



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT: Adoption of the March 13<sup>th</sup>, 2023 Regular Council Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the March 13<sup>th</sup>, 2023 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 March 13<sup>th</sup>, 2023 minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the March 13<sup>th</sup>, 2023, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on March 20<sup>th</sup> for review with no changes identified at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the March 13<sup>th</sup>, 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 March 27<sup>th</sup>, 2023, Regular Council Meeting for the Town of Penhold**

for   
CAO \_\_\_\_\_

# Town of Penhold



## REGULAR MEETING MINUTES

March 13<sup>th</sup>, 2023  
Town Council Chambers

**Deputy Mayor:**

Mike Yargeau

**Councillors:**

Teresa Cunningham

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Mike Walsh

**Virtual Attendance:**

Councillor Ken Denson

**Staff:**

Rick Binnendyk, CAO

Bonnie Stearns, Ex Asst.

**Guests:**

List of attendees attached (14)

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

### 1. CALL TO ORDER - Mayor

#### 1.1 Addition & Deletions to Agenda

7.5 Penhold & District Library – 2022 Year in Review

7.6 Penhold Bullarama

#### 1.2 Adoption of the Agenda

Closed session – Personnel matters

#### 2023-072

Councillor Hamm moved to accept the March 13<sup>th</sup>, 2023 Regular Council meeting agenda as amended.

**CARRIED UNANIMOUSLY**

### 2. ADOPTION OF PREVIOUS MINUTES

#### 2.1 Adoption of the February 23<sup>rd</sup>, 2023 Regular Council Meeting Minutes

#### 2023-073

Councillor Denson moved to accept the January 27<sup>th</sup>, 2023, Regular Council meeting minutes as presented.

**CARRIED UNANIMOUSLY**

### **3. BUSINESS ARISING OUT OF THE MINUTES**

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#### **2023-074**

**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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### **6. REPORTS**

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#### **6.1. Financial**

**6.1. a. Monthly Accounts for Online Payments and Payments from Feb. 22 – Mar. 8, 2023**

#### **2023-075**

**Councillor Muller** moved that Council receives the Monthly Accounts for Online Payments from Feb. 22, 2023 – Mar. 8, 2023 as presented.

**CARRIED UNANIMOUSLY**

**6.1. b. Monthly Bank Reconciliation for the month ending Jan. 31, 2023**

#### **2023-076**

**Councillor Cunningham** moved that Council receives the Monthly Bank Reconciliation for the month ending Jan. 31, 2023 as presented.

**CARRIED UNANIMOUSLY**

#### **6.2 CAO Report – Rick Binnendyk**

- Distributed in Council Package

#### **2023-077**

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

**CARRIED UNANIMOUSLY**

#### **6.3 Multiplex – Michael Szewczuk**

- Distributed in Council Package

#### **2023-078**

**Councillor Cunningham** moved to accept the Multiplex Managers monthly report as information.

**CARRIED UNANIMOUSLY**

- 6.4 Public Works – Nancy McAteer**
- Distributed in Council Package

**2023-079**

**Councillor Kranenborg moved** to accept the Public Works monthly report as information.  
**CARRIED UNANIMOUSLY**

**7. NEW BUSINESS**

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**7.1 Chinook’s Edge and Town of Penhold – Joint Use Agreement**

**2023-080**

**Councillor Cunningham moved** to table the recommendation and direct Administration to have discussion with Chinook’s Edge School Division as to the future focus for the current elementary school site.

**CARRIED UNANIMOUSLY**

**7.2 Town of Penhold Updated Strategic Priorities Chart (Jan. 2023)**

**2023-081**

**Councillor Muller moved** that Council approves the Town of Penhold updated Priorities Chart (January 2023) as presented.

**AND FURTHER** that staff provide further information for possible policy direction on the following items:

1. Dog Park
2. Memorial Hall
3. Updated Sidewalk Policy

**CARRIED UNANIMOUSLY**

**7.3 Multiplex Concession Lease Extension**

**2023-082**

**Councillor Walsh moved** that Council approve a one year lease extension with Mr. Lachance to operate D’s Beans Smoked Foods out of the Concession Lease space in the Penhold Regional Multiplex.

**CARRIED UNANIMOUSLY**

**7.4 Charge for Paper Copy Utility Bills**

**2023-083**

**Councillor Hamm moved** to table the motion and Council directed Administration to further communicate with residents the advantages of E-Billing through utilities insert and social media;

**AND FURTHER** that Administration bring the item back to Council at Budget meeting in November.

**CARRIED**

## 7.5 Penhold & District Library – 2022 Year in Review

### 2023-084

**Councillor Walsh moved** that Council accepts the Penhold & District Public Library’s 2022 Year in Review as information.

**CARRIED UNANIMOUSLY**

## 7.6 Bull-a-Rama – May 13

### 2023-085

**Councillor Muller moved** that Council direct Administration that the Town become a Chute Gate Sponsor in the amount of \$2,000.

**CARRIED UNANIMOUSLY**

## 8. OUTSTANDING BUSINESS

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

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## 10. BYLAW(s)

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### 10.1 Bylaw 813/2023 – Emergency Management Agency Bylaw – 1<sup>st</sup>, 2<sup>nd</sup>, and possible 3<sup>rd</sup> Reading

#### 2023-086

**Councillor Walsh moved** that Council moves to give first reading of Bylaw 813/2023 being the Emergency Management Agency Bylaw.

**CARRIED UNANIMOUSLY**

#### 2023-087

**Councillor Hamm moved** that Council moves to give second reading of Bylaw 813/2023 being the Emergency Management Agency Bylaw.

**CARRIED UNANIMOUSLY**

#### 2023-088

**Councillor Denson moved** that Council moves to proceed with third reading of Bylaw 813/2023 being the Emergency Management Agency Bylaw.

**CARRIED UNANIMOUSLY**

#### 2023-089

**Councillor Kranenborg moved** that Council moves to give third and final reading of Bylaw 813/2023 being the Emergency Management Agency Bylaw.

**CARRIED UNANIMOUSLY**

## 11. CORRESPONDENCE and INFORMATION

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### 11.1 General Correspondence

**2023-090**

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

**CARRIED UNANIMOUSLY**

## **12. COUNCIL ROUND TABLE – Information no action**

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

**2023-091**

**Councillor Walsh** moved that Council accepts the reports as information.

**CARRIED UNANIMOUSLY**

**2023-092**

**Councillor Cunningham** moved that Council requests Administration to contact the 7 Penhold Royal Canadian Air Cadets to see if we can assist them in finding space in Penhold for Drills.

**CARRIED UNANIMOUSLY**

## **13. QUESTIONS from the GALLERY**

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There was a question and answer session with online and attending residents.

**2023-093**

**Councillor Walsh** moved to break for a recess at 7:43 pm.

**CARRIED UNANIMOUSLY**

**2023-094**

**Councillor Muller** moved to resume meeting at 7:54 pm.

**2023-095**

**Councillor Walsh** moved to move into Closed Session at 7:55 pm.

## **14. CLOSED SESSION**

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**2023-096**

**Councillor Walsh** moved to move out of Closed Session at 8:20 pm.

## **15. ADJOURNMENT**

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**2023-097**

**Councillor Muller** moved to adjourn Council Meeting at 8:21 pm.

**CARRIED UNANIMOUSLY**

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**MAYOR**

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**CAO**



## REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

**SUBJECT: Council Update Report**

**RECOMMENDATION:**

That Council accept 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

**Projects:**

**Schools:**

- A Development Permit has been requested for the new school. Our office made a number of comments to the drawings. The construction team representing the school has responded back in short order. (several days) There was a provision of the development permit that was off the actual building site boundary that appears to be of concern. In discussion with Mr. Russell, they will, as a school division work with the Town to address this matter.
- It is the intent to put out to Tender by April. Construction start time end of summer.
- Lot servicing will be coordinated with the project coordinator.
- This is a new budget item has been added within this year's budget.

- Penhold School discussion is set for April 3<sup>rd</sup> with the Associated Superintendent.

**Healthy Communities: Community Hub**

- Work continues on the Gazebo
- This part of the project should be completed by the end of March as we are told.
- Spring/Summer Nancy's team will place the new furnishings.

**Public Works/Fire Hall Site:**

- Report has been submitted to FCM. No further information at this time.

**Active Transportation Fund:**

- Engineer bids were due Mar. 22. We anticipate connecting this week to discuss the project expectations and work plan for 2023.

**Administration:**

- As of end of March we will be submitting delinquent tax accounts to land titles.
- Website: Updating the website will be ongoing for the next number of months as time permits, with key project focuses identified for this year.
- The Town's Auditors have completed their onsite review of files. We wait for their draft report for review. A presentation to Council has been scheduled for April 24<sup>th</sup>.
- We would like to wish Sam Anderson and Nadine Hobbs the very best on their new ventures.
- We have hired Alicia Dove and Stacey Forth to fill these positions.
- The past several weeks has been filled with staff performance reviews and expectations for the upcoming year.
- Thank you for the opportunity to attend the Regiment Ball in Innisfail this past Friday. Surprisingly, we met some old acquaintances that were part of growing Penhold.
- Information was requested on recall. Our office forwarded this to the respondent. It should be noted that this does not come into play until April 22 for this term.

**FOLLOW UP ACTION:**

- Continue work with the planning committees for the Local Government Administration Association and Society of Local Government Managers for their upcoming conferences.
- Work on the fall strategic planning session


**COMMUNICATION:**

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

**OTHER COMMENTS:**

**COUNCIL FOLLOWUP:** none at this time

**Presented at the Mar 27<sup>th</sup>, Regular Council Meeting for the Town of Penhold**

for   
\_\_\_\_\_  
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:**

- Community Services, specifically FCSS will not be offering a Dog Walking Etiquette session for youth. Although a variety of programs are offered through FCSS in the CS department, evaluation of each one to ensure alignment with FCSS Outcomes is a preliminary procedure before moving forward. Pet handling training is not a fit under FCSS. Offering awareness and tips and encouraging conversations between parents and their children would be a better approach to the topic.

**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: March report**

## **FCSS Coordinator & FCSS Community Worker**

- The Community Legal Presentation on March 8 had 17 people in attendance and the services offered were utilized. A presentation on Wills & Estate Planning started off the session with opportunities for questions. The afternoon also offered Ask-A-Lawyer where the volunteer lawyer was available for private one-on-one conversations. The Temporary Photo ID table assisted a few individuals. The Community Legal Clinic is an organization that FCSS makes referrals to from the community of Penhold. Bringing organizations like this out to Penhold allows greater accessibility and awareness of the variety of services available to our residents.
- Babysitter's Course remains a popular course to be offered in Penhold as 21 were registered for the March 18 date.
- There were 8 individuals in attendance at the March 20<sup>th</sup> Senior Safety & Fraud presentation. Cst. Craig Nelson from the Innisfail RCMP detachment provided an engaging and informative presentation to the group.
- In partnership with Penhold Elementary and Penhold Crossing School Councils, FCSS hosted screening of both Screenagers and Screenagers: The Next Chapter. For the first screening we had 10 people and the second we had 8 people in attendance. We thank both school councils for including us in the planning and funding the opportunity for parents to learn about how to raise kids in a digital world.
- Art of Conversation kicked off with 6 participants on March 16<sup>th</sup>. This workshop will be monthly for four months and is for youth ages 13-17 and their parent or caregiver. Working with ABC Creations, each session will have an art/creative project and then conversation activities that promotes conversation as participants work on their creations.
- March Daddy & Me Play Day had 9 families and a total of 26 participants come out. Feedback for the Mario themed play day was positive.
- We are now accepting nominations for the Mayor's Youth Recognition Award.

### **Mental Health Project timeline:**

- Souper Neighbours program - ongoing
- 2023: Training for community – Brain Sciences & Resilience and Trauma Informed Care Principles & other training
- 2023: Implement initiatives to provide supports for the areas of need identified from the facilitated community conversations.
- 2023: Other initiatives

### **Penhold Youth Club:**

- PYC attendance in February:  
Grades 4-6: 20  
Grades 7-12: 14
- Wake-Fest happened on February 17<sup>th</sup>-18<sup>th</sup> and it was a huge success. We had 17 youth participate in the event.
- Summer Camps will be happening on July 10<sup>th</sup>-14<sup>th</sup> & July 24<sup>th</sup>-28<sup>th</sup>. Registration opens

on May 1<sup>st</sup>. Cost of the camp is going up to \$150 per week/per child. Staff are also looking at taking the kids on a day trip once per week. There will be early drop off and late pick up options available for caregivers at an extra cost.

- PYC will be having a Princess Tea Event on May 13<sup>th</sup> at 1-3pm at Memorial Hall. Tickets will be \$25 each and can be purchased online through Eventbrite or at the Town Office.
- PYC will be open during Spring break on Tuesday April 11<sup>th</sup> & Wednesday April 12<sup>th</sup> with fun activities that support their creative side for spring.
- May 1<sup>st</sup>-7<sup>th</sup> is Smile Cookie! PYC was chosen for Smile Cookie Week in Penhold.

#### **Communication & Events:**

- 2023 Upcoming Events:  
April 1: Easter Eggstravaganza 10:00 a.m. – 12:00 p.m.  
May 27: Community Garage Sale  
June 23: Roller Skating Pop-Up in the arena Friday 6:30-8:30 p.m.  
July 1: Canada Day Event - Saturday July 1 in the morning  
Sept. 8-9: Fall Festival  
November 24: Community Christmas
- The Easter Eggstravaganza will be Saturday, April 1 and will have wagon rides, cookie decorating, bouncy houses, glitter tattoos, face painting, crafts, and Easter Bunny photos. This is an event where admission is charged. Admission will be \$5 per person or \$10 per family. The purpose of this is to help offset the cost so the event can have a variety of different options of activities to suit multiple ages, stages, and interests.

#### **Communications:**

- The March utility bill insert included information about the Mayor's Youth Recognition Award, recreation options at the Multiplex, Easter Eggstravaganza and Public Works information for residents about the impact of spring thawing.
- The April Reporter will go out the first week of April and will be the start of a campaign to inform residents about e-billing for utilities and possibly for property taxes.
- The website refresh is still in progress and the launch is anticipated for this spring.

#### **Work Plan & Upcoming Special Dates:**

March 29: CRA Outreach presentation: Income Tax Basics & Benefits

April 1: Easter Eggstravaganza

April 3 & 17: Lego Club

April 15: Family Play Day

April 17: Tech Tips for Older Adults & Seniors

April 22: Home Alone Course

TBD: Walk & Tech (Spring)

TBD: Seniors Information series (Fall)


**ORGANIZATIONAL: n/a**

**FOLLOW UP ACTION: n/a**

**COMMUNICATION: n/a**

**OTHER COMMENTS: n/a**

**Presented at the March 27<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold**

for  

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 CAO



## REQUEST FOR DECISION

**Department:** Fire & Protective Services

**Submitted by:** Sean Pendergast

**SUBJECT:** Council Update Report

**RECOMMENDATION:**

That Council accept 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 February: 9 EMS, 4 alarms, and 1 extrication
- We have 31 qualified members: 1 Chief, 1 Deputy Chief, 1 Assistant Deputy Chief, 2 Captains, 4 Lieutenants, 15 Firefighters, 7 probationary firefighters.

**Training:**

- Deputy Chief Wilson and Assistant Deputy Chief Flight are now certified safety codes officers level B2 (fire) and have designation of powers within the Town of Penhold.
- The fire department has completed its first ICS 200 of the year. 10 members have completed the course.
- In April three members will be taking a class on fire investigation, house explosions, and gas safety titled "House Full of Gas". This 4 day class put on by ATCO and industry experts will involve igniting a house full of gas.

**Fire Prevention:**

- Fire inspections are ongoing.
- ATCO Futures on Fire competition is scheduled for May 6<sup>th</sup>. Our cadets will be joining other Futures on Fire programs for a friendly competition and learning experience at the Edmonton Fire Rescue Service training facility.

**Maintenance:**

- Engine 1 had its CVIP done. A few minor repairs were required.
- Pump testing and certification will be coming in spring.

**Notes:****Internal Events:****External Events:**

- Harley Davidson smoking summer days is coming May 13<sup>th</sup>. The fire department will be attending during the day, ensuring that all units are back in town before the Bullarama that same day.

**Municipal Enforcement:****Administration:**

- E-ticketing sandbox (testing) is complete. Printing, scanning, and software are now working. The first provincial e-tickets for Penhold will be coming this week. Municipal tickets will be coming later in spring as we add the bylaws to the back end of the software.
- Officer Pereira is scheduled to complete Crime Prevention Through Environmental Design and animal control in the coming months.

**Enforcement:**

- 47 various citations were issued in February: 10 speeding violations, 2 warnings, 6 traffic violations, 1 Parking violations, and 28 other violations.

**Speed:**

- A data collecting speed sign was placed on Highway 2A Northbound which resulted in the following data:

**SUMMARY TABLE 15 MIN SEGMENT RECORDS**

| Serial # | 3041<br>12    | Street: Highway 2A Northbound    |                           |                                      |                                      |                                      |                     | Speed Limit:                         | 50<br>KPH                            |                                      |                        |                     |
|----------|---------------|----------------------------------|---------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------|--------------------------------------|--------------------------------------|--------------------------------------|------------------------|---------------------|
| DATE     | Vehicle Count | Speeder Count based on Avg. Spd. | Speeder Count % 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 |
| Feb 23   | 1765          | 477                              | 27%                       | 16                                   | 2                                    | 0                                    | 4:15 p              | 82                                   | 3                                    | 1                                    | 55                     | 47.2                |
| Feb 24   | 1840          | 590                              | 32%                       | 25                                   | 1                                    | 0                                    | 1:30 p              | 105                                  | 2                                    | 0                                    | 55                     | 47.9                |
| Feb 25   | 1645          | 567                              | 35%                       | 32                                   | 2                                    | 0                                    | 4:45 p              | 112                                  | 6                                    | 0                                    | 56                     | 48                  |
| Feb 26   | 1341          | 462                              | 35%                       | 25                                   | 4                                    | 0                                    | 4:30 p              | 103                                  | 9                                    | 1                                    | 56                     | 48.4                |
| Feb 27   | 1849          | 599                              | 32%                       | 30                                   | 2                                    | 0                                    | 10:30 p             | 113                                  | 4                                    | 1                                    | 56                     | 47.8                |
| Feb 28   | 1950          | 618                              | 32%                       | 21                                   | 3                                    | 0                                    | 11:45 p             | 107                                  | 5                                    | 1                                    | 55                     | 47.4                |
| Mar 1    | 1990          | 674                              | 34%                       | 21                                   | 1                                    | 0                                    | 1:15 p              | 108                                  | 5                                    | 0                                    | 56                     | 47.9                |
| Mar 2    | 1934          | 705                              | 37%                       | 26                                   | 2                                    | 0                                    | 11:30 p             | 100                                  | 2                                    | 0                                    | 55                     | 48.4                |
| Mar 3    | 1996          | 582                              | 29%                       | 25                                   | 4                                    | 0                                    | 2:45 p              | 102                                  | 10                                   | 2                                    | 55                     | 47.8                |

**Animal Control:**

- Officer Pereira has been registered for advanced animal control in May.

**Emergency Management:**

- We are working with EML Canada on a pilot project to connect multiple businesses and organizations to our Municipal Emergency Plan. (ongoing)
- Annual municipal hazard review is in motion.
- We are expecting to enter into a regional partnership as per bylaw 813/2023.

**Public Services Building:**

- The application for Green Municipal Funding with FCM has been submitted and we are awaiting review (4 months +)





## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

**SUBJECT: Innisfail RCMP 2023/2024 Proposed Priority issues and initiatives**

**RECOMMENDATION:**

That Council moves to accept the Innisfail RCMP 2023/2024 Proposed Priority issues and initiatives as information.

**CAO COMMENTS:**

**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 207 – Chief Administrative Officer’s Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO’s update report.

**STRATEGIC RELEVANCE:**

**DESIRED OUTCOME(S):**

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

**RESPONSE OPTIONS:**

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Sergeant Ihmes met with the Innisfail Police Advisory Committee March 16<sup>th</sup> to discuss the new year (April 1<sup>st</sup>) APP Priorities and Initiatives.

They agreed on the following to be presented to Innisfail Town council in 2 weeks. He mentioned they do not yet have our rural side of the PAC set up yet but he wanted to forward the following priorities and initiatives to both councils.

He is asking if anyone has any thoughts, concerns or suggestions for change to please let him know.

**1. Priority Issue: Police/Community relations – Visibility of Police**

**Objective:** Increase positive police/citizen interactions.

**Initiatives:**

- a. Increase member attendance & participation in community events
- b. Town Hall Meetings
- c. Positive Youth Ticketing

**2. Priority Issue: Crime Reduction – Property & Drug Crime**

**Objective:** Increase Citizen's feeling of safety in their Community

**Initiatives:**

- a. Habitual & Priority Offender Checks
- b. Habitual Crime Property Checks
- c. Non Police Car Patrols (Foot/ bike/ Quad)

**3. Priority Issue: Traffic Safety**

**Objective:** Enhance Road Safety

**Initiatives :**

- a. High Visibility Traffic Operations (with a focus on multi agency collaboration)
- b. Provincial Traffic Enforcement – Tickets

**ORGANIZATIONAL:**

**FINANCIAL:**

There is no financial implication to the Town.

**FOLLOW UP ACTION:**

As per Council's direction

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at the March 27<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold**

  
\_\_\_\_\_  
for CAO



## REQUEST FOR DECISION

**Department:** Parkland Community Planning Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** PEN23101 – to create two (2) Highway Commercial District (C2) parcels

### **RECOMMENDATION:**

That Council accepts the recommendation provided by Parkland Community Planning Services to create two (2) Highway Commercial District (C2) parcels as presented.

### **CAO COMMENTS:**

**SUPPORTING DOCUMENTS:** Report/Document: Attached X Available \_\_\_ Nil \_\_\_

### **KEY ISSUE(S)/CONCEPTS DEFINED:**

To consider the subdivision of Lot 95, Block 2, Plan 22 0985 in the Town of Penhold in order to create two (2) Highway Commercial District (C2) parcels.

### **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:**

As identified in the Economic Development Strategy, the main priority is bringing new business to Penhold focusing on Business Retention, Business Expansion and Business Attraction. This subdivision will bring us one step closer to that objective.

### **DESIRED OUTCOME(S):**

The identified lands are subdivided and Chinook’s Edge can proceed with the construction of the new school was funding is allocated.

### **RESPONSE OPTIONS:**

1. Council defers this item back to Administration for further information or research.

### **PREFERRED STRATEGY:**

As no concerns were brought forward to PCPS regarding the subdivision of the parcel, that Council approve the recommendation and we move forward with the next step of the project.

### **IMPLICATIONS OF RECOMMENDATION:**

If Council approves the proposed application, PCPS can proceed with creating two (2) Highway Commercial District (C2) parcels for future development.

### **GENERAL:**

See package attached.

**FOLLOW UP ACTION:**

As per Council's direction.

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the March 27<sup>th</sup>, Regular Council Meeting for the Town of Penhold

*H. Saul*  
for CAO



Unit B, 4730 Ross Street  
 Red Deer, Alberta, T4N 1X2  
 Phone: (403) 343-3394  
 E-mail: pcps@pcps.ab.ca  
 www.pcps.ca

## SUBDIVISION REPORT

Subdivision Authority (Penhold)  
 Town of Penhold

March 27<sup>th</sup>, 2023

Lot 95, Block 2, Plan 222 0985

File Number: PEN23101

Proposal: To create two (2) Highway Commercial District (C2) parcels

### PURPOSE

To consider the subdivision of Lot 95, Block 2, Plan 222 0985 in the Town of Penhold in order to create two (2) Highway Commercial District (C2) parcels.

### DISCUSSION

Ryker Falcon Holdings Inc., the registered owner, is proposing the subdivision of the subject parcel. The proposed subdivision will create a new Highway Commercial District Parcel. The subject parcel is currently the site of the Suds-Station Carwash and Laundromat. The current area of the parcel is 0.772 ha (1.91 ac). The new proposed Lot would measure approximately 0.26 ha (0.65 ac), and the remainder Lot would be 0.50ha (1.25ac).

The following report will examine the proposed subdivision in relation to the Town's existing plans, comments obtained through the referral process, and other applicable planning considerations.

### INTERMUNICIPAL DEVELOPMENT PLAN (IDP)

The Town of Penhold and Red Deer County Intermunicipal Development Plan (Bylaw 743/2017) identifies the subject land as within the Town's boundary. The IDP defers to the Town's Municipal Development Plan and the direction it provides for future land uses in this area.

### MUNICIPAL DEVELOPMENT PLAN (MDP)

The Town of Penhold Municipal Development Plan (Bylaw 773/2019) identifies the subject land for Commercial use. The current use of the parcel is consistent with the Municipal Development Plan.

### LAND USE BYLAW (LUB)

Town of Penhold Land Use Bylaw (Bylaw 757/2018) designates the subject parcel as Highway Commercial (C2). The purpose of the C2 district is to "provide areas for a range of commercial uses and compatible uses, which are primarily accessible to vehicular traffic, the travelling public, and residents of the surrounding areas along major travel routes."

The minimum required parcel area for C2 parcels is 0.20 hectares with a minimum width of 30m. The proposed new lot would have an area of 0.26 ha (0.65 ac) and a width of 30.1m, which is large enough to accommodate the proposed future development. As the remainder parcel will be 0.50 ha (1.25 ac) in size, there are no concerns with the area or width.

**OUTLINE PLAN (OXFORD LANDING)**

The Oxford Landing Outline Plan identifies the subject parcel for Highway Commercial (C2) use. The proposed subdivision is consistent with the Oxford Landing Outline Plan.

**MUNICIPAL RESERVES**

Municipal reserve dedication is not required as the lot is less than 0.8 hectares.

**SITE PHOTOS**

A site inspection was completed on February 27, 2023 and the following images illustrate the general nature of the subject site.



Photo 1. View to the east from the south parcel boundary towards the proposed Lot along Waskasoo Avenue.



Photo 2. View to the north towards the north parcel boundary of the proposed Lot

### **REFERRAL COMMENTS**

The application was referred to Town Staff, agencies with an interest in the land and adjacent landowners. The following comments were received. Comments in their entirety are attached in Appendix D.

***There were no comments from adjacent landowners.***

#### ***Comments from Referral Agencies***

- *Alberta Health Services* – No objections
- *Alberta Transportation* – No objections. Section 18 of the Regulation is not met. Therefore, pursuant to Section 20 of the Regulation, the department grants approval for the subdivision authority to grant a variance to Section 18 of the Regulation.
- *ATCO Pipelines* – no objections
- *Fortis* - no easement is required
- *TELUS Communications* – no objection

#### ***Comments from Municipal Staff***

- *No concerns.*

**RECOMMENDATION**

In the opinion of the subdivision authority, the proposed application satisfies the requirements of Section 654 of the *Municipal Government Act*, and the relevant matters listed in Section 7 of the *Subdivision and Development Regulations* (see attached Appendix A); and submissions from municipal staff, referral agencies and adjacent landowners were presented to and considered by the subdivision authority as outlined in the subdivision report dated March 27, 2023.

Therefore, the subdivision authority **APPROVES** the subdivision application subject to the listed conditions:

1. Subdivision by means suitable to the Registrar of the Land Titles Office.
2. All outstanding taxes to be paid, or satisfactory arrangement for payment thereof, to the Town of Penhold [Section 654 (1)(d) of the *Municipal Government Act*].
3. Arrangement to be completed with and to the satisfaction of the Town of Penhold for the provision of services pursuant to Section 655 of the *Municipal Government Act* including but not limited to the future connection to municipal water and/or sanitary sewer and payment of applicable offsite levies. [Section 655 of the *Municipal Government Act*].
4. Separate access easements are to be provided for access across the proposed and remainder Lots to the satisfaction of the Town of Penhold. These agreements are to be registered by caveat against the title of the affected parcels [Section 655 of the *Municipal Government Act*].

**Notes**

- Please be advised that it is the applicant's responsibility to ensure that telecommunication services can be provided to the approved subdivision.
- Postal service arrangements with Canada Post are the responsibility of the developer for any new lot(s) being created.
- Works of any nature (ie: grading, paving, stockpiling, landscaping, berms, etc.) affecting surface rights of way must receive prior approval from the respective agency.



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Sarmad Abbasi  
Planner, PCPS

**Attachments**

- Appendix A: *Municipal Government Act*, Approval of Application, Section 654
- Appendix B: Key Map and Tentative Plan
- Appendix C: Site Overview
- Appendix C: Referral Comments

**APPENDIX A**  
**Approval of Application**  
**Section 654, Municipal Government Act**

654(1) A subdivision authority must not approve an application for subdivision approval unless

- (a) the land that is proposed to be subdivided is, in the opinion of the subdivision authority, suitable for the purpose for which the subdivision is intended,
- (b) the proposed subdivision conforms to the provisions of any growth plan under Part 17.1, any statutory plan and, subject to subsection (2), any land use bylaw that affects the land proposed to be subdivided,
- (c) the proposed subdivision complies with this Part and Part 17.1 and the regulations under those Parts, and
- (d) all outstanding property taxes on the land proposed to be subdivided have been paid to the municipality where the land is located or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10.

(1.2) If the subdivision authority is of the opinion that there may be a conflict or inconsistency between statutory plans, section 638 applies in respect of the conflict or inconsistency.

(2) A subdivision authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the land use bylaw if, in its opinion,

- a) the proposed subdivision would not
  - (i) unduly interfere with the amenities of the neighbourhood, or
  - (ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,
- and
- b) the proposed subdivision conforms with the use prescribed for that land in the land use bylaw.

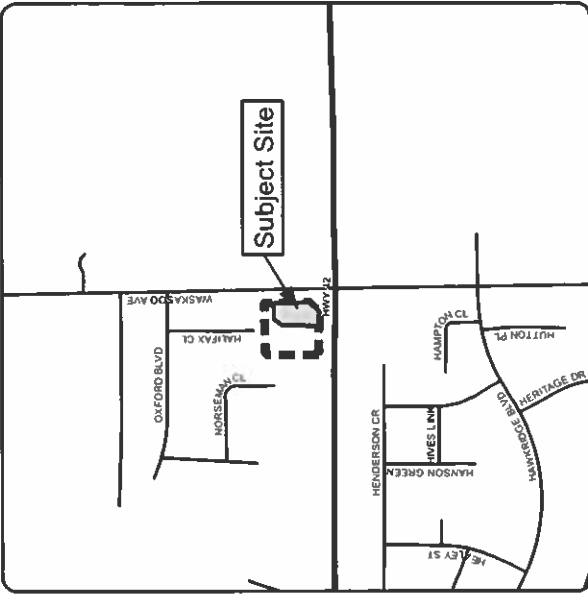
(3) A subdivision authority may approve or refuse an application for subdivision approval.

**Section 9 – Matters Related to Subdivision and Development Regulations**

Relevant Considerations

9. In making a decision as to whether to approve an application for subdivision, the subdivision authority must consider, which respect to the land that is the subject of the application,

- (a) its topography,
- (b) its soil characteristics,
- (c) storm water collection and disposal,
- (d) any potential for the flooding, subsidence or erosion of the land,
- (e) its accessibility to a road as defined in section 616(aa) of the Act,
- (f) the availability and adequacy of a water supply, sewage disposal system and solid waste disposal,
- (g) in the case of land not serviced by a licensed water distribution and wastewater collection system, whether the proposed subdivision boundaries, lot sizes and buildings sites comply with the requirements of the *Private Sewage Disposal Regulation* (AR 229/97) in respect of lot size and distances between property lines, buildings, water sources and private disposal systems as identified in Section 6(4)(b) and (c).
- (h) the use of land in the vicinity of the land that is the subject of the application, and
- (i) any other matters that it considers necessary to determine whether the land that is the subject of the application is suitable for the purpose for which the subdivision is intended.



**Subdivision File #:**  
**PEN23101**

**Proposed Subdivision:**

To create two (2) Highway Commercial District (C2) parcels.

**Legal Description:**

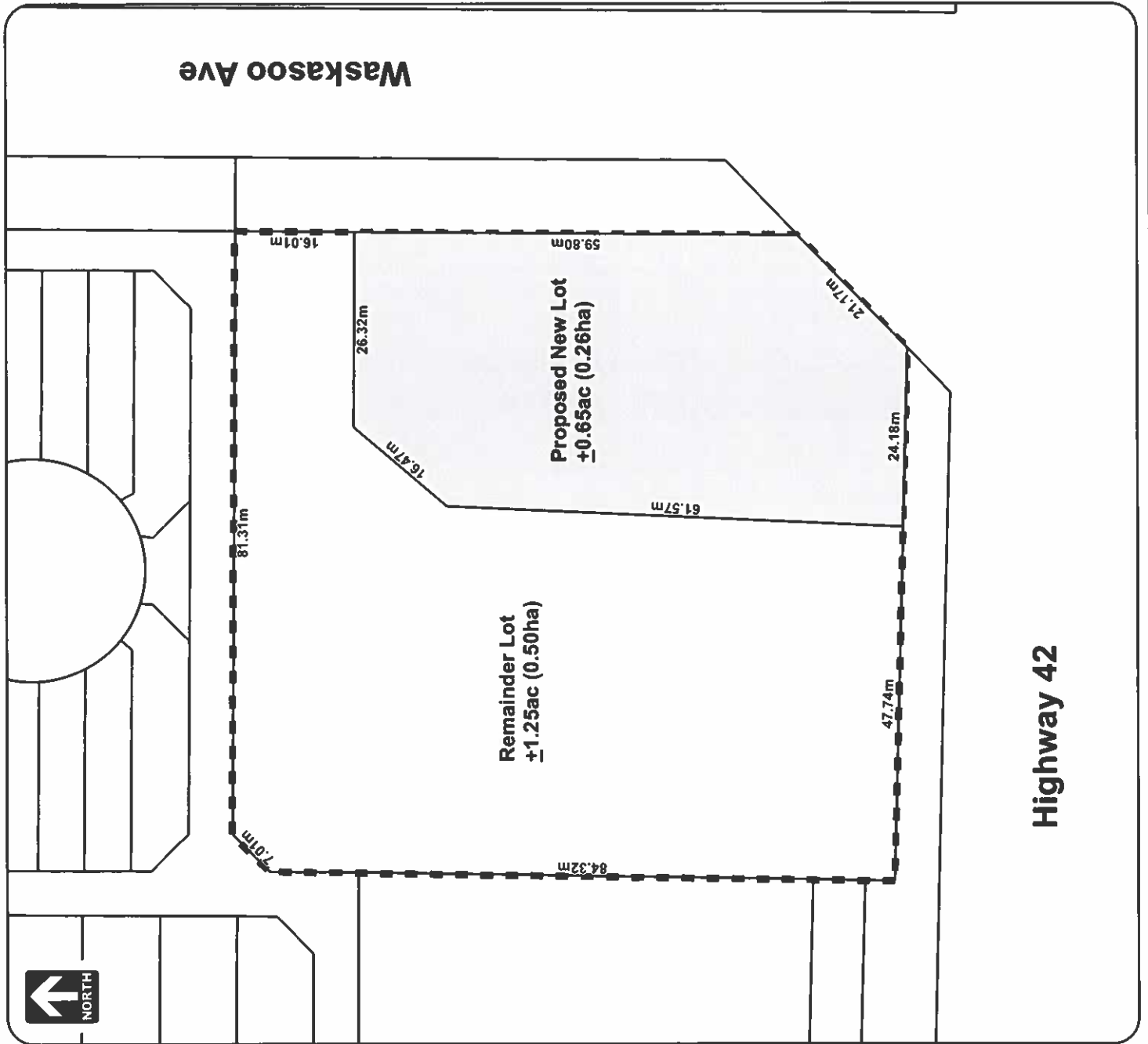
Lot 95, Block 2, Plan 222 0985

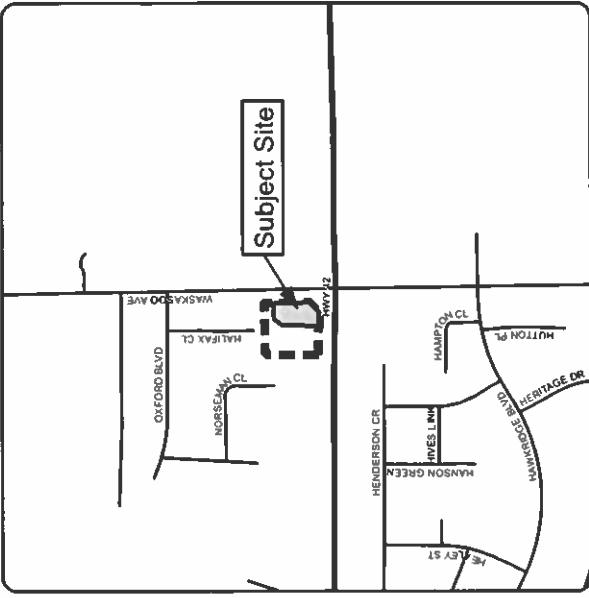
**Landowner:**

Ryker Falcon Holdings Inc.

**Location:**

Town of Penhold





**Subdivision File #:**

**PEN23101**

**Proposed Subdivision:**

To create two (2) Highway Commercial District (C2) parcels.

**Legal Description:**

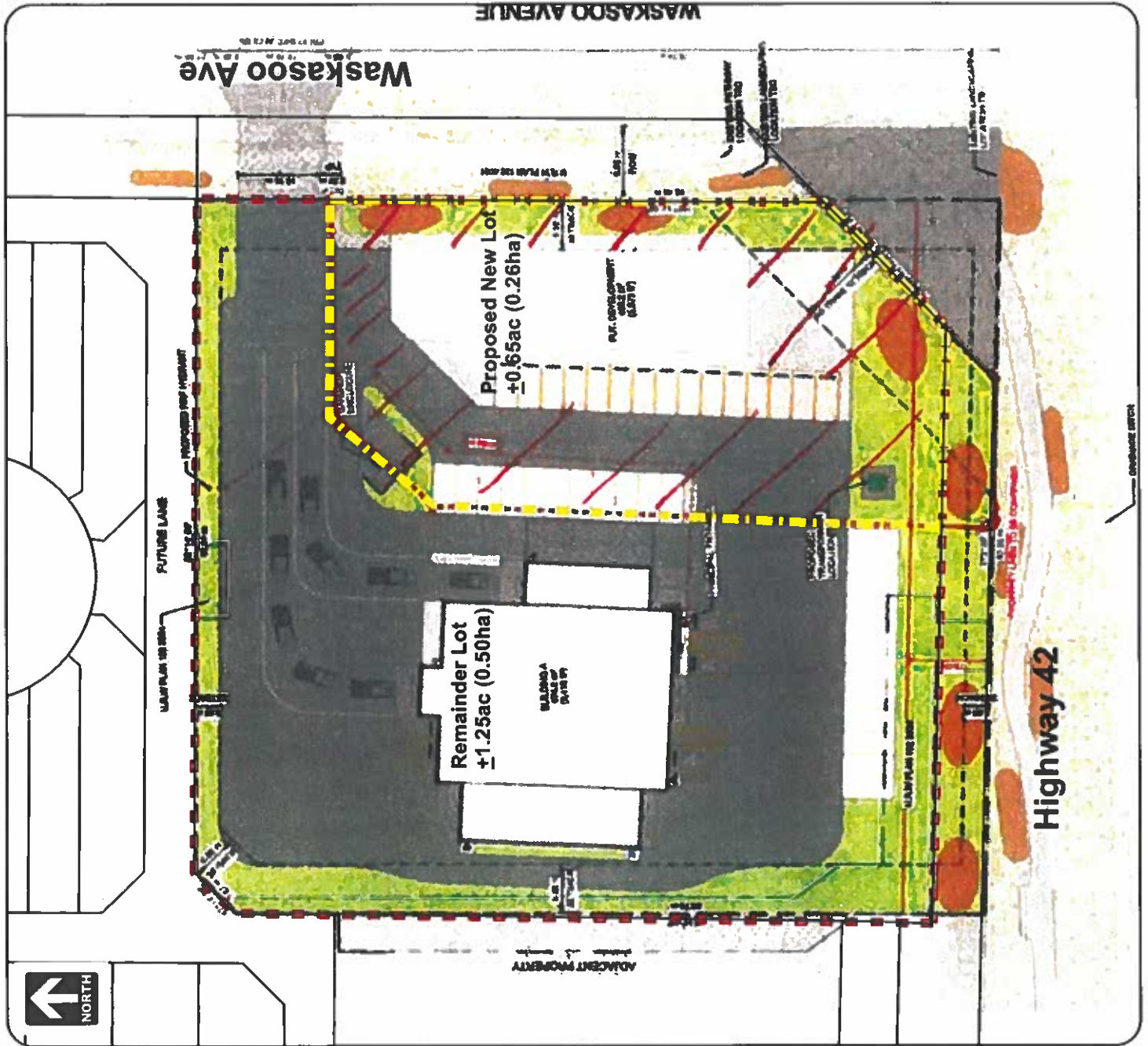
Lot 95, Block 2, Plan 222 0985

**Landowner:**

Ryker Falcon Holdings Inc.

**Location:**

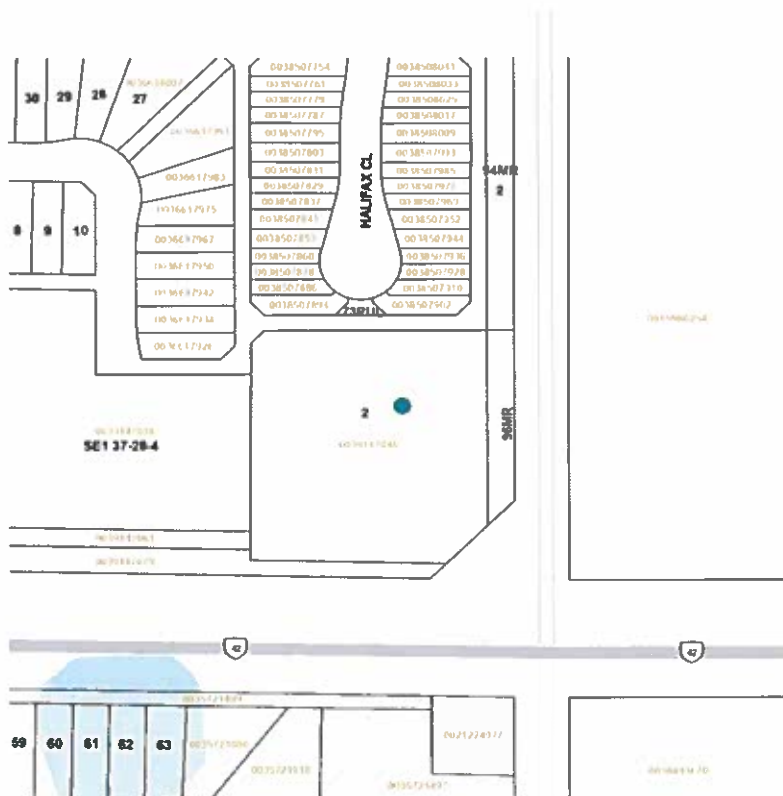
Town of Penhold



# Alberta Transportation Notification of Referral Decision

## Subdivision in proximity of a provincial highway

|                                    |   |                          |                                      |
|------------------------------------|---|--------------------------|--------------------------------------|
| <b>Municipality File Number:</b>   | PEN23101  | <b>Highway(s):</b>       | 42                                   |
| <b>Legal Land Location:</b>        | QS-SE SEC-01<br>TWP-037 RGE-28<br>MER-4   | <b>Municipality:</b>     | Penhold                              |
| <b>Decision By:</b>                | Anne Han<br>Development and<br>Planning Technologist  | <b>Issuing Office:</b>   | Central Region / Red<br>Deer         |
| <b>Issued Date:</b>                | 2023-02-16  | <b>Appeal Authority:</b> | Land and Property Rights<br>Tribunal |
| <b>Description of Development:</b> | To create two (2) Highway Commercial District (C2) parcels on Lot 92, Block 2 and Plan 222 0985 |                          |                                      |



This will acknowledge receipt of your circulation regarding the above noted proposal. The subsequent subdivision application would be subject to the requirements of Sections 18 and 19 of the Matters Related to Subdivision and Development Regulation (The Regulation), due to the proximity of Highway 42. The department is currently protecting Highway 42 to a Major Two-Lane standard at this location.

**Alberta Transportation offers the following comments with respect to this application:**

The above noted subdivision proposal does not meet Section 18 of the regulation. Since there is an existing local road acceptable to the Minister, Section 19 has been met. The department anticipates minimal impact on the highway from this proposal. Additionally, there is no direct access to the highway and there is sufficient local road access to the subdivision and adjacent lands. Alberta Transportation offers no objections in principle to the proposed subdivision.

Therefore, pursuant to Section 20 of the Regulation, the department grants approval for the subdivision authority to grant a variance to Section 18 of the Regulation should they choose to do so.

Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Land and Property Rights Tribunal.

Please contact Alberta Transportation through the [RPATH Portal](#) if you have any questions, or require additional information



Issued by **Anne Han, Development and Planning Technologist**,  
on 2023-02-16 on behalf of the Minister of Transportation and  
Economic Corridors pursuant to *Ministerial Order 52/20* –  
*Department of Transportation Delegation of Authority*

## Sarmad Abbasi

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**Subject:** FW: 23-0401 Response - PEN23101 subdivision referral  
**Attachments:** PEN23101-KeyMap.pdf; PEN23101-Site Overview.pdf; Application.pdf; PEN23101 - agency letter.pdf; PEN23101 - agency letter.pdf

**From:** Circulations, HP <HP.Circulations@atco.com>  
**Sent:** February 23, 2023 10:15 AM  
**To:** Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>  
**Subject:** 23-0401 Response - PEN23101 subdivision referral

ATCO Transmission high pressure pipelines has no objections.

Questions or concerns related to ATCO high pressure pipelines can be forwarded to [hp.circulations@atco.com](mailto:hp.circulations@atco.com).

Thank you,

**Isabel Solis-Jarek**  
Sr. Administrative Coordinator | Operations Engineering  
Natural Gas Transmission

**P:** 780 420 3896

**A:** 7210 42 Street, Edmonton, AB T6B 3H1

[ATCO.com](http://ATCO.com) [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#)

March 20, 2023

**Attention: Sarmad Abbasi  
Planner, PCPS**

**File No: PEN-23101**

**Owner: Ryker Falcon Holdings c/o Bill And Cathy Bennett**

**Legal: SE 1-37-28 W4**

The aforementioned application has been received by our office and we are satisfied that the application poses minimal risk to public health.

AHS recommends consideration of the following items be made in order to ensure that the development of this property does not create a nuisance as defined in the Public Health Act: *Nuisance and General Sanitation Regulation, NGS Reg, (AR 243/2003)*:

- The setback distances outlined in Section 15(1) and (2) the *NGS Reg* must be met, these include:
  - No person shall locate a water well within:
    - a) **10 m** of a watertight septic tank, pump out tank or other water tight compartment of a sewage or waste water system,
    - b) **15 m** of a weeping tile field, evaporation treatment mound, or outdoor pit privy,
    - c) **30 m** of a leaching cesspool,
    - d) **50 m** of sewage effluent on the ground surface,
    - e) **100 m** of a sewage lagoon,
    - f) Or **450 m** of any area where waste is or may be disposed of at a landfill within the meaning of the Waste Control Regulation (AR 192/96)
  - Nor shall you locate any of the aforementioned items in a-f within the stipulated distances of an existing well.

Additional mapping of the current surrounding land use, existence of neighbor's wells and sewage systems should be done in order to ensure compliance with Section 15 of the *NGS Reg*. At this time we have no objections to the approval of this application.

If you have any questions or concerns regarding this application, please contact me.

Sincerely,

Ian Plischke, Public Health Inspector  
Alberta Health Services, Red Deer  
Environmental Public Health – Central Zone  
1-833-476-4743



Healthy Albertans.  
Healthy Communities.  
**Together.**



## Sarmad Abbasi

---

**Subject:** FW: PEN23101 subdivision referral

**From:** circulations <circulations@telus.com>  
**Sent:** February 7, 2023 3:15 PM  
**To:** Sarmad Abbasi <Sarmad.Abbasi@pcps.ab.ca>  
**Subject:** RE: PEN23101 subdivision referral

Good afternoon,

TELUS Communications Inc. has no objection to the above notification.

Thank you,  
**Samantha McKinnon**  
**Real Estate Specialist**  
**Network Engineering and Operations | TELUS | Rights of Way**  
2930 Centre Avenue NE, Calgary, AB T2A 4Y2



## 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:**

- Mar. 7: Alberta Health re: Minister of Health's response to nurse practitioners in Penhold
- Mar. 13: 17<sup>th</sup> Annual Mayor's Prayer Breakfast
- Mar. 16: National Public Works Week, May 21-27, 2023 – "Connecting the World Through Public Works"

**EMAIL:**

- Mar. 13 Alberta Municipalities re: Alberta Municipalities' Friday News - March 10, 2023
- Mar. 16 Rick forwarded recall information request
- Mar. 20 Alberta Municipalities re: Alberta Municipalities' Friday News - March 17, 2023
- 

**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 Mar. 27<sup>th</sup>, 2023, Regular Council Meeting for the Town of Penhold



for  
CAO



Office of the Minister  
MLA, Calgary - Varsity

MAR 07 2023

AR 207389

His Worship Mike Yargeau  
Mayor  
Town of Penhold  
1 Waskasoo Ave  
Penhold AB T0M 1R0

Dear Mayor Yargeau:

Thank you for your email regarding nurse practitioners (NPs) in Penhold. Alberta's government recognizes the important role that NPs play in delivering high-quality health care within the province, and we are committed to increasing the number and variety of health care professionals, including NPs, to support Albertans' primary health care needs. I am pleased to let you know that we are working on a NP funding model that will enable NPs to work independently, to their full scope of abilities. The goal is to improve access to NPs in areas of need, such as rural and remote Alberta communities.

Currently, only Alberta Health Services and Primary Care Networks (PCNs) receive public funding to employ NPs. PCNs receive funding through the PCN NP Support Program. The goal of the support program is to increase NP services, especially in high demand areas, to:

- Increase access to primary health care, especially after hours, on weekends and in rural/remote areas;
- Meet unmet demand for primary health care services;
- Provide care to underserved populations; and
- Support chronic disease management.

I encourage you discuss your request with the Wolf Creek PCN to determine if it could fund a NP for your community through the support program.

Thank you again for writing. I appreciate your interest in the health and well-being of residents in Penhold and your advocacy for them to have access to primary care that is close to home.

Sincerely,

Jason Copping  
Minister of Health

cc: Honourable Devin Dreeshen, MLA, Sylvan Lake-Innisfail  
Honourable Rebecca Schulz, Minister of Municipal Affairs

**From:** Mayor Prayer [<mailto:mayorprayer@gmail.com>]

**Sent:** March 13, 2023 7:19 PM

**To:** Bonnie Stearns <[bstearns@townofpenhold.ca](mailto:bstearns@townofpenhold.ca)>

**Subject:** 17th Annual Mayor's Prayer Breakfast

## 17th Annual Mayor's Prayer Breakfast

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Success Builders invites you to join us, **Thursday, April 20, 2023** for a great breakfast, a time of prayer and to support and encourage the leaders of Central Alberta.

The event will be held at Parkland Pavilion at Westerner Park.  
Doors open at 6:15am.

**Preferred seating from March 14-28 for a table of 8 only**

(Table of 8 is \$290)

Individual tickets are \$38 each.

Tickets can be purchased online at [www.ticketsalberta.com](http://www.ticketsalberta.com)

For more information please visit our website at [www.mayorsprayer.com](http://www.mayorsprayer.com)

Yours Truly,

Success Builders Team

[Buy Your Tickets Here](#)

# 17<sup>TH</sup> ANNUAL CENTRAL ALBERTA

CHRISTIAN  
MAYOR'S  
PRAYER  
BREAKFAST



Thursday, April 20<sup>th</sup>

Parkland Pavilion  
Westerner Park,  
Red Deer



**Guest Speaker - Bill Adsit**

Indigenous Economic Business Development Advisor

**Doors open at 6:15 am**  
**Breakfast starts at 6:30**  
**Program starts at 7:00**  
**Concludes at 8:45**

**Tickets: \$38 per person or**  
**\$290 for a table of 8**  
Purchase Tickets On-Line at  
[www.ticketsalberta.com](http://www.ticketsalberta.com)

Presented by Success Builders  
[www.SuccessBuilders.ca](http://www.SuccessBuilders.ca)



Home Church | 37557 Hwy 2A, Red Deer County, Alberta T4E 1S2 Canada

[Unsubscribe bstearns@townofopenhold.ca](mailto:bstearns@townofopenhold.ca)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [mayorprayer@gmail.com](mailto:mayorprayer@gmail.com)



March 16, 2023

**Attention: Honourable Mayor/Reeve,  
Members of Council and Chief Administrative Officers**

**Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”**

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63<sup>rd</sup> year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to [www.publicworks.ca](http://www.publicworks.ca) for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. [www.cpwa.net](http://www.cpwa.net) If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to

[office@publicworks.ca](mailto:office@publicworks.ca) or by mail to:

APWA Alberta Chapter  
PO BOX 44095 Garside Postal Outlet  
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen', with a long horizontal stroke extending to the right.

Mike Haanen, APWA President



# CONNECTING THE WORLD THROUGH PUBLIC WORKS

NATIONAL PUBLIC WORKS WEEK

MAY 21-27, 2023

## National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

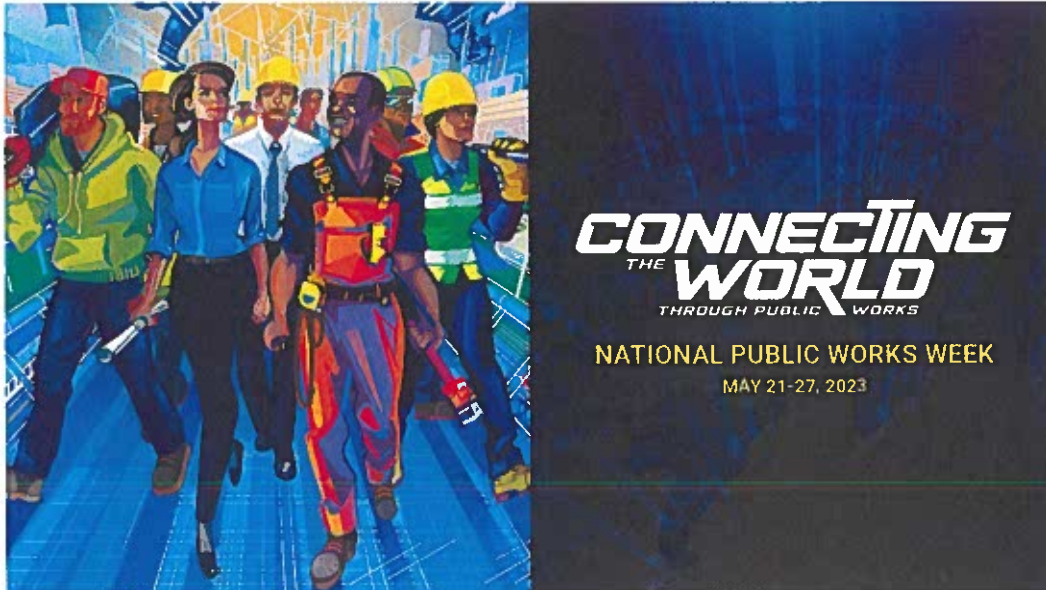
DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**[Insert Full Name of Premier]**

**[SEAL]**



## Celebrate Public Works Week



### What You Can Do

#### Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation [office@publicworks.ca](mailto:office@publicworks.ca)

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the “Boots to Boardroom” Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details [www.publicworks.ca](http://www.publicworks.ca)

#### Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

#### Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



### **Public Works Exhibit**

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

#### **Thought starters:**

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

### **Rodeo/Equipment Shop**

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

#### **Thought starters:**

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

### **Open House or Tour**

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

#### **Thought starters:**

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

### **Employee Appreciation Day**

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

#### **Thought starters:**

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: [www.publicworks.ca](http://www.publicworks.ca)

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