



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the March 9th, 2026 Regular Council Meeting Minutes

RECOMMENDATION:

That Council approves the Mar. 9th, 2026 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached 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 Mar. 9th, 2026, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Mar. 9th, 2026 Regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Mar. 17 with no changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Mar. 9th, 2026 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensures 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 Mar. 23, 2026 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

Town Council Chambers
March 9th, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Ken Denson
Cameron Galisky

Shaun Kranenborg
Tyrone Muller
Kathy Sitter

Guests:

Len Istace, Resident
Jo Michaluk, Resident
Brandon & Karrina Pringle, Residents

Staff:

Rick Binnendyk, CAO
Trish Willis Corporate Services
Manager
Bonnie Stearns, EA

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

2026-067

Councillor Cunningham moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1. Adoption of the Feb. 23, 2026, Regular Council Meeting Minutes

2026-068

Councillor Denson moved to approve the Feb. 23, 2026, Regular Council meeting minutes as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-069

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

- 5.1 Ms. Tricia Willis, Corporate Services Manager
Re: Public Service Building Debenture Options

2026-070

Councillor Galisky moved that Council approve administration to proceed in signing a Blended Amortization loan with Alberta Capital Finance for 3.5 million dollars over a 15-year term.

CARRIED UNANIMOUSLY

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Feb. 18 – Mar. 4, 2026

2026-071

Councillor Sitter moved that Council receives the Monthly Accounts for Online Payments from Feb. 18 – Mar. 4, 2026, as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation for the month ending Dec. 31, 2025

2026-072

Councillor Denson moved that Council receives the Monthly Bank Reconciliation for the month ending Dec. 31, 2025, as presented.

CARRIED UNANIMOUSLY

6.1. c. Investment Statement for the month ending Jan. 31, 2026

2026-073

Councillor Kranenborg moved that Council receives the Investment Statement for the month ending January 31, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-074

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2026-075

Councillor Galisky moved to receive the Multiplex Manager's monthly report as information.
CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

2026-076

Councillor Denson moved that Council receives the Operations Manager's monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Draft Resolution: Enhancing CPA Reporting Requirements on Municipal Financial Statements Irregularities

2026-077

Councillor Cunningham moved that Council table this item to allow Administration the opportunity to make the necessary changes to the resolution
AND FURTHER that the resolution be brought back to the Mar. 23 meeting.
CARRIED UNANIMOUSLY

7.2 Appointment of Director of Emergency Management

2026-078

Councillor Kranenborg moved that Council appoint Mr. Sean Pendergast as the Director of Emergency Management in accordance with the Emergency Management Agency Bylaw No. 813/2023.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

8.1 Multiplex Concession Lease

2026-079

Councillor Sitter moved that the town enter into a lease with Linda M. for a one-year term to operate the concession.
CARRIED UNANIMOUSLY

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

9.1 Penhold & District Library – 2025 Financial Statements

2026-080

Councillor Muller moved that Council accepts the Penhold & District Library Dec. 31, 2025 Financial Statement documents as information.
CARRIED UNANIMOUSLY

10. BYLAW(s)

10.1 Land Use Bylaw Amendment – Figure Update

2026-081

Councillor Denson moved that Council give first reading to Bylaw No. 843/2026, a bylaw to amend Land Use Bylaw No. 837/2025 Schedule “A” Land Use District Map; from the current Urban Reserve UR and part Residential 1 Manufacture Homes to Multiple Residential housing as identified within Oxford Landing Phase 1B & 3 dated January 2026.

AND FURTHER that Council schedule a Public Hearing to be held on Apr. 13 at 6:00 pm in Council Chambers.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-082

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

CARRIED UNANIMOUSLY

2026-083

Councillor Cunningham moved that the Town of Penhold be registered in the Westerner Parade.

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2026-084

Councillor Galisky moved that Council receives the verbal reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY - NO ACTION IDENTIFIED

Q&A

14. CLOSED SESSION - NONE

15. ADJOURNMENT

2026-085

Councillor Muller moved to adjourn the meeting at 7:48pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: March 23rd, 2026

RECOMMENDATION:

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

COUNCIL FOLLOW-UP/UPCOMING:

- A letter of thanks was sent on behalf of Penhold for the Regional Forum with Red Deer County.
- Mar 26 - 27. Attending Spring Leaders Municipal Caucus with Mayor Yargeau
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:** no further information as to when the wall partition will be placed.
 - no new info to share regarding the old school.

Offsite Levies: Pending; we are hopeful to bring this to Council in the next few weeks.

Memorial Hall: surveys have been launched and now closed.

- Poster boards have been placed in the Library for March /April.
- An Open House has been planned, at Memorial Hall, on Monday, April 20th from 5 to 6:30 pm.
- After the Open House information will be compiled into a report for Council to be presented in May.

Development items:

- April 13th There will be public hearing for the zoning bylaw for 2 separate areas within Melcor development.
 - Request for the final acceptance of the zonings based on feedback.
 - Subdivision report will be presented at the meeting
 - A development agreement is in draft mode to meet the subdivision requirements.
- PCPS is closing their doors at the end of March.
 - Our staff has picked up all Penhold hard copy files from the office. Electronic files will be forwarded in the near future.
 - A zoom meeting is scheduled for Monday March 23rd to discuss the Subdivision Development Appeal Board options and how this will be reset up.

- Our office received another requested subdivision. We have forwarded the application and information required to move forward in the process.
- Our team has been in discussion with Bentley and Clive working through the successful grant application to ensure we continue to meet the requirements as set out.
 - This application is focused on the following key areas:
 - Data Collection and assimilating
 - Updated Community Profiles
 - Regional growth tied to local community growth
 - Housing Needs Assessment

Administration:

- Pivotal, the audit team has finished their financial review for 2025. A presentation will be made to Council April 13th
- A yearly internal review of the Alberta Safety Codes has been conducted and formally reported to the Alberta Safety Codes Council for building; gas; plumbing; electrical and sewage this past week.
- Continue working with the Local Government Administration Association (LGAA) conference committee for the upcoming June conference.
- Tax arrears letters have been sent out. Our office has received some calls in an effort to figure out a way to prevent their property from moving forward to registration in preparation of a tax sale.
- With the recent Provincial budget coming down, we checked into our grant application (Local Municipal Initiatives Program) for storm water culvert repairs. Our office has been advised that they will not be decided until the beginning of May. Thank you to Councillor Galisky for his assistance in finding out the status.

UPCOMING ITEMS OF INTEREST:

- Zonings and subdivision for Melcor
- Auditors' presentation to Council
- Request for proposals for economic growth strategy
- Staff focuses and expectations for 2026
- Upcoming Municipal Leaders Caucus sessions; Edmonton, Mar 25-28.

Presented at the Mar 23rd, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of March

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

February 24 meeting: No promotion to incentivise E-Billing sign up has been designed as of this year. Campaign promoting signing up for Property Tax E-Billing will begin once budget is approved. Information has gone out about this in the March utility bill insert.

March 9 meeting: AB Munis Tax Reimagined info is now linked to the Town's website and a resident education campaign about this will be starting in April.

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

Playgroup February attendance: Feb. 4 (29 participants), Feb. 11 (23 participants), Feb. 25 (22 participants).

Unfortunately, we had no participants show up for Art of Conversation Jr. We will try again, changing a few things such as the project and the time, and see if it improves engagement.

For March's Family Play Day, we had 44 people, including 13 families, join in on our "Gabby's Dollhouse" themed fun. All families appeared to come to the Library specifically for the Play Day, and feedback on surveys was positive, with all participants who filled out the survey stating that they "strongly agree" that they found the activity helped them engage and connect more with their family.

Lego Club and Craft Club are underway. We have 12 kids registered in Lego Club and 9 in Craft Club.

The Tax Prep program is going well, and eight participants have accessed this free program as of mid-March. Appointments can be booked for eligible clients until April 24. We anticipate total participants will be higher than last year.

2026 FCSS Regional Project: The 2026 'Community Impact Campaign' focuses on highlighting the meaningful ways community volunteers are enhancing their communities. It draws inspiration from the successful 'Small Acts Matter' campaign and aligns with Volunteer Canada's 'Ignite Volunteerism' and 'Find Your Thing' campaigns, inspiring people to discover personal and meaningful ways to contribute to their communities.

Intent: The Community Impact Campaign will identify not just the typical volunteers (Board members and organizational volunteers) but will highlight the individuals that build community through their 'small acts'. The campaign will also amplify the importance of community involvement, encourage participation, draw attention to the need for volunteerism, and recognize and celebrate those who are making their neighbourhoods a better place through their actions.

The Mayor's Youth Recognition Award is open for nominations until April 15.

Penhold Youth Club:

PYC averages for February

Grades 4-6: 30

Grades 7 & 8: 14

Grades 9-12: 16

Community Representation

Penhold: 247

Red Deer County: 31

Total: 278

Rebels Night Out

Staff organized two Rebels Night Out events with program participants: Grades 7–12 on February 7th and another with Grades 4–6 on February 28th. In total, 25 youth attended the games. This was a great opportunity to make use of the Rebels Ticket Voucher fundraiser, which raised \$500 in support of the program.

One particularly memorable moment involved a youth who had never attended a Rebels game before. When he first entered the arena, his eyes widened and he immediately began buzzing with excitement. During the evening, he visited the gift shop and purchased a Rebels hockey puck. At the end of the game, the youth had the opportunity to collect autographs from Rebels players. He proudly showed staff the puck covered in signatures, beaming with excitement. As he left with his father, he shared that it had been "one of the best nights ever."

Staff also received several thank-you emails from parents expressing their gratitude for the opportunity their children had to attend the hockey game. Given its success, staff plan to run the voucher fundraiser again next season, as it proved to be an easy and effective fundraiser that brought a great deal of joy to participants.

Wake-Fest

The annual Wake-Fest took place February 14–15, with 12 older youth attending. Participants stayed awake from 7:00 p.m. to 7:00 a.m. and enjoyed a variety of games and activities throughout the night. The event provided an opportunity for youth to strengthen friendships and build connections with one another. Staff have since reported that many youth appear more comfortable interacting and spending time together because of the shared experience.

Snack & Learn – LiT Group

During the winter break, staff hosted the second 'Snack & Learn' session for the Leaders-in-Training (LiT) group. During this session, youth assisted staff with organizing the program's 'Pink Shirt' project. They cut out a heart for every youth registered in the program and wrote a positive message about each participant.

Over the following week, youth enjoyed searching the display wall to find their names and reading the encouraging messages written about them. It was especially meaningful to see how many participants the LiT youth knew by name and the effort they put into writing personalized messages for their peers.

Communication & Events:

Community Events:

Easter Eggstravaganza will be Saturday March 28 10:00 a.m. – 12:00 p.m. in the Multiplex Gymnasium.

There will be cookie decorating, crafts, Easter Bunny photos, face painting, bouncy houses and more. To ensure finances aren't a barrier for the community to attend this event, there will not be an admission charge for this event. Local volunteers from PYC, Penhold Citizens on Patrol, Penhold Community Leaders Society and Jessie Duncan Elementary School Parent Committee will be helping run the activities.

Fall Festival meetings for 2026 start on Thursday March 26 at 6:00 p.m.

Penhold Cares Campaign

The 3rd annual Penhold Cares campaign was a success in the fact that it helped increase awareness, encourage people to join Parents for Life teams to stay informed and by bringing new donors to the Red Deer Donor Centre to give blood. Josephine Michaluk is no longer able to give blood, and she is happy the campaign will continue so others can work towards beating her record.

Communications:

Memorial Hall Survey

The survey to learn more about residents and Memorial Hall users' opinions for the future of the Hall was open February 27 – March 15, 2026. In addition to the display created by the Operations Department for in the Library, the survey was promoted on the Town's website, through social media, in the Penhold Reporter and through posters at the Hall and other places in Penhold. The survey had 209 respondents.

Ongoing items:

Work is wrapping up for signage for the RV Park and amenities surrounding the Community Hub.

Working on getting trail maps & Disc Golf info added to the website once the updated town map project is complete.

UPCOMING ITEMS OF INTEREST:

- March 26: Diamond Art craft @ Seniors Drop In
- March 28: Easter Eggstravaganza
- March 30 & April 13: Lego Club
- March 31: Craft & Connect
- April 1, 8, 15, 29: Playgroup
- April 8: Tech Tips for Older Adults & Seniors
- April 14: Golden Circle presentation - Seniors Drop In
- April 16: Internet Child Exploitation Parent/Child Session
- April 16: Palliative Ponders – Death Cafe
- April 19-25: Volunteer Week
- April 20: Craft Club
- April 24: Last day for the Tax Prep program
- May 23: Community Garage Sale

CAO COMMENTS:

Presented at the March 23, 2026, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of February

RECOMMENDATION:

That Council accepts the monthly Fire and Protective Services report as information.

COUNCIL FOLLOW-UP:

- Intersection of Robinson and Hawkrigde: The intersection is painted yellow at the marked crossings. No parking violations were noted during the evaluation. Curbs will be re-painted during the summer months as weather conditions allow.

MONTHLY UPDATE:

Fire Department

Operations:

The department consists of 29 qualified members, which includes: 4 Probationary Firefighters, 15 Firefighters ranging from 4th to 1st class, 5 Lieutenants, 2 Captains, 2 Deputy Chiefs, and one Chief.

In addition, we have 10 Futures on Fire cadets.

In February 2026, the Fire Department responded to a total of 5 calls:

- Rescue & EMS: 3 (60%)
- Smoke Investigation: 1 (20%)
- False Alarm: 1 (20%)

Compared to January (10 calls): ↓ 5



Training:

- Three Penhold Fire Instructors continue to assist Red Deer County with their live fire training over the next few months.
- Hazardous Materials Awareness and Operations courses have begun
- Two Penhold Firefighters are taking their professional firefighter training with Red Deer County over the next several months.

Notes:

- We have had five showings on the old Firehall.
- Items are being packed and prepared to move as we expect to begin moving late April and take full possession mid-May of the new building.

Events:

- Futures on Fire (ATCO Cadet competition) will be May 23, 2026, at the Calgary Training Academy
- Dueling Pianos dinner and show was a great success with the Fire Department Association raising ~\$15,000!

Maintenance:

- Engine 1 went in for an annual maintenance and inspection:
 - o The right and left draglink boots and toe rods were damaged (replaced)
 - o The air dryer was failing to keep water out of the air tanks (replaced)
 - o The oil fill tube was leaking (replaced)
 - o A/C was leaking (repaired)
 - o Crank seal is sweating (being monitored)
- Annual Pump testing is booked for all four major apparatus starting April 7th.

Municipal Enforcement:

Operations:

MUNICIPAL ENFORCEMENT – INCIDENT TYPES (February 2026)

Top reported incidents:

- Snow Removal: 19
- Concerned Citizen: 9
- Assist RCMP: 6
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 59

Compared to January (77 incidents): ↓18 incidents

MUNICIPAL ENFORCEMENT – CITATION TYPES (February 2026)

Citations issued:

- No Registration: 6
- Parking: 10
- Speeding: 5
- Fail to stop at crosswalk: 2
- No seatbelt: 4

Total Citations: 45

Compared to January (38 citations): ↑ 7 Citations

A speed sign was placed on Highway 2A near a signaled crosswalk. Daily averages were 5km/hr below the speed limit:

Serial # 304112		Street: highway 2A						Speed Limit: 50 KPH				
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Feb 3	2076	422	20%	37	1	0	1:30p	168	7	2	56	45
Feb 4	2046	403	20%	32	0	0	12:30a	125	6	1	56	44.7
Feb 5	2077	523	25%	27	1	0	12:45a	152	9	1	56	45.3
Feb 6	2110	419	20%	31	1	1	3:00p	155	7	2	56	44.4
Feb 7	1851	438	24%	25	0	0	1:45p	134	2	1	56	45.2
Feb 8	1603	449	28%	37	0	0	1:15p	135	3	0	56	46.1
Feb 9	1979	480	24%	29	0	0	12:45a	154	3	0	56	45.4
Feb 10	2088	465	22%	37	1	0	1:15p	149	6	0	56	44.8
Feb 11	2127	443	21%	30	2	0	1:15p	147	8	0	56	44.5
Feb 12	2165	510	24%	29	0	0	1:15p	184	6	0	56	45.1
Feb 13	2207	511	23%	35	1	0	2:15p	215	5	0	56	44.8
Feb 14	1896	508	27%	28	3	0	3:00p, 3:45p	156	8	2	56	45.4
Feb 15	1657	472	29%	39	3	0	4:30p	156	6	1	58	45.8
Feb 16	1587	334	21%	26	1	0	1:30p	115	5	1	56	44.7
Feb 17	2443	91	4%	11	1	0	2:15p	39	2	0	50	32.3
Feb 18	1938	136	7%	13	0	0	10:45p	50	2	1	53	41
Feb 19	1985	243	12%	3	0	0	5:00p	66	0	0	55	42.4
Feb 20	2032	305	15%	17	0	0	2:00p	96	7	0	55	43.8
Feb 21	1784	313	18%	24	0	0	12:00a	122	4	0	56	43.3
Feb 22	1583	324	21%	39	0	0	2:15p	107	3	0	56	44.3

Emergency Management:

The Central Region All Hazards Incident Management Team (CRAHIMT) in collaboration with the Town of Penhold and the Alberta Emergency Management Agency is hosting a Level III training session which will take place at the Town of Penhold Multiplex March 25-27. Level III is the final block of training required for these municipal employees to be qualified to assist other municipalities during localized and provincial emergencies. These sessions are designed to be intense and emotional to train emergency managers to make calculated, fact-based decisions for the preservation of life, property, environment, and economy in disaster situations. FPS Manager Pendergast will be mentoring students during the level III class.

Building Construction Milestones:

The construction is currently on budget, and we are expecting to begin moving some items into the building by April 2026 with full possession mid May 2026.

Site Setup: 100%

Site Development: 100%

Shop and Office Shell: 100%

Cold Storage Building: 100%

Top Down Finishes:

- Gas Line Install: 100%
- HVAC Install: 100%
- Lighting Install: 100%
- Sprinkler Install: 100%
- Sump Install: 100%
- Underground Plumbing Rough In: 100%
- Plumbing Backfill: 100%
- Underground Electrical: 100%
- Backfill Electrical: 100%
- Excavate for Trench Drains: 100%
- Radon Rock Install: 100%
- Radon Membrane Install: 100%
- Radon Inspection: 100%
- Trenches Forming and Rebar: 100%
- Place and Finish Slab: 100%
- Slab Sawcut and Sealer: 100%
- Mechanical and Electrical & Wall install: 65%
- Liner Panel Install: 50%

Office Main Floor:

- Underground Rough In: 100%
- Radon Rock Install: 100%

- Radon Membrane Install: 100%
- Radon Inspection: 100%
- Forming and Rebar: 100%
- Office Slab Pour: 100%
- Office Slab Sawcut and Seal: 100%
- Layout Office Walls and Tracks: 100%
- Firespray: 100%
- Office Wall Framing: 100%
- Doorframe Install: 100%
- Mechanical/Electrical Rough in: 100%
- Drywall: 85%
- Mud and Tape: 55%
- Painting: 0%
- Ceilings: 0%
- Mechanical and Electrical Finishes: 0%
- Door Hardware Install: 0%
- Millwork Install: 5%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Office Second Floor:

- Mezzanine Rebar: 100%
- Mezzanine Place and Finish: 100%
- Mezzanine Sawcut and Seal: 100%
- Steel Stud Framing: 100%
- Door Frame Install: 100%
- Mechanical and Electrical Rough In: 100%
- Drywall: 100%
- Mud and Tape: 100%
- Painting: 100%
- Ceilings: 100%
- Mechanical and Electrical Finishes: 50%
- Door Hardware Install: 0%
- Flooring: 15%
- Millwork Install: 85%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

UPCOMING ITEMS OF INTEREST:

- Continued Building Construction

- Firehall Sale
- Moving

CAO COMMENTS:

Presented at the March 23, 2026 Regular Council Meeting for the Town of Penhold

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

CAO

REQUEST FOR DECISION



Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Grand Slam Bull Jam Sponsorship

RECOMMENDATION: From Committee

That Council support the Grand Slam Bull Jam by approving a financial contribution of up to \$5,000;

AND FURTHER that Council direct Administration to offer in-kind staff support valued at up to \$4,100, in alignment with available resources and operational capacity.

CAO COMMENTS:

This event has been held in town for a few years now with great success.

This RFD request is to identify the Town's involvement in the upcoming event.

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:

Provide Community Event.

DESIRED OUTCOME(S):

Assist in providing a great event experience by public and for organizers.

FINANCIAL IMPLICATIONS:

Items to Note: In-kind services:

- This is a for-profit event. The “Event Services Agreement” identifies all proceeds and revenue generated goes to Gaucho House LTD., Didsbury.
- It has been suggested that the town cover costs in the following areas:
 - Use of the Multiplex Parking lot
 - Final cleanup of the parking lot after the crew has removed the apparatus. ie: sweeping the area. Protecting and cleaning the shrub beds after the function.
 - Ball Diamonds for the weekend provided at no cost. No staff assistance requested in preparing the diamonds during the tournament.
 - Some town staff time for the event preparation, running and takedown.
 - Some advertising through town sites ie. electronic sign, Reporter, website, and social media, has been provided in the past.

Value Estimations of Services Provided:

Ball Diamond for weekend at \$120/day/diamond (with no extra services)	\$ 720.00
Sweeping to clean parking lot. (estimated) Est. 5 hrs @ \$145/hr	\$ 725.00
2 staff for 8hrs @ \$65/hr (beds corners)	\$ 1,045.00
Use of Front Multiplex Parking lot for 5 days (Thurs – Mon)	\$ 1,520.00
Electronic Board Advertising	<u>\$ 25.00</u>
Per slide, per rotation, per week (Monday – Sunday)	\$ 4,035.00

Background info:

Past financial contribution involvement over the years.

2017	\$1,500
2019	\$3,000
2022	\$3,000
2023	\$2,000
2025	\$5,250

In 2025, the Town provided additional services.

Council’s 2026 Financial commitments for events:

2026 Daines Ranch Pro Rodeo Mutton Bustin' event	\$ 5,000 -
Firefighters Association Dueling Pianos Platinum Sponsor	\$ 1,250 -
Firefighters Association "Summer Beats, Eats and Boozy Treats"	\$ 2,000 -
Corn Hole Tournament (plus approx. \$1,500 in kind)	<u>\$ 3,500 -</u>
Subtotal to date:	<u>\$11,750-</u>
Grand Slam Bull Jam	<u>\$???</u>

COMMUNICATION:

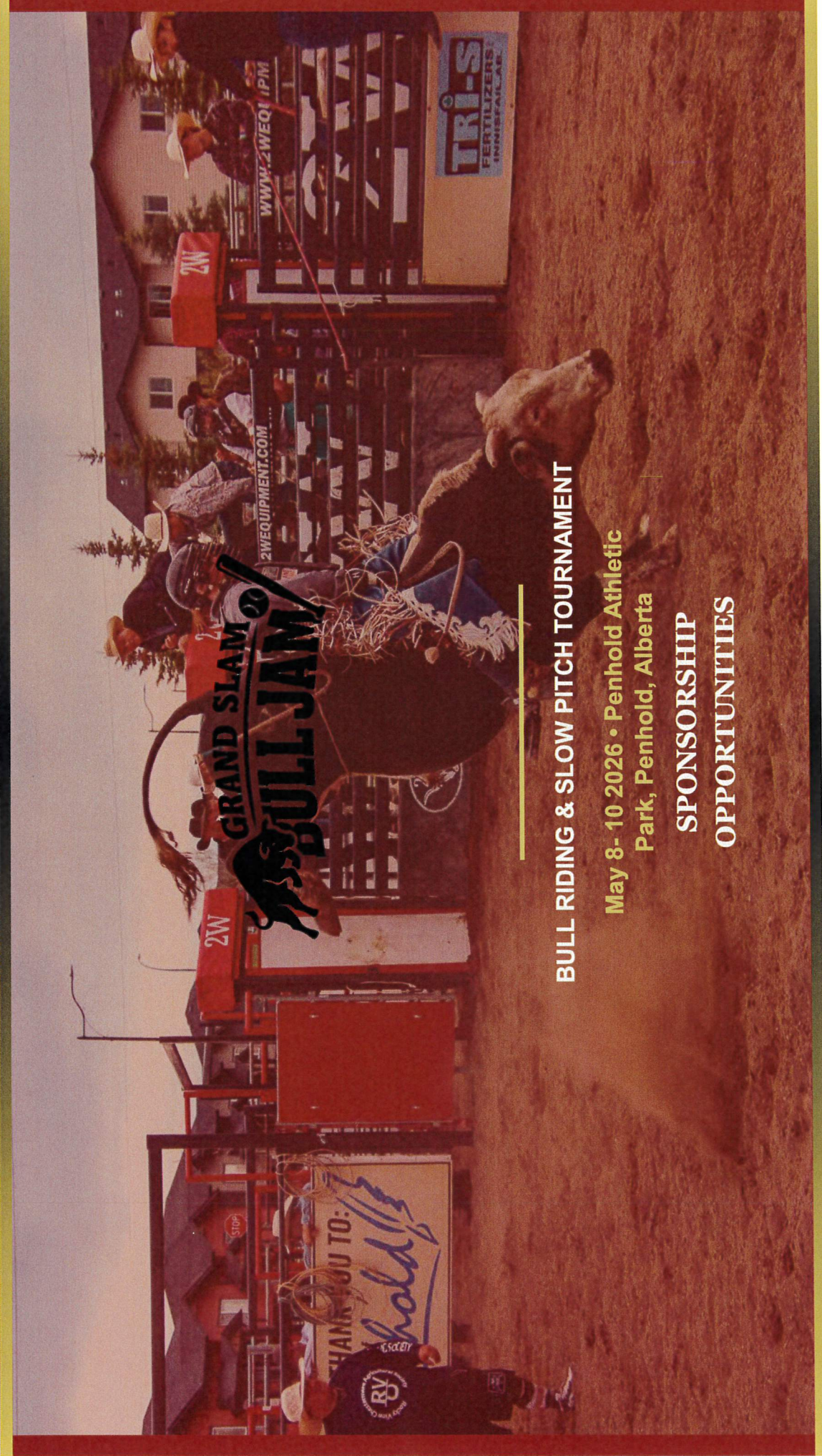
Communicate with Event Organizers about the Town’s involvement.

OTHER COMMENTS:

Presented at the Mar. 23rd, 2026, Regular Council Meeting for the Town of Penhold



 CAO



BULL RIDING & SLOW PITCH TOURNAMENT

**May 8- 10 2026 • Penhold Athletic
Park, Penhold, Alberta**

**SPONSORSHIP
OPPORTUNITIES**

Bringing the Community Together

The Grand Slam Bull Jam brings together family, friends, and local businesses for an unforgettable weekend of bull riding, slow pitch, and great entertainment.

Building on last year's success, we're creating something special for the community while giving businesses the chance to be seen and help make this event even bigger.

"Supporting local sports, community spirit, and an exciting Alberta tradition."



3 Days
OF ACTION

Bull Riding
PRO COMPETITION

Slow Pitch
TOURNAMENT

**TITLE SPONSOR —
\$5,000**

- 16 VIP Passes
- Recognition on Website + Link for 1-Year
- Arena Signage
- Announcer Recognition
- Recognition on all Print, Voice, Radio, & Social Media Ads
- 1 Full Page Ad in Program
- Logo on Sponsor Page

**SHORT ROUND
NAMING RIGHTS —
\$2,500**

- 8 VIP Passes
- Recognition on Website + Link for 1-Year
- Arena and Beer Garden Signage
- Announcer Recognition
- Recognition on all Print, Voice, Radio, & Social Media Ads
- 1 Half Page Ad in Program
- Logo on Sponsor Page

CABARET SPONSOR — \$3,500

- 10 VIP Passes
- Website Recognition + Link for 1-Year
- Arena Banner & VIP Tent Signage
- All Print, Radio, & Social Media Ads
- 1 Half Page Ad + Logo on Sponsor Page



CHUTE GATE SPONSOR — \$2,000

- 8 VIP Passes
- Website Recognition + Link for 1-Year
- Arena Signage + Announcer Recognition
- 1/4 Page Ad + Logo on Sponsor Page

LOCAL SPONSOR — \$750

- Website Recognition + Link for 1-Year
- Arena Signage
- Announcer Recognition
- Logo on Sponsor Page



SHARK CAGE PACKAGE — \$2,000

- 8 VIP Passes
- Shark Cage Access
- Website Recognition + Link for 1-Year
- Arena Signage + Announcer Recognition
- 1/4 Page Ad + Logo on Sponsor Page

BULL FIGHTER SPONSOR— \$2,000

- 8 VIP Passes
- Website Recognition + Link for 1-Year
- Arena Signage + Announcer Recognition
- 1/4 Page Ad + Logo on Sponsor Page

BARREL MAN SPONSOR — \$1,500

- 6 VIP Passes
- Website Recognition + Link for 1-Year
- Arena Signage + Announcer Recognition
- 1/4 Page Ad + Logo on Sponsor Page

Why Sponsor the Grand Slam Bull Jam?

Support a Fun Community Event – Help bring something exciting to Penhold!

Affordable Advertising for Local Businesses – Get your name in front of a dedicated crowd.

Be Part of the Grand Slam Bull Jam – Join a growing Alberta tradition!

Great Perks for Your Business – Enjoy VIP access, tickets, and exclusive branding.

Let's make this event a success together! Contact us to secure your sponsorship.

Kyle Daines - 403-598-0311

Gillian Grant - 587-226-1040





REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Power Line Waskasoo Ave – Fortis

RECOMMENDATION:

That Council approve Administration entering into an agreement with Fortis Alberta to relocate the existing overhead power lines running north from Highway 42 to the new Operations Building, in order to meet the Town's requirement that new power installations be provided as underground services.

CAO COMMENTS:

This motion comes from ongoing discussions with Fortis to remedy the current newly installed power supply running east on Waskasoo Avenue towards the new operations Building.

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

This report is to place new power source underground versus overhead.

STRATEGIC RELEVANCE:

Infrastructure and Growth Capacity

DESIRED OUTCOME(S):

Have power service access to lands ready for development.

RESPONSE OPTIONS:

1. The Town can choose not to proceed with the project. There will be no financial costs at this time.
2. Costs of the service can be pushed onto the future developer of the adjacent lands to the east. The fee rate structure will be at current market costs.
3. The Town proceeds with the reduced cost and sets up an endeavour to assist. When the land is developed, the cost can be included within the development agreement. This development agreement must be finalized prior to subdivision approval is given on the parcel.

PREFERRED STRATEGY:

With the Town taking advantage of the power line upgrades, the cost savings to the future developer is significant. It is recommended that the Town sets up as an "endeavour to assist" option, do the work now, and pass the cost savings onto the future developer with inflationary costs added.

IMPLICATIONS OF RECOMMENDATION:

This power line installation can be added to the operations building allocation cost. This will permit the town to not add the costing as an addition to the 2026 final budget costs.

GENERAL:

This is another opportunity for The Town to assist future development coming into Penhold.

ORGANIZATIONAL:

Administration

FINANCIAL:

If approved by Council, this initiative will be an approx. \$78,000 capital cost still within the project budget costs.

FOLLOW UP ACTION:

Arrangements with Fortis will be made and a formal agreement will be drafted and identified on this parcel of land.

COMMUNICATION:

Will be with Fortis Alberta to proceed or not.

OTHER COMMENTS:

This commitment by the town suggests that the community is looking for developers to assist in keeping costs at minimums for infrastructure requirements.

Presented at the Mar. 23, 2026, Regular Council Meeting for the Town of Penhold



CAO

Richard Binnendyk

From: Mason Fournel <mason.fournel@fortisalberta.com>
Sent: Tuesday, March 17, 2026 11:11 AM
To: Richard Binnendyk
Subject: RE: [CAUTION] Over head lines

Hey Richard,

I assume this is what Chris would have gave you, but I just want to make sure you know this is budgetary costs only, not an official quote letter. It should be very close to accurate but may not be exact. Please let me know if you need anything else or have any questions or concerns.

Total GST	\$ 3,703.32
Total Contribution	\$ 74,066.39
Total Contribution + GST	\$ 77,769.71
Grant	\$ -

Thanks,

Mason

Mason Fournel, C.E.T. Design Specialist/Technologist • Central Design South

FortisAlberta | 100 Poplar Street Red Deer | P: (403) 340-6074 | C: (587) 679-1877

FORTIS ALBERTA

We lead by example, innovate with purpose, and champion sustainable change so we can power the future Albertans deserve, together.

From: Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Sent: Tuesday, March 17, 2026 9:16 AM
To: Mason Fournel <mason.fournel@fortisalberta.com>
Subject: [CAUTION] Over head lines

You don't often get email from rbinnendyk@townofpenhold.ca. [Learn why this is important](#)

THINK BEFORE YOU CLICK:

Before taking any action, please pause and review this message for any **Red Flags** and signs of phishing. If this is a suspicious email, **before you delete it**, use the 'Phish Alert Report' button in Outlook or contact the Service Desk.

Service Description Name	Type	Base Cost	Current
500139822-Line Move	Master	\$132,988.21	Economi
New Fixed Capital	\$117,944.77	System Planning Benefit	\$0.00
Capital Overhead	\$11,794.48	Rebuild Benefit	\$12,361.05
Total Fortis Capital	\$129,739.25	REA Benefit	\$0.00
Salvage Labour Cost	\$2,953.60	Optional Facilities	\$0.00
Salvage Overhead	\$295.36	Temporary Service Out Cost	\$0.00
Total Salvage	\$3,248.96	Admin Fee	\$0.00
Project Estimate Cost	\$132,988.21		
Base Cost	\$132,988.21		

Manual Line Share (\$)

Years Early

Maintenance Planning Benefit (\$)

Fortis Technical Investment Term

Early System Improvements (\$)

Customer Economic Investment Term

REA Benefit (\$)

Calculated Investment Term

15

 Existing Service Information

No. Of Stages

Expected Peak Demand

Total Operating Peak Demand 0 KW



Change Order Request

Project Name	500133006-Commercial-Permanent	Change Order No.	#2
Project Request Number	500133006-04	Submission Date	August 22, 2025
Project Manager	Designer Mason Fournel		
Customer Name	Town of Penhold		
Contact	(403) 886-3292		
Billing Address	1 Waskasoo Avenue, Penhold, T0M 1R0, Alberta		

Change Description
Original scope was to install a new cubical, install 165m of U/G line to a padmount 225 kVA transformer. New scope will be to convert 510m of O/H primary to 3 phase, install 185m of U/G line to a padmount 225 kVA transformer. Project costs went from \$124,221.74 to \$157,405.65 Original Costs: \$0.00 plus \$0.00 GST = \$0.00 * PAID Service Life 7 yrs Change Order Cost: \$0.00 plus \$0.00 GST = \$0.00 Service Life 14 yrs

Change Impact																					
Scope	N/A																				
Schedule																					
	<table border="1"> <thead> <tr> <th>Milestone</th> <th>Previous</th> <th>Revised</th> </tr> </thead> <tbody> <tr> <td>Out to Construction Date:</td> <td></td> <td></td> </tr> <tr> <td>Construction Complete Date:</td> <td></td> <td></td> </tr> </tbody> </table>	Milestone	Previous	Revised	Out to Construction Date:			Construction Complete Date:													
Milestone	Previous	Revised																			
Out to Construction Date:																					
Construction Complete Date:																					
Cost																					
	<table border="1"> <tr> <td>Customer Non-Transferable Cost (includes GST):</td> <td></td> </tr> <tr> <td>Total Change Order Contribution – 3rd party only (includes GST):</td> <td></td> </tr> <tr> <td>Construction Advance (eligible for refund):</td> <td></td> </tr> <tr> <td>Total New Contribution Cost:</td> <td>\$0.00</td> </tr> <tr> <td>Total New GST:</td> <td>\$0.00</td> </tr> <tr> <td>Total New Contribution (includes GST):</td> <td>\$0.00</td> </tr> <tr> <td>Amount Previously Paid (includes GST**):</td> <td>\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Invoice:</td> <td>\$0.00</td> </tr> <tr> <td style="text-align: right;">GST:</td> <td>\$0.00</td> </tr> <tr> <td style="text-align: right;">Total Invoice (including GST):</td> <td>\$0.00</td> </tr> </table>	Customer Non-Transferable Cost (includes GST):		Total Change Order Contribution – 3rd party only (includes GST):		Construction Advance (eligible for refund):		Total New Contribution Cost:	\$0.00	Total New GST:	\$0.00	Total New Contribution (includes GST):	\$0.00	Amount Previously Paid (includes GST**):	\$0.00	Total Invoice:	\$0.00	GST:	\$0.00	Total Invoice (including GST):	\$0.00
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Total New GST:	\$0.00																				
Total New Contribution (includes GST):	\$0.00																				
Amount Previously Paid (includes GST**):	\$0.00																				
Total Invoice:	\$0.00																				
GST:	\$0.00																				
Total Invoice (including GST):	\$0.00																				
	** No GST on Construction Advance																				



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Innisfail RCMP – proposed Priorities and Initiatives for the next Fiscal Year

RECOMMENDATION:

That Council support the Innisfail RCMPs identified priorities and initiatives for the upcoming fiscal year, as outlined in the correspondence dated Feb. 26, 2026 and reviewed during the Council workshop.

CAO COMMENTS:

If Council wishes to include an additional priority, such as identifying DARE, as an area of focus for the coming year, we can add it to the motion.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

That Council has a voice in the policing priorities for Penhold in 2026.

RESPONSE OPTIONS:

That council not support the current priorities and initiatives and requests an in-person meeting to discuss other priorities.

PREFERRED STRATEGY:

That Council supports the areas the RCMP are focusing on in 2026.

IMPLICATIONS OF RECOMMENDATION:

Supports the work the RCMP is doing in the Town of Penhold.

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:

As directed by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Mar. 23, 2026 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative

Submitted by: Rick Binnendyk

SUBJECT: Revised Draft Resolution - Enhancing CPA Reporting Requirements on Municipal Financial Statements Irregularities

RECOMMENDATION:

That Council approve the revised draft resolution titled “Enhancing CPA Reporting Requirements on Municipal Financial Statement Irregularities”;

AND FURTHER THAT Council direct Administration to submit it for consideration at the next Alberta Municipalities resolution session.

CAO COMMENTS:

This recommendation comes from looking at the financial statements from a community that recently identified they may have to dissolve. Pulling off their 2024 financial statements, looking at the Auditors Opinion letter, there was nothing suggesting any matter that may cause alarm.

However, looking at the financial information there was a totally different story being shown as to the dire state this community was in financially. It appears that the council/public were not aware as to what was occurring. Clear concise comments from the auditors this may have brought the problems to light much sooner. versus the generic statements that is in most financial reporting statements.

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:

Enhances clarity in the auditor–municipality relationship.

DESIRED OUTCOME(S):

Strengthen the accountability, transparency, and consistency of municipal financial auditing processes.

RESPONSE OPTIONS:

1. Council may direct Administration to revise the language or scope of the resolution before bringing it back for approval.
2. Council declines to endorse the resolution. No further action would be taken.

PREFERRED STRATEGY:

Creating a more transparent, accountable, and standardized audit communication framework that protects municipalities and ensures elected officials receive full and timely disclosure of any financial irregularities.

IMPLICATIONS OF RECOMMENDATION:

1. Supports informed decision-making by Council.
2. Reinforces financial oversight responsibilities.
3. Builds public confidence in municipal financial processes.

GENERAL:

At its Mar. 9 Regular Council meeting, Council tabled approving the draft resolution in order that Administration identifies the province should be the driver of this initiative, rather than CPA Canada or CPA Alberta.

The draft resolution proposes that the Government of Alberta, CPA Alberta, and CPA Canada:

1. Develop clear, mandatory reporting requirements for auditors to disclose *any* identified irregularities, not solely material misstatements.
2. Standardize communication protocols so all municipalities receive consistent reporting from their auditors.
3. Enhance transparency obligations to ensure that irregularities are communicated directly to Council, not solely administration.
4. Clarify escalation procedures when an auditor believes irregularities could indicate mismanagement, non-compliance, or risk exposure.
5. Support municipalities through guidance materials, training, or templates for audit reporting expectations.

This advocacy aligns with municipal objectives of protecting public funds, maintaining high accountability standards, and ensuring elected officials receive complete information.

BACKGROUND & RATIONALE:

Municipalities are often the largest financial business within a community and manage significant public funds, yet often operate with small financial teams, limited internal controls, and increasing exposure to complex procurement and infrastructure financing. These realities heighten the risk of financial irregularities that may not meet the strict threshold of “material misstatement” but still represent meaningful governance concerns. Without clear audit or reporting, councils lack the information needed to identify problems early and take corrective action.

This resolution supports stronger national audit standards that reflect modern municipal risk environments and upholds the public interest- responsibilities of the accounting profession.

Simply put: It is being suggested that Auditors see irregularities within financial reporting should be obliged to make comments on them.

ORGANIZATIONAL:

Administration

FINANCIAL:

No financial implications

FOLLOW UP ACTION:

As per Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the Mar. 23rd, 2026, Regular Council Meeting for the Town of Penhold



CAO

RESOLUTION:

March 23, 2026

Strengthening Auditor Reporting Standards to Clearly Identify Financial Irregularities in Municipal Financial Statements

WHEREAS, Municipal councils rely on audited financial statements as a primary mechanism for ensuring accountability, transparency, and sound stewardship of public funds; and

WHEREAS, Auditors frequently limit reporting of irregularities—such as unexplained variances, misclassifications, procurement anomalies, weak internal controls, or unusual reserve transactions—to internal management letters, which are not always clearly communicated to staff or council or made available to the public; and

WHEREAS, Current CPA Canada auditing standards do not explicitly require auditors to clearly disclose financial irregularities resulting in many concerning patterns being underreported or communicated in highly technical language that is difficult for elected officials and public -to interpret; and

WHEREAS, Municipal councils, often composed of members without formal financial backgrounds, depend on auditors to highlight irregularities in a clear, accessible manner to make informed decisions and mitigate emerging risks; and

WHEREAS, Standardized, easy to understand reporting expectations for municipal audits will improve transparency, strengthen internal controls, reduce long-term financial risk, and reinforce public confidence in local government -financial management.

RESOLVED, That the Alberta Munis Association urge the Province of Alberta to push for the Certified Professional Accountants of Alberta (CPA) to strengthen its professional standards, guidance, and training requirements to ensure that auditors clearly and explicitly report financial irregularities identified during municipal audits, including but not limited to:

- unusual financial transactions or variances;
- irregular or high-risk- journal entries;
- procurement or contract anomalies;
- weaknesses in internal controls or segregation of duties;
- Indicators of potential fraud or mismanagement.

RESOLVED, That the Alberta Munis Association request that the Province of Alberta urge that CPA Alberta develop a standardized, plain language- Municipal Financial Irregularities Reporting Template to accompany municipal audits, including:

- a summary of identified irregularities;
- severity/risk classifications;
- recommended corrective actions;
- status updates on repeat or unresolved issues.

Town of Penhold, AB



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 844/2026 Operational Borrowing Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 844/2026 being the Operating Borrowing Bylaw.
2. That Council move to give second reading of Bylaw 844/2026 being the Operating Borrowing Bylaw.
3. That Council move to proceed with the third reading of Bylaw 844/2026 being the Operating Borrowing Bylaw.
4. That Council move to give third and final reading of Bylaw 844/2026 being the Operating Borrowing Bylaw.

CAO COMMENTS:

This is a yearly house keeping type bylaw. It is being suggested that Council allows all readings to be done in one meeting. Unless further clarity is being requested.

This bylaw reflects an increase in the operating bylaw due to the new build Penhold is proceeding with. This will assist in planning for our long term debt for the building.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

- Day to day operations cash flow
- New project build cash flow
- Meeting Bankers paper request for funds

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 8 Section 256(1) A borrowing made for the purpose of financing operating expenditures.

STRATEGIC RELEVANCE: MGA Section 256

Increasing to borrowing bylaw to meet current operating expenditures that does not exceed 3 years and does not exceed the relevant tax collection for the current year.

DESIRED OUTCOME(S):

Allowing administration the required flexibility to maximise yearly investments and operational costs.

RESPONSE OPTIONS:

1. That Council defers giving all three readings to Bylaw 844/2026 for further discussion/research

PREFERRED STRATEGY:

Approve the Bylaw and forward it to our financial institution.

IMPLICATIONS OF RECOMMENDATION:

Securing the ability to have possible flexibility for capital project development.

GENERAL:

In September of 2025, the Town of Penhold increased it's line of credit from 4 Million to 5 Million with the expectation that the public facilities building would begin construction. This process is now underway so the 5 Million dollars is to bridge the gap between paying for the construction and securing a loan for that portion outside of what has been saved to this point. The \$120,000 is the credit limit on our ATB Financial Mastercards.

ORGANIZATIONAL:

Administration

FINANCIAL:

There is no implication as the debt limit is the same as in 2025.

FOLLOW-UP ACTION:

Forward as signed copy of the approved borrowing bylaw to ATB Financial.

COMMUNICATION:

None

OTHER COMMENTS:

Presented at the Mar. 23rd, 2026 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 844/2026

Borrowing Bylaw

This Bylaw being Bylaw No. 844/2026 of the Town of Penhold, in the Province of Alberta for the purpose of authorizing the Council of the Municipality to incur short-term indebtedness by borrowing funds from time to time up to \$5,120,000.00 (Five Million, One Hundred and Twenty Thousand Dollars) for the purpose of funding operation expenditures.

WHEREAS:

The Council of the Municipality has decided to issue a Bylaw pursuant to Section 256 of the *Municipal Government Act* to authorize short-term borrowing for operating expenditures when considered necessary to do so.

NOW, THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. That for the purpose of financing operating expenditures the Municipality borrows from ATB Financial up to the principal sum of \$5,120,000.00 (Five Million, One Hundred and Twenty Thousand Dollars) repayable upon demand at a rate of interest per annum not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The borrowing is a line of credit and credit card limits repayable on demand and the Municipality is required to pay accrued interest monthly.
3. The proper officers of the Municipality are hereby authorized to:
 - a) to apply to ATB Financial for the aforesaid loan to the Municipality and to arrange with ATB Financial the amount, terms and conditions of the loan and security or securities to be given to ATB Financial;
 - b) As security for any money borrowed from ATB Financial
 - i) to execute promissory notes and other negotiable instruments or evidence of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidence of debts;
 - ii) to give or furnish to ATB Financial all such securities and promises as ATB Financial may require to secure repayment of such loans and interest thereon; and

- iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB Financial of all or any property, real or personal, movable or immovable, now or hereafter owned by the Municipality or in which the Municipality may have any interest, and or any other documents or contracts necessary to give or to furnish to ATB securities required by it.
4. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB Financial are:

Reserves, grants, and collection of property taxes and utility payments

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Municipality decides to extend the loan and ATB Financial is prepared to extend the loan, any renewal or extension, bill debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB Financial will be valid and conclusive proof as against the Municipality of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB Financial will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw replaces Bylaw 838/2025 and will come into effect on the date it is passed.

EFFECTIVE DATE:

This Bylaw shall come into force and effect following the third and final reading.

READ the first time this 23rd day of March 2026

READ a second time this 23rd day of March 2026

READ a third time and final time this 23rd day of March 2026

Mayor

Chief Administrative Officer



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Feb. 20 letter from Minister of Municipal Affairs re: 2025/26 Alberta Community Partnership - Intermunicipal Collaboration Project

EMAIL:

- Mar. 6 ABMunis re: Alberta Municipalities' Friday News - March 6, 2026
- Mar. 9 PSES Police Review commission re: PRC Update - March 2026
- Mar. 10 Innisfail RCMP re: February Crime Stats
- Mar. 10 FCM Communique re: CM Voice: FCM Board of Directors March meeting recap | Board nominations now open | FCM Award nominations | and more

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the Mar. 23, 2026 Regular Council Meeting for the Town of Penhold



CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121606

February 20, 2026

Her Worship Pamela Hansen
Mayor
Town of Bentley
PO Box 179
Bentley, AB T0C 0J0

Dear Mayor Hansen:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that build capacity and enhance shared services. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Bentley has been approved for a grant of \$150,000 under the Intermunicipal Collaboration component of the 2025/26 ACP in support of your Growth Strategy - Town of Bentley, Village of Clive and Town of Penhold project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams', with a long horizontal stroke extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Mike Yargeau, Mayor, Town of Penhold
Luci Henry, Mayor, Village of Clive
Marc Fortais, Chief Administrative Officer, Town of Bentley
Rick Binnendyk, Chief Administrative Officer, Town of Penhold
Carla Kenney, Chief Administrative Officer, Village of Clive