



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the March 25, 2024 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the Mar. 25, 2024 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 Mar. 25, 2024 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Mar. 25, 2024 regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Apr. 2 with no changes indicated at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Mar. 25, 2024 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring 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 April 8, 2024 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

March 25, 2024
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Guests:

Jo Michaluk, Resident

Lori Wolfe, Resident

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Exec Asst

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

1. ADDITIONS to the AGENDA

1.2 Adoption of the Agenda

2024-097

Councillor Hamm moved to accept the Mar. 25, 2024, Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. MINUTES

2.1. Adoption of the March 11th, 2024 Regular Council Meeting Minutes as provided.

2024-098

Councillor Muller moved to accept the Regular Council meeting minutes for March 11th, 2024 as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2024-099

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 Payments and Online Payments from Mar. 6 - 20, 2024

2024-100

Councillor Cunningham moved to accept the Monthly Accounts for Payments and Online Payments from Mar. 6 - 20, 2024 as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation Statement for the month ending Jan. 31, 2024

2024-101

Councillor Kranenborg moved to accept the Monthly Bank Reconciliation Statement for the month ending Jan. 31, 2024 as presented.

CARRIED UNANIMOUSLY

6.2. CAO Report – Rick Binnendyk

- Distributed in Council Package

2024-102

Councillor Muller moved to accept the CAO monthly report as information.

CARRIED UNANIMOUSLY

6.3 Community Services Report – Jennifer Blaylock

- Distributed in Council Package

2024-103

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2024-104

Councillor Galisky moved to accept the Fire & Protective Services monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

8. OUTSTANDING

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

9.1 Penhold & District Public Library – Dec. 31, 2023 Financial Statement

2024-105

Councillor Muller moved that Council accepts the Penhold & District Public Library Dec. 31, 2023 Financial Statement documents as information.

CARRIED UNANIMOUSLY

Councillor Denson arrived at 6:17 pm

9.2 2024 RCMP Annual Performance Plan (APP) & Acknowledgement of Consultation Letter

2024-106

Councillor Cunningham moved that Council approves the 2024 RCMP Annual Performance Plan as presented;

AND FURTHER that Administration provides the RCMP updates on the community's responsiveness to the APP.

CARRIED UNANIMOUSLY

10. BYLAW(s)

10.1 Bylaw 820/2024 Development and Subdivision Authorities Bylaw – 2nd & possible 3rd Reading

2024-107

Councillor Muller moved that Council move to give second reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.

CARRIED UNANIMOUSLY

2024-108

Councillor Denson moved that Council move to give third and final reading of Bylaw 820/2024 to amend the Development and Subdivision Authorities Bylaw.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2024-109

Councillor Kranenborg moved that Council receives the correspondence for information as presented.

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE REPORTS

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

2024-110

Councillor Cunningham moved that The Town participates in the Red Deer Westerner Parade; **AND FURTHER** that Administration register an entry for the town.

CARRIED UNANIMOUSLY

2024-111

Councillor Kranenborg moved that Administration invite the Rustlers Hockey Academy to come and present at the Apr. 8 Council meeting.

CARRIED UNANIMOUSLY

2024-112

Councillor Denson moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

No questions were posed.

14. CLOSED SESSION

15. ADJOURNMENT

2024-113

Councillor Muller moved to adjourn Council Meeting at 6:46 pm.

CARRIED UNANIMOUSLY

Mayor

CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

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.

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

1. Verbal clarity on something that was identified.
2. Investigate an area in more depth for possible decision-making focus.

PREFERRED STRATEGY:

- Have an informed Council team.
- To identify an area that may need additional focus for policy change.

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

CAO Review

Projects:

Schools:

- New Middle School work is proceeding. Our office reached out to Chinooks Edge re: a possible sod turning for the beginning of construction. Mr. Russell identified that they would discuss this at their April 9th meeting about a formal photo op and media blitz.

- The joint Chinook's Edge Board/Town Council meeting is scheduled for April 30th. From the town's side we wish to discuss the current Penhold School focus.
- Our office received the engineered drawings for the site drainage plans. We have forwarded this for comments to Tagish and Alberta Environment and both are comfortable with the proposal. We have signed off on the storm water dispersal.
- The TIA for the school building remains outstanding at this time.

Public Works/Fire Hall: Had a zoom meeting with the management team to discuss the status, and where do we go from here, to obtain a net zero build. After some discussion it was decided to wrap up the report and make it ready for a formal presentation to Council at our next regular council meeting. This report will be submitted for our funding approval on the study.

Round About 2A & 42: Tenders closed April 5th. In discussion with AT we will be advised on the successful bid once the Province approves the contract.

Active Transportation Fund:

This project is set to start moving forward once again in mid-May and is scheduled to be completed by the end of July. Once we finalize their schedule, we will update council on timing and where they plan to start.

Administration:

- Staff performance and work plans have been completed for 2024.
- With the changes regarding auditing our auditors have been doing considerably more account testing. This means our staff have spent a lot more time digging up info for the auditors.
- PCPS: has been working on our long-term planning documents. We anticipate a rough draft to be coming in the next few weeks for discussion.
- CastleGlenn Consultants continue to work on the updated Master Transportation Plan Addendum Study. This project is now slated to be completed by July. AT has committed to funding this addendum.
- Our staff has placed liens onto properties and manufactured homes for outstanding taxes. This year there are nine houses and 16 manufactured homes which is consistent with past years.
- April 11th morning Alberta Municipal Health and Safety Association (AMHSA) will be onsite doing a safety course on Incident Investigation Training.
- Work continues with the 2024 Planning Committee for the Local Government Administration Association (LGAA) Conference.
- War Veterans Memorial: we are looking further into this initiative.
- Our office has done further follow-up for a contact person's name within the province that may be able to assist the Combative Sports Commission.
- Worked on updating the Strategic Plan for council's info

Economic Development:

- With the CAEP Delegation Summit not proceeding we continue to work on finalizing the Penhold promotional video.
- We have drafted a form email that we plan to send out to interested parties for the (Rural Entrepreneur Stream).
- Bonnie has been in contact with several sales representatives to promote our community and the incentive program.

Census:

- Letters have been mailed out.
- Census is live and responses are coming in.
- Early online completion will allow for three gift card draws on Apr. 30, May 15, and May 30. 3 - \$50 gift cards from a local business of choice will be provided.

FOLLOW UP ACTION/UPCOMING:

- PCPS updates and review for the long-term planning documents
- Chinooks Edge School Board meeting preparation
- Safety Training
- Get ready for project launches.

COMMUNICATION:

This is meant to keep the Council informed on the Town's administrative activities.

OTHER COMMENTS:

Presented on April 8th, 2024, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

That Council accept the Multiplex Manager's monthly report as information.

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):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – March was the wind up of many hockey programs in the area. We had a lot of teams finishing off the year strong and taking time to have some family skates on the ice. While we did have some ice turn backs that we opened up for paid drop in hockey, we quickly stopped offering the paid drop in hockey as we found only about 15% of the people would pay. Since we were taking on extra costs and extra risks we made the decision to not lose any more money if people weren't going to pay the \$5 for the privilege to play.

As hockey trickled down a little in the last few weekends of March, the staff have already started on some of the summer tasks. Painting has started in a few locations and we are taking stock of what we have and what we need to purchase for the upcoming summer maintenance.

We have had roughly 19,843 people visit the Multiplex in March.

The solar panels produced roughly 22,538 kWh and prevented the generation of roughly 15,776 kg of carbon. These solar panels have potentially saved the town \$1,803.00 in electricity costs for the month of March.

Fitness –

	March 2023	March 2024
MEMBERSHIP SALES	\$12,164.25	\$11,094.00
DROP-INS	\$643.00	\$489.00
TRAINING	\$2,281.75	\$2,211.00
TANNING	\$100.50	--
DROP IN GYM	\$2,170.00	\$1,115.00
TOTAL REVENUE	\$17,359.50	\$14,909.00

A total of **21** fobs were issued for 24-hour members in the month of March.

The Fitness Centre had **52** new or returning members for the month of March.

The Fitness Centre has been very busy this past month with a lot of new members and current members coming in. Fitness class participation has remained steady and the classes offered were: Full Body HIIT Mix, Butts n’ Guts HIIT, Spin, Recovery + Mobility, Freedom Flow, Peaceful Yoga, Pump it Up, Step, IN the Zone, Pilates Fusion, Booty Barre, Burn & Turn Spin and POUND. Fitness Centre has also started to explore the avenue of pre-registered classes. These will have set weeks they run and a separate registration fee.

Learn to Skate finished up the winter sessions at the end of March. Alexis and Alyssa did a great job with this program this year, Dahlia stepped in when coverage was needed. Drop-in Pickleball has not been as popular this year and the drop-in gym numbers reflect this.

	March 2024	Totals 2024
Penhold Sr Track Users	60	195
Kids Gym	197	510
Staff Fitness Usage	28	91
Penhold Fire Dept	40	137
Pickle Ball	140	287

The above chart will now be used for tracking information for 2024 year.

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the April 8th, 2024 Regular Council Meeting for the Town of Penhold

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

CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

Date: April 8th, 2024

RECOMMENDATION:

That Council accepts the Public Works report as information.

CAO COMMENTS:

RECOMMENDATION 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 updates report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information.

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

- Rain Barrel Granting
 - Researching for options; there was no available granting that our staff could find at this time.
 - A website was found where a local non-profit could sell rain barrels for a fundraiser; may be an option for an area group to host.
 - <https://rainbarrel.ca/>

- In looking at retail pricing it was found that rain barrels vary in price depending on what someone is looking for. Pricing from \$ 100 up.
- Potholes on Robinson
 - With limited shop space available, we keep a minimal supply of repair products called cold mix over the winter and order our annual shipment in the spring. This product is temperature sensitive and requires it to be stored in a warm environment to stay workable for the staff.
 - Operations is unable to repair these potholes until our cold mix product order arrives and the temperatures warm up and roads dry up for a better-quality patch.
 - Operations is asking in the 2024 Capital Budget for an asphalt trailer which would widen the window of season for repairing asphalt roads and pathways as it has a product heater built into the hopper and a heating table for the repair site. Attached is a document of photos from a demo unit session that Operations staff attended.

WATER – Water consumption for March is up 5% from this time last year with 22,884m³ of water produced for the community. Operators installed 1 new water meters in a new residential building. Monthly water meter reads were done on March 15th. Our Quarterly THM Sample was completed & taken to the WSH Labs in Calgary with passing results. Three Operators attended the Annual Water & Wastewater Conference in Banff Mar 11th-15th and returned with ideas and technology available for the departments to explore. Sterling was out to Oxford Reservoir to pump a water supply line for more efficient use of a distribution pump. On Mar 22nd, empty Chlorine gas bottles were exchanged with full bottles. Curb stop records are 85% uploaded to the GIS system to help with mapping and information of the Town’s Infrastructure.

SEWER – As of February 29th, 2024; sewer flows were 28,246 m³ for the month which is up 21% compared with the previous year. A manhole was struck on Waskasoo Ave during snow plowing that broke a riser ring; operations will repair the manhole with the warmer weather and parts brought in. There was one after-hours call-in regard to a sewer backing up in a residence. The responding operator found no issues in the sewer main and advised the resident to get a hold of a plumber.

SRDRWC – Public Works staff spent 187.5 hours working on the Regional System in March and there was no after hour callouts on the system. Operations Safety meeting was held on March 26th in Olds. Amgas topped off the scrubbers at the Odour Management Facility with a Methanol blend Mar 8th & 22nd. Eyewash Station fluids were changed out. Bioxide was delivered to Penhold Lift Station Mar 19th. Throughout the month, Sterling was out working on generators at various facilities, pumps at Penhold Lift Station, and Muffin Monster at Waskasoo Lift Station #2. Summit valve was out to inventory the valves in the facilities for the maintenance program. With the warm weather and melt, Operators had to pump water around Waskasoo Lift Station #3 due to minor flooding.

TRANSPORTATION – Operation staff worked on snow removal 5th, 6th, & 7th. Staff scraped intersections on the 1st, 4th, 5th, 20th, & 21st. Sander was out on the 4th, 5th, 6th, 20th, 21st, 22nd, &

28th. Gravel was added to the dig site on Waskasoo Ave on the 12th, 14th, 15th, 18th, 19th, 22nd, 25th, 26th, & 27th. Sidewalks were shovelled after snow events. Alleyways were plowed for drainage control with the warmer weather. Another truck load of pickle chips was brought in to restock the sander pile. Operators installed handicap parking signage in front of one residence. Operations team attended an Emergency Management Tabletop. A hydraulic hose needed to be repaired on a skid steer attachment. A Beacon Light was installed on Unit #11. Oil changes and maintenance is being performed on trucks and equipment when needed.

STORM – Operators prepped equipment for pumping and steaming with the warmer weather. Staff put in lots of hours during the workday and multiple after hours to pump any flooding concerns and thawed any pipes to help with drainage on Mar. 12th, 13th, 14th, 15th, 17th, 18th, 19th, 20th, 21st, and 30th. We used the town’s social media to encourage residents to use the E-Service Request for reporting water pooling areas and saw an increase in the use of the system.

PARKS & RECREATION – Pathways have been plowed and swept after snow events on the 1st, 4th, 5th, 6th, 8th, 11th, 20th, 21st, 22nd, 25th, 26th, and 28th, with ice melt used when needed. Two operators attended a pool course in Sylvan Lake. Staff met with Apollo Landscaping about landscaping the dog park area. Pruning of town Elm trees happened 18th to 22nd. Aeration at the hub pond was shut down during flooding of the pond as the water was getting up to the compressor level on the pedestal. When the cabinets and powered equipment are confirmed dry the units will be turned back on. Summer Staff interviews were completed, and the successful candidates contacted. There are three returning summer students and six new summer students this year.

MEMORIAL HALL – Burnt out Exit Sign light bulbs were replaced by Operations staff. One user group’s lease came to an end in March. There are two additional bookings for April.

GARBAGE –Residence totes have been repaired when reported.

RV Park – Bookings opened March 1st on the Camp Reservations website. For the month of March there was 35 bookings with 744 nights booked. Interviews occurred for the Caretaker position and a contract offered to the successful candidate. The RV Park is scheduled to open May 2nd.

ORGANIZATIONAL:

One full time Operator resigned in March and a job posting was put out and the position is to be filled in April when a successful candidate is found. Annual Performance Reviews for the department were completed in March.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the April 8th, 2024, Regular Council Meeting for the Town of Penhold.

CAO









REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Town of Penhold 2024 – 2025 Strategic Plan Update

RECOMMENDATION:

That Council accepts the updated Town of Penhold 2024 – 2025 Strategic Plan as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Provide an updated list of identified priorities ensuring the town continues to set goals and objectives now and into the future.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Proceed with the new strategic planning document as presented.

IMPLICATIONS OF RECOMMENDATION:

Continues to provide direction to ensure focuses are being met.

GENERAL:

Council and Management met Nov. 14 to once again identify priorities needing to be addressed both now and into the future. The attached document provides an update to the outlined key priorities, action items and timelines identified.

ORGANIZATIONAL:

Administration

FINANCIAL:

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

FOLLOW UP ACTION:

Continue to work through the identified priorities.

COMMUNICATION:

None at this time.

OTHER COMMENTS:

Presented at the April 8, 2024 Regular Council Meeting for the Town of Penhold



CAO

STRATEGIC DIRECTION

Moving to action can be considered through the lens of "what needs to be addressed now?". This starts with a high-level statement that establishes a priority, which stems logically from the key challenges and opportunities and aligns with the defined Vision. Each strategic priority statement must be framed through a realistic and incremental approach to identify actions that will allow the Town to make meaningful progress now, with the resources that are available.

The following represent the "Big Ideas" to guide the direction of the community. The structure of each priority establishes an overall direction (i.e., the "Big Idea") indicating why this is a priority. Each of the priorities will also include a set of goals that will help evaluate how the Town is progressing and a set of incremental actions that will evolve over time. Note, the actions that have been articulated do not imply that checking each action off the list will ultimately achieve the overall goal. Rather, this is a list of what can be realistically initiated in the short-term that would help the Town move forward on each of the priorities.

Given this is not a linear process, it is anticipated that each incremental step will contribute to a shift in the local context, which will influence the nature of the next incremental step. Through this process, the plan remains an adaptable document that is designed to continually evolve as initiatives are deployed, results are evaluated, and new priorities emerge.



Priority 1: Sustainable service delivery

Long-term reliability and affordability of operating, maintaining, and replacing key municipal infrastructure services requires understanding of the current state of infrastructure and a fiscally responsible approach to long-term planning. The various infrastructure systems require substantial capital investments, and the Town will need to continue balancing levels of service, risk, and cost in all plans and programs.

GOALS

1. EFFECTIVELY MANAGE THE TOWN’S ASSETS AND DEMONSTRATE STRONG STEWARDSHIP OF THE BUILT ENVIRONMENT.




ACTIONS:

- Develop an asset management plan for a single asset class as a pilot project that can be replicated with other assets.

Desired outcomes:

- Prioritize maintenance and replacement activities that maximize the use of existing infrastructure and minimize the overall cost of service delivery.
- Reinforce the use of tools (e.g., policy) to build a culture of asset management in the organization through incorporating it in: **Requests for Decisions; Community Engagement; and Budget Deliberations.**
 - Incorporate the long-term sustainability of the Town’s assets into the decision-making process for budgets and planning.

Action Steps:

Item:	Notes:	Timeline:	Completed
 Build maintenance schedules / replacement schedules			
 Asset Classes:	Identify Life Expectancies	Spring 2024	March 2024
• Land		Spring 2024	March 2024
• Building		Spring 2024	March 2024
• Equipment		Spring 2024	March 2024
• Vehicles		Spring 2024	March 2024
 Set up Assets Retirement Reporting for Auditors	Partial completion; further work required	Spring 2024; to be completed Nov. 2024	



Priority 2: Balanced approach to growth

Economic stability helps sustain Penhold's quality of life now and for generations into the future. A strong and healthy local economy diversifies the municipal tax base, allowing for continued service delivery, while creating local job opportunities that retain and attract citizens. As jobs become available, they bring a corresponding need for quality housing options. Growth requires a balance between different types of uses to ensure Penhold remains a healthy and complete community.

GOALS



1. FACILITATE BALANCED ECONOMIC GROWTH.

ACTIONS:

- Sustain the health of the economic tax base through continued communication that increases the public's awareness of current retail options.
 - Desired outcome:**
 - Penhold citizens choose to support local businesses.
 - Non-residents are increasingly aware of the commercial opportunities available in the community.

Action Steps:

Item:	Notes:	Timeline:
 Economic Development Plan reviewed yearly	Separate document Plan	Annually before budgets October
 Updated local context / Business Directory in the business community maintaining open lines of communication with business owners.	Updated on a regular basis	Ongoing
 Balanced Approach to Growth:		
<ul style="list-style-type: none"> • Connect with Realtors on housing needs in Penhold 		Spring 2024
<ul style="list-style-type: none"> • Create an inventory of all "investment ready" lands 	In progress	Summer 2024
 Create a shared understanding of the current housing stock and identify any specific gaps that can be addressed through incremental infill development, lands available for new subdivision activity, or opportunities for targeted types of housing (i.e., multi-family, senior-focused, etc.).	<ul style="list-style-type: none"> - Lack of older homes - Apartment rentals needed 	Summer 2024
 Update the planning and development plans and policies to reflect an updated approach to establishing a vision for the future development of the annexed lands and the potential redevelopment of the historic community west of Highway 2A.		
<ul style="list-style-type: none"> • Intermunicipal Development Plan update 	In progress	Spring 2024
<ul style="list-style-type: none"> • Municipal Development Plans 	In progress	Summer/Fall 2024
<ul style="list-style-type: none"> • Land Use Bylaw update 	Last updated 2018	Spring 2025

<ul style="list-style-type: none"> Highway Intersectional Improvements Report / Alberta Transportation 	In progress	July 2024
<ul style="list-style-type: none"> Offsite Levies Review 		2025
<ul style="list-style-type: none">  Intermunicipal Collaborative Framework (ICF) Agreement 	Partial completion	Spring/summer 2024
<ul style="list-style-type: none">  Municipal Census for town 	In progress	April/May 2024

Priority 3: Sustain a high quality of life

A high quality of life entails a diversity of housing options, access to quality schools, a diversity of parks and recreation opportunities, a strong sense of community, and a connection with the natural environment. Penhold has all these pieces, but as the Town contemplates growth and development, the existing key ingredients need to be nurtured and that new development brings the same qualities that strengthen the community.

GOALS

1. SUPPORT OPPORTUNITIES FOR THE EXPANSION OF COMMUNITY EVENTS.

ACTIONS:

- Build on existing partnerships with community groups to enhance the Town's ability to host and attract events.

Desired outcome:

- Enhance community spirit through engagement at community events.
- Strengthen the Town's attractiveness through growth of community events that demonstrate the strong quality of life characteristics of the community.

2. LEVERAGE EXISTING ASSETS AND RESOURCES TO SUPPORT HEALTH AND WELLBEING.

ACTIONS:

- Detailed inventory, including maintenance, replacement, and upgrade strategy for the current and future trail system.

Desired outcome:

- Clear plan for a contiguous trail system, connecting the community to natural areas and parks and recreation facilities.

- Evaluate current park standards and establish guidelines for the creation of new parks and open spaces in new developments.

Desired outcome:

- Shared understanding of current user needs served by existing parks and open spaces.
- Establish clear guidelines for the types of parks and open spaces needed as part of new development.

3. SUSTAIN THE CHARACTERISTICS THAT CREATE A WELCOMING AND INCLUSIVE COMMUNITY FOR ALL.

ACTIONS:

- Assess the community's needs for social support with the Red Deer and Districts FCSS and ensure that existing support services and programs are well communicated to those that need them.

Desired outcome:

- Penhold is known for its diversity and inclusion.
- Shared understanding of the availability and effectiveness of existing social supports and programs.

Action Steps:

Item:	Notes:	Timeline:
🔨 Active Transportation Plan		
<ul style="list-style-type: none"> • Path systems upgraded; completion of Active Transportation Plan 	Startup May 2024	Fall 2024
<ul style="list-style-type: none"> • Look at updating recreational plans; community connectivity; playgrounds 		Winter 2024 - 2025
🔨 Public Works / Emergency Services Building Evaluation Report		Spring 2024
<ul style="list-style-type: none"> • Funding evaluation for building 	April 22 presentation to Council	Winter 2023/Spring 24
🔨 Public Works / Emergency Services Building Construction	???	Fall 2024/26
🔨 Penhold School Development	Mar 2024 prep started	Spring 2024 - 2026
<ul style="list-style-type: none"> • Current Penhold Elementary School disposal/ownership 		Fall 2024
<ul style="list-style-type: none"> • Future of Fleming Avenue (north of school) 		Fall 2025
🔨 Emergency Preparedness Exercise	Mar. 28, 2024	Spring 2024
🔨 Dog Park lands – location	Motion put forward in Jan. 22/24	Spring 2024
🔨 Memorial Hall – future of the building		Summer 2024
🔨 Paving Stone Replacement Project	Hayter Street and Newton Drive	Summer/Fall 2024; 2024 Work Project
🔨 Utility Fees Cost / Recovery Program	1 st Draft: Jan 8/24	Spring 2024
🔨 Alberta Recycling: Registration outcomes from the Province		??



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: 2024 Potential Dog Park Area Preparation

RECOMMENDATION:

That the Town enters into an agreement with Apollo Landscaping Ltd. For the development of the grounds for the future Penhold Dog Park.

AND FURTHER; In recognition of the service provided in landscaping to the Dog Park area that the town recognize Appollo Landscaping in the park naming.

CAO COMMENTS:

Mr. Hansen reached out to our horticulturalist and being a dog enthusiast, would like to assist in the development of the Dog Park. Mr. Hansen's business has expertise within central Alberta in landscaping designs and would be delighted to partner with the town to bring about this unique dog park area.

SUPPORTING DOCUMENTS

Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 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:

Following through on priority items identified by residents of Penhold via surveys, open house, and general comments.

DESIRED OUTCOME(S):

Town residents receive a response, as per their participation in the different information gathering sessions over the past few years, regarding the possible development of a dog park.

RESPONSE OPTIONS:

Ask administration to provide additional information.

PREFERRED STRATEGY:

With a location identified citizens/clients will assist the development of the site.

IMPLICATIONS OF RECOMMENDATION:

1. Potential Dog Park name designation would be offered to “Appollo Landscaping Ltd.”;
2. Preparation will cost more than the \$2,500 mentioned for just seed.

GENERAL:

At its Jan. 22, 2024, Regular Council meeting, a motion was passed to approve the recommended location identified as the future site for a Dog Park, located east of the future Public Works/Emergency Services Building; and that The Town proceed with placing topsoil on site, do some leveling and seeding this year to allow for a space ready to use in 2025. Which would cost approx. \$ 2,500 for seed as staff will do the work. This will produce a field type of space.

Administration requested a quote from Appollo Landscaping Ltd. for the prep work of the approximate 2 acres proposed. (Quote attached) Appollo graciously offered to donate \$18,000 towards the development of the Dog Park which would see them:

- Spread previously hauled (by Town of Penhold) dirt;
- Fine grade topsoil;
- Fertilize and mechanical seed same area;
- Maintenance to properly establish turf.
- Placement of approx. 10 trees

This will produce a high-quality developed area for 2025 possible use.

ORGANIZATIONAL:

FINANCIAL:

With the Town supporting Appollo to do the work and as per the quote, there will be a cost of \$10,000 back to the town in dressing this area.

FOLLOW-UP ACTION:

As directed by Council,

COMMUNICATION:

Administration will advise Appollo Landscaping Ltd. of the decision.

OTHER COMMENTS:

Presented at the April 8, 2024, Regular Council Meeting for the Town of Penhold



CAO

April 2, 2024

Town of Penhold
1 Waskasoo Avenue
Penhold, AB T0M 1R0

Attention: Lynnette Nisbet

Re: Town of Penhold – Dog Park

With respect to the above and further to your email dated February 12, 2024, please accept our price for required work at the dog park located east of the new Public Works lot along Waskasoo Avenue (just north of the Oxford development), in accordance with picture provided of the proposed dog park area.

Based on approximately 2 acres

- Spread previously hauled (by Town of Penhold) dirt;
- Fine grade topsoil;
- Fertilize and mechanical seed same area;
- Maintenance to properly establish turf.

~ 8,000 sq.m @ \$3.50 per = \$28,00.00 *plus GST*

In appreciation of many years involved working with the Town of Penhold, we would be pleased to donate \$18,000.00 towards development of the Dog Park with a possible name designation offered to "Appollo Landscaping Ltd." and an official tax receipt (*if that is possible*).

Regards,



pu Murray Hansen
Director

/lda

Box 162
Red Deer, AB T4N 5E8
Murray Hansen: (403) 348-3580
murrhansen@gmail.com
Office: (403) 396-1730
appollo.landscaping@gmail.com
www.appollolandscaping.com

Proposed Dog Park Area



- Legend**
- Waskasoo Creek
 - Creeks
 - Fleming Slough
 - Railway
 - Hwy 2A Symbol
 - Hwy 2A
 - Hwy 42 Symbol
 - Hwy 42
 - Hwy 592 Symbol
 - Hwy 592
 - Adjacent Roads
 - Road Labels
 - Title Linework
 - Parcels

Notes
© Town of Penhold



1: 4,408

0.2 Kilometers
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Town of Penhold



Legend

- Boundary
- Waskasoo Creek
- Creeks
- Fleming Slough
- Railway
- Hwy 2A Symbol
- Hwy 2A
- Hwy 42 Symbol
- Hwy 42
- Hwy 592 Symbol
- Hwy 592
- Adjacent Roads
- Road Labels
- Title Linework
- Parcels

Notes



1: 4,408

0.2 Kilometers



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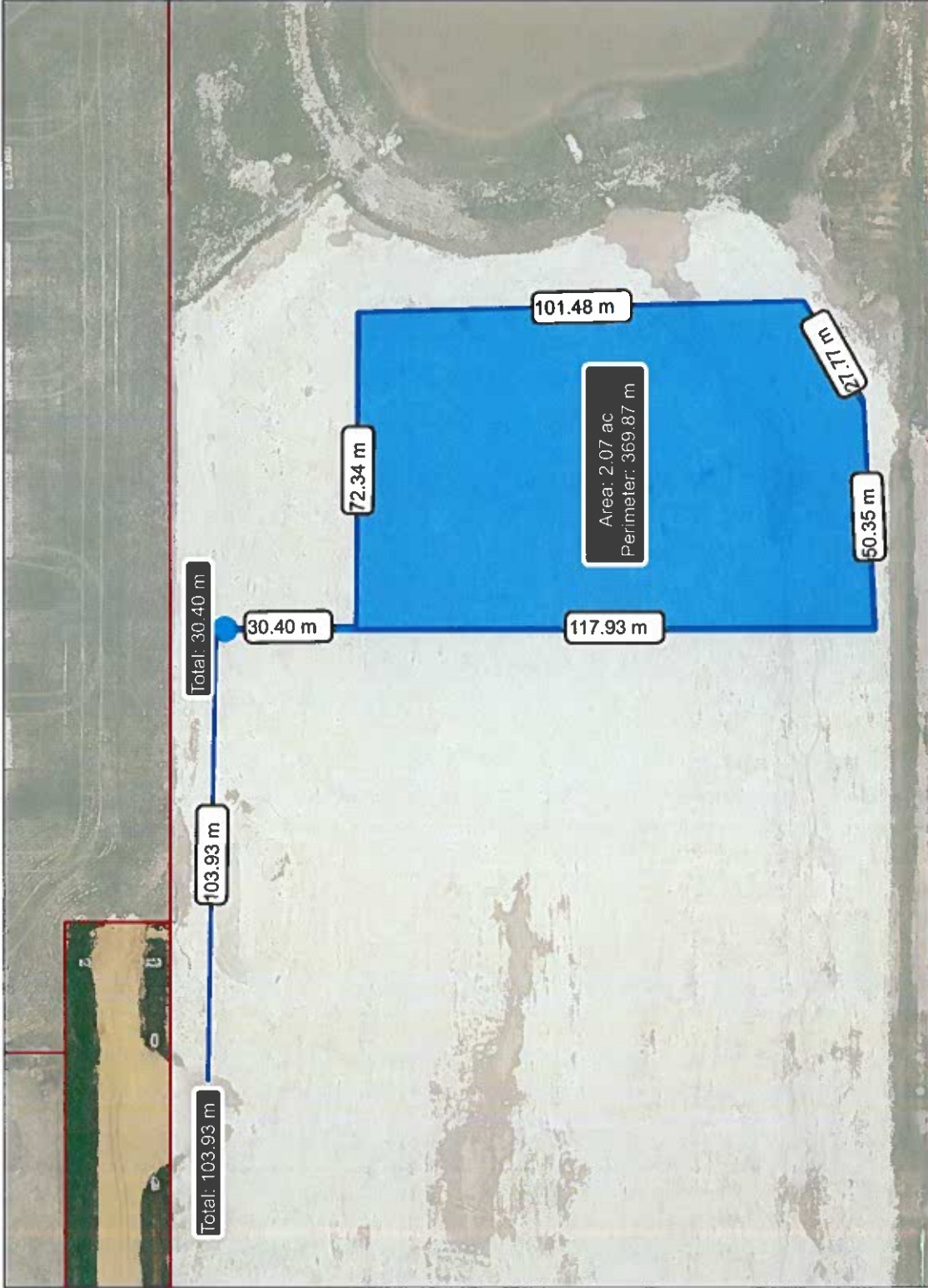
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Proposed Dog Park Area



- Legend**
- Waskasoo Creek
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 - Railway
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 - Hwy 42
 - Hwy 592 Symbol
 - Hwy 592
 - Adjacent Roads
 - Road Labels
 - Title Linework
 - Parcels

Notes
 © Town of Penhold



1: 2,257

0.1 Kilometers
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REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 822/2024 Tax Payment & Penalty Bylaw – 1st, 2nd, & possible 3rd Reading

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 822/2024 Tax Payment & Penalty Bylaw.
2. That Council move to give second reading of Bylaw 822/2024 Tax Payment & Penalty Bylaw.
3. That Council move to proceed with third reading of Bylaw 822/2024 Tax Payment & Penalty Bylaw.
4. That Council move to give third and final reading of Bylaw 822/2024 Tax Payment & Penalty Bylaw.

CAO COMMENTS:

In our messaging we will make it clear that if paying electronically to allow sufficient transfer time check with your financial institution.

In discussion with our Auditors they made comment that Penhold has a good track record for collection of taxes. This is partially because of this bylaw.

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 2 Section 7 – A Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

Authorize administration to keep the level of borrowing available at a financial institution.

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 822/2024 being the Town of Penhold Tax Payment & Penalty Bylaw for further discussion.

PREFERRED STRATEGY:

Approve the Bylaw and send out notices to residents.

IMPLICATIONS OF RECOMMENDATION:

By giving all three readings, provides Administration the ability to send notification to the residents in a timely manner.

GENERAL:

Bylaw 822/2024 Tax Payment & Penalty Bylaw is created as it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes. Administration wishes to keep the penalties at 3% for the first three penalty dates, July 1st, August 1st and September 1st; and for the December 31st deadline, keep the 12% penalty on all outstanding taxes, identifying the urgency for payment.

Section 3 Paragraph 4: is a new statement for penalties clearly identifying that payment needs to be made into the town's account prior to the penalty date. Over the past couple years we have run into a reoccurring problem with clients identifying that they made payment prior to the penalty date. Only to receive it into the towns bank account 3 somethings up to 5 days later. This creates unclear deadlines for our processing times and with financial institutions varying transfer dates make it difficult for staff tracking. We are clearly saying payment is made when in hand for the town.

ORGANIZATIONAL:

Administration

FINANCIAL:

Taxes will be collected and are due no later than June 30, 2024; payments afterwards will be charged interest fee penalty as per Schedule "A".

FOLLOW UP ACTION:

Signing of Bylaw, mail out letters.

COMMUNICATION:

Letters will be sent out to residents, notice in the Reporter and Utility Bill insert.

OTHER COMMENTS:

Presented at the April 8th, 2024 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 822/2024

TAX PAYMENT & PENALTY BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, pursuant to sections 344 and 345 of the Municipal Government Act RSA. 2000, c. M-26, Council may impose penalties on unpaid taxes at the rates set out in the Bylaw, and pursuant to section 340 of the MGA, may permit taxes to be paid by installments.

WHEREAS: it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

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

SECTION 1 ~ SHORT TITLE:

1. This Bylaw will be referred to as the "Tax Payment & Penalty Bylaw".

SECTION 2 ~ DEFINITIONS:

In this bylaw, unless the context otherwise requires, these definitions will prevail:

1. **Town** – shall mean the municipal corporation of the Town of Penhold in the Province of Alberta;
2. **Council** – shall mean the Municipal Council of the Town of Penhold in the Province of Alberta;
3. **CAO** – shall mean the Chief Administrative Officer of the Town of Penhold
4. **Taxes** – includes property, business, business revitalization zone, special and local improvement taxes, and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta;
5. **Taxpayer** – is the person liable to pay taxes within the Municipal Government Act of the Province of Alberta;

6. **Unpaid Taxes** – shall mean taxes levied in any year, which remain unpaid after the invoice date as determined by resolution of Council, together with penalties and any other charges added thereto during such year;
7. **Tax Arrears** – means taxes that remain unpaid after December 31 of the year in which they are imposed;
8. **Installment Payment Plan** – also referred to as ‘Tax Payment Plan’, means the plan authorized by this Bylaw permitting taxpayers to make payment of taxes by way of monthly installments as outlined within Schedule A of this Bylaw;

SECTION 3 ~ PAYMENT:

1. Payment shall be made at the Town of Penhold Administration Office located at #1 Waskasoo Avenue, Penhold Alberta;
2. Every taxpayer shall make payment of the full amount of taxes charged against land and improvements owned by the taxpayer in the roll at the Town of Penhold Administration Office before the invoice date of the year stated in the tax notice;
3. For the purpose of this Bylaw any payment of taxes forwarded by mail shall be deemed to be paid on the same date as the postmark on the envelope in which the said payment is mailed;
4. For the purposes of this Bylaw any payment of taxes paid for by electronic devices shall be deemed to be paid on the date the transaction is received within the towns bank account;
5. In the event of a disruption of postal services through any cause, the taxable person shall make payment as required by this Bylaw without any extension of penalty dates set by the Bylaw;
6. For the purpose of this Bylaw any payment of taxes forwarded by a courier approved by the Government of Alberta shall be deemed to be paid on the same date as such payment is given to the courier for delivery to the Town;

SECTION 4 ~ TAX PAYMENT PLAN:

1. Taxpayers who wish to apply for inclusion in the Tax Payment Plan must sign an authorization form provided by the Town permitting monthly installments. There must be a void cheque attached to the form for the account the withdrawal is to be taken from. Payment will be requested from the taxpayer’s bank account on the first business day of the month.

2. Participation in the Tax Payment Plan will be permitted at any time during the current taxation year.
3. The bank's failure to honour any preauthorized payment shall be deemed to be a breach of the agreement by the person.
4. The Town may refuse a taxpayer's request to be included in the Tax Payment Plan based on previous default for this account.
5. A taxpayer may not apply for inclusion in the Tax Payment Plan twice in the same calendar year with respect to the same property.
6. Any credits as of December 31st, of any year will be applied to the next year payment, unless a written request for a refund is given to the Town.
7. If a taxpayer decides to cancel their inclusion in the Tax Payment Plan program, they must complete an authorized cancellation form 30 days prior to the cancellation date requirement. If this date is after the tax due date the taxpayer account is then subject to penalty on any remaining amount for that year.

SECTION 5 ~ PENALTIES:

The following penalties shall be added to all taxes remaining unpaid on the date indicated hereafter and shall be added to and form part of the unpaid taxes;

1. Should the full amount or any portion of the current years taxes for the year stated in the Tax Notice remain unpaid after the stated invoice date, effective the day after there shall be added to and form part of such unpaid taxes, by way of a penalty, an amount as determines by resolution of Council and identified within Schedule "A" as unpaid current taxes;
2. Should any taxes and penalties levied thereon remain unpaid after the last day of the month of December in the year for which the same are levied, there shall be added to and form part of such arrears, by way of a penalty, an amount determined by Council by resolution as prescribe within Schedule "A".

This Bylaw shall take effect on the date of the third and final reading.

Bylaw 814/2023 Tax Payment & Penalty Bylaw is hereby repealed upon the final passing of Bylaw 822/2024.

READ a first time on the ____ day of ____ 2024.

READ a second time on the ____ day of ____ 2024.

READ a third and final time on the ____ day of ____ 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

Rates/Fees & Penalties April 2024

Taxation:

Penalty Dates:	July 1st	3% on unpaid current taxes
	August 1st	3% on unpaid current taxes
	September 1st	3% on unpaid current taxes
Penalty Date:	December 31st	12% on all outstanding taxes and arrears

Assessment Complaints:

To file a Complaint to the Regional Assessment Review Board the following fees will be required:

- Residential (3 or less dwellings and/or Farmland) \$ 50.00
- Non-Residential \$650.00

Tax Installment Payment Program – TIP Program:

To be enrolled in the TIP Program, residents must have an automatic withdrawal form set up as follows:

- Forward a completed TIP Form with an attached Void Cheque or auto withdrawal form from the account the withdrawal is to come from.
- Registration for the Program may be done at any time of the current year for which the applicant is registering.
- In order to be eligible property taxes must be in a current year status.
- Payment will be requested from each taxpayer’s bank account on the first day of each month.



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 823/2024 Tax Rate and Minimum Tax Rate Bylaw

RECOMMENDATION:

1. That Council gives first reading to Bylaw 823/2024 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented;
2. That Council gives second reading to Bylaw 823/2024 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented.

CAO COMMENTS:

It is important to note that assessments do vary based on market sales over the past year. Further, they are aligned with the provincial assessment requirements for this region that can change from previous year assessments.

Interesting note: many properties that have not seen substantive assessment changes made when evaluated for 2024 are at a lower tax dollars payable than 10 years ago.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

The Bylaw has considered several items. This is the first year that we are calculating the RCMP requisition based on the changes in the equalized assessment and not based on the four-year scheduled increments. The Provincial Government indicated that the school rates would not increase which they haven't. However, the increase in equalized assessment means there will be an increase in the school requisition, the RCMP requisition and the senior's requisition.

Bright light: In March 2024, the Alberta Government rolled out the Local Government Framework funding. Penhold is one of those communities that saw a small increase versus the decreases we had been anticipating.

Over the past years, the Town has diligently looked for savings in the budget. We are at a point where it is becoming harder to find savings without service reductions. Products and services consumed by the town have also seen substantial price increases. We are recommending a modest increase to the municipal requisition.

The overall increase to the ratepayer will be approximately 4% over 2023. This is making the assumption there were no sharp increases in assessment that would reflect on the overall bill.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Parts 8 – 10; outlines Financial Administration; Assessment of Properties & Taxation. Council may pass bylaws as outlined in Part 1 Section 3 of the MGB for Municipal services, and facilities providing for a safe

viable community and further to work collaboratively with neighbouring municipalities to plan, deliver and fund services.

STRATEGIC RELEVANCE:

The council approves the rate of taxation as presented.

DESIRED OUTCOME(S):

1. Stay highly competitive with the non-residential tax rates with our county counterpart.
2. Minimize the residential rates that will continue to allow a high level of service at the best value possible.

RESPONSE OPTIONS:

That Council defers giving a second reading to Bylaw 823/2024 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw for further discussion.

PREFERRED STRATEGY:

Give 1st reading and possibly 2nd reading if the Council is comfortable with the proposed direction identified.

IMPLICATIONS OF RECOMMENDATION:

Continue to provide a high level of service to residents.

GENERAL:

That Bylaw 815/2023 Tax Payment & Penalty Bylaw that was approved on April 24th, 2023 be repealed and now accept Bylaw 823/2024.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on financial requirements for the community's needs, providing sound financial direction.

FOLLOW-UP ACTION:

This will be tied to our strategic planning document for service delivery.

COMMUNICATION:

town's website; and other electronic means. Media outlets; & staff

OTHER COMMENTS:

Presented at the April 8th, 2024 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 823/2024
TAX RATE & MINIMUM TAX BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, to authorize the setting of several rates of taxation to be levied against assessable property within the Municipality for the 2023 taxation year.

WHEREAS: the total levy requirements of the Town of Penhold as shown in the estimates for 2023 are as follows:

MUNICIPAL REVENUES:

• General Municipal Taxation	\$ 4,016,392
• Municipal Grants	2,232,954
• Various other municipal sources	<u>6,539,432</u>
GENERAL MUNICIPAL REVENUE	12,788,778

MUNICIPAL EXPENDITURES:

• Debenture Debt	\$ 309,921
• Requisitions	1,414,607
• Various other municipal purposes	<u>11,058,255</u>
GENERAL MUNICIPAL TOTAL	12,782,783

Budget Surplus	5,995
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WHEREAS THE REQUISITIONS ARE:

ALBERTA SCHOOL FOUNDATION FUND:

• Public – Residential & Farmland	\$ 977,034
• Public – Non-Residential	157,386
• Red Deer Opted-Out Jurisdictions – Residential & Farmland	39,993
• Red Deer Opted – Out Jurisdictions – Non-residential	0

PARKLAND FOUNDATION	12,800
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX	590
POLICING LEVY	226,804

ACCUMULATED REQUISITION TOTAL:	\$ 1,414,607
---------------------------------------	---------------------

WHEREAS: The Council of the Town of Penhold, Province of Alberta is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions: and

WHEREAS: The Council is authorized to classify assessed property, and to establish different rates or taxation concerning each class of property, subject to the Municipal Government Act, Revised Statutes of Alberta 2000, and

WHEREAS: The assessed value of all the property in the Town of Penhold, Province of Alberta as shown on the Assessment Roll is:

	ASSESSMENT	TAX RATE	TAX LEVY
Residential	396,247,900	8.1	2,957,666
Non-Residential	25,057,490	12	289,516
Farmland	139,650	12	3,500
Multifamily	2,419,050	8.1	54,221
Multifamily – MHP	5,636,100	12	67,416
Seniors’ Lodge	536,320	0	0
Vacant land – Residential	10,727,440	12	138,674
Vacant land – Non-Residential	1,013,760	12	17,418
Non-Res/ Linear	6,755,690	12	78,805
Machinery & Equipment	220,160	12	2,506
LAND ANNEXED FROM RED DEER COUNTY			
Residential	1,796,220	2.3545	7,262
Farmland	255,690	8.5082	2,415
Non-Residential	9,181,160	10.5971	110,840
Machinery & Equipment	2,604,800	10.5971	31,537
General Exempt			
TOTAL	589,298,950		4,016,395

NOW, THEREFORE: under the powers conferred upon it by the Municipal Government Act, R.S.A. 2000, as amended, the Town of Penhold, Province of Alberta enacts as follows:

- That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta.

Residential Property (occupied)	8.1 mills on the dollar
Non-Residential Property	12 mills on the dollar
Parkland Foundation	0.0283 mills on the dollar
Designated Industrial Property Requisition Levy	0.0746 mills on the dollar
Policing Levy	0.5075 mills on the dollar

And as per Annexation Board Order 057/17, the annexed land from Red Deer County will be taxed at the County rates. As such, the properties are assessed in accordance with Red Deer County Bylaw 2021/5 which indicates that:

General Municipal – Non-Residential Property	10.5971 mills on the dollar
General Municipal – Residential Property	2.3545 mills on the dollar
General Municipal – Farmland Property	8.5082 mills on the dollar
Protective Services Levy	0.7751 mills on the dollar
Community Services Levy	0.9423 mills on the dollar
Policing Levy	0.2492 mills on the dollar
Seniors Housing Levy	0.0182 mills on the dollar

2. That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta for the Alberta School Foundation Fund:

Town

Public – Residential & Farmland	2.448 mills on the dollar
Public – Non- Residential	3.7 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.448 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.7 mills on the dollar

County

Public – Residential & Farmland	2.4248 mills on the dollar
Public – Non- Residential	3.6333 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.4248 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	3.6333 mills on the dollar

3. The Minimum amount payable as property tax for general municipal purposes in 2024 shall be \$500.00

4. This Bylaw shall take effect on the date of the third and final reading.

Bylaw 815/2023 is hereby repealed upon the final passing of Bylaw 823/2024.

READ a first time on the ___ day of April, 2024

READ a second time on the ___ day of April, 2024

READ a third and final time on the ___ day of April, 2024

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

This listing identifies correspondence either attached or emailed to Council for review.

ATTACHED:

- Mar. 25 letter from CAEP re: Delegation Summit – Letter to Municipalities

EMAIL:

- Mar. 22 FCM Communique re: Let's protect the CCBF: our most vital infrastructure funding tool
- Mar. 22 Alberta Municipalities re: Alberta Municipalities' Friday News - March 22, 2024
- Mar. 22 Alberta Municipalities re: Reminder: The Weekly – Municipal political parties
- Mar. 26 Municipal World re: Your Municipal World Daily for March 26, 2024
- Mar. 28 Chinook's Edge re: Chinook's Edge Board e-News March 2024
- Mar. 28 Alberta Municipalities re: The Weekly – ABmunis provides alternatives to political parties
- Apr. 2 EXTENDED - Alberta's Municipal Governance - 2024 Survey
- Apr. 2 FCM Communique re: FCM Voice: Canada Housing Infrastructure Fund | 2024 Sustainable Communities Awards | AC2024 | and more
- Apr. 3 Municipal World re: Your Municipal World Daily+ for April 3, 2024
- Apr. 4 FCM re: AC2024: What's new and exciting this year
- Apr. 5 Alberta Municipalities re: The Weekly – Breaking down Alberta's capital support for municipalities in 2024

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the April 8th, 2024 Regular Council Meeting for the Town of Penhold



CAO



Monday, March 25th, 2024

Re: Delegation Summit, April 2024

On behalf of the Central Alberta Economic Partnership (CAEP) we extend our gratitude to all municipalities and partners who have contributed to the creation and evolution of the Delegation Summit. This collective effort to increase investment attraction throughout the region is important and we all have a special role to play in its success!

Jagjit Dhawan, Core Connection and Prateek Sharma, Om Aerotek Solutions are good resources for all of us as they continue their strategic work. They have established a foundation as they work to target Central Alberta as a great place for foreign direct investment in Aerospace, Manufacturing, Agriculture and so much more. There is appetite within the membership to continue the investment conversation on a more one on one basis.

Unfortunately, the Delegation Summit hosted April 22nd – 26th will not be happening moving forward. Due to a number of circumstances, CAEP believes we can direct effort with measured outcomes that provides the membership with significant value. We sincerely thank everyone for their commitment and involvement in this event. Please know that CAEP will continue to lean on this vast leadership, knowledge and experience with upcoming events and projects.

It continues to be a pleasure to serve the membership and engage in productive and relevant projects. Again, we thank you for your understanding and continued support of CAEP!

Regards,

Tracy Gardner
Executive Director