REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Bonnie Stearns**

SUBJECT: Approval of the September 28th, Regular Council Meeting Minutes

RECOMMENDATION:
That Council approves the September 28th, 2026, 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 September 28th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:
The minutes presented are the unapproved record of the September 28th, 2026, Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Oct. 5, 2026 with no changes at the time of this report.

PREFERRED STRATEGY:
That Council adopts the Sept. 28th, 2026, Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:
Permanent management and storage of Minutes.

GENERAL:
Historical; permanent record for future review.

ORGANIZATIONAL:
The Legislative department ensures that 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 October 13th, 2026, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold

REGULAR MEETING MINUTES

September 28th, 2026
Town Council Chambers

Mayor:
Mike Yargeau

Councillors:
Teresa Cunningham
Ken Denson
Cameron Galisky
Shaun Kranenborg
Tyrone Muller

Absent:
Councillor Kathy Sitter

Staff:
Rick Binnendyk, CAO
Bonnie Stearns, EA

Guests:
Lori Wolfe, Residents
Ann Bilyk, Resident

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2025-297

Councillor Galisky moved to accept the September 28th, 2026, Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of September 14th, 2026, Regular Council Meeting Minutes

2025-298

Councillor Cunningham moved to accept September 14th, 2026, Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2025-299

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments for Sept. 9, 2026

2025-300

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments for Sept. 9, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2025-301

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

CARRIED UNANIMOUSLY

6.3 Community Services – Jen Blaylock

- Distributed in Council Package

2025-302

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2025-303

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Tax Sale

2025-304
Councillor Kranenborg moved that Council approve administration to set Monday, October 26, 2026, at 10:00 AM to be the tax sale date. (Section 418 MGA).
CARRIED UNANIMOUSLY

2025-305
Councillor Cunningham moved that Council approve the tax sale will be at the Town of Penhold Council Chambers located at #1 Waskasoo Avenue within the Penhold Regional Multiplex. (Section 421).
CARRIED UNANIMOUSLY

2025-306
Councillor Galisky moved that Council approve the reserve bids in accordance to the MGA be established at the Assessment values less 15% for sale purposes given by Wild Rose Assessment Services. (Section 419 MGA).
CARRIED UNANIMOUSLY

2025-307
Councillor Muller moved that Council approve the CAO be appointed to conduct the tax sale proceedings.
CARRIED UNANIMOUSLY

2025-308
Councillor Denson moved that Council approve the payment at the Tax Sale will be 10% down at the date of the sale and the remaining funds paid within 30 days from the auction date by legal tender acceptable by the town. (Section 419b MGA).
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

8.1 Memorial Hall Inspection Report

2025-309
Councillor Cunningham moved that Council directs Administration to meet with the Memorial Hall Committee to determine a plan of recommended action for Memorial Hall.
CARRIED UNANIMOUSLY

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2025-310
Councillor Galisky moved that Council receives the correspondence for information as presented.
CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2025-311
Councillor Kranenborg moved that Council accepts the reports as information.
CARRIED UNANIMOUSLY

2025-312
Councillor Cunningham moved that Council direct Administration to send a letter to MLA Dreeshen to inquire as to why there is such a delay from when advised of the removal of the school to actual removal of the school.
CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

14. CLOSED SESSION

15. ADJOURNMENT

2025-313
Councillor Muller moved to adjourn Council Meeting at 6:46 pm.
CARRIED UNANIMOUSLY

_____ _____

MAYOR **CAO**

REQUEST FOR DECISION

Department: Corporate Services **Submitted by: Stacey Forth**

SUBJECT: Monthly Accounts for Online Payments on Sept. 10 – Oct. 7, 2026

RECOMMENDATION:
That Council receives the Monthly Accounts for Online Payments on Sept. 10 – Oct. 7, 2026, as presented.

CAO COMMENTS: Payments of interest:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

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

DESIRED OUTCOME(S):
Council is aware of the monthly payments.

RESPONSE OPTIONS:
1. That Council defers the Monthly Accounts for Online Payments Sept. 10 – Oct. 7, 2026, back to administration and requests additional information.
2. Clarity on any specific account that is in question.

PREFERRED STRATEGY:
Payment of accounts.

IMPLICATIONS OF RECOMMENDATION:
Payment to vendors.

GENERAL:

ORGANIZATIONAL:
Administration

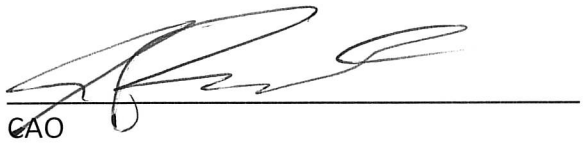
FINANCIAL:
Based on the account's summary total.

FOLLOW UP ACTION:
Signing, filing of cheques, and online account summary.

COMMUNICATION:
Only to the vendor/payments

OTHER COMMENTS:
The detailed cheque register is information provided to Council only.

Presented at the Oct. 13th Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION

Department: Financial Services **Submitted by: Jen Die-Pye**

SUBJECT: Monthly Bank Reconciliation Statement for the month ending August 31, 2026

RECOMMENDATION:
That Council receives the Monthly Bank Reconciliation Statement for the month ending August 31, 2026, as presented.

CAO COMMENTS:

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

DESIRED OUTCOME(S):
Council aware of the monthly reconciliations.

RESPONSE OPTIONS:
Clarity on any specific account that is in question.

PREFERRED STRATEGY:
Reconciliation of accounts.

IMPLICATIONS OF RECOMMENDATION:
If accounts do not reflect actual amounts, revisions will need to be made.

GENERAL:

ORGANIZATIONAL:
Administration

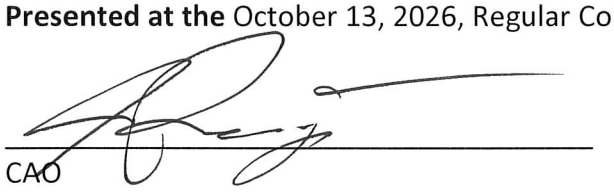
FINANCIAL:
Based on the net balance at end of previous month(s).

FOLLOW UP ACTION:
Signing, filing of bank reconciliation summary.

COMMUNICATION:
To ATB and Council.

OTHER COMMENTS:

Presented at the October 13, 2026, Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: October 13th, 2026

RECOMMENDATION:
That Council receives the CAO's report as information.

COUNCIL FOLLOW-UP/UPCOMING:
- Penhold is hosting the Regional Council/CAO meeting on Oct 20th in Penhold.
- Tax Sale planning is in motion for Oct. 26th
- Check the Council Calendar for upcoming events

Projects:
School:
- **Chinooks Edge:**
- Joint Use Planning Agreement (JUPA) review is scheduled for Oct. 22nd.
- A letter has been sent to our MLA and Infrastructure on when we may see the old Penhold School disappear.

Offsite Levies:
Tagish has updated the calculations. We will be setting up a meeting with key stakeholders soon.

Development items:
Melcor:

- Concrete work has now been completed with sidewalks, curb, and gutter work completed. Shallow services design work was reviewed and accepted by the town last week.
- Park layout has been sent back with several minor tweaks to the drawings. Hopefully, by this report, Northside will be working at the site.
- A subdivision report is being compiled internally. Once the deadline has past, we will submit the report for Council's review and hopefully approval. Looking forward to seeing this report.
- AI Data center at Junction #42 and Highway 2. We have requested and received the media release from Red Deer County. Our staff posted possible contact information on our website for parties who wish to obtain further information on this project.
- Our team is coordinating a meeting on October 19 or 20 with community members who have expressed an interest in serving on the Memorial Hall Committee and helping determine the future direction of Memorial Hall.
- Assisted local builder/resident, to work through an access permit from Alberta Transportation from Highway 2A for a new garage development.

Administration:

- With the upcoming Tax Sale, our staff have posted notices on each door of the units going up for Tax Sale. FYI, there has been ongoing correspondence encouraging the owners to make payment arrangements.
- Our Recreation team is looking to revisit the Recreation and Cultural Agreement with Red Deer County. This is regarding the ICF Agreements. At the time of this report, a date has not yet been determined.
- Departmental budgets are being worked on in preparation for the 2027 Budget presentation.
- Our team had further training on SharePoint; a check-in was done with some review and some new info. being shared.
- AB Munis have contacted our office to advise that they are updating files to make ready to do a gas and electricity aggregation. This contract will be suggested from January 2027 to Dec 2029. A formal request will be forthcoming.
- Oct 20th ½ day of leadership training for the Leadership Teams.
- Local Government Administration Association (LGAA) Zone meeting will be Oct. 21st.
- I will be away from October 7th to 14th incl.
- The Royal Canadian Legion celebrated its 100th Anniversary and presented the Town of Penhold with a Certificate of Appreciation in recognition of services rendered.

UPCOMING ITEMS OF INTEREST:

- Melcor subdivision work continues for housing and park development
- Work on Intermunicipal Collaborative Framework (ICF) agreements with Red Deer County
- Memorial Hall connecting with the fundraising committee.
- Staff team is prepping the grant application for Waskasoo North Road structure.
- Offsite Levies consultation.
- LGAA Regional Zone meeting
- Regional Council /CAOs gathering in Penhold Oct 20th.

Presented at the October 13th, 2026, Regular Council Meeting for the Town of Penhold

CAO

REQUEST FOR DECISION

DEPARTMENT: Multiplex

SUBMITTED BY: Michael Szewczuk

REPORT: Month of October

RECOMMENDATION:
That Council accepts the Multiplex Manager's report as information.

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Arena –
September ice rentals have begun, and things are starting to get into a routine again. We are busy during the day with a few groups coming out and we have the Silver Selects starting up again once the golf season is over.

With most of the minor hockey associations just starting to start up and pick teams, we have been able to load September with a few extra tournaments. Normally we only allow one tournament per month to not disrupt our regular weekend ice times, but we can add a few more in September as the regular weekend ice times haven't really started yet.

Gymnasium – The Gymnasium is seeing a lot more use now. We have added another Pickle Ball session to the mornings during the week and our afternoons are full with the Penhold Crossing Volleyball academy classes.

Jojo (the Concessionaire) and his team have been hard at work on the weekends and now during the week. They are currently testing out hours they should be open during the week and the evening times. If you get a chance, stop by and try out their food!

Facility Stats – In September, roughly 28,937 kWh of power was produced with our solar panels reducing our carbon footprint by approx. 20,255 kg; saving us roughly $2604.33 in power.

In September we had roughly 20,630 people pass through the front doors of the building.

Fitness -

	September 2025	September 2026
MEMBERSHIP SALES	$13.381.75	$14,622.00
DROP-INS	$235.00	$599.00
TRAINING	$3149.75	$2,463.00
DROP IN GYM	$161.00	$481.00
TOTAL REVENUE	$16,943.00	$18,218.00

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

The Fitness Centre had **54** new members for the month of September.

The Fitness Centre had a fall membership sale in September. This went very well and the Fitness Centre is getting busy. Activity classes are all running with drop-in basketball and Pickleball. As well as drop-in open gym times for flexibility in activity options. Fitness classes are gradually picking up. A New Baby & Me class was added and is getting great participation. Fitness Classes running in September were IN The Zone, Hot Beats, Zumba, Pilates Fusion, Early Burn, Baby & Me, Fit Fusion Bootcamp, Pump It Up, Pilates & Strength, Peaceful Yoga, Stretch & Release, Spin & Sweat, Power & Conditioning, and Stretch & Mobility.

Coming up in October is a Fitness Class Bingo and Staff Fitness Challenge.

Learn to Skate registration is now open for October, November, and December classes.

	September 2026	Totals 2026
Penhold Sr Track Users	14	639
Kids Gym	44	581
Staff Fitness Usage	8	174
Penhold Fire Dept	12	106
Pickle Ball	71	426

The above chart will now be used for tracking information for 2026 year.

UPCOMING ITEMS OF INTEREST:

Hockey Tournament in the Arena October 2 - 4

Referendum Advanced Voting in the Club Room October 13 – 17

Referendum in the Gymnasium October 19

CAO COMMENTS:

Presented at the October 13, 2026, Regular Council Meeting for the Town of Penhold

CAO

Penhold

REQUEST FOR DECISION

DEPARTMENT: Operations

SUBMITTED BY: Brandon Kowalchuk

REPORT: Month of September 2026

RECOMMENDATION:
That Council accepts the Operations report as information.

COUNCIL FOLLOW-UP:

- Penhold RV Park Fees & Comparison – Initial background information is attached
    - The RV park is closing this week, as it closes Operations is pulling apart the bulk financial data to provide an RFD in the near future that will address the following items:
        - What is the actual cost being paid by campers?
        - Can those costs be reduced?
        - How many bookings occur annually?
        - How much the Town pays Campsot annually?
        - How much revenue is generated from the $10 booking fee
        - How much revenue is generated from the $10 lock in fee
        - Whether these fees are recovering costs, exceeding costs, or subsidizing costs?
        - What alternatives exist?
        - What are the financial implications?
        - What are the recommendations?

MONTHLY UPDATE:

WATER:

- Water consumption as of September 30 was 24,221 m^3, 14% lower than the same period in 2025.
- Monthly water meter readings were completed on September 15.
- Currently, 47% of residents are enrolled in e-billing.
- Three new water meters were installed.
- Well No. 2's license was renewed through to the year 2051.
- Quarterly THM samples were collected and delivered to the lab on September 8.
- Sterling replaced the circulating coolant pump on the generator at Reservoir No. 1 and later serviced a relay on the transfer switch.
- A water taste and odor complaint at a residence was investigated; the issue was traced to the home's water softener/filter system.

- Sterling completed annual generator load bank testing at the Oxford Reservoir.

SEWER:

- As of August 31, sewer flows were 25,277 m^3, 4% higher than the same period in 2025.
- The Sani Dump recorded 68 token purchases. The credit-card system issue is still being resolved with Canteloupe.

SRDRWC:

- Operators recorded 171.5 staff hours on the regional system in September, including one after-hours callout.
- An SRDRWC Operations meeting was held in Bowden on September 15.
- Operators completed SRDRWC annual manhole inspections on September 10, 11, and 17.

TRANSPORTATION:

- Staff supported Fall Festival preparations and operations from September 8–11, including: tent installation, parking-lot and parade-route sweeping, barricades and no-parking signs, equipment and dignitary-float preparation, the Waskasoo Avenue car-show road closure, and fireworks-debris cleanup.
- Fall Festival cleanup and tent removal were completed September 14–16.
- Gravel was placed in an alley in response to a work order on September 14.
- A pothole on Robinson was repaired September 1, with additional potholes repaired using the asphalt trailer on September 25.
- Staff met with Monarch Earthworks on September 18 and reworked the oiled section of Waskasoo Avenue on September 29 to remove wash boarding.
- Discussions continued regarding a lease for Monarch to use 910 Fleming Avenue, with a proposed November 1 start subject to a signed agreement.
- **Maintenance of Equipment:**
    - The slip tank was reinstalled in Unit No. 9.
    - A replacement tarp and bars were installed on Unit No. 21.
    - Four drive tires were replaced on the grader.
    - Fire Ladder 31 had a wiring issue and was diagnosed and repaired by our mechanic.
    - The compact wheel loader received its 1,000-hour service.
    - Regular maintenance was completed when needed.

STORM:

- Catch-basin cleaning was completed on September 3, 4, 17, 18, and 21.

PARKS & RECREATION:

- **Sports Fields**
    - Ball diamonds were dragged and lined on September 1, 3, 10, and 11; lines were painted on September 8.

- Ball diamonds and the soccer field were watered as required.
- Basketball nets were removed from the outdoor rink and U9 soccer nets were removed from the Commons Area on September 29.

- **Parks**
  - The dock was installed on September 1; a garbage can was installed at the dock September 15.
  - Post-and-cable work was completed at Waskasoo Lift Station No. 1 area.
  - Dog Park Hydrant No. 1 was installed; Hydrant No. 2 will be installed after pathways are constructed.
  - Trees were planted on September 16.
  - Dog-waste receptacles were serviced as required.
  - Park garbage cans were emptied on September 3, 9, and 16.
  - Herbicide spraying was completed on September 1, 2, 18, and 22.
  - Mowing was completed on September 8, 11, 15–17, 21, and 25.
  - Mulching was completed on September 1–3, 9, 14, and 22–24.
  - Pruning was completed on September 4 and 18.
  - Rocks on Hawkridge Park pathway were swept up on September 3, 9, and 16.
  - Flower beds were watered on September 10.
  - Trees were watered on September 2, 22, 23, and 25.
  - Weed trimming was completed on September 9–11, 24, and 29.
  - Shrub and flower beds were weeded as required.
  - Pathway cracks were tarred September 24 and 29.
  - A solar light was installed in Hayter Park on September 25.
  - The horseshoe pits at the Museum were repaired September 28.

MEMORIAL HALL:

- Memorial Hall had five bookings in September, with five additional bookings scheduled for October and two user groups.
- Maintenance was completed on September 9.

GARBAGE:

- Compost bins were pushed in on September 14, 16–18, 21–25, and 28.
- Multiplex bin containments were built in conjunction with Multiplex Staff on September 21–24 and 28–29.
- Effective October 1, additional materials are now accepted in the recycling bin
  - Information was shared through Reporter, Website, & Town Socials.

RV Park:

- The RV Park recorded 86 bookings during September.
- Nightly occupancy ranged from 14 to 60 sites, averaging 25 occupied sites. With 67 total sites, average occupancy was approximately 37.6%.

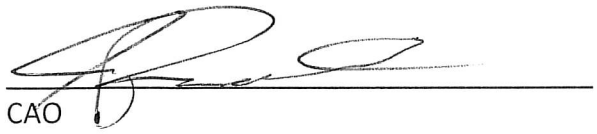
ORGANIZATIONAL:

- Microsoft computer training was completed on September 28 and 29 by a handful of staff.

UPCOMING ITEMS OF INTEREST:

- Road and alley maintenance
- Fall water-main flushing
- RV Park closure on October 13
- High-pressure sewer flushing and camera inspection
- Complete the proposed lease agreement for 910 Fleming Avenue, with a targeted November 1 start
- Preparation of 2027 Operational & Capital Budget

Presented at the **October 13th, 2026** Regular Council Meeting for the Town of Penhold



CAO

Information About Penhold RV Park Fees & Reservation System Cost Comparison

Overview

The Town previously used CampReservations.ca, a Canadian company that was subsequently acquired by Campspot, a U.S.-based company. Campspot is also used by many Alberta campgrounds and resorts.

The Town has used Campspot for two years and continues to gain more experience and ability to help campers with the system when needed and explore its extra features, including opportunities to improve the guest experience and streamline administrative processes.

The Penhold RV Park is positioned as an affordable, full-service municipal campground. Current rates of **$45 per night for 30-amp service**, **$50 per night for 50-amp service**, and approximately **$950–$1,000 per month** compare favourably with full-service regional competitors.

The primary concern is not Penhold's base camping rates, which remain competitive, but the additional charges presented during online checkout. Includes Penhold's **$10 booking fee** that supports reservation software, payment administration, customer support, system maintenance, and automated confirmations and notifications. The **optional $10 site-lock fee** feature applies only when a guest chooses to guarantee a specific site; guests who do not require a particular site can avoid the charge. These types of fees are common among online campground reservation systems across Alberta and North America and help offset the cost of reservation technology and guest services without increasing the nightly rate for all campers.

1. Penhold RV Park Fee Position

Penhold's rates include water, sewer, electricity, washrooms, hot showers, laundry, picnic tables, fire pits, green space, trails, and nearby recreation and services. This creates a strong value proposition because comparable private parks often charge more while offering a broadly similar servicing level.

Campground	Nightly rate	Monthly rate	Assessment
Penhold RV Park	$45 (30A); $50 (50A)	$950–$1,000	Full-service; excellent municipal value
Lions Campground, Red Deer	$52.50–$65	$1,100–$1,250 per 28 days	Full hookups; higher price
Spirit Creek Golf & RV Park	$60	$1,100	Full hookups and resort amenities; premium positioning

Aspen Beach Provincial Park	$43 power site	Not applicable	Lower base price, but no full water and sewer hookups at the site

Based on the comparisons assembled for this report, Penhold is approximately **15%–25% less expensive for nightly full-service stays** and **10%–20% less expensive for monthly stays** than the cited full-service competitors. These ranges should be treated as indicative because campground rates, taxes, site classes, and promotional pricing can change.

2. Guest-Facing Fees

Campspot

- **Booking fee:** Campspot charges a booking fee for online and phone reservations. The amount is billed monthly to the town, an option available to directly bill the customer the fee is available.
- **Refund window:** The booking fee is fully refundable when a reservation is cancelled within 24 hours of booking.
- **After 24 hours:** The booking fee is generally non-refundable unless the entire campground reservation qualifies for a full refund under the park's policy.
- **Marketplace fee:** Reservations made through the Campspot Marketplace may carry an additional service fee or marketplace commission, billed monthly to the town.
- The campground can absorb or pass through certain fees.

How the Site-Lock Fee Works

A Campspot site-lock fee is an optional charge that guarantees the guest will remain in the exact campsite or RV site selected on the booking map.

- **Without the lock fee:** Campspot's automated grid optimization can shift a reservation to a comparable site in the same category to maximize available space and accommodate more guests.
- **With the lock fee:** The selected site number is secured and will not be changed.
- **Typical cost:** Fees commonly range from $7.50 to $50 per booking and are frequently about $15 to $35, subject to the campground's rules. Penhold is set at $10
- **Flexible pricing:** Administrators can adjust the fee using Campspot's Flexible Lock Site feature based on date groups, length of stay, or booking lead time.
- **Administrative discretion:** Campground administrators may waive or comp the fee in special circumstances, although availability may depend on the booking channel and checkout rules.

Owner and Operator Charges

- **Direct booking fee:** Campspot typically charges software users $3 USD per direct online or phone booking, or applies a 3% commission model, depending on the active software package.

- **Marketplace commission:** Bookings originating through the Campspot consumer marketplace carry a 10% marketplace commission.

Letscamp.ca

- Guest reservation fee starts at **$3 per booking**. Tier based on total amount.
- The campground can absorb or pass through certain fees.
- Published payment processing is **2.8% + $0.20 per transaction** through Stripe.
- No dedicated Campspot-style site-lock product was identified in the reviewed material, although custom fees and premium site pricing are available.

3. Reservation System Cost Comparison

Category	Campspot	Let's Camp
Setup fee	None advertised	None advertised
Monthly software fee	$3 USD per booking, The Town is billed monthly based on this fee. There is an option to setup 3% commission; or a guest-paid directly booking fee.	Fee billed directly to camper when making reservation
Guest booking fee	Fee is Controlled by Town Town set $10 CAD 1 time Booking fee	Fee is controlled and can be changed with minimal notice by website. I. $3.00 if total is under $100.00 II. $5.00 if total is $100.00 or more III. $10.00 if total is $1000.00 or more
Site-lock fee	Optional - Town set $10 CAD fee ; typically $7.50–$50 per booking	No equivalent specifically advertised
Marketplace charges	10% commission on bookings originating through the Campspot marketplace. Helps Market campground to travelers outside of area and traveling through.	No equivalent specifically advertised
Payment processing	Integrated into pricing.	Stripe, 2.8% + $0.20 per transaction, directly charged to camper each transaction.

Contract	No long-term contract	No long-term contract
Support and market focus	North American platform with broad park and marketplace reach, 24 hour support	Canadian company with Canadian campground focus and Canadian-hosted data

Capability and Operational Fit

Consideration	Campspot	Let's Camp
Core reservations	Online reservations, payments, maps, communications, reporting	Online reservations, payments, maps, communications, reporting
Revenue tools	Dynamic pricing, forecasting, grid optimization, analytics and benchmarking	More basic pricing and reporting tools
Integrations	Broader accounting, marketing over larger area, OTA, and POS integrations	Fewer enterprise integrations
Training	More comprehensive, Group and one on one training – Staff experience was very positive.	Advertises fast implementation and seasonal staff onboarding
Best fit	Larger, multi-site, or revenue-optimization-focused operations. Staff trained and experienced on system and campers familiar with system already.	Small to mid-sized campgrounds

4. Financial and Transition Considerations

A platform change would also create one-time and indirect costs:

- Reservation and customer-data migration;
- Rebuilding the campground map, rates, rules, and automated communications;
- Website and payment integration updates;
- Staff training and revised operating procedures;
- Communication with returning guests; and
- Less Marketing exposure from being on a smaller platform
- Potential service disruption and a first-season learning curve.

The 2026 RV Park Season Revenue and statistics Report will be completed and available for Novembers Operation Report with an in-depth evaluation on costs and system operation cost to be submitted in a RFD.

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Dog Park Fencing Project

RECOMMENDATION:
That Council approves a payment of $5,000 to Penhold Leaders Society to assist in completing the Dog Park fencing.

CAO COMMENTS:
This project had a budget that has not been fully used and allows some flexibility should council wish to assist.

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. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO's updates report.

STRATEGIC RELEVANCE:
Providing pet services to our community.

DESIRED OUTCOME(S):
That Council is apprised of information that impacts the Town of Penhold directly.

RESPONSE OPTIONS:
Council may decline funds.
Council may decide to make a loan to the Society or
A combination of the above

PREFERRED STRATEGY:
A budgeted amount was identified by the town to assist with this park development. With the savings from the parking pad and access to the area, there were savings from this part of the project. There is some financial flexibility to contribute to the minor shortfall on the fencing work provided to society at a discounted rate.

IMPLICATIONS OF RECOMMENDATION:
The net result for this project will show a minor surplus by the town that was budgeted for this past summer.

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

ORGANIZATIONAL:
Service group assistance

FOLLOW UP ACTION:
Council's directive will be advised to the group.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Oct. 13, 2026, Regular Council Meeting for the Town of Penhold

CAO

REQUEST FOR DECISION

Department: Legislative Services **Submitted by:** Rick Binnendyk

SUBJECT: Parkland Foundation
- 2025 Annual Report

RECOMMENDATION:
That Council accepts the Parkland Foundation 2025 Annual Report 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. 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:
The Foundation ensures Council is apprised of and accepts their Annual Report as per their year-end process.

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

ORGANIZATIONAL:

FINANCIAL:
There is no financial implication to the Town.

FOLLOW UP ACTION:

If Council provides any directive, advise Parkland Foundation.

COMMUNICATION:

OTHER COMMENTS:

Presented at the October 13, 2026 Regular Council Meeting for the Town of Penhold



CAO

ANNUAL REPORT 2025



PARKLAND FOUNDATION

THE BETHANY GROUP

PREPARED BY THE BETHANY GROUP



A MESSAGE FROM THE BOARD CHAIR

It gives me great pleasure to share our 2025 annual report to the community. On behalf of the Board of the Parkland Foundation we are very thankful to have had the opportunity to serve our residents and their families! Our seniors are the foundation that our communities have been built upon and they deserve to be well taken care of.

The 2025 Municipal elections brought many changes to our board. Our long-standing Board Chair Connie Huelsman stepped away from public service. Her leadership and commitment to seniors in the Red Deer County service area was unwavering. Her passion for our work was inspiring and I will do my best to follow her footsteps. I extend thanks from the community to not only Connie, but to Sandy Gamble, Dale Dunham and Jul Bissel for their service.

We would also like to acknowledge Board member Tim Wilson who passed away in February 2026. Tim served on Parkland Foundation from 2013 to 2025. He was an amazing advocate for seniors and is deeply missed.

The key word, for me, in Parkland Foundation is foundation. With a strong foundation, passionate and knowledgeable workers and quality materials, a durable and robust structure is built. There are new faces on our board, with elected officials from Innisfail, County of Red Deer, Penhold, Bowden, Delburne, Elnora and everyone comes with a desire to fulfill the needs of some of our community's most vulnerable. Combine this with the amazing staff of The Bethany Group and funding from our Provincial Government we can work together to bring quality homes and care to our seniors.

Thank you to everyone for their dedication and commitment.

KEN DENSON

BOARD CHAIR
PARKLAND FOUNDATION

BOARD OF DIRECTORS

OUTGOING BOARD	2026 BOARD
CONNIE HUELSMAN – CHAIR	KEN DENSON – CHAIR
SANDY GAMBLE – VICE CHAIR	CARLY HANSEN – VICE CHAIR
DALE DUNHAM	LYLE MCKELLAR
KEN DENSON	AMANDA PEFFERS
TIM WILSON	KATHY FAULK
JUL BISSELL	GAIL MOISE

A MESSAGE FROM THE CAO

It is an honour to share with the community the work that continues to be completed by Parkland Foundation (PLF) to support the seniors who reside in our lodges and seniors' housing units and their importance to our communities.

We continue to see full occupancy at Autumn Grove Lodge with a 'healthy waitlist'. This not only demonstrates the need for this service in our community but also the wonderful environment that our residents and staff create. We also have high occupancy in the various seniors self-contained and community housing sites throughout the Parkland service area.

That warm and welcoming environment in the lodge and seniors self-contained buildings is also measured in a variety of legislated ways. Many audits take place to ensure that the lodge and housing sites and PLF as a Housing Management Body are accountable to the expectations of the people who we serve and to our provincial government. Audits in the lodge such as Accommodation Standards with important measures such as menu and nutritional requirements, and resident safety and security; in sites where care is provided Continuing Care Health Service Standards also apply; then in all sites there are Public Health and Occupational Health and Safety Audits to ensure we have strong safety and health practices in place; important as well are the financial audits which occur each year from an external auditor and which are approved by the Board. The results of these audits are important indicators of baseline compliance and are shared with the provincial government, participating municipalities and other stakeholders.

While we are pleased to meet standards requirements, we continually want to achieve more for the seniors who choose Autumn Grove or our seniors self-contained buildings as their home. This includes staff participation in ongoing education opportunities to enhance their skills and their abilities to 'bring their best selves to work'.

2025 saw a ministry name change, with the Ministry of Assisted Living and Social Services (ALSS) being created and Assisted Living Alberta (ALA) coming into being on April 1, 2025. With continuing care now being part of the same ministry as housing and lodges, there is the potential for service enhancements across the spectrum. Administration has been pleased to be invited to take part in working groups to look at recommendations from the provincial lodge program review and share our operational experience with changes that may be needed to support quality seniors' living in our lodges. We also work individually and within our industry associations to advocate for the needs that we see within the ALSS service streams. Our Stakeholder Relations Advisor was invited to speak, together with Government of Alberta staff at the Alberta Municipalities Convention on Housing Management Bodies and their roles – this was an important topic considering the many changes that took place with municipal elections this year.

I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodges warm and inviting homes. I also share my thanks with the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals, and enjoyable activities. The lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like. We are also pleased to be able to provide quality, affordable housing for seniors in the Parkland service area.

The Bethany Group is proud to provide the administrative function for Parkland Foundation (PLF) and we thank the PLF Board for their ongoing support of Administration for Autumn Grove Lodge in Innisfail, and Seniors Self-Contained and community housing in Innisfail, Bowden, Penhold, Delburne and Elnora. I share my appreciation for the outgoing board members and welcome the new members to the PLF Board. It is a privilege to serve together, and I look forward to furthering the development of our caring communities!

Respectfully,

CARLA BECK

CEO, THE BETHANY GROUP
CAO, PARKLAND FOUNDATION

BUSINESS PLAN 2026-2028
YEAR ONE ACCOMPLISHMENTS

OUTCOME # 1
CAPITAL MAINTENANCE AND RENEWAL (CMR) AND NEW CAPITAL

In April 2025, $130,000 was awarded to address sidewalk repairs and renovations in community housing. This funding has carried-over to 2026.

The Foundation recognizes that with the increasing senior population in Alberta, good planning to meet projected increased demand is extremely important. Funds were set aside in 2024 to assist in the planning process. While this formal work has not started, the board is discussing community needs regularly and watching for opportunities.

An amenities, furniture, fixtures and equipment assessment process has been initiated. This will inform future planning and budgeting and is focused on enhancing the overall resident experience.



OUTCOME # 2
THE RESIDENT EXPERIENCE

Parkland Foundation is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

2025 saw continued progress in the Admission and Move-Ins: A Welcoming Experience quality improvement initiative. Implementation of standardized checklists for all sites and updates to welcome books are nearing completion.

The 2024 Meal-Time Experience initiative continues to have a positive impact on resident services. A 30-day review period prior to seasonal menu changes and feedback opportunities from residents help make the dining experience something to look forward to.

Resident activities have benefited from staff participating in professional development. We also would like to thank all those who volunteer their time to bring new experiences and entertainment to the lodge.

OUTCOME # 3 COMMUNITY CONNECTIONS

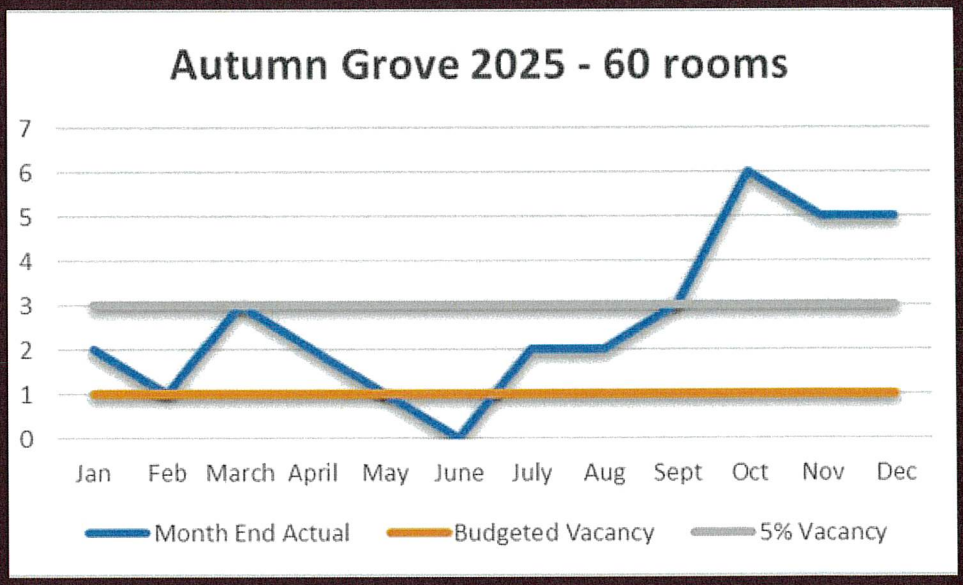
Parkland Foundation is monitoring legislative changes and best practices in the continuing care and affordable housing sectors of Alberta. Assisted Living Alberta was established by the Province on April 1, 2025 and the Foundation is looking for opportunities for improved coordination of the delivery of services to our residents.

Applications have been made regarding in-house Home Care services and Adult Day Support programming. No decision on these applications from ALA has been communicated at this time.

OUTCOME #4 SUSTAINABLE OPERATIONS

Parkland Foundation looks to find a balanced approach to offering fair and affordable rent and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and inflationary pressures are top-of-mind issues for our lodge.

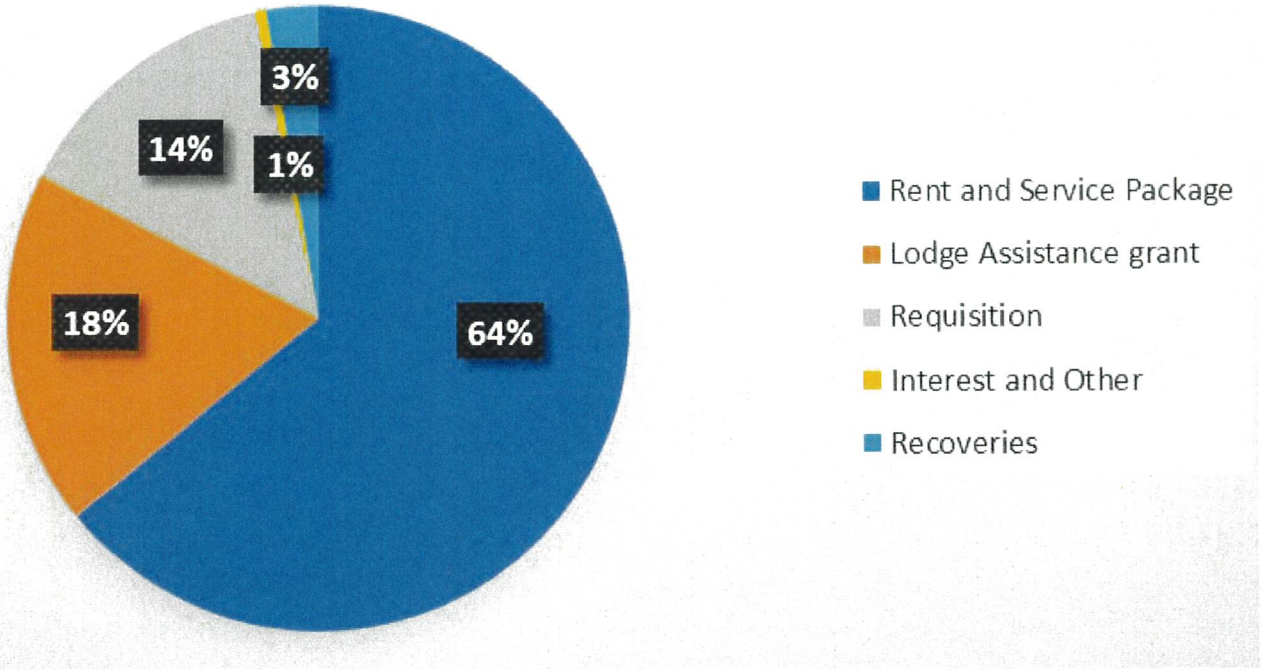
Occupancy at Autumn Grove remains strong. Fluctuations in occupancy in 2025 have been attributed to move-outs clustering in the same quarter, with corresponding move-ins occurring in early 2026.



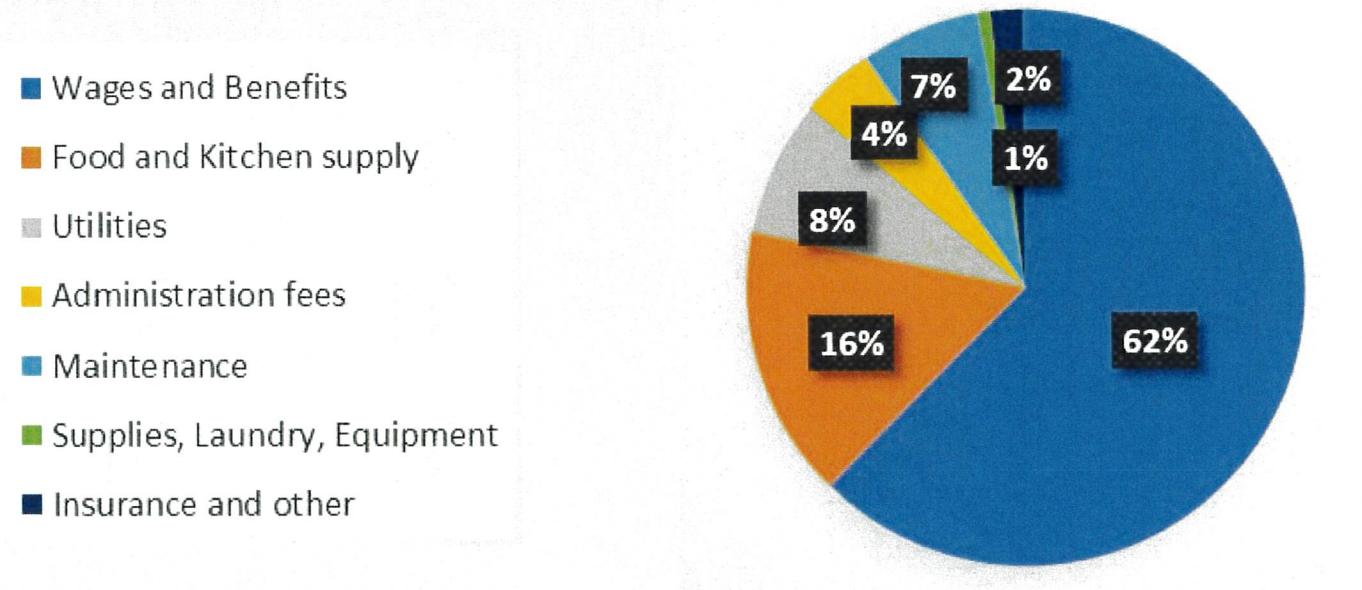
Occupancy in the Seniors Self-Contained Apartment program was 93% at year-end.

Parkland Foundation would like to thank the Ministry of Assisted Living and Social Services for increased funding support available through the Lodge Assistance Grant Program. The per day amount, combined with the number of eligible residents living at the lodge resulted in an additional $44,000 to fund lodge operations.

PARKLAND FOUNDATION 2025 REVENUE



PARKLAND FOUNDATION 2025 EXPENSES



To view the full 2025 Financial statements, please visit our website at www.parklandfoundation.ca















PARKLAND FOUNDATION
HOUSING · FOR · SENIORS

CONTACT US

403-227-3745

info@parklandfoundation.ca

www.parklandfoundation.ca

@ Autumn Grove Lodge

THE BETHANY GROUP

PARKLAND FOUNDATION

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Penhold & District Public Library
- Board Member Appointments

RECOMMENDATION:
That Council approves the appointments of Michael Scott, Shelia Strychalski, and Mariah Kaminski to the Board for the term expiring September 2029 as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: **Report/Document: Attached _X_ Available ___ Nil ___**

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:
Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 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:
In order to be compliant with the Library Act, the Library is required to advise Town Council of Board Member appointments and/or resignations.

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

ORGANIZATIONAL:

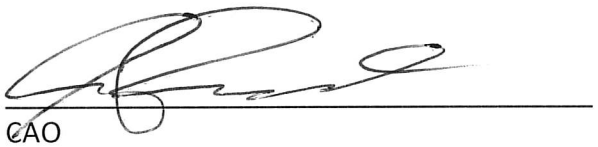
FINANCIAL:
There is no financial implication to the Town.

FOLLOW UP ACTION:
Advise Library of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Oct. 13, 2026 Regular Council Meeting for the Town of Penhold



CAO

Penhold
& District Library

Box 675
Penhold, Alberta
T0M 1R0

penholdlibrary@prl.ab.ca

403-886-2636

Town of Penhold
Box 10
Penhold, Alta.
TOM 1R0

September 29, 2026

ATTENTION: Mayor Yargeau and Town Council

On behalf of the Penhold & District Library Board, I am requesting that Council appoint the following individuals to the Penhold & District Library Board for a term expiring September 2029:

- **Michael Scott**
- **Shelia Strychalski**
- **Mariah Kaminski**

We appreciate Council's consideration of these appointments and their continued support of the Penhold & District Library.

Respectfully,

Joni Olsen
Library Manager

REQUEST FOR DECISION

Department: Legislative Services **Submitted by: Rick Binnendyk**

SUBJECT: Parkland Regional Library System (PRLS) – Proposed Budget 2027

RECOMMENDATION:
That Council approves the PRLS Proposed Budget 2027, which will see an increase of $1.06/per capita as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: **Report/Document: Attached _X_ Available ___ Nil ___**

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:
Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 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:
In order to be compliant with the Library Act, the Library is required to advise Town Council of Board Member appointments and/or resignations.

GENERAL:
The PRLS provided a Requisition Comparison for 2026 – 2027 based on $9.99 per capita. With the $1.06 increase from $9.99 to $11.05, the Town will see an increase of $3,693.04. The increase is primarily to cover the cost of capital expense purchases, which includes: van, Building, equipment, HQ Comp, in order that PRLS to maintain its current service structure.

ORGANIZATIONAL:

FINANCIAL:
The financial implication will be $3,693.04.

FOLLOW UP ACTION:
Advise Library of Council's decision.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Oct. 13, 2026 Regular Council Meeting for the Town of Penhold

CAO

Parkland Regional Library System

Proposed BUDGET 2027

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2027 Budget

Salary uses current grid with step awarded

		Present Budget 2026		Proposed Budget 2027	
	Income				
1.1	Provincial Operating Grant	1,045,242		1,045,774	
1.2	On Reserve, On Settlement Grant	156,647		156,647	
1.3	Membership Fees	2,234,174		2,485,636	
1.4	Alberta Rural Library Services Grant	452,928		386,652	
1.5	Interest Income	50,000		46,000	
	TOTAL Income	**3,938,991**		**4,120,709**	
	Support Materials & Services Direct to Libraries				
2.1	Alberta Rural Library Services Grant	452,928		386,652	
2.2	Allotment Funds Issued to Libraries	253,392		254,866	
2.3	Computer Maint.Agree. Software licenses	242,398		257,770	
2.4	Cooperative Collection Fund	25,000		25,000	
2.5	eContent Platform fees, Subscriptions	73,000		73,000	
2.6	On Reserve, On Settlement Grant expenses	84,756		84,756	
2.7	Freight	1,200		1,200	
2.8	Internet Connection Fees	9,600		10,290	
2.9	Library Services Tools	8,000		6,500	
2.10	Marketing/Advocacy	20,000		20,000	
2.11	Member Library Computers	67,092		102,000	
2.12	Outlets - Contribution to Operating	600		600	
2.13	ILL Postage for libraries	2,300		1,950	
2.14	Records purchased Cataloguing	9,000		9,000	
2.15	Supplies purchased (mylar, library supplies)	17,600		19,500	
2.16	Vehicle expense	58,000		58,000	
2.17	Workshop/Training expense	16,000		16,000	
	PRL Circulating Collections				
2.18	Audio Book	5,000		5,000	
2.19	eContent	85,000		90,000	
2.20	Large Print	12,000		12,000	
2.21	Programming Kits	5,000		5,000	
2.22	Professional Development Materials (formerly reference)	3,600		3,600	
	TOTAL Support Materials & Services Direct to Libraries	**1,451,466**		**1,442,684**	
	Cost of Services				
3.1	Audit	23,500		23,500	
3.2	Bank expenses	1,200		1,000	
3.3	Bank Investment Fees	4,700		5,000	
3.4	Building-Repairs/Maintenance	27,250		27,250	
3.5	Dues/Fees/Memberships	13,000		13,000	
3.6	Insurance	26,500		27,000	
3.7	Janitorial/Snow removal/Outdoor maintenance expense	38,000		37,000	
3.8	Photocopy	4,000		7,000	
3.9	Salaries	1,844,451		1,877,500	
3.10	Salaries - Employee Benefits	391,024		390,000	
3.11	Staff Development	18,000		18,000	
3.12	Supplies/Stationery/Building	21,400		20,275	
3.13	Telephone	11,000		11,000	
3.14	Travel	3,500		3,500	
3.15	Trustee expense	26,000		20,000	
3.16	Utilities	34,000		34,000	
	TOTAL Cost of Services	**2,487,525**		**2,515,025**	
TOTAL Expenses (library materials & cost of service)		**3,938,991**		**3,957,709**	
	Capital expense			65,000	Van
				60,000	HQ Comp.
				30,000	Building
				8,000	Equip.
TOTAL Capital Expense				163,000	
	AMOUNT PER CAPITA REQUISITION	**9.99**		**11.05**	

Population 224,945 times AMOUNT PER CAPITA

Pop increase of 1,774 over 2026

Notes for the Parkland Regional Library System Budget 2027

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement

Library System Budget

8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.

8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.

8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2027, the Executive Committee is recommending the $11.05 budget, which is a $1.06 increase over the 2026 budget. This budget includes capital expense purchases, which is a change from the old process.

In an effort to maintain the level of reserves as recommended by the auditors and revamp the reserves to correctly reflect the fiscal position of the organization in a more easily understood

format, the Executive Committee recommended that the capital expenses be reflected in the actual budget, rather than using an additional supplement.

The budget assumes that the Government of Alberta operating grant will remain at the 2023 rate of $4.75 per capita, calculated using the 2019 Alberta Municipal Affairs population list. It also assumes that the Rural Library Services Grant will remain at $5.60 per capita, based on the same 2019 population figures.

Points within the budget to note include:

- Overall, expenditures, other than capital expenses, are anticipated to increase by 1.44% in 2027. (This does not include the Alberta Rural Library Services Grant which is a direct payment from funds Parkland receives, which is out of PRLS' control and based on funding from the Government)
- For 2027, twenty expense lines are projected to remain unchanged from 2026, nine will see increases, and seven will decrease
- To balance the budget, it will be necessary to increase the municipal requisition/levy by $1.06. This is primarily to allow the inclusion of capital required for maintaining Parkland's current service structure
- Computer Software License costs are increasing – these costs have been significant, resulting in changes to software licenses in order to protect from dramatic cost increases in this area (line 2.3)
- Internet Connection fees have increased slightly due to pricing beyond Parkland's control (line 2.8)
- Member Library Computers (line 2.11) has changed from reflecting the .30 cent per capita allotment to the actual cost of the computers required for member libraries
- Supplies purchased (line 2.15) reflects the actual cost of these library supplies, which previously had some of the direct costs for the libraries coming from Supplies/Stationery (line 3.12)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- The current salary grid has been used, allowing eligible employees a step up the grid. Four employees have reached the top of the grid and will not be eligible for an increase. No COLA was added. The increase to the salary line equals approximately 1.8%. (line 3.9)

Provincial grants amount to approximately 38.6% of PRLS' total income (lines 1.1, 1.2, 1.4), based on the $11.05 budget.

Parkland Regional Library System
Requisition Comparison for 2026 - 2027

	2026		2027		Requisition change
	billing population	per capita 9.99	billing population	per capita 11.05	2026 to 2027
ALIX	783	7,822.17	783	8,652.15	829.98
ALLIANCE	166	1,658.34	166	1,834.30	175.96
AMISK	219	2,187.81	219	2,419.95	232.14
BASHAW	848	8,471.52	848	9,370.40	898.88
BAWLF	412	4,115.88	412	4,552.60	436.72
BENTLEY	1,042	10,409.58	1,042	11,514.10	1,104.52
BIG VALLEY	331	3,306.69	331	3,657.55	350.86
BIRCHCLIFF SV	211	2,107.89	211	2,331.55	223.66
BITTERN LAKE	216	2,157.84	216	2,386.80	228.96
BLACKFALDS	11,415	114,035.85	11,415	126,135.75	12,099.90
BOWDEN	1,280	12,787.20	1,280	14,144.00	1,356.80
CAMROSE	18,772	187,532.28	19,984	220,823.20	33,290.92
CAMROSE COUNTY	8,504	84,954.96	8,504	93,969.20	9,014.24
CARSTAIRS	5,313	53,076.87	5,313	58,708.65	5,631.78
CASTOR	803	8,021.97	803	8,873.15	851.18
CLEARWATER M D	11,865	118,531.35	12,335	136,301.75	17,770.40
CLIVE	775	7,742.25	775	8,563.75	821.50
CORONATION	868	8,671.32	868	9,591.40	920.08
CREMONA	437	4,365.63	437	4,828.85	463.22
CZAR	248	2,477.52	248	2,740.40	262.88
DAYSLAND	789	7,882.11	789	8,718.45	836.34
DELBURNE	919	9,180.81	919	10,154.95	974.14
DIDSBURY	5,070	50,649.30	5,070	56,023.50	5,374.20
DONALDA	226	2,257.74	226	2,497.30	239.56
ECKVILLE	1,014	10,129.86	1,014	11,204.70	1,074.84
EDBERG	126	1,258.74	126	1,392.30	133.56
ELNORA	288	2,877.12	288	3,182.40	305.28
FLAGSTAFF COUNTY	3,660	36,563.40	3,660	40,443.00	3,879.60
FORESTBURG	807	8,061.93	807	8,917.35	855.42
GULL LAKE	226	2,257.74	226	2,497.30	239.56
HALF MOON BAY SV	65	649.35	65	718.25	68.90
HARDISTY	548	5,474.52	548	6,055.40	580.88
HAY LAKES	456	4,555.44	456	5,038.80	483.36
HEISLER	135	1,348.65	135	1,491.75	143.10
HUGHENDEN	213	2,127.87	213	2,353.65	225.78
INNISFAIL	7,985	79,770.15	7,985	88,234.25	8,464.10
JARVIS BAY SV	213	2,127.87	213	2,353.65	225.78
KILLAM	918	9,170.82	918	10,143.90	973.08
LACOMBE	14,258	142,437.42	14,258	157,550.90	15,113.48
LACOMBE COUNTY	10,283	102,727.17	10,283	113,627.15	10,899.98
LOUGHEED	225	2,247.75	225	2,486.25	238.50
MOUNTAIN VIEW COUNT	12,981	129,680.19	12,981	143,440.05	13,759.86
NORGLENWOLD SV	306	3,056.94	306	3,381.30	324.36
OLDS	9,209	91,997.91	9,209	101,759.45	9,761.54
PAINTEARTH COUNTY	1,990	19,880.10	2,082	23,006.10	3,126.00
PARKLAND BEACH SV	168	1,678.32	168	1,856.40	178.08
PENHOLD	3,484	34,805.16	3,484	38,498.20	3,693.04
PONOKA	7,331	73,236.69	7,331	81,007.55	7,770.86
PONOKA COUNTY	9,998	99,880.02	9,998	110,477.90	10,597.88
PROVOST	1,900	18,981.00	1,900	20,995.00	2,014.00
PROVOST MD	2,071	20,689.29	2,071	22,884.55	2,195.26
RED DEER COUNTY	19,933	199,130.67	19,933	220,259.65	21,128.98
RIMBEY	2,470	24,675.30	2,470	27,293.50	2,618.20
ROCHON SANDS SV	97	969.03	97	1,071.85	102.82
ROCKY	6,765	67,582.35	6,765	74,753.25	7,170.90
ROSALIND	162	1,618.38	162	1,790.10	171.72
SEDGEWICK	761	7,602.39	761	8,409.05	806.66
STETTLER	5,695	56,893.05	5,695	62,929.75	6,036.70
STETTLER COUNTY	5,666	56,603.34	5,666	62,609.30	6,005.96
SUNBREAKER COVE SV	131	1,308.69	131	1,447.55	138.86
SUNDRE	2,672	26,693.28	2,672	29,525.60	2,832.32
SYLVAN LAKE	16,275	162,587.25	16,275	179,838.75	17,251.50
WHITE SANDS	174	1,738.26	174	1,922.70	184.44
	223,171	2,229,478.29	224,945	2,485,642.25	256,163.96

Brief Notes – September 2027

INCOME

1.1 The Provincial Operating Grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at $4.75 per capita using 2019 population statistics

1.2 The On Reserve, On Settlement grant from the PLSB for reserve populations within Parkland's service area. It is calculated at $10.35 per capita; $4.75 operating grant used by PRLS and $5.60 funding for First Nations initiatives (line 2.6)

1.3 Estimated requisition to municipalities to balance budget increased to $11.05 to cover capital purchases

1.4 Grant received for service to rural residents at a rate of $5.60 per capita; based on the PRLS membership agreement, the grant is dispersed directly to member libraries as directed by municipalities and municipal districts that do not appoint a library board

1.5 Decrease reflects the changes in interest rates and estimated returns on investments in RBC investment program and the operating bank account

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

2.1 Estimate, based on statement from PLSB, grant entirely dispersed - see line 1.4 above

2.2 Reflects materials allotment rate of $1.13 per capita

2.3 Line increased due to dramatic increase costs for maintenance agreements SoftChoice for Microsoft Office suite. Changes implemented to software provided on public computers have mitigated the overall budget increase. Other software providers are also increasing their fees by an average of 5% per year. This line also includes purchases of non-capital hardware and misc. I.T. items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks

2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection

2.5 This line maintained for eContent platform fees and subscription for the TAL (The Alberta Library) core of eResources and other library license agreement renewals like eMagazines

2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at $5.60 for library service to the Indigenous residents of Parkland's six First Nations Reserves

2.7 Held at 2026 level - for vendor freight costs for library materials, in-house collections, IT equipment, and shipment of computers for repairs and/or replacement parts

2.8 Increased to account for price increases for internet service provision to member libraries and HQ

2.9 Decreased slightly to $6,500 – tools to assist with cataloguing library materials like WebDewey, as well as Audio Cine, Survey Monkey, Loomly etc.

2.10 Held at 2026 level - used to provide tools for marketing, advocacy, and other initiatives for member libraries and PRLS

2.11 This line used to reflect .30 cents per capita (plus the remainder of costs to come from reserves). In 2027, the budget includes the actual cost of providing computers for member libraries without using reserve funds

2.12 Held at $600 - operating funding provided to PRLS' three outlet libraries as set by board policy, if local library outlet's sponsoring society provides matching funds

2.13 Reduced to reflect actual cost – includes both interlibrary loan postage reimbursement to libraries and interlibrary Loans sent from HQ for libraries

2.14 Purchase cataloguing records

2.15 Increased slightly to reflect actual cost - used for purchasing library material processing items such as laminated book covers, multimedia cases, as well as library cards

2.16 Held at 2026 level - for the operation of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel prices

2.17 Held at $16,000 - includes costs for all workshops, conferences, projects, and training activities for member libraries, library managers, staff, and boards

PRLS Circulating Collections

2.18 Held at 2026 level to support the physical audiobook collection

2.19 Increased due to demands by libraries and renewal of license agreements includes allotment for eBooks, eAudiobooks and other eContent agreements

2.20 Held at 2026 level $12,000 to support Large Print collection

2.21 Held at 2026 level $5,000 to build new kits and replace consumables in current kits for programming in member libraries

2.22 Held at 2026 level $3,600 for reference and professional materials in both print and eResources used by member libraries and PRLS staff

COST OF SERVICES

3.1 Held at 2026 level. Covers MNP's agreement to provide audit services, as well as costs for annual letter from PRLS lawyers required for the audit

3.2 Reduced slightly to $1,000 - covers the cost of enhanced electronic banking services and cheques

3.3 Increase slightly to $5,000 based on review of actual over a three-year period. Management fee for the RBC investment program

3.4 Held at 2026 level $27,250 - actual costs reviewed. Covers maintenance and repair, however not capital repairs or replacement

3.5 Held at 2026 level $13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Rural Municipalities of Alberta (RMA) etc.)

3.6 Increased slightly to $27,000 based on actual and anticipated increases - covers five vehicles, general liability, cyber, bond and crime insurance, building and contents, as

well as employee drivers abstracts and reimbursements for business use on personal vehicles. Parkland also pays content insurance for its outlet libraries

3.7 Reduced slightly to $37,000 - for janitorial building maintenance including carpet and window cleaning – also includes outside building maintenance and snow removal

3.8 Increased to cover increased costs for providing printed material for training. Reflects contract and usage fees for photocopiers

3.9 Reflects current staff levels, with eligible staff receiving a step on the grid but no COLA

3.10 Reflects predicted costs for staff benefits, including but not limited to LAPP and Blue Cross based on current staff levels

3.11 Held at the 2026 amount – to fund PRLS staff attend and travel to continuing education activities such as seminars, conferences and courses, along with staff performance and support items and activities

3.12 Supplies line covers the cost of book processing supplies, general office supplies including stationery, and any other building supplies

3.13 Held at 2026 level - includes line charges, toll free number, mobile telephones, and long-distance costs

3.14 Held at 2026 level – Based on 5-year review of actual expenses to travel including $0.57 km reimbursement when staff are unable to use PRLS staff vehicles

3.15 Reduced due to the suspension of the Advocacy Committee; includes travel, honorarium and expenses for Executive Committee meetings, external meetings for trustees, and to support trustee activities using virtual and in-person meetings

3.16 Held at 2026 level of $34,000 - based on review of actual costs and then estimated

Also included is a document comparing the change in requisition paid by each municipality in 2026 and 2027.

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:

Sept. 18 Assistant Deputy Minister, MA re: new reporting tools regarding Intermunicipal Collaboration Framework (ICF)
Sept. 22 email from Jake, Gr. 6 student re: Pool for the community and visitors of Penhold
Oct. 1 email from Samantha Lafontaine re: Formal Council Submission: Local Impacts of Proposed Wave Infra Data Centre
Oct. 6 email from Melissa Young re: Inquiry and Request for Action Regarding the Proposed Wave Infra AI Data Centre at Junction 42

EMAIL:
Sept. 29 LGAA - Free Training Opportunities with RMA and Abmunis on Resilient Leadership and Administration in Challenging Times
Sept. 29 FCM Voice: Where Trade is Felt | FCM at Parliament Hill | Summit on housing and the Canadian economy | and more
Sept. 29 Chinook's Edge School Division re: Chinook's Edge Board Highlights - September 22nd, 2026
Oct. 1 SRDRWC re: SRDRWC Member Briefing: AUC Proceeding 30345 and Path Forward
Oct. 2 Alberta Municipalities' Friday News - October 2, 2026

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 aware 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 matter 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 impacts.

OTHER COMMENTS:

Presented at the Oct. 13th, 2026, Regular Council Meeting for the Town of Penhold

CAO

Alberta Municipal Affairs

Municipal Services Division
17th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada

AR123304

Dear Chief Administrative Officer:

I am pleased to provide the following reminders and introduce a new reporting tool regarding Intermunicipal Collaboration Frameworks (ICFs). Please review and share with your staff and contractors as appropriate.

General ICF Requirements

All municipalities are required to adopt an ICF with each municipality they share a common border with and notify the Minister within 90 days of the creation, review, or replacement of an ICF. This also includes any ICFs created as the result of dispute resolution.

ICFs must address the five mandatory categories of intermunicipal services: transportation, water and wastewater, solid waste, recreation, and emergency services. An ICF may also include non-mandatory services that both municipalities have agreed should be addressed., except for those provided by a third-party.

If your ICF does not meet the current legislative requirements, it is necessary to discuss with your neighbouring municipality what steps are necessary to ensure your ICF is compliant. This may mean that an ICF will need to be reviewed prior to the next intended review date.

Please refer to your current ICF for agreed upon review dates, protocols for review, and dispute resolution processes.

Former Growth Management Board Members

For former growth management board member municipalities, ICFs are to be completed by November 30, 2027.

Opt-Out for Municipal Districts

Municipalities that are named as a municipal district in their formation order can consider opting out of having an ICF with a neighbouring municipality if it is also formed as a municipal district.

Municipal districts **may not** opt out of having an ICF with other type of municipalities such as summer villages or specialized municipalities.

To opt out of having an ICF, both municipal districts must undertake the actions outlined in *Municipal Government Act (MGA)* Section 708.28 (1.3 and 1.4):

A municipal district that under *MGA* subsection (1.1) does not enter into a framework must

a) adopt a resolution that intermunicipal services have been and will continue to be adequately provided by other means,

b) notify the Minister of its decision not to enter into a framework by sending a copy of the resolution to the Minister, and
c) publish, on the municipal district's website, the reasons for not having a framework.

Municipalities must notify the ministry of their opt out agreement through the new ICF Reporting Tool (see below). Documentation indicating these three requirements have been met can be submitted through this new portal. If a companion notification has not been received from the partner in the opt-out, the municipality will be advised that the opt-out is not confirmed until that notification is received. Both municipalities will receive confirmations once both notifications are received.

NEW: Notifying of ICF status updates and opt-out agreements

Municipalities must notify the Minister of Municipal Affairs when an ICF is initially completed and each time it is reviewed. The ministry has a new tool to streamline these notifications and to provide municipalities with a summary of the status of their ICFs.

The ICF Reporting Tool has been added as a new tile on the existing Municipal Submission Dashboard. This is the same link and location that you would have used for reporting the 2025 Financial Information Returns (FIRs)and 2026 Tax Rate information; in the coming weeks you will receive an email from ma.updates@gov.ab.ca with your municipality's link. Submission through the Dashboard constitutes notification for the purposes of reporting ICF completion, opt-out notification, and ICF review.

The ICF Reporting Tool has been pre-populated with all ICF relationships that apply to each municipality. Updates will require inputting dates (e.g. date the council resolution was passed) and selecting from a series of drop-down menus to complete other sections. Other information, such as whether external mediation support was needed to successfully reach agreement, is also requested. This information assists the ministry in understanding what resources and supports may be important to continue and/or enhance.

Municipalities are responsible for reviewing and updating the information for each partnership only when changes are made; scheduled or regular updates are not required.

Once the reporting is submitted, ministry staff will review and contact the municipality if additional information or clarification is required.

Please see the attached Access Information and Frequently Asked Questions document. A User Guide for the reporting tool is accessible through the new ICF tile in MFIS.

Support for completing ICFs

Information and resources about ICFs is available on the ministry's website at Intermunicipal Collaboration Frameworks | Alberta.ca.

Municipalities may apply for grant funding under the Alberta Community Partnership program (Mediation and Cooperative Processes stream) to assist with developing their ICFs, including support for hiring an external facilitator or mediator.

Ministry staff are also available to answer questions and provide guidance. Please contact the Municipal Collaboration team at icf@gov.ab.ca or call toll free 310-0000 then dial 780-427-2225.

Thank you,



Ethan Bayne
Assistant Deputy Minister, Municipal Services Division
Alberta Municipal Affairs

Intermunicipal Collaboration Framework (ICF) Reporting Portal

How to Access the ICF Reporting Tool

Under the *Municipal Government Act* (*MGA*), municipalities are required to establish and maintain an **Intermunicipal Collaboration Framework (ICF)** with each municipality with which they share a common boundary, unless an exemption has been provided by the Minister of Municipal Affairs. Municipalities must notify the Minister of Municipal Affairs when an ICF is initially completed and each time it is reviewed.

To support municipalities in meeting these reporting requirements, an ICF Reporting Tool has been added as a new tile on the Municipal Submission Dashboard found in the Municipal Financial Information System (MFIS). Submission through the Dashboard constitutes notification for the purposes of reporting ICF status.

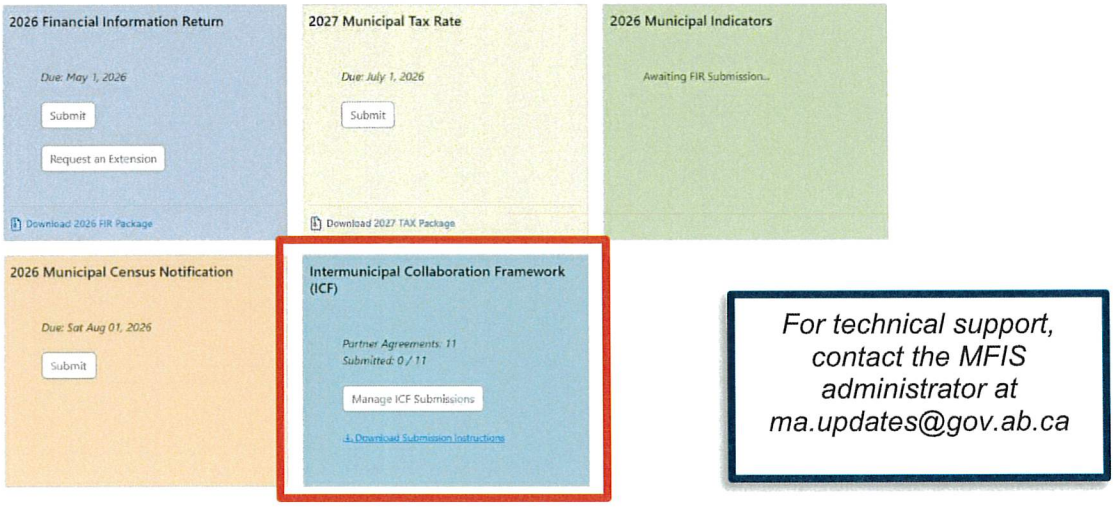
The ICF Reporting Tool allows municipalities to report on and view their own ICF information related to:

- the status of the ICF agreements with each partner municipality, including opt-out agreements;
- mandatory and non-mandatory services, their delivery, and their planning, delivery and funding;
- use of dispute resolution process including mediation, voluntary and mandatory arbitration;
- completed and outstanding status report;
- incomplete status updates, allowing for the municipalities to return and complete them; and
- history of submissions.

Municipalities are NOT required nor able to submit a copy of their ICF agreements (i.e. a document) to this Portal. This is a status reporting tool only.

A User Guide for completing status updates in the Reporting Tool is available on the Submission Dashboard.

To get started: An email with your municipality's customized link to the MFIS platform will be sent shortly from ma.updates@gov.ab.ca. This is the same link that is used to complete Financial Information Returns and Tax Bylaw information. Access the MFIS submissions portal as would be done to complete financial information return submissions. On the Intermunicipal Collaboration Framework (ICF) tile, you will have the option to select the "Manage ICF Submissions" button to complete your reporting and/or access the User Guide using the link just below the submission button.



For technical support, contact the MFIS administrator at ma.updates@gov.ab.ca

Intermunicipal Collaboration Framework (ICF) Reporting Portal

Frequently Asked Questions

With the coming into force of *Municipal Affairs Statues Amendment Act* in May 2025, municipalities must engage in discussions with their neighbouring municipalities to review their ICF to ensure that it includes the mandatory services in the *Municipal Government Act* (*MGA*) section 708.29 and adopt the reviewed ICF by resolution or by bylaw. Each municipality is required to notify Alberta Municipal Affairs within 90 days of the adoption of their reviewed and approved ICF with each partner municipality.

These ICF status updates can now be made using a new online Reporting Portal which is accessible through the existing Municipal Affairs Municipal Financial Information System (MFIS) portal.

Please contact icf@gov.ab.ca if you have any specific questions in addition to those below.

Where do I find the ICF Reporting Portal?	The Reporting Portal is located in MFIS. Please look for the link in your notification email for MFIS. You will find an Intermunicipal Collaboration Framework (ICF) tile on the **Municipal Submission Dashboard.**
Is there an instructional guide or support for completing reporting?	Yes, an ICF Reporting Portal User Guide has been created and is available for download on the **ICF tile** once you log into MFIS. If you have technical issues, please contact your MFIS Administrator or email ma.updates@gov.ab.ca If you have questions regarding what is required to be reported, please contact the icf@gov.ab.ca team for support.
What information will I see in the portal?	The portal provides a list of each of the ICFs you are required to complete with your neighbouring municipalities. Exceptions such as exemptions and opt-outs will be noted. You will also be able to view: • Information about the ICF agreement including the adoption date, the date of the last ICF, the date for the next ICF review, and the resolution or bylaw number for the current ICF. • Information about the service area status. Service area status includes the five mandatory services that an ICF must include, how they are provided, and how the agreement was reached – either through the use of mediation, voluntary arbitration, or mandatory arbitration that is described in the ICF's dispute resolution provisions. Municipalities may list the non-mandatory services that are included in an ICF.

When do I have to update the ICF reporting?	Municipalities must notify the ministry every time a framework and/or a replacement framework is created within 90 days of creation (*MGA*, s. 708.33(4)). This includes, but is not limited to: • when a framework is amended due to issues with the current ICF; • there is an update on the status of the ICF; and/or • disputes arising from an agreement, review process, and/or arbitration. An ICF status update is the responsibility of each municipality to report on behalf of themselves. However, an ICF update must be completed by both partnering municipalities to be deemed "complete." If a partner submission is missing or notification documentation has not been submitted (e.g. that two municipalities are opting out), ministry staff may reach out to assist in getting all the documentation complete. You may complete status updates for one or more ICFs at any time.
Does the Ministry approve our ICF?	ICF content is **not** approved by the ministry and ICFs themselves are **not** submitted. The ministry confirms that the legislative requirements for ICFs are met in a timely manner and received from all partners, based on the content provided in the Reporting Portal.
Do I have to complete the reporting form all at once?	No, you may save a draft of your submission and return to it later. Simply start the form and ensure you have completed the contact information (Name, Title, Email) section to save a draft.
We are a municipal district which has agreed to opt out of an ICF with our neighbouring municipal district. Do I report this in the portal?	The ministry must be notified when two municipal districts that share a border agree to opt out of having an ICF between them. There are two parts to the notification: 1) To record the opt-out agreement in the Reporting Tool, check the opt-out agreement button, and record the reasons that your municipalities have agreed to opt out of having an ICF. You will need to include the council resolution number and a link to your website that notifies the public of the reasons that you have opted out of an ICF. 2) Email a letter providing notification of your municipality's opt-out decision and copy of the council resolution to icf@gov.ab.ca. Both opting out municipalities must provide this notification. The ICF portal will identify the opt out as "Pending" until both municipal districts have completed their notification. Ministry staff will review the notification, contact the municipalities about incomplete information if needed, and confirm the opt-out via return email to the municipalities and in the portal.

From: [redacted]
Sent: Tuesday, September 22, 2026 4:09 PM
To: Info <info@townofpenhold.ca>
Subject: Pool for the community and visitors of Penhold.

Dear Mayor and Members of Town Council,
I am a student from Penhold Waskasoo Middle School and I really think that a pool would really improve the community by providing a dedicated, local facility where youth, seniors, and families can stay active, healthy, and connected all year round.
Currently, local families and students have to travel out of town to neighboring communities just to access an indoor swimming pool for lessons and recreation.
Building a pool right here in Penhold—potentially as an expansion to our multiplex hub—would save families travel time, support local recreation, and make our growing town an even more attractive place for new residents.
Furthermore, having an accessible pool is incredibly important for public safety, as it ensures that every kid in our community has a nearby place to learn vital water safety and swimming skills.
Thank you very much for listening to the ideas and feedback of local students. We appreciate everything you do to make Penhold a great place to live and grow.
Sincerely,
Jake
Grade 6 Student
Penhold Waskasoo Middle School

From: Samantha Lafontaine [redacted]
Sent: Thursday, 01 October 2026 09:00:53
To: Info <info@townofpenhold.ca>; Michael Yargeau <myargeau@townofpenhold.ca>; Teresa Cunningham <tcunningham@townofpenhold.ca>; Ken Denson <kdenson@townofpenhold.ca>; Cameron Galisky <cgalisky@townofpenhold.ca>; Shaun Kranenborg <skranenborg@townofpenhold.ca>; Tyrone Muller <tmuller@townofpenhold.ca>
Subject: Subject: Formal Council Submission: Local Impacts of Proposed Wave Infra Data Centre

Dear Legislative Services and Town Administration/Council,

Please find attached my formal correspondence regarding the proposed **Wave Infra AI data centre** at Junction 42, focusing specifically on its potential direct and indirect impacts on the Town of Penhold.

While this development falls under Red Deer County's land jurisdiction, its massive scale will undeniably affect our local community. I am submitting this letter to urge Mayor Yargeau and Town Council to advocate for Penhold's interests regarding regional traffic adjustments, shared utility strain, and emergency services coordination before County approvals are finalized.

Could you please confirm receipt of this email and verify that this letter will be included as part of the official correspondence package for the upcoming Town of Penhold Council meeting?

Sincerely,
Samantha Lafontaine

Samantha Lafontaine
[redacted]
Penhold, AB, T0M 1R0
[redacted]

Oct 1, 2026

Attention: Mayor Mike Yargeau and Town Council
Town of Penhold
Box 10
Penhold, AB T0M 1R0
Sent via Email: info@townofpenhold.ca

RE: Inquiry and Request for Action Regarding the Proposed Wave Infra AI Data Centre at Junction 42

Dear Mayor Yargeau and Members of Town Council,

I am writing to you today as a concerned resident and voter in the Town of Penhold to request formal clarity regarding our municipality's involvement, official stance, and advocacy strategy concerning the proposed **$300 million Wave Infra AI data centre and research lab** slated for Lot 24 at Red Deer County's Junction 42 business park.

While the project technically sits outside our municipal boundaries on Red Deer County land, its physical location is directly on Penhold's eastern border. The immediate and long-term consequences of upgrading this lot to Medium Industrial zoning will not stop at the county line. The operational footprint of a high-performance, 5-megawatt computing hub introduces significant vulnerabilities to our shared airshed, water table, and utility capacity.

Given that Red Deer County is pushing this rezoning forward as both the current landowner and applicant, Penhold citizens need to know that our own local elected officials are actively working to safeguard our community's standard of living. I respectfully request that Town Council formally address the following critical questions:

- **What is Penhold's Official Stance?** Has the Town of Penhold submitted an official municipal response, statement of concern, or objection to Red Deer County Council regarding this specific rezoning and development application?
- **Impact on Shared Infrastructure:** Data centres place unprecedented demands on local utilities. Has the Town evaluated whether this 5-megawatt facility will impact the stability of Penhold's local electricity grid or draw from the regional water infrastructure that our residents rely on during central Alberta's ongoing drought cycles?
- **Environmental and Noise Protections:** Because data centres frequently use massive industrial cooling arrays or on-site natural gas-fired generators, prevailing winds will push low-frequency

hums and exhaust straight into Penhold's residential areas. Is the Town demanding independent, trans-boundary environmental and acoustic impact assessments from Red Deer County before any ground is broken?

- **Inter-Municipal Collaboration:** Under the Municipal Government Act, what mechanisms is Penhold utilizing to ensure our community has a formal, binding seat at the table regarding the development agreements and long-term monitoring of the Junction 42 site?

As your constituents, we look to our Town Council to be our primary line of defense when large-scale industrial projects encroach on our borders. The minimal long-term job creation of this data centre (often fewer than 10 permanent roles) does not justify the massive, unmitigated resource strain on our doorstep.

I kindly request that this inquiry be added to the agenda for the next scheduled Town Council meeting, and that an official update be provided to Penhold residents outlining the Town's concrete strategy to protect our community. Thank you for your time, leadership, and continued dedication to the people of Penhold.

Sincerely,

Samantha Lafontaine

October 6, 2026

RE: Inquiry and Request for Action Regarding the Proposed Wave Infra AI Data Centre at Junction 42

Dear Mayor Yargeau and Members of Town Council,

I am writing as a concerned resident and taxpayer of the Town of Penhold to request clarity regarding the Town's involvement, official position, and advocacy strategy concerning the proposed Wave Infra AI data centre and research facility proposed for Lot 24 within Red Deer County's Junction 42 Business Park.

Although the project is located on Red Deer County land and falls outside Penhold's municipal boundaries, its proximity to our community means that any environmental, infrastructure, or quality-of-life impacts may extend beyond the county line. Given the proposed rezoning to Medium Industrial and the nature of a high-performance computing facility, many residents have questions regarding potential effects on our shared infrastructure, environment, and long-term community interests.

I respectfully request that Town Council provide information regarding the following:

Penhold's Official Position

Has the Town of Penhold formally submitted comments, concerns, support, or objections to Red Deer County regarding this rezoning and development application? If so, will those submissions be made available to residents for review?

Energy Infrastructure and Electrical Capacity

Large data centres can require significant electrical capacity. This raises concern about grid reliability, resource competition, and increased reliance on fossil fuels or natural gas power generation. Has the Town assessed whether the proposed 5-megawatt facility could have implications for regional electrical infrastructure, power reliability, or future energy planning affecting Penhold residents and businesses?

Environmental Assessment and Noise Mitigation

Data centres may utilize large cooling (HVAC) systems, backup generators, and other large industrial equipment that can generate noise and emissions. Has the Town requested or reviewed any environmental assessments addressing:

- Noise pollution, including low-frequency sound;
- Air emissions from backup generation systems;

- Heat emissions and potential environmental impacts such as refrigerant leaks;
- Mitigation measures to protect nearby residential areas.

Water Consumption and Drought Resilience

Water usage associated with cooling systems has become a growing concern with many data centre developments. Has the Town received information regarding (or will you be seeking) the facility's anticipated water requirements? Additionally, has consideration been given to any potential impacts on regional water supplies during periods of drought or water restrictions in Central Alberta?

Land Use and Community Impacts

The proposed industrial development is situated immediately adjacent to Penhold's eastern boundary. Has the Town assessed how the project may affect future residential/commercial growth, neighbouring land uses, local ecosystems, traffic patterns, and the overall character of the community?

Regulatory Oversight

Given public concerns about the environmental review process for large-scale industrial and technology developments, will the Town require assurances that all compulsory environmental, utility, and infrastructure assessments be completed before the project proceeds? That they wont bypass comprehensive provincial or federal Environmental Impact Assessments (EIAs)?

Many residents are aware of previous Alberta project such as in Olds Ab, that generated significant public discussion regarding environmental, infrastructure, and proximity concerns. Thankfully that AI Data Centre proposal was dismissed by the Alberta Energy Regulator due to its close proximity to the community and because of the overwhelming opposition from community members. As a neighbouring municipality directly affected by development along its border, I hope the Town of Penhold will ensure that its residents' interests are represented and that any potential impacts are fully understood before decisions are finalized.

I respectfully request that this matter be placed on the agenda of an upcoming Council meeting and that Penhold residents be provided with an update outlining the Town's position, any actions taken to date, and the steps being considered moving forward. Given the significance of this proposal and its potential impacts on our community, I also request that Council hold a public forum or town hall meeting where residents can ask questions,

express their views, and raise concerns directly with municipal officials or members of Red Deer County etc. Meaningful public engagement and transparency are essential when considering developments of this scale, particularly those situated immediately adjacent to our community. Residents deserve the opportunity to be fully informed, heard, and consulted before decisions of this magnitude are made that could have lasting consequences for Penhold's environment, infrastructure, and quality of life.

Thank you for your time, I look forward to your response.

Sincerely a concerned community member,

Melissa Young