

# Town of Penhold

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## REGULAR MEETING MINUTES

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April 26<sup>th</sup>, 2021  
Town Council Chambers

**Mayor:**

Mike Yargeau

**Councillors:**

Shawn Hamm  
Shaun Kranenborg  
Tyrone Muller

Sharolyn Sanchez  
Mike Walsh

**Virtual Attendance:**

Councillor Ken Denson

**Staff:**

Rick Binnendyk, CAO  
Trish Willis, Corporate  
Services Manager  
Bonnie Stearns, Leg Asst

**In person Attendance:**

Mitchell Kennedy, BDO

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

### 1. ADDITIONS to the AGENDA

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#### 1.2 Adoption of the Agenda

**2021-166**

Councillor Hamm moved to accept the April 26<sup>th</sup>, 2021 Regular Council meeting agenda as presented.

**CARRIED UNANIMOUSLY**

### 2. MINUTES

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#### 2.1. Adoption of the April 12<sup>th</sup>, 2021 Regular Council Meeting Minutes as provided.

**2021-167**

Councillor Sanchez moved to accept the Regular Council meeting minutes for April 12<sup>th</sup>, 2021 as provided.

**CARRIED UNANIMOUSLY**

### 3. BUSINESS ARISING OUT OF THE MINUTES

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**2021-168**

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

**CARRIED UNANIMOUSLY**

#### 4. PUBLIC HEARING

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#### 5. PRESENTATIONS & DELEGATIONS

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##### 5.1. BDO Canada LLP – 2020 Town of Penhold Consolidated Financial Statements - Mr. M. Kennedy, CPA, CA Manager, A&A

- In our opinion the audit was clean; the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.
- During the year the Town reviewed its carry forward deferred revenue amounts and determined that the January 1, 2019 deferred revenue balance was overstated by \$710,664 due to unrecognized revenue arising from various development projects that were completed in prior years and an under-recognition of capital grants in prior years. Adjustments were made.
- The Town has a debt limit of \$12 million with available limit of \$9 million.
- The Town has a debt servicing limit of \$2 million with an available limit of \$1.6 million.

##### 2021-169

**Councillor Denson moved** to accept Mr. Kennedy's presentation as information.

**CARRIED UNANIMOUSLY**

#### 6. REPORTS

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##### 6.1. Financial

##### 6.1. a. Deferred Revenues Accounts

##### 2021-170

**Councillor Kranenborg moved** that Council approves 1.5 million dollars be moved from unrestricted revenues to restricted transportation reserves.

**CARRIED UNANIMOUSLY**

##### 6.1. b. Monthly Accounts for Payments and Online Payments from April 7 – 21<sup>th</sup>, 2021

##### 2021-171

**Councillor Muller moved** to accept the Monthly Accounts for Payments and Online Payments from April 7 – 21<sup>st</sup>, 2021 as presented.

**CARRIED UNANIMOUSLY**

##### 6.1. c. Monthly Bank Reconciliation for the month ending March 31, 2021

##### 2021-172

**Councillor Sanchez moved** to accept the Monthly Bank Reconciliation for the month ending March 31, 2021 as presented.

**CARRIED UNANIMOUSLY**

## 6.2. CAO Report – Rick Binnendyk

**2021-173**

**Councillor Hamm moved** to accept the CAO monthly report as information.  
**CARRIED UNANIMOUSLY**

## 6.3 Community Services Report – Jennifer Blaylock

- Distributed in Council Package

**2021-174**

**Councillor Muller moved** to accept the Community Services monthly report as information.  
**CARRIED UNANIMOUSLY**

## 6.4 Community Peace Officers' Report – Trish Willis

- Distributed in Council Package

**2021-175**

**Councillor Denson moved** to accept the Community Peace Officers' monthly report as information.  
**CARRIED UNANIMOUSLY**

## 7. NEW BUSINESS

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### 7.1 Information Technology Services Contract

**2021-176**

**Councillor Walsh moved** that Council approves Administration cancel the Town's Ricoh IT contract and enter into an agreement with 4 Real IT Solutions Inc. for a one-year term.  
**CARRIED UNANIMOUSLY**

## 8. OUTSTANDING

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

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### 9.1 Penhold & District Public Library

- Plan of Service 2021 – 2025
- 2020 Annual Report

**2021-177**

**Councillor Muller moved** that a Thank you be sent from the Town to long standing volunteers of the Penhold Library for their contribution.  
**CARRIED UNANIMOUSLY**

**2021-178**

**Councillor Hamm moved** to accept the Penhold & District Public Library Plan of Service and annual report documents as information.  
**CARRIED UNANIMOUSLY**

## 10. BYLAW(s)

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### 10.1 Bylaw 798/2021 – Traffic Bylaw – 2<sup>nd</sup> and possible 3<sup>rd</sup> Reading

#### 2021-179

**Councillor Kranenborg moved** to give second reading Bylaw 798/2021 being the Traffic Bylaw.  
**CARRIED UNANIMOUSLY**

#### 2021-180

**Councillor Sanchez moved** to give third and final reading of Bylaw 798/2021 Traffic Bylaw.  
**CARRIED UNANIMOUSLY**

### 10.2 Bylaw 799/2021 – Community Standards Bylaw – 2<sup>nd</sup> and possible 3<sup>rd</sup> Reading

#### 2021-181

**Councillor Walsh moved** to give second reading Bylaw 799/2021 being the Community Standards Bylaw.  
**CARRIED UNANIMOUSLY**

#### 2021-182

**Councillor Hamm moved** to give third and final reading of Bylaw 799/2021 being the Community Standards Bylaw.  
**CARRIED UNANIMOUSLY**

## 11. CORRESPONDENCE and INFORMATION

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### 11.1 General Correspondence

#### 2021-183

**Councillor Sanchez moved** that Penhold declares May 17 – May 23 National Public Works Week.  
**CARRIED UNANIMOUSLY**

#### 2021-184

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

## 12. COUNCIL ROUND TABLE REPORTS

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

#### 2021-185

**Councillor Muller moved** to break for recess at 7:14pm.  
**CARRIED UNANIMOUSLY**

#### 2021-186

**Councillor Hamm moved** to reconvene meeting at 7:20pm.  
**CARRIED UNANIMOUSLY**

**13. QUESTIONS from the GALLERY**

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**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2021-187**

**Councillor Muller moved** to adjourn Council Meeting at 7:21pm.

**CARRIED UNANIMOUSLY**

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Mayor

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CAO