



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the November 27th, 2023, Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the November 27th, 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 November 27th, 2023, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the November 27th, 2023, regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on November 30th, with no changes indicated at the time of this report.

PREFERRED STRATEGY:

That Council adopts the November 27th, 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 December 11th, 2023, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

November 27th, 2023
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shawn Hamm
Shaun Kranenborg
Tyrone Muller

Absent:

Guests:

Lori Wolfe, Resident
Ann Bilyk, Resident
Jo Michaluk, Resident
Diane Clark, Resident

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Exec
Asst.

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

1. CALL TO ORDER - Mayor

1.1 Addition & Deletions to Agenda

1.2 Adoption of the Agenda

2023-361

Councillor Hamm moved to accept the Nov. 27th, 2023 Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

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

2023-362

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

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2023-363

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Nov. 8 - 22, 2023

2023-364

Councillor Galisky moved that Council receives the Monthly Accounts for Online Payments from Nov. 8 - 22, 2023 as presented.

CARRIED UNANIMOUSLY

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

2023-365

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

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2023-366

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

CARRIED UNANIMOUSLY

2023-367

Councillor Muller moved that Administration put the Street lighting project at the Waskasoo intersection and Hwy 42 on hold until May 2024;

AND FURTHER that administration follow up with Alberta Transportation in April to determine the project status and report back to council on Alberta Transportation direction for this project.

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2023-368

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2023-369

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Red Deer & District Family & Community Support Services (FCSS)

2023-370

Councillor Galisky moved that Council endorse the Red Deer & FCSS Funding Agreement for two District Workers for the 2024-2026 funding cycle subject to financial review.

CARRIED UNANIMOUSLY

7.2 Replace CPO Patrol Vehicle

2023-371

Councillor Hamm moved that Council directs the Fire & Protective Services department to order a 2024 Ford Interceptor hybrid PPV (Police Pursuit Vehicle) with integrated computer system to replace the current 2016 unit;

AND FURTHER that the proposed equipment package to be installed.

CARRIED UNANIMOUSLY

7.3 Cost of Living Increases for 2024 Budget

2023-372

Councillor Denson moved that Council approve a cost-of-living (COLA) adjustment to the Town of Penhold salary grid of 3.55% effective January 1, 2024.

CARRIED UNANIMOUSLY

7.4 Varme Energy's Innisfail Waste to Energy Facility – Letter of Intent

2023-373

Councillor Muller moved that Council directs Administration to provide a Letter of Intent as amended with the wording “not being a legal contract” stated, in support of the Varme Energy's Innisfail Waste to Energy Facility.

CARRIED UNANIMOUSLY

7.5 Bill Petition in support of Bill C-310 (Firefighters non-taxable level increase)

2023-374

Councillor Denson moved that Council supports Bill C-310’s amendment to the Income Tax Act to increase the amount of the tax credit for Volunteer Firefighters and Search and Rescue personnel from \$3,000 to \$10,000.

CARRIED UNANIMOUSLY

7.6 Town of Penhold Live Streaming of Council Meeting Policy 1.9

2023-375

Councillor Galisky moved that Council approves the Town of Penhold 1.9 Live Streaming of Council Meeting Policy as amended.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

8.1 Appointment of Public Member to the Municipal Planning Commission

2023-376

Councillor Kranenborg moved that Council appoint Mr. Timothy Troy as a Public Representative to the Municipal Planning Commission for the 2023-2024 year.

CARRIED UNANIMOUSLY

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

**9.1 South Red Deer Regional Wastewater Commission
- 2024 SRDRWC Preliminary Financial Plan and Budget**

2023-377

Councillor Hamm moved that Council supports the 2024 SRDRWC Preliminary Financial Plan and Budget which forecasts an increase for Penhold of 2.7% from \$2.59/m3 to \$2.66/m3.

CARRIED UNANIMOUSLY

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2023-378

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2023-379

Councillor Hamm moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions and discussion occurred.

14. CLOSED SESSION

15. ADJOURNMENT

2023-380

Councillor Muller moved to adjourn the Council Meeting at 7:20 p.m.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities.

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information item only

COUNCIL FOLLOWUP:

- We have forwarded the pictures of the Penhold Signs to AT to Anne. We also showed the speed signs in hopes to get a little better transition for speeds.

Projects:

Schools:

- Boundary path loop costing has been sent to Chinooks Edge School Division.
- Water/Sewer Servicing to the property line is complete.

Public Works/Fire Hall Site:

• TIA - WAS FRWD TO AT For Comments
Sent Back

- The Validation team has been keen so much so that several players will be working through the Christmas season.

Active Transportation Fund:

- On hold until next spring.
- The bridge is scheduled to be placed this month.

Administration:

- As directed by Council we placed the ^{street} lighting on hold for Waskasoo Ave North in light of Alberta Transportation updated plans.
 - Had some dialogue with the engineering team for the roundabout on town lands, the legal alley on the west side of the rail tracks.
- We are working on the new financial requirement for asset retirement. A consultant has come in and is doing building evaluations. In discussion with our auditors this is satisfactory
- The Town auditor team came in for a day in preparation for our year end close off.
- Tax Sale – CANCELLED We are pleased to advise that all parcels have been addressed prior to the tax sale.
- Dec. 5th attended Director of Disaster training in Trochu. A full day of lectures on legislation and position roles and responsibilities. Got some good takeaways.
- Our team has been dealing with some development matters that required some inspections, which the developer did not appear to attend to.
- I offered assistance for the 2024 Local Government Administration Association in the planning committee. We had a conference call on Dec. 1st going through possible speakers and conference activities.
- Working with a builder on setback matters for some row housing.
 - Working with a developer for a possible new build concept.
- Met with Atco Representatives to discuss upcoming local development in the next couple years. *Bruce Braxton*
- Nov 30th Attended a Melcor function. Good to connect with the Melcor team and a number of developers from central Alberta.
- Penhold Estates Park: ~~No new info~~ at this time. *- power poles*
- In discussion with Alberta Transportation, they are suggesting that we stage the key intersections connecting to the highways. This will allow better staging in doing the Highway Vicinity Management Agreement. More information is to come.

FOLLOW UP ACTION:

- Strategic Planning document finalization
- Review & Preparation for the Intermunicipal Collaborative Framework (ICF) with RD County
- Yearly inspection of town facilities
- Year-end cleanup of files making ready for 2024
- I will be taking holidays from Dec 18th to Jan 2nd inclusive.

COMMUNICATION:

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

OTHER COMMENTS:

MERRY CHRISTMAS TO YOU AND YOUR FAMILY: have a great Christmas break.

Presented at the December 11th, 2023, Regular Council Meeting for the Town of Penhold.

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

CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

*- Sound Powers
in workout Rm.*

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – The final pieces of the puzzle for the Life Studio have come in and installed. There is more we would like to do with the room, for example moving the sprinkler heads higher so they are out of the way and painting the ceiling area. Those items can wait until next summer maintenance schedule.

We are now struggling with a supplier to get some parts that should be warranty for our Dehumidifier. Our service provider has been diligent and handling all the requests from the supplier, but confusion and delays abound with this supplier. These systems were installed on the building at construction, the parts are specific to this supplier.

November was a busy month for the complex, with two events and a tournament. Staff did an amazing job of completing the extra tasks on top of their regular routine duties.

We have had roughly 22,685 people visit the multiplex in November, with a count of roughly 1,500 people entering the facility between the hours of 5:00pm and 9:00pm on the night of Community Christmas.

The solar panels produced roughly 10,196 kWh and prevented the generation of roughly 7,137 kg of carbon. These solar panels have potentially saved the town \$815.00 in electricity costs for the month of November.

Fitness –

	November 2022	November 2023
MEMBERSHIP SALES	\$10,877.50	\$10,316.00
DROP-INS	\$325.00	\$380.00
TRAINING	\$2,701.75	\$1,217.5
TANNING	\$109.50	--
DROP IN GYM	\$780.75	\$1,236.00
TOTAL REVENUE	\$14,794.50	\$13,509.13

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

The fitness centre had **73** new or returning members for the month of November.

Fitness class participation has remained steady, classes are averaging around 12 participants. The classes offered were Full Body Hiit Mix, Butts n’ Guts HIIT, Burn & Turn Spin, Recovery + Mobility, Freedom Flow, Peaceful Yoga, Pump it Up, Step, IN the Zone, Mat Pilates, and POUND. Everyone has really enjoyed the new and improved Studio space

Learn to Skate continues to be popular with the community. November classes saw a revenue of \$1,200.00 and the upcoming round for December is full. January to March classes will open for registration on December 13th.

	November 2023	Totals 2023
Penhold Sr Track Users	20	415
Kids Gym Activities (mornings)	194	1,519
Staff Fitness Usage	22	352
Penhold Fire Dept	48	404
Pickle Ball	150	876

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 December 11th, 2023 Regular Council Meeting for the Town of Penhold

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CAO

REQUEST FOR DECISION



Department: Public Works

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

Date: December 11th, 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 updates report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information.

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

- Information requested has been posted.

WATER – Water consumption for November is up 9% from this time last year with 21,825 m³ of water produced for the community. Operators installed 1 new water meter in a new residence. Monthly water meter reads were done on November 14th. Two Operators attended the Water Week Conference in Edmonton and learned about some new technology, products, and processes used in the industry. Backup power generators have been topped up with fuel. A

Hydrant on the corner of Windsor & Minto that was leaking was repaired by operators installing new hydrant gaskets. Some Curb Stops were lowered as requested by E-Service request.

SEWER – As of October 31st, 2023; sewer flows were 27,053 m³ for the month which is down 5% compared with the previous year.

High Pressure Flushing was in town doing the annual sewer flushing.

There were 2 Sewer issues discovered by the operation team.

On Nov 3rd a manhole was discovered to be overflowing in a shrub bed by the operation team in the south alleyway of Jarvis & Robinson. A flush truck was brought in and got the sewer main flowing again. Articles of clothing and wet wipes were found in the manhole after the blockage was cleared. It was believed that the overflowing sewer manhole drained into the near by storm drain and a vac truck was called in to clean up the area. Alberta Environment was contacted about the contravention which required a 7-day letter to be submitted. Alberta Environment was satisfied with the operations staff reporting and handling of the incident.

On Nov 7th a sinkhole was discovered on 2A & Lucina near the location of a sewer main. A flush truck was brought in to flush the line and camera to inspect the line. Some gravel debris was found during flushing, but the camera did not find any damage in the section of the line. The inspection did note that the line is an outdated clay pipe with signs of infiltration at some connections. Operations have marked the section as a high priority for asset management replacement.

SRDRWC – Public Works staff spent 160 hours working on the Regional System in November and there was two after hour's callout on the system. Operations Safety meeting was held on Nov 14th in Olds. Nov 3rd, 17th, Amgas topped up the scrubbers' water totes with a methanol mixture. Nov 27th Staff investigated an odor complaint relating to the Waskasoo line on 30th Ave in Red Deer. Monthly inspections of SRD facilities were completed.

*why
mike*

TRANSPORTATION – The Annual Fire Extinguisher inspections were completed by Hammer Safety. Q&Q Fencing has completed installing the fence for the future Public Works lot. Staff has hauled in more sand and crush for the stockpiles in the yard. Unit#23 completed it's annual CVIP. Gutters on Windsor & Flemming were cleaned of leaves. Unit#35 was having it's 3000-hour service when staff discovered metal chunks in the rear diff. The machine has been towed to the dealers shop to be inspected and repaired. Intersections were scraped after the snow event and sidewalks were shovelled. The Sander was out spreading sand on Nov 1st, 23rd, 24th, 27th. Unit#60 had it's 500-hour service completed. Industrial Machine was brought in to repair a clutch engagement error on the RPM Snowblower. It is now repaired and ready for the snow removal season. The gravel roads on Waskasoo and Fleming were both graded and gravel added to roadways. Sea-cans were delivered to the current Public Works shop as part of the security upgrades of the property. The old storage sheds were demolished, and the yard have been cleaned up and reorganized. Operations staff supplied barricades for the community Christmas and opened the RV park entrance for the hayride.

STORM – Operations staff lowered and installed a grated manhole in the alleyway of Henderson cl to help with drainage. The discharge valve for the Lincoln storm pond has been closed for the winter season.

PARKS & RECREATION – Pruning of trees continued. Christmas decorations were installed on light poles around town on Nov 7th & 8th. A Tree was removed by staff on Aberdeen and branches were chipped using the chipper attachment on the tractor. Extra rocks were picked up and placed around the community hub. Snow fence has been installed along the oxford walking path to reduce snow drifting. Pathways were plowed after the snow event on the 22nd. The outdoor rink boards have been repaired and nets taken to the shop for repairs in preparation of ODR Season. Rec Centre floors have been black coated. Weather has not been ideal outdoor ice making temperatures. A swing set for a town playground arrived and will be stored until it can be installed in 2024. Planning of flower orders for town planters and beds in 2024 has begun. Nov 13th A deceased deer was discovered at the community hub and reported to staff who picked up the deer and disposed of it.

MEMORIAL HALL – There is four extra event bookings in December.

GARBAGE – New totes were delivered to one new residence. Residence totes have been repaired when reported.

ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the December 11th, 2023, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: New Home Buyer Incentive Program

RECOMMENDATION:

That Council Continue with the New Home Buyer Incentive Program for 2024;
AND FURTHER upon written request and confirmation of title within 60 days of the purchase of a new home, owners be eligible for a 2-year municipal portion tax reduction in the amount of 50% for year one and 25% reduction for year two; *10% 3rd yr. reduction*
AND FURTHER that this rebate program be available until Dec. 31st, 2025.

CAO COMMENTS:

The Town introduced in 2020 with the hope of seeing a strong uptake on possible new buildings in Penhold. In discussions with representatives from the building industry, they suggest that this has not swayed most clients from coming to Penhold in comparison to the total dollar value they are spending. At a recent Melcor function, we specifically asked builders if the tax incentive program is well received. There was some mixed reaction in that a builder did not seem to be aware of the incentive. While several others mentioned that any assistance in today's environment is a good thing.

It appears that being this program does not have a direct impact on the builder they do not pay much attention to it.

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 347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business ... can cancel reduce or defer tax.

STRATEGIC RELEVANCE:

Continue to offer a possible two-year incentive for residents purchasing a new home.

DESIRED OUTCOME(S):

To offer incentive to bring new residents into Town and showcase the living opportunities within Penhold.

RESPONSE OPTIONS:

That Council does not support the continuation of the New Home Buyer Incentive Program.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Less revenue will be received as people experience reduced taxes in year one and two.

GENERAL:

At its Dec. 12, 2022, Regular Council meeting, a motion was passed to continue with the New Home Buyer Incentive Program. This program was developed to offer individuals purchasing a newly constructed home in Penhold a municipal tax reduction of 50% the first year, and 25% the second year they own the home.

There were five homes in 2020, 15 homes in 2021, eight homes in 2022, and five homes in 2023 signed up under the New Home Buyer Incentive Program.

In addition, a resolution from Council will be required for each year permitting a municipal tax reduction. Agreements will layout the incentive being given.

ORGANIZATIONAL:

FINANCIAL:

The Town does not receive 100% of taxes when homes are purchased under the Incentive Program as home buyers receive a municipal tax reduction of 50% in the first year and 25% in the second year.

In 2023 there were 4 homes that received \$ 3,868.67 and one business \$ 13,571.42

In 2022 there were 9 homes that received \$ 7,555.27

FOLLOW UP ACTION:

As directed by Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the December 11th, 2023, regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Administration

Submitted by: Karen Sawicki

SUBJECT: Christmas Floater

RECOMMENDATION:

That the current Christmas Eve holiday be removed from the general holidays within the Town of Penhold Employee Handbook and be replaced with a Christmas Floater Day.

flex

CAO COMMENTS:

The intent of making Christmas Eve a floater holiday would allow flexibility for all staff to have time off to connect with family and friends. Currently this day is lost when Christmas Eve is on the weekend.

SUPPORTING DOCUMENTS: Report/Document: Attached __ Available __ Nil _X_

KEY ISSUE(S)/CONCEPTS DEFINED:

The Christmas Floater is provided to enable all employees to enjoy three (3) consecutive work days off during the Christmas period. The Floater would be taken as follows:

- On December 24, when Christmas Day falls on a Tuesday, Thursday, Friday or Saturday;
- On December 27, when Christmas Day falls on a Monday or Wednesday;
- On December 28, when Christmas Day falls on a Sunday

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the following duties: to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

Promoting the health and welfare of staff.

DESIRED OUTCOME(S):

Have time consistency through the years for Christmas break with the intended break.

RESPONSE OPTIONS:

That Council does not support removing the Christmas Eve holiday and replace it with a Christmas Floater Day.

PREFERRED STRATEGY:

Permitting Christmas Eve as a floater day.

IMPLICATIONS OF RECOMMENDATION:

If approved this practice will fall in line with a number of other municipalities.

GENERAL/BACKGROUND:

Central Alberta Human Resources Association sent a questionnaire to all municipalities inquiring what we all do through the Christmas holidays and what the hours of operation are for their communities. In discussion, it was determined that many follow the three (3) consecutive work days off between Christmas and New Year's which would see the municipal offices closed on Dec. 25, 26 and 27 in 2023.

The response suggested there is a varying range of how communities operate over the Christmas break.

1. A few communities grant only Dec. 25 and 26 off.
2. Most communities do allow a floater day to accommodate having Christmas Eve off as well.
3. Several communities have aligned with the construction trades and close down over Christmas to the New Year. Emergency contact numbers are available when municipal offices are closed.

The Town of Penhold's Employee Handbook currently reads as follows:

16.1 Statutory / General Holidays

iii. Employees shall receive Christmas Eve day off with pay when it falls on a regular workday.

And would be changed to read:

16.1 Statutory / General Holidays

iii. Employees shall receive a Christmas Floater day off with pay to ensure three (3) consecutive work days off between Christmas and the New Year.

ORGANIZATIONAL:

Staff will ensure all mandatory required tasks are completed.

FINANCIAL:

The floater day would allow weekend Christmas dates to be consistent with the weekdays. There is no impact after 2023, for 5+ years, depending on leap year dates. This will give all staff Christmas Eve or another day off without losing Christmas Eve when it falls on a weekend.

FOLLOW UP ACTION:

COMMUNICATION:

Office will be closed for 3 consecutive days through Christmas break to the public.

OTHER COMMENTS:

Presented at the December 11th, 2023, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Family and Community Support Services

Submitted by: Tricia Willis

SUBJECT: Red Deer and District Family & Community Support Services 2024-2026 Funding Agreement – Penhold Youth Club

RECOMMENDATION:

That the Town of Penhold endorse the Red Deer & District Family and Community Support Services Funding Agreement for the Penhold Youth Club program for the 2024-2026 funding cycle.

CAO COMMENTS:

This is a 3-year cycle that allows Penhold to provide after school care to a wide range of youth providing a safe healthy environment.

SUPPORTING DOCUMENTS

Report/Document: Attached ✓ Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

The attached list is to keep Council informed and up to date on the financial activities of the Town of Penhold.

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

That Council defers the matter to administration for additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The Town of Penhold is a member of the Red Deer and District Family & Community Support Services. As part of the partnership, the Town of Penhold received funding for the Penhold Youth Club. The next funding cycle is from 2024 – 2026 of which the Town of Penhold will receive \$53,550 per year. Staff recommends that council endorse the attached Funding Agreement.

ORGANIZATIONAL:

FOLLOW-UP ACTION:

Agreements will be signed and returned to Red Deer FCSS

COMMUNICATION:

Decision will be communicated to Red Deer FCSS; Penhold FCSS; and Penhold Youth Club (PYC)

OTHER COMMENTS:

Presented at the December 11th Regular Council Meeting for the Town of Penhold



CAO



RED DEER & DISTRICT FAMILY AND COMMUNITY SUPPORT SERVICES FUNDING AGREEMENT

Dated this _____ day of _____, 20____.

Between:

THE CITY OF RED DEER

(THE "CITY")

- and -

TOWN OF PENHOLD

(THE "AGENCY")

Background:

- A. The Town of Bowden, Town of Penhold, Village of Delburne, Village of Elnora, Red Deer County and the City of Red Deer as participating municipalities have agreed (December 2014) to operate a Board known as the Red Deer and District Family and Community Support Services Board (the "FCSS Board").
- B. The participating municipalities have entered into an Agreement with the Minister of Seniors, Community & Social Services for the Province of Alberta for the establishment, administration and operation of a Family and Community Support Services program.
- C. The participating municipalities have, in accordance with the Family and Community Support Services Act and Regulation (AR 218/94), designated the City to act on behalf of and in the name of the FCSS Board.
- D. The Agency wishes to provide the Project services as outlined in the attached *Schedule A – Funded Project* and *Schedule C – Project Logic Model*, in accordance with the budget outlined in *Schedule B – Project Budget*.

The Parties agree as follows:

1. Agreement

The Background provisions and the following Schedules form part of this Agreement:

- Schedule A – Funded Project
- Schedule B – Project Budget
- Schedule C – Project Logic Model
- Schedule D – Dispute Resolution Process
- Schedule E – Collection of Client Information
- Schedule F – Consent for Exchange of Personal Information

2. Definitions

In this Agreement:

- 2.1 "Clients" mean individuals who are assisted by the Agency pursuant to this Agreement.

- 2.2 **“Grant”** means the funding to be provided by the City to the Agency pursuant to this Agreement.
- 2.3 **“Manager”** means the Safe and Healthy Communities Manager of the City or designated employee(s).
- 2.4 **“Project”** means those activities set out in Schedule A.
- 2.5 **“Volunteers”** mean unpaid individuals who are acting on behalf of the Agency in the delivery of the Project as outlined in Schedule A.

3. Funding

- 3.1 The City will provide the Agency with operating funding in an amount up to \$53,550.00, on an annual basis, as granted by the FCSS Board; however, the grant is subject to revocability by the City or the respective Provincial ministry.
- 3.2 Subject to the City’s receipt of provincial funding and the Agency’s compliance with the terms of this Agreement – and notwithstanding anything to the contrary in this Agreement – the City has discretion to pay the Grant to the Agency either in quarterly or monthly payments.

3.2.1 Quarterly payments will be provided as outlined in the following table:

Total Grant Amount: \$160,650.00

	2024	2025	2026
First Quarter January – March	\$13,387.50	\$13,387.50	\$13,387.50
Second Quarter April – June	\$13,387.50	\$13,387.50	\$13,387.50
Third Quarter July - September	\$13,387.50	\$13,387.50	\$13,387.50
Fourth Quarter October - November	\$8,925.00	\$8,925.00	\$8,925.00
Final Payment December	\$4,462.50	\$4,462.50	\$4,462.50
TOTAL	\$53,550.00	\$53,550.00	\$53,550.00

For the first three (3) quarters of each twelve (12) month period, funds will be payable on a quarterly basis at the start of each three (3) month period. For the last quarter of each year of the Agreement, an amount equivalent to two (2) months payments will be paid at the start of the three month period. The last month’s payment will be paid annually by claim at the end of the twelve (12) month period.

3.2.2 In the event the Agency has not expended the FCSS funding as outlined in Schedule B, the City reserves the right, at its sole discretion, to have the funds returned for reinvestment into the community by the FCSS Board.

4. Term

- 4.1 The term of this Agreement is from January 1, 2024 to December 31, 2026, subject to termination clause.

- 4.2 The City may, in its sole discretion, offer to extend the terms of this Agreement subject to terms and conditions satisfactory to both parties.

5. Responsibilities of the Agency

The Agency will:

- 5.1 Provide the Project as identified in Schedule A – Penhold Youth Club. The Project would run from January 1, 2024 to December 31, 2026.
- 5.2 Submit to the Manager complete information concerning all services provided by the Agency and complete details of all sources of its revenue and listing of expenses, and a complete list of the members of the Board of Directors and other officials of the Agency, as and when requested by the City.
- 5.3 Provide evidence that the proposed Project premises are in compliance with applicable zoning, health and safety legislation upon signing this Agreement, as and when requested by the City.
- 5.4 Keep proper accounting records with respect to revenue and expenditures associated with the Project during the duration of this Agreement.
- 5.5 Submit to the Manager, within fourteen (14) days of the Agency’s Annual General Meeting in each year, or within such other time as the Manager may determine after consultation with the Agency, the consolidated financial statements of the Agency together with one of the following as the Manager may request:
- 5.5.1 a Grant Recipient Declaration (typically applicable to FCSS funding of an amount of less than \$15,000); or
- 5.5.2 a Review Engagement Report (typically applicable to FCSS funding of an amount between \$15,000 - \$100,000); or
- 5.5.3 an Audited Engagement Report (typically applicable to FCSS funding of an amount greater than \$100,000) in a form and content as required by the City.
- 5.6 Submit to the Manager the following reports in accordance with the outlined timelines:
- 5.6.1 ANNUAL FINANCIAL REPORTS:
- July 31 – Year to Date (January 1 to June 30) Financial Report due.
 - October 31 - Financial Projection Report due or as requested by the Manager.
 - January 10 of the following year - Year-End (January 1 to December 31) Financial Report due.
 - Upon request - Annual Project Budget updates (pending project budget changes).
- 5.6.2 ANNUAL PROJECT REPORTS:
- January 31 of the following year - Annual (January 1 to December 31) Outcome Measures Report due.
- 5.6.3 ANNUAL MONITORING:
- Monitoring meetings will be held with representatives of each FCSS funded project during these periods as requested by the Manager.
- 5.6.4 Any other reports as requested by the Manager.

- 5.7 In the event the Agency does not submit reports as outlined above, the FCSS Board will receive notification which may result in further action, including termination of this Agreement in accordance with Section 10.3.
- 5.8 Ensure suitable agency representation at FCSS related meetings by request of the Manager.
- 5.9 Apply all revenue raised through the Project to the expenses of the Project in accordance with Schedule B, unless an Agreement in writing has been reached in advance between the City and the Agency that such monies may be used for other designated purposes.
- 5.10 Immediately report significant changes to the Budget specified in Schedule B resulting from personnel changes and/or funding sources that impact the ability to deliver the Project as specified in Schedule A, including any:
 - 5.10.1 Changes that could reasonably be expected to impact the Agency's ability to deliver the Services; and/or
 - 5.10.2 Changes to the Project Staff Salaries or Administration Staff Salaries (including benefits) that will result in a 10% variation in the total of these two line items; and/or
 - 5.10.3 Changes that result in more than 10% variance in the total Project budget.
- 5.11 Give immediate notice to the City if the Agency discontinues or intends to discontinue the Project.
- 5.12 Make all financial books, records, and operating procedures pertaining to the Project available for review by the Manager at reasonable times.
- 5.13 Maintain accurate accounts, books, logs, charges, records and other recorded information (the "records") relating to the provision of Project services under this Agreement and retain the records in accordance with applicable federal or provincial legislation, or in the absence of applicable legislation, according to the City of Red Deer's Records Disposition Schedule as modified from time to time.
- 5.14 Maintain any records provided to recipients by the Minister in good condition and ensure all records are retained for a period of seven (7) years after the termination or expiry of this Agreement, after which the records may be disposed of upon the Minister's consent.
- 5.15 Where applicable, submit fee schedules to the Manager upon request.
- 5.16 Allow City staff and the FCSS Board members reasonable opportunities to observe the Project at mutually convenient times with due respect for Client confidentiality.
- 5.17 Maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
 - 5.17.1 General Liability insurance policy of not less than \$2,000,000 per occurrence or \$5,000,000 in the aggregate amount and Directors and Officers Insurance coverage not less than \$1,000,000. The City must be added as additional insured and the Agency will not cancel or change the insurance without first giving the City sixty (60) days prior written notice.

- 5.17.2 Certificates evidencing the existence of the policies shall be provided to the City by the Agency at execution of the Funding Agreement.
- 5.17.3 Evidence of renewal of the policy shall be provided to the City on each renewal term.
- 5.17.4 The Agency shall advise the City in writing immediately upon cancellation of, or material change in the policy.
- 5.17.5 If the City wishes to increase the amount of coverage of the aforementioned insurance policy(s), or to obtain other special insurance coverage, then the Agency will cooperate with the City to obtain increased or special coverage at the City's expense.
- 5.18 Appropriately recognize the Government of Alberta and The City of Red Deer as funders through the following mediums:
- 5.18.1 **Verbal**
- Verbal recognition at suitable public gatherings related to the Project;
- 5.18.2 **Print**
- Inclusion of The FCSS Board name or logo in print material such as newsletters, posters, newspaper articles or brochures related to the Project;
 - To display FCSS recognition items (as provided by the City) in a prominent location within the Agency;
- 5.18.3 **Electronic**
- Inclusion of The FCSS Board name or logo on websites related to the Project.
- 5.19 Acknowledge information and records compiled or created under this Agreement, which are in the custody of the Agency, are subject to the *Freedom of Information and Protection of Privacy (FOIP) Act*. The obligations of the Agency under the *FOIP Act* related to personal information shall survive the termination of this Agreement.
- 5.20 Collect personal information acquired in accordance with this Agreement on behalf of the Minister in accordance with Schedule E.

6 Responsibilities of the City

The City will:

- 6.1 Give thirty (30) days' notice to the Agency of any changes in the City policy on any matters materially affecting this Agreement or future Agreements.
- 6.2 Provide financial assistance for the external evaluation of the Project when it is mutually agreed such evaluation is required. The final report of such evaluation will belong jointly to the Agency and the FCSS Board.
- 6.3 Provide the Agency, upon its request, a copy of the FCSS Act and Regulation.
- 6.4 Follow the Dispute Resolution Process outlined in Schedule D to resolve issues related to non-compliance or performance concerns prior to exercising other remedies available under this Agreement, where it is reasonable to do so.

7 Deficit

- 7.1 Neither the FCSS Board nor the City is responsible for any deficit the Agency incurs while

operating this Project.

8 SmartSimple

- 8.1 The City collects personal information including, but not limited to, first name, last name, date of birth, and demographic information, under the authority of the *Freedom of Information and Protection of Privacy Act Section 33 (c)* for the purpose of program evaluation, research and planning.
- 8.2 Data collected will not be shared beyond the City and the Agency, where it will be aggregated, analysed and reported on.
- 8.3 The City, Manager, SmartSimple security administrator, systems administrator and FCSS administrative staff are bound by obligations of confidentiality and trained in the protection of personal data.
- 8.4 By using SmartSimple, both parties agree to:
 - 8.4.1 Respect and maintain confidentiality of information;
 - 8.4.2 Not use confidential or insider information from the system for personal benefit; and
 - 8.4.3 Not knowingly make false or misleading statements or allegations.
- 8.5 By logging into SmartSimple, both parties agree to:
 - 8.5.1 Be accountable for all actions performed with your login credentials;
 - 8.5.2 Access the system only with the login credentials assigned to you;
 - 8.5.3 Access the system only for the intended business purpose;
 - 8.5.4 Log out or lock your workstation when unattended; and
 - 8.5.5 Not share your login credentials.
- 8.6 The Agency shall submit all required Reports in SmartSimple in accordance with the timelines outlined in Section 5.6.
- 8.7 The Agency shall give notice to the City and the SmartSimple systems administrator when an employee or volunteer with access to SmartSimple ceases to be employed or affiliated with the Agency so the user account can be deactivated immediately.

9 Indemnification Clause

- 9.1 The City shall indemnify and hold harmless the Agency, its employees, Volunteers, directors and officers, Clients and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the City, its employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
- 9.2 The Agency shall indemnify and hold harmless the City, its employees, Volunteers, directors and officers, Clients and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Agency, its employees or agents in the performance of this Agreement. Such indemnification shall survive termination of this

Agreement.

10 Termination

- 10.1 The Agency has the right to terminate this Agreement, with no reason, upon giving thirty (30) days' notice in writing to the City. In such case, the City may, at its sole discretion, prorate the allocation of funding.
- 10.2 The City may terminate this Agreement, with no reason, on sixty (60) days written notice to the Agency.
- 10.3 The City shall have the right to terminate this Agreement with written notice effective immediately under the following circumstances:
 - 10.3.1 If financial assistance granted by the Province of Alberta to the City pursuant to the provisions of the Family and Community Support Services Act is discontinued or reduced;
 - 10.3.2 If in the reasonable opinion of the Manager, the Agency fails to perform the duties and obligations which it has undertaken in this Agreement, including the Schedules;
 - 10.3.3 If the Agency discontinues or is about to discontinue its Project;
 - 10.3.4 If the Agency is dissolved, amalgamated or merged with another society or becomes bankrupt; and
 - 10.3.5 If the Agency attempts to assign or transfer this Agreement to another party without the prior written consent of the City.

11. Force Majeure

- 11.1 Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, governmental actions, act of public authority, Act of God, or to any other cause beyond its control except labour disruptions.
- 11.2 In the event Force Majeure occurs, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.
- 11.3 Should Force Majeure event last longer than thirty (30) days either party may terminate this Agreement by notice in writing without further liability, expense or cost of any kind.

12. Notices

- 12.1 Notices and correspondence required to be given to either party under this agreement is deemed to be adequately given if addressed as follows and sent by mail, electronic mail, or hand delivered to:

The Organization:	TOWN OF PENHOLD
Attention:	Amanda Lindgren - Youth Director
Address:	#1 Waskasoo Avenue, Penhold, AB T0M 1R0
Telephone:	(403) 886-4567
Email:	alindgren@townofpenhold.ca

The City: THE CITY OF RED DEER, SAFE & HEALTHY COMMUNITIES
Attention: FCSS PROGRAM SPECIALIST
Address: 4918 – 48 Avenue, P.O. Box 5008, Red Deer, AB T4N 3T4
Telephone: (403) 406-8820
Email: fcss@reddeer.ca

12.2 If notices are sent by mail, they are presumed to be received on the 7th (seventh) day after posting. If notices are delivered or sent by email or fax, they are presumed to be received on the business day next after they were delivered, emailed or faxed. Either party may change its address for service by written notice to the other party.

13. Governing Law

13.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

13.2 This Agreement is subject to the provisions of The Family and Community Support Services Act of Alberta and any regulations made pursuant thereto including Alberta Regulation Number 218/94, and any amendments that may be made to the Act or Regulation. Wherever there is any inconsistency between this Agreement and the Act or Regulation then the provisions of the Act or Regulation shall supersede the provisions of this Agreement.

14. Application of the Freedom of Information and Protection of Privacy Act (FOIP) and the Personal Information Protection Act (PIPA)

14.1 The parties acknowledge the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25 and the Personal Information Protection Act, 2004 (the "Acts"), including Regulation 366/2003, as amended from time to time, and shall abide by the requirements of the Acts. Not limiting the generality of the foregoing, the parties specifically acknowledge that the terms of this Agreement, including the name of The Agency, the consideration, term and details of the Approved Purpose, may be subject to disclosure under the Acts.

15. Internal Policies and Procedures

15.1 This Agreement is subject to such policies and procedures as may be adopted by the City from time to time.

16. Waiver

16.1 The City may at any time insist upon strict compliance with this Agreement regardless of past conduct or practice with this or any other Agency.

17. Assignment

17.1 This Agreement shall not be assigned to another party without the written consent of the City. Such consent shall be at the City's sole discretion.

18. Amendments

18.1 This Agreement may only be revised with the consent of both parties.

19. Severability

19.1 Should any term or portion of this Agreement be found to be invalid or unenforceable, the remainder shall continue to be valid and enforceable.

20. Survival

20.1 The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term and shall not be merged therein or therewith.

21. Electronic Signature

21.1 This Agreement may be executed and scanned or otherwise signed electronically and delivered by electronic transmission and when so executed will be deemed an original and binding on the parties. This Agreement may be executed in one (1) or more counterparts, each of which taken together, shall constitute only one legal instrument.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers on the next page.

In the absence of a corporate seal or corporate stamp, the "Affidavit Verifying Corporate Signing Authority" and the "Affidavit of Execution" attached shall be completed in full.

The parties to this Agreement have signed by the hands of their proper authorized officers and/or representatives:

TOWN OF PENHOLD

Agency Signature

Date

Print Name

Title

I HAVE THE AUTHORITY TO BIND TOWN OF PENHOLD

TOWN OF PENHOLD

Additional Agency Signature (if required)

Date

Print Name

Title

I HAVE THE AUTHORITY TO BIND TOWN OF PENHOLD

CITY OF RED DEER

The City of Red Deer Signature

Date

Print Name

I HAVE THE AUTHORITY TO BIND THE CITY OF RED DEER

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____ of _____, in the Province of Alberta, MAKE OATH AND SAY THAT:

1. I am an officer of **TOWN OF PENHOLD**, named in the within or annexed instrument.
2. I am authorized by the corporation to execute the instrument without affixing a corporate seal.

SWORN/AFFIRMED before me at _____)
in the Province of Alberta,)
_____, 20__)
_____)
_____)
A Commissioner for Oaths in)
and for Alberta)

AFFIDAVIT OF EXECUTION

CANADA) I, _____ of the _____ of)
))
PROVINCE OF ALBERTA) _____, in the Province of Alberta,)
))
TO WIT) MAKE OATH AND SAY:)

1. I was personally present and did see _____, named in the annexed instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein.
2. That the same was executed at _____, in the Province of Alberta, and that I am the subscribing witness thereto.
3. That I know the said _____ and he/she is, in my belief, of the full age of eighteen years.

SWORN/AFFIRMED before me at _____)
in the Province of Alberta,)
_____, 20__)
_____)
_____)
A Commissioner for Oaths in)
and for Alberta)



REQUEST FOR DECISION

Department: Administration

Submitted by: Tricia Willis

SUBJECT: NEW BANK ACCOUNTS

RECOMMENDATION:

That council supports administration opening a High Interest Savings Account and a Savings Account.

CAO COMMENTS:

ATB has reached out to the town and recommended an option that will protect and give the town more flexibility. In discussion with our audit team, they are in support of this focus.

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 updates report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information.

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Document is filed.

GENERAL:

Several months ago, the Town of Penhold opened a high interest savings account with Canadian Western Bank as they were offering the highest rate of return and were advertising this offer through Alberta Munis.

Since that time, ATB Financial has offered a high interest savings account that matches the rates offered by Canadian Western. Not only would we be able to receive the same savings, but we would also be able to seamlessly transfer our own funds through the ATB Banking portal.

With Canadian Western, we submit a request to have the funds transferred into our checking account. In two days, the funds arrive in our account. Administration has always maintained that we would support any financial institution that located within our community, and this would support that idea.

The second account would be for electronic funds transfers. More and more the Town is being asked to provide their bank account number to companies so they can do electronic funds transfers for their payments. This becomes problematic for several reasons, mainly our only bank account is quite extensive, and the bank reconciliation is extensive and cumbersome. More payments being added to the account, without proper backup this slows down the process even further. A second account would provide more security for our main account and diversify where funds are located to mitigate our risk of fraud. Second, this account would be set up to receive payments only and internal transfers would be made into our regular account when proper documentation is provided for the deposits.

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the December 11th, 2023, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

EMAIL:

- Nov. 27 For Review: Letter of Intent for Public Services and Fire Hall building
- Nov. 27 Municipal World Daily re: Your Municipal World Daily for Nov. 27, 2023
- Nov. 28 Municipal World Daily re: Your Municipal World Daily for Nov. 28, 2023
- Nov. 28 Invitation from Penhold & District Library re: 2023 Christmas Party
- Nov. 29 Chinook's Edge Board of Trustees re: Board e-News - November 29, 2023
- Nov. 29 PCPS re: PCPS Development Training Session
- Nov. 29 The Weekly Alberta Municipalities re: The Weekly – Last call: Nov. 30 ABmunis virtual town hall meeting
- Nov. 30 Municipal World Daily re: Your Municipal World Daily for Nov. 30, 2023
- Dec. 1 Municipal World Daily re: Your Municipal World Daily for Dec. 1, 2023
- Dec 1 Materials from town hall meetings
- Dec. 7 Municipal World Daily

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 December 11th, 2023, Regular Council Meeting for the Town of Penhold



CAO