



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the September 11th, 2023 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the September 11th, 2023 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26, Division 9, Part 6, Section 208 Performance of major administrative duties. 'The chief administrative officer must ensure that the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'

STRATEGIC RELEVANCE:

Following MGA requirements.

DESIRED OUTCOME(S):

That the September 11th, 2023 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the September 11th, 2023, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on September 20th for review with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the September 11th, 2023 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 September 25th, 2023, Regular Council Meeting for the Town of Penhold.



CAO

Town of Penhold



REGULAR MEETING MINUTES

September 11th, 2023
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Tyrone Muller

Ken Denson

Cameron Galisky

Absent:

Councillor Hamm

Councillor Kranenborg

Guests:

Jo Michaluk, Resident

Ann Bilyk, Resident

Lori Wolfe, Resident

Jo Michaluk, Resident

Heather Parcels, swearing-in

Robert Galisky, swearing-in

Dylan Galisky, swearing-in

Kim Kim, Resident

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Exec

Asst.

Mayor Yargeau called the meeting to order at 6:01 pm.

1. CALL TO ORDER - Mayor

1.1 Swearing In of Councillor Cameron Galisky

1.2 Addition & Deletions to Agenda

1.3 Adoption of the Agenda

2023-276

Councillor Galisky moved to accept the September 11th, 2023, Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1 Adoption of the August 14th, 2023, Regular Council Meeting Minutes

2023-277

Councillor Muller moved to accept the August 14th, 2023, Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2023-278

Councillor Cunningham 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 Aug. 8 – Sept. 6, 2023

2023-279

Councillor Denson moved that Council receives the Monthly Accounts for Online Payments from Aug. 8 – Sept. 6, 2023, as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the month ending July 31, 2023

2023-280

Councillor Denson moved that Council receives the Investment Statement for the month ending July 31, 2023, as presented.

CARRIED UNANIMOUSLY

6.1. c. Monthly Bank Reconciliation Statement for the month ending July 31, 2023

2023-281

Councillor Muller moved that Council receives the Monthly Bank Reconciliation Statement for the month ending July 31, 2023 as presented.

CARRIED UNANIMOUSLY

6.1. d. Final Financial Reports for Community Hub – Phase 1 (Healthy Communities Initiative Grant)

2023-282

Councillor Cunningham moved that Council receives the Recreation Hub Reconciliation Report as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2023-283

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2023-284

Councillor Denson moved to accept the Multiplex monthly report as information.

CARRIED UNANIMOUSLY

6.4 Public Works – Brandon Kowalchuk

- Distributed in Council Package

2023-285

Councillor Galisky moved to accept the Public Works monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Waskasoo Avenue Lighting North of Hwy 42

2023-286

Councillor Muller moved that Council direct Administration to move forward with the placement of temporary street lighting along Waskasoo Avenue North to the residential subdivision at a cost of approx. \$20,000.

CARRIED UNANIMOUSLY

7.2 Fitness Capital Fund Re-Allocation

2023-287

Councillor Galisky moved that Council approve using the \$10,000 allocated capital funds in the Fitness Centre budget for renovations to the Fitness Studio;

AND FURTHER that any additional funds are to be paid out of the Fitness Centre Maintenance Budget.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

8.1 Chinook's Edge School Division & Town of Penhold Joint Use and Planning Agreement

2023-288

Councillor Denson moved that Council direct administration to enter into a Joint Use and Planning Agreement between Chinook's Edge School Division and the Town of Penhold.

AND FURTHER that the terms and conditions of this agreement be reviewed every five (5) years with the first review scheduled for 2027.

CARRIED UNANIMOUSLY

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

9.1 Community Policing Report & Innisfail Provincial Detachment Crime Stats

2023-289

Councillor Cunningham moved that Council accepts the Innisfail RCMP's quarterly Community Policing Report for Innisfail as well as additional documents as information.

CARRIED UNANIMOUSLY

9.2 Penhold & District Library – 2023 Summer Program Stats

2023-290

Councillor Muller moved that Council accepts the Penhold & District Public Library's 2023 Summer Reading Program letter and statistics as information.

CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2023-291

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2023-292

Councillor Galisky moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

2023-293

Councillor Muller moved that Council direct administration to explore opportunities in which the Town can support the Paws & Claws Rescue with possible options i.e. Facility/land/parcel to potentially bring a rescue to our community.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions and discussion occurred.

14. CLOSED SESSION

15. ADJOURNMENT

2023-294

Councillor Muller moved to adjourn the Council Meeting at 7:08 p.m.

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 item only

COUNCIL FOLLOWUP:

Key Dates to be aware:

Alberta Munis Conference: Sept 27 – 29, Edmonton

Strat Planning Session: Oct 14, Heritage Ranch

Community Forum: October 30 @ 6:30pm, Penhold Library

Projects:

Schools:

- Our office has been in contact with LEAR Construction from Calgary about securities and permitting items for the new building.
- Servicing to the property line is set to be installed.

Public Works/Fire Hall Site:

- RFP's have been sent out and our office has had good response to date.

Active Transportation Fund:

- Construction continues on the trail system around the Multiplex. The trails base prep should be done in the next couple weeks.
- Vac-Testing along Newton Avenue south of Jessie Duncan School occurred on Friday for the high-pressure gas line location.
- Piles for the bridge and lighting fixtures will be occurring this coming week.
- The bridge is scheduled to be placed Nov. of this year.

Administration:

- **By-Election:** Form 26 - Campaign Disclosure & Financial Statement have been sent out to the candidates to ensure they meet the Local Authorities Election Act requirements.
- Our office will respond to the questions heard from the community during the campaign.
- **Penhold Estates:** Processes have been implemented to address some key areas of concern:
 1. Roads: our CPO's team is pushing to get addressed.
 2. Dilapidated units: 2 units are being addressed.
 3. Power poles: IJD has issued notice for correction; this has been extended to Oct. 15th for a work plan.
- Alberta Environment and Protective Areas are doing the final round for the Flood Hazard Review: this review includes Waskasoo Creek. We will be getting a Facts Sheet to help assist the public's understanding of the different components of the study. This will include information about the draft flood hazard maps, the new approach to mapping floodways, and new flood fringe zones. This should be coming out in the next several weeks.
- Power matters: We have signed off for several power poles to be changed out at Grey Street on the west side of the railway tracks. This should be occurring mid Oct.

Development Items:

The new industrial building has caught the attention of surrounding residents. There have been several concerns expressed on what is occurring and their not being notified. We have provided a copy of the letter sent out prior to the addresses on the tax files.

Economic Initiatives:

Mayor Mike made two new business plaque presentations last month: Penhold Tavern and The Muscle Chef.

There have been two plaque presentations this month as well: Pharmasave Penhold and Bright Beginnings Montessori Ltd. – Penhold.

A write up was done and posted in the Sept. Reporter for the Tavern and The Muscle Chef.

There will be a write up in October's Reporter for Pharmasave and Bright Beginnings.

FOLLOW UP ACTION:

- Continue working with projects occurring in town
- Active Transportation project
- ABMunis Conference
- Fall Strategic Planning (upcoming)
- I will be once more taking some time off Sept 29th to Oct. 6th incl.

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the September 25th, 2023, Regular Council Meeting for the Town of Penhold

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

CAO



REQUEST FOR DECISION

Department: Community Services

Submitted by: Jennifer Blaylock

SUBJECT: Community Services Report

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS

Report/Document: Attached ___ Available ___ Nil X

FOLLOW-UP

KEY ISSUE(S)/CONCEPTS DEFINED: n/a

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: n/a

DESIRED OUTCOME(S): n/a

RESPONSE OPTIONS:

1. Council receives the report as information.
2. Council defers back to administration for more information.

PREFERRED STRATEGY:

This report is being submitted to keep Council informed of Community Services’ programs, events, and services.

IMPLICATIONS OF RECOMMENDATION: n/a

GENERAL:

August & September reports

FCSS Coordinator & FCSS Community Worker

- Passport to Summer Park Plays wrapped up in August with 50 people joining us at Critter’s Corner at the beginning of the month and 30 coming out at the end of the month at Hawkridge Park. Over the summer we saw 197 participants for these four connection opportunities at different parks around town.
- For Discovery Night we had 43 exhibitors in attendance and around 110 people walk through. Those that came out were engaged and stopped at many of the exhibitors to

find out all the great things that are offered to the residents of Penhold and area. Feedback on surveys to the exhibitors and participants was mostly positive.

- The Home Alone Course on September 16th had 18 kids participate as two had dropped out. Originally, the course was filled with 20 registrations.

Penhold Youth Club:

- PYC average attendance in July:
Grades 4-6: 10
Grades 7-12: 12
- PYC average attendance in August:
Grades 4-6: 9
Grades 7-12: 10
- On August 2nd, PYC volunteered at the Ice Cream Shack. We had a total of 16 youth volunteer their time. The youth loved helping and have asked staff to arrange this activity again next year.
- We had our first Family Night in August where PYC members and their families could come to PYC and enjoy some pastries, games, and crafts together. We had a total of 22 people participate in our family night. Staff will be planning more family nights throughout the 2023-2024 season.

Communication & Events:

2023 Upcoming Events

Community Christmas, Friday Nov. 24

**No Pumpkin Head Scarecrow Contest this year due to decreasing participation in 2022 and 2021.

Community Events

Fall Festival was a great success.

- Craft Beer Wine & Spirits Night is the only revenue stream for Fall Festival, all funds brought in go towards offsetting the cost of the event. Vendors in the Craft Beer, Wine & Spirits Festival get \$1 back for every sample they sell. There were approximately 500 people who attended the event including participants in the Mini Marathon, promotional tickets, and free tickets to community volunteers.

Revenue

Admission sales: \$4,310

Sample ticket sales: \$4,435 (after vendors paid)

- Mayor Mike's Mini Marathon for a Cause: \$25 registration fee went to Jessie Duncan PAC this year; total raised was \$1,050.
- Show & Shine took donations for car show entries and collected \$376 for the Penhold Elementary PAC.
- Chain saw artist on Saturday created two large pieces on site during Fall Festival and the bench he created will be arriving with the bear and hawk from Fall Festival. Final plans for all three carvings to be determined.

- In addition to Town of Penhold staff who worked, members from the Fire Department and staff from the Library & Community TIES, there were 76 community members who volunteered their time to help make Fall Festival a success.

Communications:

- Redpoint Creative has finished their portion of the Logo/ Branding Guide. A formalized collection of logos with specific usage standards, colours, fonts etc. is in the works and once completed, Penhold will have a brand standard for everyone to follow.
- Over the summer months additional printed copies of the Penhold Reporter have been requested from some local merchants. Currently there are 280 printed copies being distributed each month, but this number will be increased if demand remains high.
- The Town of Penhold website traffic continues to increase, at the start of the year there was an average daily view of close to 100. The current daily average is now 150-200 views, except for Fall Festival when there were over 700 visits to the page on Sept 8.

Work Plan & Upcoming Special Dates:

September 13, 20, 27: Playgroup

September 25, October 16 & 23: Lego Club

September 28: Vaping and Cannabis Presentation

October 4, 18, 25: Playgroup

October 12: Dental Day

October 14: Family Play Day

October 21: Babysitter's Course

October 21: Charity Check Stop

October 26: Healthy & Affordable Eating Workshop (FCSS Regional Project - 'Every Little Bit Helps' Community Workshop Series)

November 1: Downsizing & Moving Forward presentation ('Planning Ahead' Seniors Series)

November 8: Remembrance Day Ceremony with Penhold Crossing @ 1:15 pm

November 8: Welcome to Penhold Night

November 15: Wills & Estate Planning presentation ('Planning Ahead' Seniors Series)

November 24: Community Christmas

November TBD: Seniors Benefits presentation (FCSS Regional Project – 'Every Little Bit Helps' Community Workshop Series)

Oct, Nov, Dec TBD: Tech Tips for Older Adults & Seniors

ORGANIZATIONAL: n/a

FOLLOW UP ACTION: n/a

COMMUNICATION: n/a

Presented at the September 25th, 2023 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Council Update Report

RECOMMENDATION:

That Council accepts the Fire & Protective Services 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):

The attached report is presented to keep the Council informed and up to date on tasks being worked on within Protective Services.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Information & possible direction

GENERAL:

FIRE DEPARTMENT

Operations:

- There were 14 emergency calls in August: 11 EMS and 2 structure fires in Innisfail.
- We have 31 qualified members: 1 Chief, 1 Deputy Chief, 1 Assistant Deputy Chief, 2 Captains, 4 Lieutenants, 19 Firefighters, 3 probationary firefighters.
- We have accepted 14 Futures on Fire Cadets.

Training:

- In September we will be training at the live burn tower in Red Deer for two full days.
- In September the department begins training in Advanced First Aid, an 80-hour medical course.
- There will be an ICS 200 course in October for the Fire Department and one in November for the Town.

Fire Prevention:

- Fire inspections are ongoing.
- Fire Prevention week is October 8th to 13th. (mostly social media)
- Two hall tours are booked in October.

Maintenance:

- Rescue is the last large apparatus to have its yearly CVIP. The radiator had a small leak and is being repaired.
- Tender will need another service and minor maintenance upon return from deployment.
- Command 1 is waiting on parts for a warranty repair (transfer case seal) but continues to be operational.

Notes:**Internal Events:**

- Buck Creek Fire (Drayton Valley) deployment debrief in October.
- Emergency Advisory Committee meeting September 25th

External Events:

- One of our firefighters has been requested to be a guest on a podcast by CBC radio Vancouver. More details are coming.
- Our Tender continues to provide mutual aid to Hay River in the Northwest Territories.

Municipal Enforcement:**Administration:**

- Additional speed sign brackets are being procured to add variety to the speed sign locations.

Enforcement:

- 33 various citations were issued in Aug: 7 speeding violations, 7 warnings, 8 traffic violations, and 11 other violations.

Speed:

- A speed sign was placed on highway 2A Southbound and then Northbound.

Serial # 304112 Street: Highway 2A Southbound Speed Limit: 50 KPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Aug 17	2534	1003	40%	85	6	4	5:30p	465	37	4	60	48.5
Aug 18	2312	805	35%	75	9	2	1:00p	369	18	5	60	46.5
Aug 19	2192	899	41%	97	10	3	2:00p, 2:30p	434	42	9	60	49
Aug 20	1953	790	41%	84	10	5	2:30p	385	37	6	60	48.5
Aug 21	2405	913	38%	88	11	4	2:45p	427	42	8	60	48.8
Aug 22	2444	929	38%	84	12	3	2:00p	477	43	5	60	48.7
Aug 23	2399	870	36%	71	14	4	3:15p, 3:30p	383	48	8	60	48.3
Aug 24	2401	938	39%	93	16	3	12:45a	457	44	7	60	48.7
Aug 25	2533	986	39%	85	12	2	2:00p	466	36	6	60	48.6
Aug 26	2211	916	41%	98	10	3	11:45p	437	49	7	61	48.6

Serial # 304112 Street: Highway 2A Northbound Speed Limit: 50 KPH

DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Sep 7	2072	808	39%	59	9	3	4:30p	164	14	3	56	48.8
Sep 8	2147	789	37%	54	3	2	2:00p	143	7	2	56	48.6
Sep 9	1836	761	41%	51	11	2	3:00p	155	17	3	56	49.1
Sep 10	1540	700	46%	67	7	2	4:30p	154	13	2	56	49.7
Sep 11	1956	683	35%	42	6	2	2:30p	136	8	3	56	48.4

Animal Control:

- CPO team continues to respond to animal control and has been issuing fines.

Emergency Management:

- EMAC meeting to discuss Emergency Management direction.
- Buck Creek deployment debrief happening in October.
- Agency meeting planning underway for an October/November agency meeting.
- ICS 200 training occurring in October.

Public Services Building:

- RFP posted and has generated 30 interested vendors.
- Two separate requests for one week extension were received and facilitated.
- New timeline is:

Project Milestones	Estimated Date
RFP issued	September 5, 2023
Deadline for RFP Inquiries	September 29, 2023, 16:00:00 Mountain Time
Submission of proposal (RFP Closing Date)	October 5, 2023, 16:00:00 Mountain Time
Evaluations	October 6, 2023 to October 12, 2023
Proponent Interview Notification	October 12, 2023
Short List Interviews	October 26 and 27, 2023
Contract Award – Validation Phase Agreement	November 6, 2023

FOLLOW UP ACTION:
COMMUNICATION:
OTHER COMMENTS:

Presented at the September 25th, Regular Council Meeting for the Town of Penhold



 CAO



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:

- Request from Penhold Fire Fighters Association to support Dueling Piano/Silent Auction event on Mar. 9, 2024

EMAIL:

- Sept. 11 Alberta Municipalities re: Alberta Municipalities' Friday News - September 8, 2023
- Sept. 20 CAEP Connections re: CAEP Updates, Events and Opportunities for involvement!
- Sept. 20 FCM Communique News re: FCM Voice: Historic HAF investment | Board meeting update | Gender Equality Week | and more
- Sept. 20 Alberta Municipalities re: Reminder: The Weekly – Lonely at the Top: Latest FOMG paper explores CAO role & tenure
- Sept. 20 Alberta Municipalities re: The Weekly – Emergent resolution: Yearly boost of \$1 billion to LGFF needed
- Sept. 20 Chinook's Edge Board e-News September 20, 2023
- Sept. 20 ABMunis President re: Emergent resolution on LGFF Capital
- Sept. 21 Alberta Municipalities re: The Weekly – 2023 ABmunis Award winners announced

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 September 25th, 2023, Regular Council Meeting for the Town of Penhold



CAO



His Worship and Council,

The Penhold Volunteer Firefighters Association is hosting a Dueling Piano/Silent Auction event March 9th, 2024, at the Penhold Regional Multiplex. This event will aid us in purchasing necessary items, which includes rescue equipment, medical supplies, and safety gear for our Firefighters.

This event is not possible without sponsorship and contributions from generous business partners. Sponsorship information can be found on the next page. Tax receipts will be issued for donations over \$20. Firefighters are available to pick items up or items can be dropped off at the Penhold Fire Department Wednesdays at 7pm. Proof of value will be required for tax receipts on donations.

Prepare yourself for a fun night out!

If you require any further information or to arrange for pick up, please contact:

Nicole Thomson @ 403-872-8173

Nicole.thomson@hotmail.ca

Brittany Evans@ 403-619-3169

Brittanyvane13@hotmail.com

Thank you for your continued support.

Sincerely

Dwayne Marsden

President

Penhold Volunteer Firefighter Association

Penhold Volunteer Firefighters Association



Penhold Volunteer Firefighters Association

Dueling Pianos Fundraiser: March 9th, 2024

Sponsorship Opportunities

- \$1000 "Platinum" Sponsorship - Includes a Special mention by the MC of the event, 16 drink tickets, a table for 8, 2 bottles of wine and your company logos on all event advertising.
- \$500 "Gold" Sponsor - Includes a table for 8, 2 bottles of wine and your company logos on all event advertising.
- \$250 "Bronze Sponsor" - Includes your company logo on all advertising.
- Auction item - Mention of your business on the Silent Auction sheet and Tax receipt for Donated Auction items greater than \$20's.

Sponsorships must be submitted by December 1, 2023

Auction items must be delivered or available for pick up February 16, 2024

Tickets will be available to the public December 15, 2023

Cheques can be made out to: *Penhold Volunteer Firefighters Association*

Penhold Volunteer Firefighters Association



I _____
From _____ agree to a
_____ sponsor for a total of
\$ _____ at the Penhold Volunteer Firefighters
Association Dueling Pianos event March 9th, 2024, at the Penhold
Regional Multiplex.

Business name and representative printed

Representative signature

Date

Penhold Volunteer Firefighters Association member name printed.

PVFA Member Signature

Date