RCMP re: Crime Severity Index (CSI) Reports

EMAIL:

- June 22 Bruton Investment Group re: Municipal Investing: Quick Economic & Market Updates
- June 24 Municipal World Daily re: Your Municipal World Daily+ for June 24, 2026
- July 20 FCM Communique re: FCM Voice: From the ground | Advocacy updates | Collective webinar | and more
- July 20 Chinooks Edge Board of Trustees re: CESD Board Meeting Highlights

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

3. Council may wish to move the items as information.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the July 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR122590

June 17, 2026

His Worship Mike Yargeau
Mayor
Town of Penhold
PO Box 10
Penhold AB T0M 1R0

Dear Mayor Yargeau:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Penhold:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$602,887.
- The 2026 LGFF Operating allocation is \$242,062.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$259,608.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$665,583. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

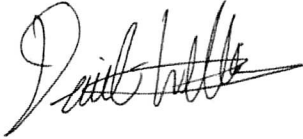
As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a stylized, cursive script.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Rick Binnendyk, Chief Administrative Officer, Town of Penhold



United Way
Central Alberta

June 19, 2026

Richard Binnendyk
Town of Penhold

Dear Richard,

I am pleased to inform you that the United Way Central Alberta Community Impact Council has approved 3-year program funding for *Penhold Youth Club*. The funding allocation for the upcoming year is **\$4,000**. We are proud to partner with you in supporting the well-being of individuals and families across our community.

This year, United Way Central Alberta received 55 applications requesting over \$3.5 million in funding from organizations addressing mental health, basic needs, and future potential across the region. Applications were reviewed by volunteer reviewers and United Way staff, with consideration given to program alignment, organizational capacity, financial health, and risk management practices in accordance with Canada Revenue Agency requirements. Final funding decisions were made by the volunteer-led Community Impact Council.

The following observations were noted by reviewers and the Community Impact Council:

- Thank you for your application. We look forward to the partnership between United Way Central Alberta and the Town of Penhold's Youth Club.

Enclosed with this letter is your Memorandum of Agreement (MOA). Please review the document carefully, as it outlines the terms and expectations associated with this funding. United Way Central Alberta is committed to stewardship of donor funds, and we will follow up on any significant variances from the agreed-upon terms.

Please pay particular attention to Item 8 under Agency Obligations to ensure that required reporting metrics are tracked beginning July 1, 2026.

To formalize the Agreement, please:

- Review and sign the Agreement to acknowledge your understanding of the terms
- Have your Board Chair or Treasurer also sign the Agreement
- Return the signed Agreement by email to Lesia Reimer at lesia.reimer@caunitedway.ca by **June 30th, 2026**

Funding allocations will be distributed electronically upon receipt of the fully executed Agreement.

A United Way partnership collateral package will be provided to all funded agencies, including signage and promotional materials to help highlight and celebrate our collaboration.

On behalf of the Board of Directors and the Community Impact Council, thank you for your ongoing leadership and commitment to strengthening our community. We look forward to working together in the year ahead.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chelsea O'Donoghue', with a long horizontal line extending to the right.

Chelsea O'Donoghue

Chief Executive Officer

United Way of Central Alberta

Quarterly Progress Reporting

Q1 Report

Priority 1: Police / community Relations

Objective: Increase positive relations between the local citizens and the Police

Measure	Target	Q1 Results
Member attendance & Participation in community Events	Target: 105 → 105 #	Actual # (#) 53 Narrative / Details (Optional)
Town Hall Meetings	Target: 2 → 3 #	Actual # (#) 0 Narrative / Details (Optional) Town Hall meetings will be booked for late fall/ early winter
Positive Youth tickets	Target: 90 → 90 #	Actual # (#) 32 Narrative / Details (Optional)
Rural School Visits (Includes Penhold)	Target: 30 → 40 #	Actual # (#) 15 Narrative / Details (Optional)
Informational Social Media Posts	Target: 40 → 50 #	Actual # (#) 13 Narrative / Details (Optional)
High Visibility Foot/Bike/Quad Patrols	Target: 125 → 125 #	Actual # (#) 42 Narrative / Details (Optional)

Overall Priority Status (Q1)

Members continue to be involved in a high number of community events and positive interactions with community members. Detachment is well on track to meet or exceed all goals for this priority.

Priority 2: Crime Reduction

Objective: Increase Citizen's feeling of safety in the community

Measure	Target	Q1 Results
Habitual Offender Checks and Enforcement	Target: 180 → 185 #	Actual # (#) 59 Narrative / Details (Optional)
Habitual Crime Property Checks	Target: 180 → 185 #	Actual # (#) 200 Narrative / Details (Optional)
Proactive Vehicle Patrols (Town of Innisfail)	Target: 400 → 450 #	Actual # (#) 223 Narrative / Details (Optional)
Proactive Vehicle Patrols (Rural Including Penhold)	Target: 360 → 450 #	Actual # (#) 231 Narrative / Details (Optional)
Warrant Round up	Target: 2 → 1 #	Actual # (#) 0 Narrative / Details (Optional) Warrant round up is planned for later in the year.

Overall Priority Status (Q1)

A new system has been implement at the detachment for tracking of stats. Members have done a significantly better job of tracking the work they are doing which is leading to a large increase in stats in numerous areas compared to previous years.

Priority 3: Traffic Safety

Objective: Enhance road safety

Measure	Target	Q1 Results
High Visibility Traffic Operations (Town of Innisfail)	Target: 15 → 15 #	Actual # (#) 6 Narrative / Details (Optional)
High Visibility Traffic Operations (Rural Including Penhold)	Target: 15 → 15 #	Actual # (#) 6 Narrative / Details (Optional)
Provincial violation Tickets	Target: 360 → 360 #	Actual # (#) 191 Narrative / Details (Optional) Provincial violation tickets were up significantly for the month of June.

Overall Priority Status (Q1)

Detachment is on track to meet or exceed all of the traffic safety goals for this year.

**Innisfail Provincial Detachment - 2025 Crime Severity Index****2026/07/22**

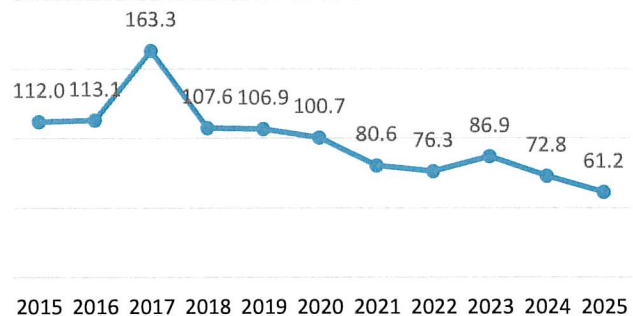
On July 22, 2026 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2025*. One portion of this report contained the calculated CSI values for 2025, as well as revised values for 2024.

CSI Values

The Innisfail Provincial Detachment's 2025 CSI value is 61.2. This is a decrease of 15.9% when compared to the newly revised 2024 CSI value of 72.8.

The overall CSI in Alberta for 2025 was 90.6, a 6.6% decrease when compared to 2024.

The chart to the right shows the CSI values for the Innisfail Provincial Detachment from 2015 to 2025.

Innisfail Provincial Detachment CSI Values**Main Contributors and Drivers to CSI**

The table below contains the top 10 contributors to the Innisfail Provincial Detachment's CSI in 2025.

Top 10 Contributors to CSI - 2025		
Crime Category	% of CSI	# of Offences
Fraud	12.3%	58
Drug Enforcement - Trafficking	12.1%	15
Break & Enter	10.4%	21
Sexual Assaults	9.8%	15
Assault	7.2%	51
Other Offences Related to Death	7.1%	1
Other Criminal Code Offences	5.5%	23
Theft of Motor Vehicle	5.2%	28
Mischief To Property	4.5%	69
Criminal Code Traffic	4.0%	40
Total for Top Ten	78.1%	321

In 2025 Fraud Offences accounted for 12.3% of the Innisfail Provincial Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 78.1% of the Innisfail Provincial Detachment's CSI.

The largest driver to the decrease in CSI from 2024 to 2025 was a decrease in Break & Enter offences. There were 35 less in 2025 than in 2024. This caused a CSI decrease of 11.1 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Break & Enter	-11.1	-35
Possession of Stolen Goods	-3.7	-26
Criminal Code Traffic	-2.4	0

Top 2 CSI Increases from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Other Offences Related to Death	3.7	0
Drug Enforcement - Trafficking	2.5	5



What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

What is used to Calculate the CSI?

Only Criminal Code occurrences that are submitted to the Canadian Centre for Justice Statistics (CCJS) are used in the calculation of CSI values. Of those occurrences, only the most serious offence (Line 1 of the UCR scoring) is taken into account. For example, if there is an occurrence that involved a Break & Enter, an Assault, and a Theft of Motor Vehicle, only the Assault would be counted towards the CSI calculation.

Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

Notes

Since the CSI is calculated using only Line 1 of UCR scoring of occurrences that are submitted to CCJS, any offence counts that are presented in this report will differ from other crime statistics reports by the Strategic Analysis and Research Unit.

The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2024 CSI value. When the 2026 CSI values are released in July 2027 there will also be revised 2025 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.

**Innisfail Municipal Detachment - 2025 Crime Severity Index****2026/07/22**

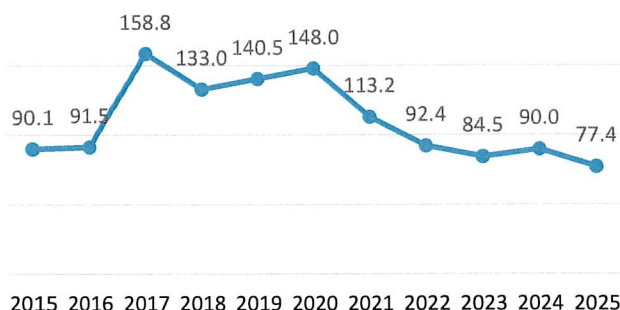
On July 22, 2026 Statistics Canada released their annual report *Police-reported crime statistics in Canada, 2025*. One portion of this report contained the calculated CSI values for 2025, as well as revised values for 2024.

CSI Values

The Innisfail Municipal Detachment's 2025 CSI value is 77.4. This is a decrease of 14% when compared to the newly revised 2024 CSI value of 90.

The overall CSI in Alberta for 2025 was 90.6, a 6.6% decrease when compared to 2024.

The chart to the right shows the CSI values for the Innisfail Municipal Detachment from 2015 to 2025.

Innisfail Municipal Detachment CSI Values**Main Contributors and Drivers to CSI**

The table below contains the top 10 contributors to the Innisfail Municipal Detachment's CSI in 2025.

Top 10 Contributors to CSI - 2025		
Crime Category	% of CSI	# of Offences
Fraud	16.7%	74
Mischief To Property	11.4%	164
Break & Enter	9.5%	18
Assault	9.2%	69
Theft Under \$5,000	8.5%	113
Drug Enforcement - Trafficking	8.5%	11
Other Criminal Code Offences	5.4%	44
Other Sexual Offences	4.5%	5
Uttering Threats	3.5%	27
Theft of Motor Vehicle	3.0%	15
Total for Top Ten	80.2%	540

In 2025 Fraud Offences accounted for 16.7% of the Innisfail Municipal Detachment's CSI.

The top ten CSI contributors, listed in the table to the left accounted for a combined total of 80.2% of the Innisfail Municipal Detachment's CSI.

The largest driver to the decrease in CSI from 2024 to 2025 was a decrease in Break & Enter offences. There were 12 less in 2025 than in 2024. This caused a CSI decrease of 4.9 points.

The top 3 drivers to the decrease in CSI, as well as the top 2 increases can be found in the tables below.

Top 3 Drivers to CSI Decrease from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Break & Enter	-4.9	-12
Drug Enforcement - Trafficking	-3.0	-5
Theft Under \$5,000	-2.8	-48

Top 2 CSI Increases from 2024 to 2025		
Crime Category	CSI Change	Offence Diff
Other Criminal Code Offences	1.2	1
Mischief To Property	1.0	19



What is the Crime Severity Index (CSI)?

The CSI tracks changes in the severity of police-reported crime by accounting for both the amount of crime reported by police in a given jurisdiction, as well as the relative seriousness of these crimes. It tells not only how much crime is coming to the attention of police, but also how serious that crime is.

By design, the specific CSI value in a given jurisdiction depends on its mix of crimes and their relative seriousness. If a jurisdiction has a high proportion of less serious (and therefore lower weighted) offences, it will have a lower CSI value. Conversely, a jurisdiction with a high proportion of more serious crimes will have a higher CSI value. The base line for measurement of the CSI is 100.

Detachments with a population close to or less than 5,000 should compare CSI rates with caution (both previous year's rates for their own jurisdiction and with other detachments). The lower the population in a jurisdiction, the more easily a CSI value can be influenced by offences that are more serious in nature. Because of this, CSI values are not calculated by Statistics Canada for jurisdictions with populations of 1,000 or less.

What is used to Calculate the CSI?

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Each type of offence is assigned a "weight" to reflect its general severity. The total of all of the weights for a given jurisdiction are then calculated against the population for that area in order to come up with the CSI. The lower the population, the more influence the weights have on the final value.

Notes

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The Crime Categories presented in this report contain numerous individual offences, each of which can have different weightings. Due to this, there can actually be a decrease in the total number of offences in a category but still an increase in that category's CSI contribution (or vice versa).

Statistics Canada uses population estimates to calculate CSI values. These estimates are updated every year. This is why there is a revised 2024 CSI value. When the 2026 CSI values are released in July 2027 there will also be revised 2025 values released.

Should there be any further questions regarding CSI values or trends, please contact RCMP "K" Division's Strategic Analysis and Research Unit.