



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

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

RECOMMENDATION:

That Council adopts the March 27th, 2023 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Following MGA requirements.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

Minutes were emailed out to Council on April 4th for review with no changes identified at the time of this report.

PREFERRED STRATEGY:

That Council adopts the March 27th, 2023 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

The Minutes will be printed, signed by the Mayor and CAO, and placed in a secure location for long term storage.

CAO reviews minutes with management team to determine action items and identify follow up tasks.

Review at regular Manager's Meetings to ensure tasks are being completed.

COMMUNICATION:

The approved minutes will be posted onto the town's website for public viewing.

OTHER COMMENTS:

Minutes for the past several years are available for public viewing on the website.

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



CAO

Town of Penhold

REGULAR MEETING MINUTES



March 27th, 2023
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Shawn Hamm

Shaun Kranenborg
Tyrone Muller
Mike Walsh

Guests:

Guest & Delegates Sign in Sheet
Attached (13 people)

Staff:

Rick Binnendyk, CA)
Bonnie Stearns, Executive Asst

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

1. ADDITIONS to the AGENDA

1.1 Additions & Deletions to the Agenda

7.3 Active Transportation Project – Tender for Engineering

1.2 Adoption of the Agenda

2023-098

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

CARRIED UNANIMOUSLY

2. MINUTES

2.1. Adoption of the March 13th, 2023, Regular Council Meeting Minutes as provided.

2023-099

Councillor Walsh moved to accept the Regular Council meeting minutes for March 13th, 2023, as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2023-100

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

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

2023-101

Councillor Muller moved to accept the Monthly Accounts for Payments and Online Payments from March 8 - 22, 2023 as presented.

CARRIED UNANIMOUSLY

6.1. b. Investment Statement for the months ending Jan. 31 & Feb. 28, 2023

2023-102

Councillor Denson moved to accept the Investment Statement for the months ending Jan. 31 & Feb. 28, 2023, as presented.

CARRIED UNANIMOUSLY

6.2. CAO Report – Rick Binnendyk

- Distributed in Council Package

2023-103

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

CARRIED UNANIMOUSLY

6.3 Community Services Report – Jennifer Blaylock

- Distributed in Council Package

2023-104

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2023-105

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Innisfail RCMP 2023/2024 Proposed Priority Issues and Initiatives

2023-106

Councillor Kranenborg moved that Council moves to accept the Innisfail RCMP 2023/2024 Proposed Priority issues and initiatives as information.

AND FURTHER; encourage the RCMP to continue with patrols within Penhold.

CARRIED UNANIMOUSLY

7.2 PEN23101 – Subdivision Report

2023-107

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

CARRIED UNANIMOUSLY

7.3 Active Transportation Project – Tender for Engineering

Mayor Yargeau excused himself at 6:11 pm from the room as he identified a relative with a subtrade in the bids.

2023-108

Councillor Walsh moved that Council direct Administration to award the Request for Proposal for engineering of the Active Transportation Project to Tagish Engineering.

CARRIED UNANIMOUSLY

Mayor Yargeau returned to the meeting at 6:16 pm.

8. OUTSTANDING

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2023-109

Councillor Muller moved Council direct Administration to Purchase a table of 8 for Mayor's Prayer Breakfast.

CARRIED UNANIMOUSLY

2023-110

Councillor Muller moved that Council declare Public Works Week May 21 – 27, 2023.

CARRIED UNANIMOUSLY

2023-111

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE REPORTS

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

2023-112

Councillor Cunningham moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

2023-113

Councillor Walsh moved that Council move into recess at 6:44 pm.

CARRIED UNANIMOUSLY

2023-114

Councillor Cunningham moved to call the meeting back to order at 6:50 pm.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

2023-115

Councillor Walsh moved that Council request an update from Fire & Protective Services Manager regarding the large trucks accessing Fleming.

CARRIED UNANIMOUSLY

2023-116

Councillor Denson moved that Council call for a recess at 7:08 pm.

CARRIED UNANIMOUSLY

2023-117

Councillor Denson moved to call the meeting back to order at 7:12 pm.

CARRIED UNANIMOUSLY

14. CLOSED SESSION

15. ADJOURNMENT

2023-118

Councillor Walsh moved to adjourn Council Meeting at 7:17 pm.

CARRIED UNANIMOUSLY

Mayor

CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information item only

Projects:

Schools:

- Development Permit Request: Our office has been holding ongoing discussions with the bridging consultant team for the middle school. We have seen most items now addressed. Drainage from the site remains unclear and clarification has been requested.
- Our office has issued a conditional permit that will allow the consultant to move to building permitting review.
- In discussion with Mr. Russell on the current school building, this building is past functional usage and that is the reason why they were successful in obtaining funding

for a new build. The building will be demolished once vacated. The land has not been determined for possible use as of yet.

Healthy Communities: Community Hub

- Work by Pearl Rose is coming to an end with some minor deficiencies left to address.
- Public Works team will place the new benches/tables etc in as the ground thaws.

Public Works/Fire Hall Site:

- Report submitted to FCM.
- Mayor Yargeau further promoted this project to one of the team members this past week. It is now a waiting game to see if funding will be granted to move to the next step with a full feasibility study for the innovative project.

Active Transportation Fund:

- The engineer team has been advised and Geotech work is underway prior to thawing for the bridge.
- A Team meeting will occur April 13th to discuss processes and scope expectations.
- We have been in ongoing discussion with the granting agency to finalize the agreement and get the necessary documentation in place for their approvals and payments.

Administration:

- Our office for 2023 has placed leins on 14 Manufacture Homes and 5 Residential parcels as at the end of March. In 2022 there were 6 Residential parcels and 12 Manufactured Homes.
- With the additional checking requirements laid out for our auditors our staff has spent considerably more time this year on the financial preparation.
- Website: Updating the website will be ongoing for the next number of months as time permits.
- Staff performance reviews and expectations for the upcoming year will be finalized this coming week.
- Attended the Presidents Summit on the future of Municipal Gov't. with Mayor Yargeau. Focus was on collaboration with surrounding jurisdictions. Was hoping for a little more depth to the Session. The Municipal Leaders Caucus sessions were informative with topics from key points to present for the upcoming election. Items like infrastructure funding commitments; policing and public safety; healthcare and emergency medical services.
 - A presentation was given by the Provincial FCSS leadership team.
 - Victim services redesign
 - Political landscape coming to the election.
 - Speeches from the Premier and Opposition Leaders.

In the survey, we made several suggestions for upcoming topics that focus on Governance. For example, dealing with outside citizens of your community. Legalities for videoing council meetings; adding nonprofit organizations onto the town's financial reports and how this may affect the municipality legally. And suggested more time for breaks or stretches.

FOLLOW UP ACTION:

- Work on the planning committees for the Local Government Administration Association and Society of Local Government Managers continues for the upcoming conferences.
- Continue to work with the school division moving the school project forward.
- Funding reporting for Asset management granting.


COMMUNICATION:

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

OTHER COMMENTS:

COUNCIL FOLLOWUP: none at this time

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



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex –

March brought in the end of the season for many of our regular hockey teams. Things on the ice started to slow down around the end of March, but this time allows us to start working on some of our summer maintenance items.

In 2022, we purchased an upgrade for our low voltage lighting system. It took almost an entire year, but we finally have all of the parts needed and were about to start the install at the end of March. However, two days before the start of the install, we were informed by our contractor that Douglas Lighting had ceased operation on March 22, 2023, two days before the install was

supposed to take place. After much discussion with our contractor, we have decided to hold off on the install of the components until we have a better idea as to the fallout of the announcement. We have started a conversation with the wholesaler to see if there are any alternatives to the products we have and if we will be able to exchange them for a different brand of low voltage lighting control.

There is still a large amount of snow up on the roof where the cable for the solar panel connection is to go. We will have to wait a little longer before we can hook the solar panels into the network.

We have received our first cheque from LiveBarn. The total of the cheque was \$201.35. This includes 24 basic monthly subscriptions and 4 premium subscriptions.

For the month of March, we had roughly 6,098 people visit the Multiplex.

Fitness –

	March 2022	March 2023
MEMBERSHIP SALES	\$10,418.76	\$11,354.75
DROP-INS	\$551.00	\$643.00
TRAINING	\$1,201.75	\$3,518.25
TANNING	\$352.00	\$100.50
DROP IN GYM	\$945.00	\$1,775.00
TOTAL REVENUE	\$13,468.51	\$17,391.50

A total of **23** fobs were issued for 24-hour members.

The Fitness Centre had **35** new or returning members for the month of January.

The Fitness Centre remained steady with many users dropping in to use our facility and purchase memberships. Fitness classes remained popular with almost every class waitlisted due to space limitations. The classes offered were Morning Mix 'n Match, HIIT Mix, Burn & Turn, Rhythm & Cycle, TRX, Recovery + Mobility, Strong Nation 45, Booty Barre, Freedom Flow, Zumba, POUND, Peaceful Yoga, and Gym Fundamentals. Gym Fundamentals is a brand-new class that is being offered in the Fitness Centre. Trainer Julie, creates a workout for six participants; they get a great workout and learn how to use our facility at the same time. There was consistent interest in this class so it will continue in the coming months.

Pickleball drop-in has remained popular generating \$916 in March. Drop-in Tennis began a new intake that will run until May 1st. Three different groups are offered: Youth, Beginner Adult and Intermediate Adult. Drop-in Ice Hockey continued through March with some youth consistently taking advantage of the extra ice time. The Learn to Skate program wrapped up at the end of the month and restarts in September. Our running track saw 117 users drop-in to use it during the month and 9 people purchase a month pass.

In the Fitness Centre we completed our spring cleaning which includes dusting the vents, deep cleaning the bathrooms and fitness equipment, removing any residue that had built up. The

tanning bed was removed, and the room was converted into a much-needed storage closet for Fitness Centre items. Lastly, we have almost completed our re-upholstery with only a couple items left.

	March 2023	Totals 2023
Penhold Sr Track Users	45	230
Kids Gym Activities (mornings)	130	249
Staff Fitness Usage	48	120
Penhold Fire Dept	48	135
Pickle Ball	200	310

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

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

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



CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Nancy McAteer

SUBJECT: Council Report

Date: April 11th, 2023

RECOMMENDATION:

That Council accepts the Public Works report as information.

CAO COMMENTS:

RECOMMENDATION Report/Document: Attached ___ Available ___ Nil X___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

- Continue to promote signing up for e-billing to residents.
- Sani Dump tokens will be available through the Fitness Centre outside of Town Office regular operating hours.

WATER – Water consumption is up 9% from this time last year. The quarterly trihalomethane sample has been taken and submitted for testing. The furnace motor had to be replaced at reservoir #1. A meeting was held with Tagish Engineering and Red Deer County for the future water study.

SEWER – As of February 28/23; sewer flows were up 18% from the previous year.

SRDRWC – There was an SRD Operations Safety meeting held on March 7/23. Major maintenance was performed on the blowers at the Odour Management Facility; the units are now running more effectively. There were some issues with the HVAC at lift station #4 that have been resolved. Annual Generator Maintenance has been completed at all Lift Stations. Public Works staff spent 250 hours working on the system in March and there were two after hour's callouts.

TRANSPORTATION – Some more snow removal has been done to help alleviate drainage concerns. Sanding was done as needed. Snow piles around town were removed to assist with the spring melt. A coolant leak on one of the backhoes has been repaired.

STORM – Pumping and thawing of culverts and storm lines is being worked on. A second steaming unit has been fashioned. The low nighttime temperatures are causing some lines to freeze repeatedly.

PARKS & RECREATION – Construction of the Community Hub is still progressing slowly; the gazebo construction is nearly complete. The outdoor rink closed for the season on March 20/23. The pathways were cleared after each snow fall. Pruning is being done, the focus is on the elm trees which cannot be pruned between April and October. The tender for the pathways project engineering has been made available by invitation and is now closed, a pre-tender meeting was held. The eavestroughs at the rink shelter have been replaced.

RV PARK – Bookings for the 2023 season are now open on March 1/23, there are now several bookings made. The RV Park is scheduled to open on May 5/23, weather permitting.

MEMORIAL HALL – There are two weekend bookings in April. There is a leak in the hall roof caused by an ice dam. A contractor has been out and will be able to give a more detailed report on the issue when it is warmer, and the conditions are safer. Alberta Health Services was out to perform their inspection of the kitchen, no issues were reported. The Air Cadets are interested in booking the hall on a weekly basis starting in September and will be renting additional year-round storage space.

GARBAGE – Spring Cleanup is scheduled to be held May 26 – June 5/23. The solid waste disposal contract has been extended for another two years.

ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

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



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Truck Route update

RECOMMENDATION:

That Council accept the Truck route update as information;
AND FURTHER that Council request Administration to follow through with recommendations.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

- Truck route and operations within.

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

That Council pass a motion to accept as information, and further, that Council pass a motion to proceed with recommendations.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Information & community communication.

GENERAL:

Truck route:

- The truck route currently consists of a section of Fleming Ave, Emma Street, Lucina Street (from 2A to Fleming Ave), and Grey Street along with both highways. Picture attached. This route has been evaluated and determined to be effective. The area along the rail is zoned I-2 and the activities within have been appropriate.

Occurrences investigated:

- Use of jake brakes in town. A driver was reported to be using engine retarder brakes in town at 1PM. Investigation determined driver was issued a warning. Truck company was also issued a warning. Plant operator was notified; determined that driver was released from contract.
- Truck parked illegally: Truck parked facing north instead of south to ensure they parked (temporarily) on the west side of Fleming. Trucker issued warning.
- Truck parked illegally: Truck was reported to be parked illegally; CPO responded but did not see the truck in question. Operator of plant was reminded to tell drivers that CPO are no longer issuing warnings and must park legally.
- Plant in operation at 4am: The plant at 920 Fleming was reported to be in operation at 4am. Complainant was advised that the plant is allowed to operate 24 hours a day as per the bylaws. No evidence of excessive noise given.

Occurrences currently under investigation:

- Dust leaving the plant property: Reported that a dust cloud was created and spilled beyond the property of the plant. Plant operator was warned that all products must stay within property limits. Investigation ongoing.

Other occurrences:

- No record of trucker urinating. However, there is record of a Border Paving employee urinated on Fleming Ave (during construction work); they were issued a violation and it was reported to the contractor. The plant does have washrooms for truckers working for the plant.

Truck route recommendations:

- Signage strategy change: remove no parking during the weekend signs on the west side of Fleming and replace with Green Truck Route Parking signs. Erect two Red No Truck Parking Signs on the East side of Fleming.
- Issue a formal notice to owners and operators of 920, 930 and 950 Fleming that disseminates:
 - o Trucks can only park on the west side along with flow of traffic (facing south)
 - o Trucks can idle for 30 minutes maximum
 - o The truck route
 - o Products must be kept within property limits
 - o Noise must remain at an operational minimum
 - o Truckers will be issued violations
- Increase patrols of the area temporarily. Every time we re-focus the CPO's or increase patrols in an area, we must reduce their work somewhere else. There is a finite amount of people hours available.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

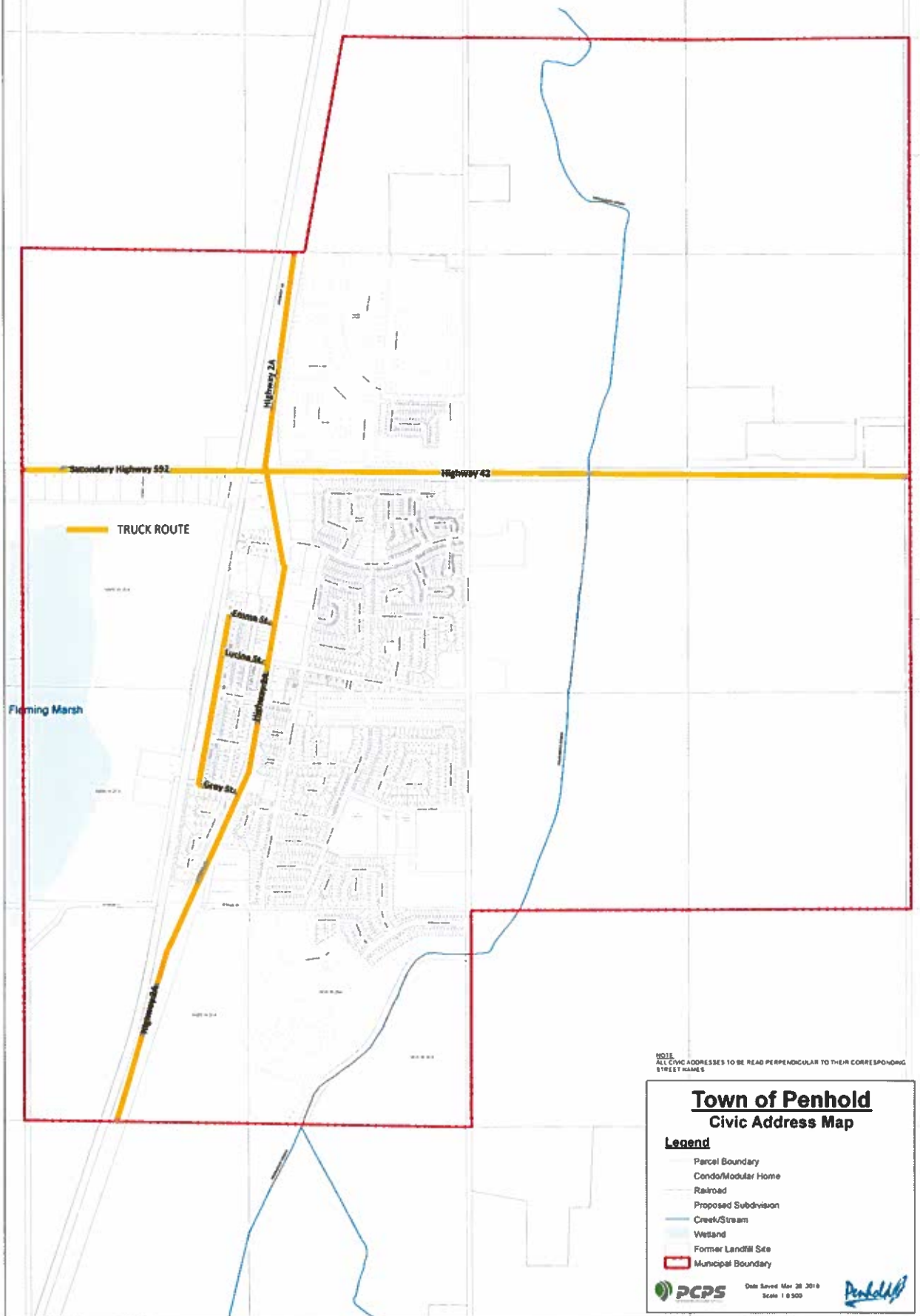
Presented at the April 11th, Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be the letters 'RAB' in a cursive style.

CAO



SCHEDULE B





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: FCM Board Nominations

RECOMMENDATION:

That Council endorses Mayor Yargeau to stand for election on FCM's Board of Directors for the period starting June 2023 and ending June 2024.

CAO COMMENTS:

Council, through the Town's Strategic Directives, have identified that we desire to have influence on higher levels of governance to further assist communities within central and all Alberta.

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:

This member-elected body informs national policy priorities on behalf of cities and communities of all sizes. Board directors meet in person/hybrid three times per year, with some committee meetings in between.

DESIRED OUTCOME(S):

- To ensure the Federal Government hears our community/provincial voice.
- Assist in recommending policy directives affecting municipalities to the Federal Government.

RESPONSE OPTIONS:

1. That Council defers the FCM Board Nomination back to administration and requests additional information.
2. Choose not to participate.

PREFERRED STRATEGY:

Position Penhold to champion local and regional priorities at the national level.

IMPLICATIONS OF RECOMMENDATION:

All costs associated with participating on the FCM Board is covered by the Municipality.

GENERAL:

Having a voice with FCM's core issues – from affordable housing to rural economic growth, from social inclusion to climate resilience enables us to help champion change on a national scale.

ORGANIZATIONAL:

Administration will support this process when called upon.

FINANCIAL:

Will be determined should Penhold's Mayor get elected by the number of meetings and required travel.

FOLLOW UP ACTION:

Nomination process will need to be completed.

COMMUNICATION:

Notification to the residents will be sent once results are in.

OTHER COMMENTS:

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



CAO



TOWN OF PENHOLD RESOLUTION – 2023

**FEDERATION OF CANADIAN MUNICIPALITIES –
ELECTION TO THE BOARD OF DIRECTORS**

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS FCM's hybrid Annual Conference and Trade Show will be held May 25 - 28, 2023, during which time the Annual General Meeting will be held, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Council of the Town of Penhold endorse Mayor Mike Yargeau to stand for election on FCM's Board of Directors for the period starting in June 2023 and ending June 2024; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Mayor Mike Yargeau attending FCM's Board of Directors meetings.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Town of Penhold Economic Development Strategies

RECOMMENDATION:

That Council accepts the Economic Development Strategies as information;

AND FURTHER that Council supports staff in their efforts to continue moving Penhold forward.

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 201 (a) states in part that Councillors have the role of “..... Developing and evaluating the policies and programs of the municipality”.

STRATEGIC RELEVANCE:

At the Strategic Priorities Retreat, Council identified Economic Development as its top priority.

DESIRED OUTCOME(S):

Continue to work on ways to promote economic development in Penhold.

RESPONSE OPTIONS:

That Council defers the Town of Penhold Economic Development Strategies back to administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Staff will continue working on tasks to move economic development forward.

GENERAL:

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

ORGANIZATIONAL:

Administration

FINANCIAL:

Funds for this item will come from the Planning & Development budget.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

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



CAO

Economic Development Strategies

Focus areas	Outcome	Action	Follow up	Completion Date
3-in-1 & Win Shop Local Campaign	Promote local businesses	Try a new approach – nothing required of businesses	kick off with Community Christmas (Nov. 25-Dec 18, 2022)	Dec. 19, 2022
Townfolio (start up is \$2,000)	Economic development website tool which shows current and updated information	Purchase license and then let the fun begin	Renew annually by the town. \$1,500/year fee	Dec. 31, 2023
New Home Buyers Incentive	Include with Why Penhold campaign; draw people to Penhold	Get direction from Council re: continuing with this initiative	If we are to continue: send updated information to Realtor Board; update website	January 2023
Webpage Refresh	Ensure website is appealing and easy to use	Work with Carrie to identify changes	underway	Sept. 1, 2023
2023 Town Welcome Sign initiative	Develop an action plan for new town sign	Work with local artists and designers to develop new sign; set sign parameters and design templates for Council's review	Set budget for 2023	Design due: PUT ON HOLD
Home Based Business push	encourage HBB to have a business license	use social media, Reporter and UT Bill insert to share home based business listings with community to promote home based businesses	ongoing discussions and ideas	Spring 2023
Department Webpage Updates	Ensure accurate and informative information	Each department will review and provide website ready updates to their information	Ask managers to identify this task as a priority	June 30, 2023
Business Appreciation	Acknowledge local businesses and show appreciation for them choosing Penhold as their place of business	Determine location HBB and Store Front?	Send invitations out once details are nailed down	Apr. 30, 2023

Focus areas	Outcome	Action	Follow up	Completion Date
Penhold Tourism map	provide guests with information on amenities in town	post large maps at Fas Gas & RV Park; work with PCPS to create a clean, user friendly map	work on map detail and provide to PCPS mid-May;	HOLD
Info Graphic – Why Penhold	compare surrounding Penhold Communities and amenities	research Sylvan Lake, Lacombe, Blackfalds, Red Deer County, Innisfail: K-12, grocery, vet, doctor, dentist, restaurant	build a one page document to be shared with realtors; have on our website, hand out to people	May 2023
Penhold Tourism tear-away maps	hand out to RV Park guests, persons participating in camps at the Multiplex	one side of 8.5 x 11 paper will have Town amenities map; back side will have advertising opportunities for businesses	working on nailing down contents of the map; approach businesses to see if they'd like to purchase advertising	May 2023
2023 Town Sign		Design Approval		HOLD
Why Penhold campaign	Key focuses to promote our community	Radio ads, Tourism RD, social media	- Contact respective areas and provide information	Ongoing
Drone footage	Seasonal footage of Penhold showcasing new development	Book UA Elevation for seasonal sessions	- Contact Craig to schedule times	Dec. 31, 2023
GIS - Story Maps	provide a history of Penhold by using images, pins and information; maps hit the most are: recreational amenities, real estate, and local businesses	Work with Jaime, Oldman River to design a Commercial/Industrial development lands story map (available for your review)	- provide snippets to Oldman River continue to build maps promoting Penhold - Recreational amenities - Real estate - Schools/services	Ongoing
Land Uses Review				
Area Structure Plan Review				

Completed:

Ongoing:

Spring Completion:

Summer Completion:

Yearend Completion:



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Penhold & District Public Library
- 2023 Quarterly Installment

RECOMMENDATION:

That Council approve Administration to process the first half yearly installment for the 2023 Operational funds to the Library as requested.

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 Library will receive the operating funds required for the first quarter.

GENERAL:

The Town receives the Penhold & District Library funds in trust and disburses operational monies on a quarterly basis.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW UP ACTION:

If Council approves, process payment.

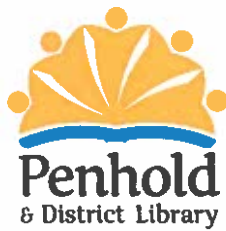
COMMUNICATION:

OTHER COMMENTS:

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



CAO



Box 675
Penhold, Alberta
T0M 1R0
penholdlibrary@prl.ab.ca
403-886-2636

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

March 27, 2023

ATTENTION: Mayor Yargeau and Town Council

Town of Penhold Library Board would like to *thank* the Town of Penhold Council for supporting our community library financially. We are requesting *2023 first* installment of \$90,455.00 toward operational funds.

In Appreciation,

A handwritten signature in blue ink that reads "Myra Binnendyk". The signature is fluid and cursive, with a large loop at the end.

Myra Binnendyk
Library Manager



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 813/2023 Tax Payment & Penalty Bylaw – 1st, 2nd, & possible 3rd Reading

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 813/2023 Tax Payment & Penalty Bylaw.
2. That Council move to give second reading of Bylaw 813/2023 Tax Payment & Penalty Bylaw.
3. That Council move to proceed with third reading of Bylaw 813/2023 Tax Payment & Penalty Bylaw.
4. That Council move to give third and final reading of Bylaw 813/2023 Tax Payment & Penalty Bylaw.

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 – Part 2 Section 7 – A Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

Authorize administration to keep the level of borrowing available at a financial institution.

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 813/2023 being the Town of Penhold Tax Payment & Penalty Bylaw for further discussion.

PREFERRED STRATEGY:

Approve the Bylaw and send out notices to residents.

IMPLICATIONS OF RECOMMENDATION:

By giving all three readings, provides Administration the ability to send notification to the residents in a timely manner.

GENERAL:

Bylaw 813/2023 Tax Payment & Penalty Bylaw is created as it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

Administration wishes to keep the penalties at 3% for the first three penalty dates, July 1st, August 1st and September 1st; and for the December 31st deadline, keep the 12% penalty on all outstanding taxes, identifying the urgency for payment.

ORGANIZATIONAL:

Administration

FINANCIAL:

Taxes will be collected and are due no later than June 30, 2023; payments afterwards will be charged interest fee penalty as per Schedule "A".

FOLLOW UP ACTION:

Signing of Bylaw, mail out letters.

COMMUNICATION:

Letters will be sent out to residents, notice in the Reporter and Utility Bill insert.

OTHER COMMENTS:

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



CAO

TOWN OF PENHOLD
BYLAW NO. 813/2023

TAX PAYMENT & PENALTY BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, pursuant to sections 344 and 345 of the Municipal Government Act RSA. 2000, c. M-26, Council may impose penalties on unpaid taxes at the rates set out in the Bylaw, and pursuant to section 340 of the MGA, may permit taxes to be paid by installments.

WHEREAS: it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

NOW THEREFORE: the Council of the Town of Penhold, duly assembled, enact as follows:

SECTION 1 ~ SHORT TITLE:

1. This Bylaw will be referred to as the "Tax Payment & Penalty Bylaw".

SECTION 2 ~ DEFINITIONS:

In this bylaw, unless the context otherwise requires, these definitions will prevail:

1. **Town** – shall mean the municipal corporation of the Town of Penhold in the Province of Alberta;
2. **Council** – shall mean the Municipal Council of the Town of Penhold in the Province of Alberta;
3. **CAO** – shall mean the Chief Administrative Officer of the Town of Penhold
4. **Taxes** – includes property, business, business revitalization zone, special and local improvement taxes, and all other taxes or charges lawfully imposed pursuant to the MGA or any other statute of the Province of Alberta;
5. **Taxpayer** – is the person liable to pay taxes within the Municipal Government Act of the Province of Alberta;
6. **Unpaid Taxes** – shall mean taxes levied in any year, which remain unpaid after the invoice date as determined by resolution of Council, together with penalties and any other charges added thereto during such year;

7. **Tax Arrears** – means taxes that remain unpaid after December 31 of the year in which they are imposed;
8. **Installment Payment Plan** – also referred to as ‘Tax Payment Plan’, means the plan authorized by this Bylaw permitting taxpayers to make payment of taxes by way of monthly installments as outlined within Schedule A of this Bylaw;

SECTION 3 ~ PAYMENT:

1. Payment shall be made at the Town of Penhold Administration Office located at #1 Waskasoo Avenue, Penhold Alberta;
2. Every taxpayer shall make payment of the full amount of taxes charged against land and improvements owned by the taxpayer in the roll at the Town of Penhold Administration Office before the invoice date of the year stated in the tax notice;
3. For the purpose of this Bylaw any payment of taxes forwarded by mail shall be deemed to be paid on the same date as the postmark on the envelope in which the said payment is mailed;
4. In the event of a disruption of postal services through any cause, the taxable person shall make payment as required by this Bylaw without any extension of penalty dates set by the Bylaw;
5. For the purpose of this Bylaw any payment of taxes forwarded by a courier approved by the Government of Alberta shall be deemed to be paid on the same date as such payment is given to the courier for delivery to the Town;

SECTION 4 ~ TAX PAYMENT PLAN:

1. Taxpayer's who wish to apply for inclusion in the Tax Payment Plan must sign an authorization form provided by the Town permitting monthly installments. There must be a void cheque attached to the form for the account the withdrawal is to be taken from. Payment will be requested from the taxpayer's bank account on the first business day of the month.
2. Participation in the Tax Payment Plan will be permitted all year round.
3. The bank's failure to honour any preauthorized payment shall be deemed to be a breach of the agreement by the person.
4. The Town may refuse a taxpayer's request to be included in the Tax Payment Plan based on previous default for other accounts.

5. A taxpayer may not apply for inclusion in the Tax Payment Plan twice in the same calendar year with respect to the same property.
6. Any credits as of December 31st, of any year will be applied to the next year payment, unless a written request for a refund is given to the Town.
7. If a taxpayer decides to cancel their inclusion in the Tax Payment Plan program, they must complete an authorized cancellation form 30 days prior to the cancellation date requirement. If this date is after the tax due date the taxpayer account is then subject to penalty on any remaining amount for that year.

SECTION 5 ~ PENALTIES:

The following penalties shall be added to all taxes remaining unpaid on the date indicated hereafter and shall be added to and form part of the unpaid taxes;

1. Should the full amount or any portion of the current years taxes for the year stated in the Tax Notice remain unpaid after the stated invoice date, effective the day after there shall be added to and form part of such unpaid taxes, by way of a penalty, an amount as determine by resolution of Council and identified within Schedule "A" as unpaid current taxes;
2. Should any taxes and penalties levied thereon remain unpaid after the last day of the month of December in the year for which the same are levied, there shall be added to and form part of such arrears, by way of a penalty, an amount determined by Council by resolution as prescribe within Schedule "A".

This Bylaw shall take effect on the date of the third and final reading.

Bylaw 810/2022 Tax Payment & Penalty Bylaw is hereby repealed upon the final passing of Bylaw 813/2023.

READ a first time on the 11th day of April 2023

READ a second time on the 11th day of April 2023.

READ a third and final time on the 11th day of April 2023

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"**Rates/Fees & Penalties April 2023****Taxation:**

Penalty Dates:	July 1st	3% on unpaid current taxes
	August 1st	3% on unpaid current taxes
	September 1st	3% on unpaid current taxes
Penalty Date:	December 31st	12% on all outstanding taxes and arrears

Assessment Complaints:

To file a Complaint to the Regional Assessment Review Board the following fees will be required:

- Residential (3 or less dwellings and/or Farmland) \$ 50.00
- Non-Residential \$650.00

Tax Installment Payment Program – TIP Program:

To be enrolled in the TIP Program, residents must have an automatic withdrawal form set up as follows:

- Forward a completed TIP Form with an attached Void Cheque or auto withdrawal form from the account the withdrawal is to come from.
- Registration for the Program may be done at any time of the current year for which the applicant is registering.
- In order to be eligible property taxes must be in a current year status.
- Payment will be requested from each taxpayer's bank account on the first day of each month.



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Mar. 21 Letter from Minister of Municipal Affairs re: 2022/23 Fire Services Training Program grant application
- Apr 4 PCPS Update
- Apr. 5 Town of Sylvan Lake 1913 Days Parade Invitation

EMAIL:

- Mar. 24 Chinook's Edge re: Chinook's Edge Board e-News March 23, 2023
- Mar. 24 CAMA Administration re: CAMA's Positioning on Strong Mayor Legislation & the Role of the Chief Administrative Officer
- Mar. 27 Alberta Municipalities re: Alberta Municipalities' Friday News - March 24, 2023
- Mar. 28 Rick's follow-up to Council's financial inquiry
- Mar. 28 Rick forwarded email re: Pet tickets coming!
- Mar. 28 Rick forwarded RCMP announcement re: Staff Sergeant Ian Ihme
- Apr. 3 FCM Communiqué re: FCM responds to update from the Government of Canada on the issue of retroactive RCMP costs
- Apr. 3 Alberta Municipalities re: Alberta Municipalities' Friday News - March 31, 2023
- Apr. 3 FCM Communiqué re: Important update about FCM's Board of Directors
- Apr. 3 FCM Communiqué re: Retroactive RCMP costs: a practical toolkit from FCM
- Apr. 4 Alberta Municipalities re: The Weekly – New FOMG paper considers climate risk & adaptation
- Apr. 6 Alberta Municipalities, President re: Register for April 20 FOMG Webinar on Climate Risk Assessment and Adaptation

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 201 (a) states in part that Councillors have the role of “..... Developing and evaluating the policies and programs of the municipality”.

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

1. Council may wish to have something further investigated; this item will be moved for further administrative review.
2. Council may wish to act on something and move the item for action.
3. Council may wish to move the items as information.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

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



CAO

Council
Call



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Shaw

AR110965

March 21, 2023

Mayor Michael Yargeau
His Worship
Town of Penhold
PO Box 10
Penhold, Alberta T0M 1R0

Dear Mayor Yargeau,

Thank you for submitting your municipality's grant application under the 2022/23 Fire Services Training Program. I am pleased to advise that your municipality has been awarded a total grant of \$4,780.06 to carry out training as outlined in the conditional grant agreement.

Please find attached the conditional grant agreement for your review and signature. The signed agreement can be returned electronically to firecomm@gov.ab.ca. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed and a final signed copy of the conditional grant agreement will be emailed to you for your records.

Municipal Affairs will be working with the Alberta Fire Chiefs Association to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929 or firecomm@gov.ab.ca.

I would like to recognize Honourable Devin Dreeshen, MLA Innisfail-Sylvan Lake for their continued support of this program. I wish you every success with your fire service training initiatives.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

Rebecca Schulz
Minister

Attachment: Conditional Grant Agreement

cc: Honourable Devin Dreeshen, MLA Innisfail-Sylvan Lake
Rick Binnendyk, Chief Administrative Officer
Sean Pendergast, Fire and Protective Services Manager

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550



Dear Mayor, Council, and CAO's:

I am pleased to announce that the Board has been successful in hiring a new director.

Ken Woitt comes to us with experience in planning, economic development, regional boards and SDAB. He is a registered professional planner, member of Canadian Institute of Planners and Alberta Professional Planners Institute. Ken's official start date is April 1st, 2023.

Our interim Director, Albert Frootman, will be working with Ken throughout the transition.

I want to sincerely thank the City of Lacombe for their ongoing support. Twyla Hale, HR Manager for Lacombe, has been an integral part of the hiring process, from vetting the resumes to chairing the interviews and was always available to answer any questions we had. The PCPS board appreciates all the work that Twyla has done in the last few months to make hiring a new Director successful.

PCPS has also hired a new senior planner. Vahid Ghomashchi has an extensive background, educated first as a civil engineer and then earning graduate degrees in planning in the UK. His experience includes about 7 years as the Planning Director of Stratford, PEI and positions with Calgary and Edmonton.

PCPS continues day to day operations, and project work is ramping up. Work is proceeding on the proposed funding model, which is being refined after consultation with CAO's.

We will be losing our board member from Olds as of April 1st. Councilor Heather Ryan has been a great asset to the board, and we are sorry to see Olds withdraw from membership with PCPS. Her position will not be filled until our AGM in June when elections will be held as we still have quorum with four board members.

Please feel free to reach out to me or our Interim Director, Albert Frootman, at pcps@pcps.ab.ca with any questions or concerns. We look forward to continuing to work with you.

Sincerely,

Tracey Hallman

Tracey Hallman

Chair, PCPS Board



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB T4S 1G6

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

April 5, 2023

Mayor Michael Yargeau
Box 10
1 Waskasoo Avenue
Penhold, AB T0M 1R0

Salutation,

The Town of Sylvan Lake cordially invites you to participate in its "1913 Days Celebration". This year's theme is "Under the Big Top", and all events will be tailored around this theme.

This fun-filled event kicks off Friday, June 9th with a Seniors Varsity Hall Dinner and Dance (5:30–8:00 PM) and an outdoor movie in Centennial Park (7:00 PM – 12:00 AM). On Saturday, June 10th the parade takes place at 1:00 PM and is followed by a Family Disco Dance (6:00-9:00 PM). Other activities on Saturday include an art show and sale, a penny carnival and a soapbox derby. On Sunday, June 11 the celebration continues with horse-drawn carriage rides, an antique car show and a Lions Club BBQ.

If you are interested in participating in the parade, please fill out the form located at www.visitsylvanlake.ca/dignitaryparaderegistration-2/ before Wednesday, June 7th, 2023. We do ask that you arrive to line up by no later than 12:00 PM as the parade begins promptly at 1:00 PM.

Best wishes,

Channelle Brooker

Channelle Brooker
Culture and Tourism Supervisor
Town of Sylvan Lake

