



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Bonnie Stearns

**SUBJECT:** Adoption of the April 24<sup>th</sup>, 2023 Regular Council Meeting Minutes

**RECOMMENDATION:**

That Council adopts the April 24<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 April 24<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 April 24<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 May 5<sup>th</sup> for review with no changes identified at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the April 24<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 May 8<sup>th</sup>, 2023, Regular Council Meeting for the Town of Penhold**



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CAO

# Town of Penhold



## REGULAR MEETING MINUTES

April 24<sup>th</sup>, 2023  
Town Council Chambers

**Mayor:**

Mike Yargeau

**Councillors:**

Teresa Cunningham

Ken Denson

Shawn Hamm

Tyrone Muller

Mike Walsh

**Absent:**

Councillor Shaun Kranenborg

**Staff:**

Rick Binnendyk, CAO

Trish Willis, Corporate

Services Manager

Bonnie Stearns,

Executive Asst

**Guests:**

Alan Lister, CPA, BDO Canada LLP

Ann Bilyk, Resident

Lori Wolfe, Resident

Diane Clark, Resident

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

### 1. **ADDITIONS to the AGENDA**

#### 1.1 **Additions & Deletions to the Agenda**

Delete 14. Closed Session

#### 1.2 **Adoption of the Agenda**

**2023-144**

**Councillor Hamm moved** to accept the April 24<sup>th</sup>, 2023, Regular Council meeting agenda with the addition as amended.

**CARRIED UNANIMOUSLY**

### 2. **MINUTES**

#### 2.1 **Adoption of the April 11<sup>th</sup>, 2023, Regular Council Meeting Minutes as provided.**

**2023-145**

**Councillor Muller moved** to accept the Regular Council meeting minutes for April 11<sup>th</sup>, 2023, as provided.

**CARRIED UNANIMOUSLY**

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

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#### **2023-146**

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

**CARRIED UNANIMOUSLY**

### **4. PUBLIC HEARING**

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### **5. PRESENTATIONS & DELEGATIONS**

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#### **5.1 Mr. Alan Lister, CPA, BDO Canada LLP**

##### **- 2022 Town of Penhold Consolidated Financial Statements**

- The Town is in a solid financial position.
- The report is clean.

#### **5.2 Trish Willis, Corporate Services Manager**

##### **- Bylaw 815/2023 – Tax Rate & Minimum Tax Bylaw**

### **6. REPORTS**

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#### **6.1. Financial**

##### **6.1. a. Town of Penhold Consolidated Financial Statements**

#### **2023-147**

**Councillor Walsh moved** that Council accepts the Town of Penhold 2022 Consolidated Financial Statements as presented.

**CARRIED UNANIMOUSLY**

##### **6.1. b. Town of Penhold 2024 – 2028 Operational and Capital Budget**

#### **2023-148**

**Councillor Cunningham moved** that Council approves the 2024 -2028 Financial & Capital Plan representing the Town of Penhold's anticipated Five-year Operational and Capital Budgets.

**CARRIED UNANIMOUSLY**

##### **6.1. c. Monthly Accounts for Payments and Online Payments from April 5 - 19, 2023**

#### **2023-149**

**Councillor Denson moved** to accept the Monthly Accounts for Payments and Online Payments from April 5 - 19, 2023 as presented.

**CARRIED UNANIMOUSLY**

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

- Distributed in Council Package

**2023-150**

**Councillor Walsh moved to accept the CAO monthly report as information.**

**CARRIED UNANIMOUSLY**

**6.3 Community Services Report – Jennifer Blaylock**

- Distributed in Council Package

**2023-151**

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

**CARRIED UNANIMOUSLY**

**6.4 Fire & Protective Services – Sean Pendergast**

**2023-152**

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

**CARRIED UNANIMOUSLY**

**7. NEW BUSINESS**

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**8. OUTSTANDING**

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

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**9.1 Penhold & District Library – Board appointments**

**2023-153**

**Councillor Cunningham moved that Council newly appoints Brandi Filipchuk, for a 3-year term: Apr. 26, 2023 to Apr. 26, 2026.**

**CARRIED UNANIMOUSLY**

**2023-154**

**Councillor Muller moved that Council newly appoints Geralis Enns, for a 3-year term: Apr. 26, 2023 to Apr. 26, 2026.**

**CARRIED UNANIMOUSLY**

**2023-155**

**Councillor Denson moved that Council newly appoints Lynley Manprize, for a 3-year term: Apr. 26, 2023 to Apr. 26, 2026.**

**CARRIED UNANIMOUSLY**

**9.2 Parkland Foundation Financial Statements as of Dec. 31, 2022**

**2023-156**

**Councillor Denson moved that Council accepts the Parkland Foundation Financial Statements as of Dec. 31, 2022 as information.**

**CARRIED UNANIMOUSLY**

## **10. BYLAW(s)**

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### **10.1 Bylaw 815/2023 – Tax Rate & Minimum Tax Bylaw – 2<sup>nd</sup> & possible 3<sup>rd</sup> reading**

#### **2023-157**

**Councillor Muller moved** that the town set the Residential Mill Rate at 8.07 and a Non-Residential Mill Rate at 11.5.

**DEFEATED**

#### **2023-158**

**Councillor Denson moved** that the town set the Residential Mill Rate at 8.10 and a Non-Residential Mill Rate at 11.3.

**CARRIED**

#### **2023-159**

**Councillor Muller moved** that Council gives second reading to Bylaw 815/2023 the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw with a Residential Mill Rate of 8.10 and a Non-Residential Mill Rate of 11.3

**AND FURTHER** that administration confirm and incorporate Red Deer County Mill Rates for the annexed lands.

**CARRIED UNANIMOUSLY**

#### **2023-160**

**Councillor Cunningham moved** that Council gives third and final reading to Bylaw 815/2023 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as amended.

**CARRIED UNANIMOUSLY**

## **11. CORRESPONDENCE and INFORMATION**

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### **11.1 General Correspondence**

#### **2023-161**

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

**CARRIED UNANIMOUSLY**

## **12. COUNCIL ROUND TABLE REPORTS**

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

#### **2023-162**

**Councillor Cunningham moved** that Council direct Administration to have Corporate Limit Sign moved from the east side of the bridge on Hwy 42 to the west side of RR 275.

**CARRIED UNANIMOUSLY**

#### **2023-163**

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

**CARRIED UNANIMOUSLY**

**13. QUESTIONS from the GALLERY**

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No questions were asked.

**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2023-164**

**Councillor Muller moved** to adjourn Council Meeting at 7:33 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 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 specific inquiries:**

- 2A/ 42 roundabout response from AT.

Hi Rick, An official statement on the Hwy 2A/42 roundabout is as follows:

*The next steps in the project is to redesign the roundabout to the 2-lane roundabout design criteria and negotiate any land required should the footprint change beyond our Right of Way.*

*We would not be out to tender again until late 2023 to spring 2024.*

**Projects:****Schools:**

- Our office is in the process of designing a connection for water and sewer into the school site.
- Information has been sent to SRD for crossing agreements and connections.
- The drainage plans will be substantiated with the detail design team. Details for the storm pond extension and flows will be provided at that time.
- Morrison Hershfield consultants is working on the traffic impacts on adjoining roadways. Our office forwarded the CastleGlen consultant's report for their review and informational use.

**Healthy Communities: Community Hub**

- Our staff team is looking to find a contractor who will do the Marsh Hawk weather vane on the gazebo.

**Public Works/Fire Hall Site:**

- Report submitted to FCM; no further information at this time.

**Active Transportation Fund:**

- Met with the engineering team onsite by the RV Park. The path will be adjusted from running behind the camping sites to running on the north side of the parking lot crossing the drainage ditch behind the multiplex and running south behind the wash house reconnecting to the trail.
- Tagish will be working with ATCO to hydro-vac a number of areas along the high-pressure gas line for elevations.
- The tender packages are going out May 18<sup>th</sup> and opening June 1<sup>st</sup>.

**Administration:**

- Financial Statements are complete; signed and forwarded to Municipal Affairs.
- Our team has finalized all the remaining posts and 2022 is officially complete; onward to 2023.
- Tax notices have now been sent out.
- Staff have been attending training sessions and/or conferences which will see fresh learnings and professional development growth.

**FOLLOW UP ACTION:**

- Attend the SLGM Conference with the management team May 9 - 12.
- Maintain a continued focus on the school development.
- Funding reporting for Asset Management granting.
- Website content updates.

**COMMUNICATION:**

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

**OTHER COMMENTS:**





## REQUEST FOR DECISION

**Department:** Multiplex

**Submitted by:** Michael Szewczuk

**SUBJECT:** Monthly Report

**RECOMMENDATION:**

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

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

Accepted as information

**RESPONSE OPTIONS:**

Council defers back to administration for more information.

**PREFERRED STRATEGY:**

Information on happenings in the Multiplex.

**IMPLICATIONS OF RECOMMENDATION:**

Document is filed

**GENERAL:**

**Multiplex** – April was a busy month with spring hockey starting up and going full force. In addition to the regular spring hockey, we've also been able to get some spring men's group times as well as some figure skating.

We almost had a catastrophic failure on our arena dehumidifier. One of the brackets that holds the main blower for the unit failed and the squirrel cage came loose but was no longer powered by the belt, so the housing was able to contain the unit. It took a little bit of creative problem solving to repair the part, but our contractor was up to the task.

Our market organizer is moving so she will no longer be able to organize the market we host in the multiplex in the winter months. We are sad to see her go, and wish her all the best.

At the end of April, we switched over to a new booking software, FinnlySport. It is very user friendly and we hit the ground running and were able to get the program set up quickly. The hard start date for use where we officially transitioned from one program to the other was May 1<sup>st</sup>. There will continue to be a TV in the lobby with the dressing room assignments, and the operations staff have all been trained in the new software.

With the snow finally melted, we have finally figured out the problem with the solar panels and their ability to report, or lack thereof. We are now getting readings from the solar panels and will have something to report in the June Council report.

For the month of April, we transitioned over to a new people counter so it will hopefully give us a more reliable count of the number of people that visit the multiplex each month.

**Fitness –**

	April 2022	April 2023
MEMBERSHIP SALES	\$9,599.75	\$15,458.75
DROP-INS	\$380.00	\$461.90
TRAINING	\$2,020.50	\$3,566.50
TANNING	\$419.25	--
DROP IN GYM	\$724.00	\$1,040.00
TOTAL REVENUE	\$13,143.50	\$20,527.00

A total of **34** fobs were issued for 24-hour members.

The Fitness Centre had **40** new or returning members for the month of April.

The Fitness Centre remained steady even with the nice weather beginning. Fitness offered a one-month spring sale which ran during the month of April and was a popular purchase among new and returning members. Fitness class participation started to slow slightly at the end of April which is allowing many new members to pop in and try our classes. The classes offered were Full Body Hiit Mix, Rhythm & Cycle, TRX, Recovery + Mobility, Strong Nation 45, Booty Barre, Freedom Flow, Zumba, POUND, Peaceful Yoga, Muscle Upper, Lower Body Circuit Breaker, and Gym Fundamentals.

Pickleball drop-in remained popular generating \$575 in the month but will slow down as the weather warms up and the players move to outdoor courts. Drop-in Tennis has one more session until it wraps up for the season. Drop-in ice hockey and badminton all took place in April as well.

	April 2023	Totals 2023
Penhold Sr Track Users	40	275
Kids Gym Activities (mornings)	180	379
Staff Fitness Usage	48	168
Penhold Fire Dept	48	183
Pickle Ball	126	510

The above chart will now be used for tracking information for 2023 year.

**ORGANIZATIONAL:**

**FOLLOW UP ACTION:**

As determined by Council.

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the May 8<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold

\_\_\_\_\_  
CAO





## REQUEST FOR DECISION

**Department:** Public Works

**Submitted by:** Nancy McAteer

**SUBJECT:** Council Report

**Date:** May 8<sup>th</sup>, 2023

**RECOMMENDATION:**

That Council accepts the Public Works report as information.

**CAO COMMENTS:**

**RECOMMENDATION**                      **Report/Document:** Attached \_\_\_ Available \_\_\_ Nil X \_\_\_

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

Accepted for information

**RESPONSE OPTIONS:**

Council defers back to administration for more information

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Operational

**GENERAL:**

**FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:**

- Grading process – Alley’s are graded in the spring and fall and as needed. All staff complete in house equipment proficiency training. It takes approximately one week to grade the alleys in town. Residents with drainage concerns may contact Public Works and the issue will be reviewed and prioritized by experienced staff.
- Signage for the truck route update has been ordered and needs to be installed once the First Calls are completed.
- The broken seat on the train has been removed and will be repaired.
- MAP sign has been removed.

- Asphalt replacement for excavation repairs – The replacement after repairs is not completed until the following year to allow for the repair site to settle. To replace the asphalt immediately following the repair would lead to additional costs for a second lift at a later date and the extra cost of mobilizing an asphalt crew for a small repair job. The repair sites are maintained until the asphalt has been replaced, additional gravel is added as needed.
- A request has been made to MainRoads to move the corporate limit signs.
- Yard waste bins/Spring cleanup bins - A permanent location for the yard waste and Spring Cleanup will be determined for next year once the recreation area and second ball diamond are ready for use. There is currently not another satisfactory location for the site as the site needs a pad with a constructed base to accommodate the weight of the bins and garbage truck. It is hoped that once the new Public Works site has fencing and security this can become the new site. For the current year the yard waste bins will be moved as far east as possible to be kept away from the ball diamond and allow access for dumping. If needed the bins can be emptied on a more frequent basis which will add additional costs.

**WATER** – Water consumption is up 11% from this time last year. There were four water meters installed in new residences in April. Meetings continue to be held regarding the future water study. The annual inspections and cleaning of the reservoirs has been completed by divers. The annual pump maintenance and bi-annual maintenance of the generators has been completed. The annual main valve exercising has been started. The curb stop location project is wrapping up.

**SEWER** – As of March 31/23; sewer flows were up 14% from the previous year. The bi-annual maintenance has been completed on the generator at Newton lift station. The inspections of the Town manholes have been started. The Sani dump has been started up for the season and is now open.

**SRDRWC** – There was an SRD Operations Safety meeting held on April 4/23. The bi-annual maintenance has been completed on the generators in the system. Public Works staff spent 168 hours working on the system in April and there were four after hour's callouts.

**TRANSPORTATION** – The alleys have been graded. The snow fencing has been taken down. Street sweeping is underway; most of the boulevards have been swept as well. The sump pumps in the town buildings have been checked. Pothole repairs have been started. Equipment maintenance completed includes; replacement of some hydraulic hoses on the backhoe and repairs to the CV axels on one of the pick ups.

**STORM** – Pumping and thawing of culverts and storm lines continued into mid April.

**PARKS & RECREATION** – Construction of the Community Hub is still progressing slowly; the gazebo construction is nearly complete. Pruning is being done; the branches are being chipped

for future use as mulch. The tender for the pathways project is being worked on. The mowers are being prepared for the season.

**RV PARK** – The park has been prepped for the season and the caretaker is now on site. The RV Park is scheduled to open on May 5/23. The bookings for May are on track with past seasons. Firewood will be made available when there are no longer fire bans.

**MEMORIAL HALL** – There are three weekend bookings in May. The downstairs rooms that the Cadets will be leasing are being made ready for tenancy.

**GARBAGE** – Spring Cleanup is scheduled to be held May 26 – June 5/23. The yard waste bins are now in place.

**ORGANIZATIONAL:**

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the May 8<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold.

  
\_\_\_\_\_  
CAO



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** Ministerial Order for Intermunicipal Collaboration Framework

**RECOMMENDATION:**

That Council accepts the amendment to the Intermunicipal Collaboration Framework agreement (ICFs) review timeframe as information.

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

Accepted as information

**RESPONSE OPTIONS:**

Council defers back to administration for more information.

**PREFERRED STRATEGY:**

To ensure the Town is compliance with Ministerial Order No. MSD:024/23

**IMPLICATIONS OF RECOMMENDATION:**

Additional time is available to review ICFs.

**GENERAL:**

ICFs between municipalities with shared boundaries are designed to provide integrated and strategic planning, delivery, and funding intermunicipal services.

Municipalities must review frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

The current timeframe to review ICFs is every five years, as there is a clear understanding that things change over time. With Ministerial Order No. MSD:024/23, each municipality will now be required to review its ICFs at least every seven years.

**ORGANIZATIONAL:**

**FOLLOW UP ACTION:**

As determined by Council.

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at the May 8<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold**

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

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CAO



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
M.A. Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of "at least every five years" from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 10<sup>th</sup> day of April, 2023.



Rebecca Schulz  
Minister of Municipal Affairs



## REQUEST FOR DECISION

**Department:** Legislative Services

**Submitted by:** Rick Binnendyk

**SUBJECT:** Early Childhood Educator Week - May 15 – 19, 2023

**RECOMMENDATION:**

That Council declare May 15 – 19, 2023 Early Childhood Educator Week;

**AND FURTHER** that Council acknowledges the amazing Early Childhood Educators that live and work in Penhold.

**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:**

Recognition of the vital and amazing work Early Childhood Educators do.

**GENERAL:**

This year is the 40 year anniversary for the Innisfail & Area Family Day Home Society, and 25 years of operation in the Penhold area. There are 12 contracted day homes in Penhold serving approximately 70 children.

**ORGANIZATIONAL:**

**FINANCIAL:**

There are no financial implications for the town.

**FOLLOW UP ACTION:**  
As per Council's direction.

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at the May 8<sup>th</sup>, 2023 Regular Council Meeting for the Town of Penhold**



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CAO

## **History**

The Innisfail & Area Family Day Home Society was started in 1983 when Jeannie Ladd could not find consistent, quality child care for her new son. She partnered with the Innisfail FCSS and formed our non-profit agency, under the name 'Innisfail Satellite Day Homes'. In 1989, the agency received society status and standing on its own. Almost 40 years later we have expanded our quality child care services into other rural communities in Central Alberta, Penhold and Springbrook in 1994, Olds in 2011, and Three Hills in 2020.

## **What you should know about us**

We are a Licensed Early Learning and Child Care Service.

We currently have:

- 10 contracted day homes in Innisfail – serving around 70 children
- 12 contracted day homes in Penhold – serving around 70 children
- 3 contracted day homes in Springbrook – serving around 18 children
- 3 contracted day homes in Olds – serving around 12 children
- 2 contracted day homes in Three Hills – serving around 12 children

## **Values**

It is our goal is to work in partnership with early learning and child care professionals, families, and the community to support children's development and learning.

We believe communities are stronger together. It's actually part of our values and guiding principles to collaborate and work together with our community for the benefit of young children. We know when there is a network of people who come together to support each other, amazing things happen.

## **Community connections and recognitions**

Some of our programs highlights over the years:

In 2006 we were recognized for our partnership with the Central Alberta Family Day Home Association, receiving the Ministers Award of Merit for promoting the health, development, and well-being of children, youth, and families – our agency

provided consultation on the Diamond Willow Family Day Home Program Manual (as there were no standards for operation), which provided a foundation for our current Licensed Family Day Home Standards.

In 2009 we were recognized for creating child care choices to benefit children and families.

In 2010 we sponsored the development of the Dr. Greg Ritson-Bennett Park in Innisfail.

In 2011 we partnered with a group of likeminded non-profit business to support a government initiative called the Early Childhood Mapping project. This project saw the development of a Family Centre for our community in 2012 (which later became a Parent Link and now the FRN), annual Family Festivals focused on connection, early childhood development and play, and many community education events with presenters such as Dr. Jody Carrington, Dr. Robin Gibb, and Keir Kutney, BSW, RSW. Our last event for the community was in November 2019, a full day conference for parents, guardians, and educators. *All of these events and festivals were free for attendees.*

We've donated to the foodbanks in all 5 communities, and over the past 3 years, we've provided a scholarship to a high school student entering post-secondary studies in early childhood education or elementary education, and the past 2 summers we sponsored the Annual Innisfail Lantern Festival.

In 2021 we received Gold for Best "Day Care" and Bronze for Best Impact on the Community in the Albertan's Readers' Choice Awards and in 2022 we received a nomination on the Amplify Local Business Recognition with 105.5.

### **Our Ask**

We would ask that the Mayor and Council, for our 40 year anniversary, proclaim the week of May 15-19<sup>th</sup>, 2023 Early Childhood Educator week.

Early childhood educator week would be a wonderful way to supports the ECE's that live and work in Penhold and are a vital part of a healthy Economy in many ways. From helping children develop and grow to become contributing members of society, to boosting the economy by helping more parents (mainly moms) enter the workforce as employees, professionals and entrepreneurs, to being a

sector that employees and contracts with mainly women. Between the day home society, the after school care program, the playschool, and the day care centre, Penhold likely has over 30 ECE's employed here and quite a few more that work outside of Penhold. It would mean a lot to have the town of Penhold support the important, invaluable work that we do.

We do not have a financial ask but our hope is to put on a 1 day ECE conference on May 20<sup>th</sup>. We would like to come back to ask for donations for a door prize or items to put in participant bags if the town is open to that ask. We plan on looking into the LLC to see if it is available May 20<sup>th</sup> and have a few speakers in mind to bring into Innisfail for the day to provide a day of learning, team building, support and appreciation to our Innisfail (and surrounding communities) ECE's.



## REQUEST FOR DECISION

**Department:** Administration

**Submitted by:** Rick Binnendyk

**SUBJECT:** Owl 3: 360° Video Conferencing Camera, Mic, and Speaker

**RECOMMENDATION:**

Council accepts directs Administration to purchase the Owl 3: 360° Video Conferencing Camera, Mic, and Speaker system to further enhance group meeting requirements.

**CAO COMMENTS:**

This information was identified as a way to enhance meetings that require a larger group participation. Council Workshops and committee room use will receive benefit from this device. It has been used in other settings with good success.

**RECOMMENDATION:** Report/Document: Attached X Available \_\_\_ Nil \_\_\_

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Holding virtual meetings in an inclusive and functional manner.

**DESIRED OUTCOME(S):**

Create an immersive hybrid meeting experience in any space with the intelligent 360° camera, mic, and speaker that gets smarter over time.

**RESPONSE OPTIONS:**

Council defers this to Administration and requests additional information.

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

Due to the challenges experienced when trying to participate in meetings virtually, we explored different options for the Municipal Board Room. The Owl 3: 360° provides a panoramic 360-degree camera which renders a 10’ radius of the room in 1080p, so you don’t miss a thing. The microphone’s 18’ audio pickup radius catches audio from all angles. It allows you to hear remote participants loud and clear from all areas of the room with the 360° tri-speaker.

**ORGANIZATIONAL:**

**FINANCIAL:**

This was not a budgeted item within the 2023 budget. The basic cost of the unit is \$1,499 plus tax plus setup.

**FOLLOW-UP ACTION:**

As per Council's direction

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at May 8, 2023, Regular Council Meeting for the Town of Penhold

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

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CAO



Next generation

# MEETING OWL 3

Meet the Meeting Owl® 3 device, our premium 360° camera, mic, and speaker that creates the most immersive meeting experience for hybrid teams.

## KEY BENEFITS

- See and hear everything with 360° in-room video and audio and the upgraded Owl Intelligence System (OIS™) that uses computer vision to automatically focus on whoever is speaking
- Eliminates friction with a plug and play meeting setup and start to support most video conferencing platforms including, including Zoom, Microsoft Teams and Google Meet
- WiFi-enabled to get smarter over time through continuous software innovations and feature launches to the Owl Intelligence System
- Connect to a second Meeting Owl through Owl Connect or to an Expansion Mic to support meetings in larger spaces
- Pairs with our [collaborative room solutions](#): the [Whiteboard Owl](#), the [Meeting HQ](#).

## DIFFERENTIATORS

- Meet faster: From unboxing to your first meeting in 6+ minutes
- Effortless updates: Gets smarter with OTA updates in 2 minutes flat
- Adaptable tech: Expands to spaces up to 28 ft with two Meeting Owls
- Better meetings: Quicker and smoother speaker transitions with speaker detection in 3 seconds or less

Learn More



## LOVED BY

100K+ organizations globally

2K+ schools, universities, and educational institutions

84 out of 100 of the Fortune 100

## HOOTS AND HOLLERS



reddit winner 2020

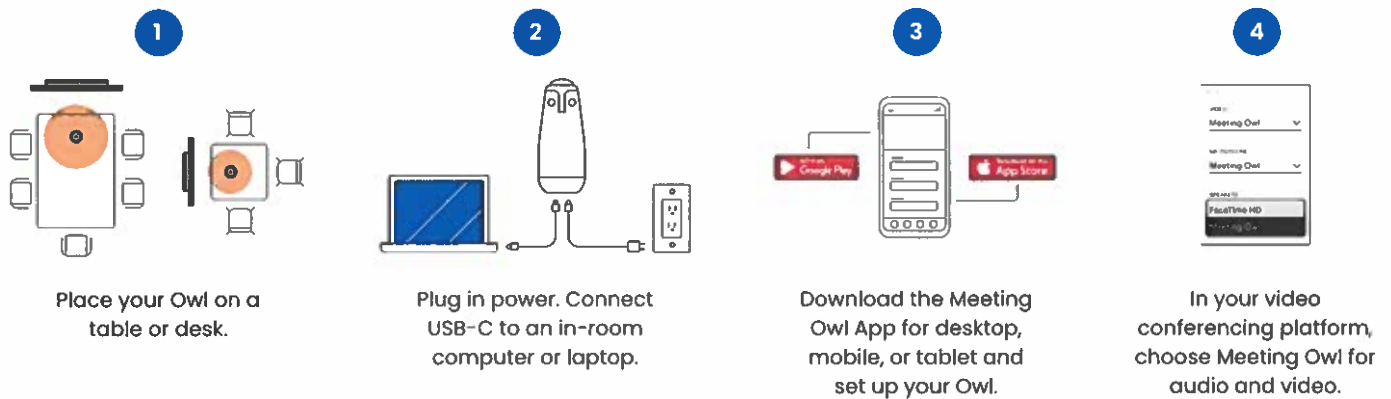


Meeting Owl experience



Typical front-of-room camera experience

## Meeting room setup made simple



### FEATURED IN

The New York Times

WIRED

FAST COMPANY

Forbes

INSIDER

WSJ

The Boston Globe

TC TechCrunch

USA TODAY

“

The Meeting Owl has completely transformed our ability to work well across our team and our organization.

— RORY SUTHERLAND,  
VICE CHAIRMAN, OGILVY

[READ CASE STUDY](#) ↗

[Learn More](#)

# Meeting Owl® 3 Specifications

MEETING OWL 3

**OWL LABS®**

Camera	Microphone	Speaker	Connection
<p>Single custom-designed 360° panoramic fisheye camera to eliminate image distortion</p> <p>Camera view shows optional 360° panoramic view of the room and face-to-face view that auto-focuses on whoever is speaking</p> <p>Output Resolution: 1080p HD <b>Video Pickup Radius:</b> 10' (3m) Field of View: 360°</p>	<p>8 omni-directional beamforming Smart Mics</p> <p>Smart Mics equalize speaker volume to amplify quiet voices</p> <p><b>Audio Pickup Radius:</b> 18' (5.5m)</p> <p>Ability to pair two Meeting Owls with <b>Owl Connect</b> to expand video and audio range by 8' (2.5m) in any direction</p>	<p>Three built-in speakers for 360° coverage and clear in-room sound</p> <p>Speaker Output Level: 80 db SPL</p>	<p>Plug and play connection to host computer via USB-C</p> <p>Option to connect to the <a href="#">Meeting HQ</a> for one-touch meeting start (with adapter)</p> <p>Option to connect to the <a href="#">Whiteboard Owl</a> via Bluetooth</p> <p>Option to connect to the Expansion Mic via micro-HDMI</p>
Processing Power	Dimensions	Power Supply	Warranty
<p>Qualcomm® Snapdragon™ 605 processor</p>	<p><b>Dimensions:</b> 4.4" W x 4.4" D x 10.72" H (111mm W x 111mm D x 272mm H)</p> <p><b>Weight:</b> 2.61lb (1.2kg)</p>	<p><b>AC Input:</b> 100-240V</p> <p><b>Line cord:</b> Specific to region</p>	<p>2-year warranty (Option to extend warranty to 3 years with <a href="#">Owl Care</a>)</p>

## USAGE

Software	Compatibility	Management	Security
<p>AI-powered Owl Intelligence System™ to intelligently focus on whoever is speaking</p> <p>Intelligently autofocuses on the active speaker using vision, voice, and motion</p> <p>Options for presenter enhancement, digital whiteboarding capabilities, and different camera controls to customize your meeting experience</p> <p>Ability to pair two Meeting Owl 3s or Pros using Owl Connect to expand video and audio coverage in larger rooms</p>	<p>Plug and play connection to host computer via USB-C</p> <p>Works with Zoom, Microsoft Teams, Skype for Business, Slack, Webex, and many more</p> <p>Compatible with virtually all web-based <a href="#">video conferencing platforms</a></p> <p>Extend range by pairing with another Meeting Owl (Pro or 3) or add on Expansion Mic</p> <p>Works with the Meeting HQ* and the Whiteboard Owl</p>	<p><b>Meeting Owl App:</b></p> <ul style="list-style-type: none"> <li>• Mobile: iOS and Android</li> <li>• Tablet: iPad</li> <li>• Desktop: Mac and Windows</li> </ul> <p>Required for first-time setup and adjusting settings during meetings</p> <p>The Nest: Manage your fleet of Owls through our web-based portal</p>	<p>Meeting Owl 3 does not record any video or audio content</p> <p>Video and audio are streamed to the host computer via USB-C connection</p> <p>Option to secure the Meeting Owl 3 with Lock Adapter</p> <p><a href="#">Full security and privacy details</a></p>

## SETUP

\*Adapter required

What's Included	Setup
<p>Meeting Owl 3</p> <p>Power adapter and line cord</p> <p>USB-C to USB-C cable</p> <p>Setup Guide</p> <p>Table Card + Owl holder</p>	<p><b>Placement:</b> 3' (1m) from the in-room TV or monitor and within 18' (5.5m) of in-room participants</p> <p><b>Setup Options:</b> Center of the table, tripod-mounted, or ceiling-mounted</p>





## REQUEST FOR DECISION

**Department:** Administration

**Submitted by:** Rick Binnendyk

**SUBJECT:** Provincial Highway Intersection Improvements with the Town of Penhold

**RECOMMENDATION:**

That Council accepts the Provincial Highway Intersection Improvements in Penhold Report from Castleglenn Consultants dated February 16<sup>th</sup>, 2023.

**CAO COMMENTS:**

Our office asked that the commitment from Alberta Transportation be added to the document to give clarity of responsibilities in the costing for upgrades that are tied into the highway.

**RECOMMENDATION: Report/Document: Attached X Available \_\_\_ Nil \_\_\_**

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

The attached document will go forward for the development of a new offsite levy report that will be incorporated into an offsite levy bylaw for the collection of fees for future land development.

**DESIRED OUTCOME(S):**

To provide clarity for development costs and responsibility for intersections linking the highways within Penhold.

**RESPONSE OPTIONS:**

Extensive work has been done in this report, so much so that representation from Alberta Transportation made comments on the depth of analysis that went into the traffic impacts based on growth patterns. To debate the merits of the outcomes, we believe, will be difficult. This is because we have gone through a number of variables through the process of developing the report.

**PREFERRED STRATEGY:**

Approve the report and direct administration to incorporate this into the Town’s offsite levy document and Bylaw.

**IMPLICATIONS OF RECOMMENDATION:**

This will add additional costs to the developers as they move forward with new development agreements. This document will promote good planning and future savings on intersectional upgrade requirements.

**GENERAL: Background to this report**

This Provincial Highway Intersectional Improvement document will assist new development by saving months of data collection work and associated professional service fees by doing a Traffic Impact Assessment (TIA) report before obtaining permission to proceed with a development permit approval.

Each time development occurs within 300 meters of a main highway, the application is referred to Alberta Transportation to provide direct input on the development. Alberta Transportation has required developers to provide Traffic Impact Assessments in most cases. This assessment is costly and time-consuming creating roadblocks for developers who may wish to move forward quickly.

In 2014, the Town hired a consultant team to produce a Master Transportation Plan. After several years of negotiations with Alberta Transportation, the document was not accepted by the department and is currently serving as an internal document as of March 2018. Statistical information from this past Master Plan has been used in the evaluation of data for this new agreed-upon document. The assessment must meet AT's requirements for Traffic Impact Assessment (2021) guidelines. The RFP was screened by AT to ensure we are moving in the same direction. The process had ongoing consultation with AT to ensure they obtain a workable document showing the build-out of areas with timelines. This provides the Town and Alberta Transportation with clear information to make longer-term plans for the development and appropriate levy collection for future upgrades.

The tender was awarded in December 2021 to CastleGlenn Consultants and has been taking place for the past year and a half. The Report is thorough and satisfies Alberta Transportation around the key intersections.

Should the town access the highway in a different location, the ability to do a small Traffic Impact Assessment will be much easier with this extensive data being provided at this time.

**ORGANIZATIONAL:**

This is a high-level planning document for future development.

**FINANCIAL:**

Costing will be dependent on the development of areas and timing for the intersectional upgrades.

**FOLLOW-UP ACTION:**

This report will be reviewed every 5 years, on average, to make necessary adjustments based on community growth and Alberta Transportation directives.


**COMMUNICATION:**

This document may be made available upon request by interested parties.

**OTHER COMMENTS:**

This long-term planning document will assist the town in making sound financial decisions and meets Alberta Transportation's requirements for intersections within Penhold.

Presented at May 8, 2023, Regular Council Meeting for the Town of Penhold

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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:**

- Apr. 19 Invitation to provide submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence

**EMAIL:**

- Apr. 21 Alberta Municipalities re: Alberta Municipalities' Friday News - April 21, 2023
- Apr. 24 President, Alberta Municipalities re: Update on RCMP Retroactive Salary Costs
- Apr. 24 Alberta Municipalities re: Alberta Municipalities' Friday News - April 14, 2023
- Apr. 26 Alberta Municipalities re: The Weekly – Resolutions are better with friends!
- Apr. 27 article in the Red Deer Advocate re: RCMP response
- Apr. 27 Board of Trustees re: Chinook's Edge Board e-news April 27, 2023
- May 1 Alberta Municipalities re: Alberta Municipalities' Friday News - April 28, 2023
- May 3 Night at the Ranch re: tickets available
- May 3 Alberta Municipalities re: The Weekly – The 2023 provincial election has begun!

**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 May 8<sup>th</sup>, 2023, Regular Council Meeting for the Town of Penhold**



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CAO

April 19, 2023

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2023 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services. It promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

This is the second year we are bringing together two of the ministry's recognition programs under one umbrella. This broader program recognizes innovation and excellence by both municipalities and library boards. Award submissions will continue to be evaluated by your peers and colleagues in the field, and winning initiatives will be highlighted in future communications.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures) and community services initiatives.
- **Partnership (open to all municipalities)** – award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to library boards serving a population over 10,000)** – award will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Public Library Services (open to library boards serving a population under 10,000)** – two awards will be given for a library service initiative that demonstrates excellence and/or innovation. The initiative should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.

- **Service Delivery Enhancement (open to all municipalities)** – award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – award will be given for a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community.

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is June 15, 2023.

I encourage you to share your success stories and offer my gratitude to you for the service you provide to Albertans.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Schulz". The signature is written in a cursive style with a large, stylized initial 'R'.

Rebecca Schulz  
Minister