



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT: Adoption of the May 27, 2024 Regular Council Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the May 27, 2024 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 May 27, 2024 minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the May 27, 2024 regular Council Meeting and are presented for adoption, or adoption as amended, by Council.

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

**PREFERRED STRATEGY:**

That Council adopts the May 27, 2024 Regular Council Meeting minutes.

**IMPLICATIONS OF RECOMMENDATION:**

Permanent management and storage of Minutes.

**GENERAL:**

Historical; permanent record for future review.

**ORGANIZATIONAL:**

Legislative department ensuring the documents are properly handled.

**FOLLOW UP ACTION:**

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

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

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

**COMMUNICATION:**

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

**OTHER COMMENTS:**

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

**Presented at the** May 27, 2024 Regular Council Meeting for the Town of Penhold



---

CAO

# Town of Penhold



## REGULAR MEETING MINUTES

May 27, 2024  
Town Council Chambers

**Mayor:**  
Mike Yargeau

**Councillors:**  
Teresa Cunningham  
Ken Denson  
Cameron Galisky

Shawn Hamm  
Shaun Kranenberg  
Tyrone Muller

**Guests:**  
Jo Michaluk, Resident  
Jean Orchison, Resident  
Diane Clark, Resident  
Lori & Chris Wolfe, Residents  
Len & Ann Bilyk, Residents

**Staff:**  
Rick Binnendyk, CAO  
Sean Pendergast, F&P Services  
Brandon Kowalchuk,  
Operations  
Trish Willis, Corporate  
Services  
Bonnie Stearns, Exec Asst

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

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

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

**2024-184**

Councillor Hamm moved to accept the May 27, 2024; Regular Council meeting agenda as presented.

**CARRIED UNANIMOUSLY**

### **2. MINUTES**

#### **2.1. Adoption of the May 13<sup>th</sup>, 2024, Regular Council Meeting Minutes as provided.**

**2024-185**

Councillor Cunningham moved to accept the Regular Council meeting minutes for May 13<sup>th</sup>, 2024, as provided.

**CARRIED UNANIMOUSLY**

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

---

#### **2024-186**

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

**CARRIED UNANIMOUSLY**

### **4. PUBLIC HEARING**

---

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

---

**5.1 Sean Pendergast, Manager, Fire & Protective Services, Brandon Kowalchuk, Manager, Operations, Trish Willis, Manager, Corporate Services**  
**- Public Services Building**

**5.2 Trish Willis, Manger, Corporate Services**  
**- 2025 – 2029 Financial and Capital Planning Document**

### **6. REPORTS**

---

#### **6.1. Financial**

**6.1. a. Monthly Accounts for Payments and Online Payments from May 8 - 22, 2024**

#### **2024-187**

**Councillor Muller** moved to accept the Monthly Accounts for Payments and Online Payments from May 8 - 22, 2024 as presented.

**CARRIED UNANIMOUSLY**

**6.1. b. 2025 – 2034 Financial Planning Document**

#### **2024-188**

**Councillor Galisky** moved that Council approves the 2025 - 2039 Financial & Capital Plan representing the Town of Penhold's anticipated 5-year Operational and Capital Budgets.

**CARRIED UNANIMOUSLY**

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

- Distributed in Council Package

#### **2024-189**

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

**CARRIED UNANIMOUSLY**

#### **6.3 Community Services Report – Jennifer Blaylock**

- Distributed in Council Package

**2024-190**

**Councillor Denson moved to accept the Community Services monthly report as information.  
CARRIED UNANIMOUSLY**

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

**2024-191**

**Councillor Cunningham moved to accept the Fire & Protective Services monthly report as information.  
CARRIED UNANIMOUSLY**

**7. NEW BUSINESS**

---

**7.1 Sidewalk Replacement Program – Paving Stones Removal**

**2024-192**

**Councillor Muller moved that Council approve Administration to proceed with the removal of paving stones on Hayter Street and be replaced with a concrete sidewalk;  
AND FURTHER that Phase 2, west side of Newton Drive as it is identified as being a higher priority, for paving stone replacement consideration within the 2025 budget.  
CARRIED UNANIMOUSLY**

**7.2 Support for City of St. Albert’s 2024 Alberta Municipalities Resolution - Provincial Education Property Tax Reform**

**2024-193**

**Councillor Hamm moved that the town of Penhold becomes a seconder on the resolution from the City of St. Albert, “Provincial Education Property Tax Reform” as presented.  
CARRIED UNANIMOUSLY**

**8. OUTSTANDING**

---

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

---

**10. BYLAW(s)**

---

**10.1 Bylaw 824/2024 Debenture Bylaw – 1<sup>st</sup> Reading**

**2024-194**

**Councillor Galisky moved that Council move to give first reading of Bylaw 824/2024 to borrow funds for the construction of the Public Services Building.  
CARRIED UNANIMOUSLY**

## **11. CORRESPONDENCE and INFORMATION**

---

### **11.1 General Correspondence**

#### **2024-195**

Councillor Kranenborg 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.

#### **2024-196**

Councillor Hamm moved that Council accepts the verbal reports as information.

**CARRIED UNANIMOUSLY**

## **13. QUESTIONS from the GALLERY**

---

No questions were posed.

## **14. CLOSED SESSION**

---

## **15. ADJOURNMENT**

---

#### **2024-197**

Councillor Muller moved to adjourn Council Meeting at 7:26pm.

**CARRIED UNANIMOUSLY**

---

Mayor

---

CAO



## REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

**SUBJECT:** Central Alberta Economic partnership (CAEP) Membership Fees

**RECOMMENDATION:**

That Council directs Administration to renew its CAEP 2024 – 2025 membership fees.

**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 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:**

**DESIRED OUTCOME(S):**

Continue to be a member of CAEP.

**RESPONSE OPTIONS:**

1. That Council defers the CAEP Membership back to administration and requests additional information.
2. Clarity on any specific account that is in question.

**PREFERRED STRATEGY:**

Pay membership.

**IMPLICATIONS OF RECOMMENDATION:**

Payment ensures reduced membership rates when attending conferences, meetings.

**GENERAL:**

See invoice attached.

**ORGANIZATIONAL:**

Administration

**FINANCIAL:**

Annual cost for the Town to renew its CAEP membership.

**FOLLOW UP ACTION:**

Process payment

**COMMUNICATION:**

Only to the vendor/payments

**OTHER COMMENTS:**

Presented at the June 24, 2024 Regular Council Meeting for the Town of Penhold

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

---

CAO



# Invoice

Town of Penhold  
 1 Waskasoo Avenue, PO Box 10  
 Penhold, AB T0M 1R0  
 Attention: Richard Binnendyk

Invoice #	Date
122796	4/01/2024

TERMS
Due Upon Receipt

Description	Population	Rate	Amount
CAEP Membership Fees April 2024 to March 2025 GST on sales	3,855	0.80 5.00%	3,084.00 154.20
<hr/> Central Alberta Economic Partnership Mailing Address 5013 - 49 th Ave Red Deer, AB T4N 3X1  Question regarding this invoice call Jan (403) 358-2860  GST # 869653477  <hr/> <b>Bank Informaton for EFT</b> <b>07129 219 121441124</b> <b>Etransfers to caepfinance@gmail.com</b>		<b>Total</b>	<b>\$3,238.20</b>

# Membership Welcome



Wednesday, May 1<sup>st</sup>, 2024

---

On behalf of Central Alberta Economic Partnership (CAEP), we are delighted to collaborate with our valued members to ensure that Central Alberta is the greatest place to call home! This organizational focus contributes to instrumental impact within communities and regions to ensure that CAEP is aware, engaged and advocating for issues related to vibrant economic growth.

CAEP invites you to stay tuned to [www.caepalberta.com](http://www.caepalberta.com) for exciting renovations to the website that will better provide online navigation that makes important regional information up to date and accessible for members and investors researching the region. This mobile friendly platform comes with terrific analytics that gives CAEP clues on how to better prepare and deliver engagement points.

Networking is also vital to attracting, retaining and expanding relationships and opportunities so please join us May 23<sup>rd</sup> for **The Big Event** featuring Premier Danielle Smith, Minister Matt Jones and many more. We are also proud of the **Business Support Network Workshop Series** that delivers workforce and recruitment strategies for rural businesses large or small. Additionally, we will be launching **The Greatest Pitch** in September that will provide simplistic tools for municipalities to update their investor ready profiles.

Please note that all municipal populations are sourced from [2023 Municipal Affairs Population List \(alberta.ca\)](#).

Most importantly, we THANK YOU for your membership with CAEP! We are dedicated to making sure that your investment has a strong value proposition. Should you have any questions or comments, please do not hesitate to contact us and we will do our best to deliver a high-quality service you can trust!

See you soon!

Tracy Gardner

Executive Director

[tracy@caepalberta.com](mailto:tracy@caepalberta.com); 587.447.2237

*Vision:* Beyond ordinary, Central Alberta is a business friendly, diverse, and welcoming region that provides optimal opportunity for all.

*Mission:* Convenes business, communities, and people to foster local success and advance Central Alberta's regional competitive advantage.

*Values:* CAEP puts communities first, is open and inclusive, acts with integrity, and provides leadership.



---

# Membership Value Proposition

On behalf of Central Alberta Economic Partnership (CAEP), we are delighted to collaborate with our valued members to ensure that Central Alberta is the greatest place to live, work and play for all. This organizational focus contributes to instrumental impact within communities and regions to ensure that CAEP is aware, engaged and advocating for issues related to vibrant economic growth.

The CAEP Board is dedicated to our:

- ✓ Mission: The business we're in... **Membership Engagement**
- ✓ Vision: What we aspire to... **Economic Vibrancy**
- ✓ Values: What we believe in... **Regional Collaboration**

We execute this dedication through:

- ✓ **Regional Economic Growth Strategy** that reinforces:
  - Labor Market Workshops & Studies
  - Investor Attraction Events
  - Membership Coffee with CAEP
- ✓ Membership Engagement
  - Event attendance
  - Networking opportunities
- ✓ Marketing & Communications
  - Newsletter
    - Editorial, event promotions and select advertising are welcome
  - Website Exposure & Social Media Platforms

Municipal membership is invested on a per capita basis and delivered with the mutually beneficial relationship between CAEP and its members. Associate Membership contributions are a flat rate of \$500 plus gst. We work hard to deliver relevant resources that sustain business retention, expansion and investment while supporting the vision and delivery of unique economic development in each community.

Your membership gives you access to:

- ✓ **Elected Board Service as per one of the following categories:**
  - 1 ~ Population greater than 20,000
  - 1 ~ Population between 10,000 – 19,999
  - 5 ~ Towns & Villages
  - 3 ~ County or Special Area
  - 3 ~ Business Representatives
  - 1 ~ Association Members
  - 1 ~ First Nations
- ✓ **Appointed Committee Service**
  - Transportation & Logistics
  - Agribusiness
  - Emerging Technology, Manufacturing & Natural Resources
  - Tourism
- ✓ **CAEP Events including, but not limited to**
  - The Big Event featuring Premier Danielle Smith
  - The Greatest Pitch featuring investor ready tools
  - Invitation to Investment Attraction Initiatives and Projects
  - Training, Workshops & Seminars
  - Trade Show Booths, Industry Presentations
  - Networking with Industry and Regional Leaders
- ✓ **CAEP Connector**
  - In the form of Letters of Support for various grant projects
  - Government and Industry conduit connector
- ✓ **Sponsorship Opportunities**
  - Showcase your brand and story
  - Encourages quality engagement with target audience

Most importantly, we THANK YOU for your membership with CAEP! We are dedicated to making sure that your investment has a strong value proposition. Should you have any questions or comments, please do not hesitate to contact us and we will do our best to deliver a high-quality service you can trust!

See you soon!



Tracy Gardner, Executive Director

[tracy@caepalberta.com](mailto:tracy@caepalberta.com);

Ph: 587.447.2237



## 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 items for Council

**COUNCIL FOLLOWUP:** set up a Roundabout sod turning – June 21<sup>st</sup>.

**Census:** Can Council help with pushing the importance of being counted out. We can give you the info.

**Projects:**

**Schools:**

- New middle school work continues.
  - Alberta Infrastructure has sent further information to our consultants about the TIA report. Our team is reviewing their comments currently.

**Public Works/Fire Hall:** under a separate report.

**Round About 2A & 42:** work is proceeding on this project. Key points.

We have asked for weekly updates so we can push info out to our residents of impending traffic changes. We are working with the contractor and the engineering team.

- The town's electronic sign will be moved further to the south at an agreed location.

**Active Transportation Fund:**

The trail system work is proceeding.

The work over the gas transmission line has proved a little challenging as far as expectations and costs.

- Ryan Thom from TransCanada Trail System has reached out to Penhold to discuss the connectivity of the trails aligning with their vision. We had several zoom meetings over the past few weeks finalizing their trail alignment with the town's focus.

**Administration:**

- Taxes: 1<sup>st</sup> deadline for taxes is June 30<sup>th</sup>. Staff have identified there has not been much for inquiries for the tax accounts or assessments.
- PCPS: Our office has been working on draft reports for the town's Municipal Development Planning (MDP) document and the Intermunicipal Development Planning document (IDP). We are anticipating having the final review done in the next several weeks and will bring them forward to Council.
- Master Transportation Plan Addendum Study: Is in progress.
- June 2<sup>nd</sup> to 5<sup>th</sup> attended the Canadian Association of Municipal Administration (CAMA) Association Conference. There was representation from across Canada. Key note speakers spoke on 1 degree: That is moving the corporate culture that one degree can have substantive rewards. The other speaker talked about our unconscious bias and how that impacts decision making systems and ways to move around this. The connecting and speakers were excellent.

**Census:**

- Our final push is now in motion. We need to have the count done by the end of June. Census currently has a 63% completed response; suggesting 2,417 population count at this point.

**Economic Realms:**

- Our office entertained Mr. Will Yue, President of Wingo Group. A great conversation was had, and he will be looking for possible investors who may be interested in coming to Central Alberta. We passed on potential business opportunities that were previously identified. A town promo video has been sent and we are looking to connect a local developer with Mr. Yue. They were impressed with Penhold and surprised at the average age in the community. We identified what sets Penhold apart from many communities is that Penhold hosts a young vibrant family demographic. A truly welcoming community.

**FOLLOW UP ACTION/UPCOMING:**

- June 18<sup>th</sup>- 21<sup>st</sup> Attending the Local Government Administration Association (LGAA) Conference with the leadership team.
- PCPS finalizing the draft long-term planning documents.
- Working with contractors on our 2024 projects
- Reconnect with the Newton Family on the lease agreement.
- June 27<sup>th</sup> is the Alberta Municipalities Summer Municipal Leaders Caucus session in Innisfail.
- Looking at taking a few days off when possible.

**COMMUNICATION:**

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

**OTHER COMMENTS:**

Presented at the June 24<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold.



---

CAO



## REQUEST FOR DECISION

**Department:** Community Services

**Submitted by:** Jennifer Blaylock

**SUBJECT:** Community Services Report

**RECOMMENDATION:**

That Council accepts the Community Services Department report as information.

**CAO COMMENTS:**

**SUPPORTING DOCUMENTS**

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

**FOLLOW-UP:**

**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:**

**DESIRED OUTCOME(S):**

**RESPONSE OPTIONS:**

Council defers back to administration for more information.

**PREFERRED STRATEGY:**

This report is being submitted to keep Council informed of Community Services’ programs, events, and services.

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:** June report

**FCSS Coordinator & FCSS Community Worker**

- Playgroup attendance May 1: 23 participants (19 children), May 8: 24 participants (19 children), May 15: 28 participants (23 children), May 29: 31 participants (24 children). Playgroup wraps up on June 26 and breaks for the summer.
- The Palliative Ponders – Death Café session in May had four participants in attendance. The session was interesting, and it provided a space for open conversation around end-of-life.

- For our May Construction themed Daddy & Me Play Day we had four participants, which was one family. We find that as the school year wraps up and it turns warm outside our numbers go down. There will be one more Play Day that takes place outside and then we take a break for the summer and resume in September.
- For Seniors Week, flowers from the Jungle Farm and a gift card to Ma & Pa's were given out at the front in town office. In partnership, the Fitness Centre offered a one-time use pass to use the walking track and/or test out the equipment. Special trips were made to the Manor and Drop In Centre to ensure these seniors received flowers and a gift card if they could not stop by town office.
- The FCSS Board Tour made a stop in Penhold on June 12<sup>th</sup> to visit Playgroup and PYC. Jason from the City of Red Deer and Gord from the Red Deer & District FCSS Board visited our programs. During the visit to PYC, Gord commented that, "PYC has such a strong reputation of being a fantastic program and I now see why." It was a great opportunity to showcase our work and the impact programs like these have in our community. It was beneficial to explain how our programs create a circle of support for many individuals and families in the community. We often get to see the life stages of our participants throughout our programs and events in Community Services/FCSS and it is a rewarding experience.
- As a year-end treat, we gave popsicles to Jessie Duncan Elementary and Penhold Elementary students. Penhold Crossing students received ice cream sundaes during Youth Week. We love these opportunities to connect with children and youth.
- Tech Time with FCSS and Henday Association for Lifelong Learning at the Penhold Drop In Centre wrapped up after the June 18 session and will break for the summer. The program will resume in the fall.

#### **Penhold Youth Club:**

- PYC average attendance May:  
 Grades 4-6: 14  
 Grades 7-12: 12  
 Community of participants:  
 Penhold – 109  
 Red Deer County – 32
- Smile Cookie was a huge success! We are still waiting to hear about the amount we raised. Thank you to everyone who purchased Smile Cookies and supported PYC.
- Princess Tea was a lot of fun but unfortunately the event did not do what staff were hoping for as a fundraiser so we will not be having this event next year.
- Family time in May included spring crafts. We had 12 people attend.
- PYC Bottle Drive was a huge success this year. The program raised \$1305.35.
- On May 26<sup>th</sup>, PYC took 12 youth in the grade 4-6 program on their spring field trips. The trip included an escape room, Heritage Lanes for bowling, food and arcade time.
- Summer Camps week 1 filled up in 2 hours of registration and week 2 filled up in a few days after week 1. We have a total of 27 campers in week 1 and 24 campers in week 2.
- Leaders in Training volunteered a total of 79.5 hours for the month of May.
- PYC activities in June:

- Group B Grades 4-6 field trip June 1<sup>st</sup>
- Leaders in Training (LiT) Goodbye party June 8<sup>th</sup>
- Urban Aboriginal Voices Society – guest speakers June 13<sup>th</sup>
- West Edmonton Mall field trip June 15<sup>th</sup>

**Communication & Events:**

**Next Community Event:**

- **Canada Day Celebration:** Will be held Monday July 1, 2024, at Lincoln Street Rec and will be a Pancake Breakfast, hosted by PYC, followed by activities from 9:30-11:30 a.m. All funds raised through Pancake Breakfast will support PYC.
- **Activities for the event include:**
  - Face painting (Main Artery Designs)
  - Roving balloon artist (Joyful Jester)
  - Mini Golf (6 holes)
  - Bubble Station (interactive station with bubble artist who creates giant, sturdy bubbles that move and dance in the air. Kids will learn how to make a giant bubble, how to blow a bubble within a bubble and different methods of bubbleology.)
  - Corn Hole / Jenga / Axe Throwing and outdoor Connect 4 games
- **Fall Festival**
  - Parade registrations are now open, the theme for this year’s parade is “Dreams Take Flight.” The honorary Parade Marshal will be 7 Penhold Cadets to showcase Alberta’s oldest Air Cadet Squadron and the RCAF 100<sup>th</sup> Anniversary.

**Work Plan & Upcoming Special Dates:**

June 5, 12, 19, 26: Playgroup  
 June 22: Family Play Day  
 July 1: Canada Day Celebration  
 July 9 & 24: Summer Park Plays  
 August 7 & 22: Summer Park Plays  
 August 27: Discovery Night  
 September 6 & 7: Fall Festival

**ORGANIZATIONAL:**

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at the June 24<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold**




---

CAO



## REQUEST FOR DECISION

**Department:** Fire & Protective Services

**Submitted by:** Sean Pendergast

**SUBJECT:** Council Update Report

**RECOMMENDATION:**

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

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

The attached report is presented to keep the Council informed and up to date on tasks being worked on within Protective Services.

**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 & possible direction

**GENERAL:**

**FIRE DEPARTMENT**

**Operations:**

- There were 14 emergency calls in May: 9 EMS, 2 Alarms, 1 Smoke Investigation, 1 Illegal Recreational Fire, 1 Structure Fire.
- We have 27 qualified members: 1 Chief, 2 Deputy Chiefs, 2 Captains, 5 Lieutenants, 15 Firefighters, 2 probationary firefighters.
- 14 Futures on Fire Cadets.

**Training:**

- NFPA 1072 Hazardous Materials course is wrapping up.

**Maintenance:**

- Loose equipment and small engines are being repaired internally.

**Notes:**

- We are closing out our ATCO Sponsored Futures on Fire year on the 26<sup>th</sup> of June. We are excited to welcome three cadet into our ranks as probationary firefighters!
- We are in administrative talks with Red Deer County Protective Services to bolster our cross-border training and response.

**Events:****Municipal Enforcement:****Administration:**

Administration is exploring mutual aid options to provide coverage for the maternity leave.

The Speed sign was placed on Lincoln Street in the school zone. It captured the following data:

Serial # 304112		Street Lincoln					Speed Limit 30 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
May 19	165	83	50%	5	0	0	1 30p	9	0	0	37	30.4
May 20	156	76	49%	6	1	0	8 45p	11	1	0	37	30.1
May 21	319	113	35%	4	0	0	9 30p	8	0	0	35	27.3
May 22	351	112	32%	8	0	0	11 45p	16	0	0	35	27.8
May 23	302	111	37%	4	0	0	10 15p	8	0	0	35	27.6
							10 30p					
May 24	372	100	27%	6	0	0	9 30p	10	0	0	35	27.3
May 25	418	92	22%	14	1	0	6 15p	16	2	0	35	25.6
May 26	235	68	29%	3	0	0	9 15p	7	0	0	35	26.3
May 27	361	114	32%	7	0	0	6 30p	9	0	0	34	27.2
May 28	320	89	28%	6	0	0	8 30p	11	0	0	34	27.1
May 29	402	132	33%	11	0	0	10 15p	21	0	0	35	27.4
May 30	292	98	34%	2	0	0	6 30p	6	0	0	35	27.7
May 31	375	75	20%	5	0	0	12 15a	5	1	0	34	25.3
Jun 1	254	45	18%	3	0	0	3 15p	8	0	0	34	25.4

**Enforcement:**

- 42 citations were issued in April: 11 warnings, 2 general traffic tickets, 4 failure to yield to pedestrians' tickets, 2 unsightly property tickets, one illegal burning ticket, 21 parking violations, and one invalid registration violation.

**Animal Control:**

- The CPO team is keeping a keen eye out for off leash dogs, and irresponsible pet ownership practices.

- Administration is exploring a new option for housing animals that are found by our animal control officers.

**Emergency Management:**

- We are communicating to residents and visitors what severe weather events are and what to do in the event of a tornado or severe windstorm.
- The Regional Multiplex will have an on-call person for the stat holidays that will be able to open the Multiplex to residents and visitors in the event of a severe storm for the purpose of deep sheltering.

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the June 24th, 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** – We hosted a course for Arena Operators in May. There were 12 people in the course from all over the province learning about refrigeration, different parts of the plant as well as some troubleshooting tips.

Nicole went to Innisfail to take her Parks and Sports Fields courses through the AARFP in May. While she doesn't require this course for her current tasks, it is a requirement of the "Recreation Facility Management Certificate" as well as the "Recreation Facility Master Operator Certificate" that she would like to obtain in the future. So over the next few years, she will work on getting the courses needed to satisfy those requirements.

Due to the blind spots that the students have made us aware of on our video surveillance system, we have contacted our surveillance provider to install three more cameras in the facility. These cameras will cover the front two vestibules to the North and South of the main front doors, as well as where the wood carved bench is sitting as the cameras in the area can't see that corner.

Our ice plant was turned off on May 31<sup>st</sup>, and the staff started taking the ice out. We had no issues and the ice was gone by Sunday morning. There will be a few days of final clean up as the white paint tends to get everywhere and stick to all kinds of places. Next we will be sending the Olympia away for its annual service and we will have someone come in to clean the boards. We also have a few maintenance tasks to complete on the plant, then will turn it back on July 3<sup>rd</sup> to start making ice again on the 5<sup>th</sup> of July. When the service people come in to do a once over of the plant, they noticed the bearings on our main Brine pump needed to be replaced. It has been some time since it was removed as all the bolts were rusted in and the pump housing was fused to the line. In the process of removing the housing, it broke and we had to order a new one to replace it.

We have had roughly 15,921 people visit the multiplex in May. This drop in numbers could be due to the fact that we stopped letting the Penhold Crossing Students have lunch in the Multiplex in May.

The solar panels produced roughly 46,294 kWh and prevented the generation of roughly 32,405 kg of carbon. These solar panels have potentially saved the town \$3703.52 in electricity costs for the month of May. We even had one of the inverters go down in May, and without us knowing about it, our solar techs received an alert and came to repair the inverter before we knew anything was wrong.

**Fitness –**

	May 2023	May 2024
MEMBERSHIP SALES	\$8,816.25	\$9,899.00
DROP-INS	\$434.00	\$276.00
TRAINING	\$1,158.50	\$650.25
DROP IN GYM	\$380.00	\$439.00
TOTAL REVENUE	\$10,788.75	\$11,264.25

A total of **26** fobs were issued for 24-hour members in the month of May.

The Fitness Centre had **42** new or returning members for the month of May.

The Fitness Centre has been very busy this past month with a lot of new members and current members coming in. Fitness class participation has remained steady and the classes offered were Full Body HIIT Mix, Butts n' Guts HIIT, Spin, Stretch + Mobility, Slow Flow Yoga, Pump it Up, Step, Power Step, IN the Zone, Pilates Fusion, Booty Barre, Burn & Turn Spin and POUND.

The Fitness Centre has also started to explore the avenue of pre-registered classes. These will have set weeks they run and a separate registration fee.

The Fitness Centre is looking to continue to offer Basketball and Badminton for the month of June. Kid's Gym continues to run every Monday and Thursday for the month of June before taking a break over the summer months.

	May 2024	Totals 2024
Penhold Sr Track Users	0	259
Kids Gym	141	801
Staff Fitness Usage	29	140
Penhold Fire Dept	58	255
Pickle Ball	--	441

The above chart will now be used for tracking information for 2024 year.

**ORGANIZATIONAL:**

**FOLLOW UP ACTION:**

As determined by Council.

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the June 24<sup>th</sup>, 2024 Regular Council Meeting for the Town of Penhold



---

CAO



## REQUEST FOR DECISION

**Department:** Operations

**Submitted by:** Brandon Kowalchuk

**SUBJECT:** Council Report

**Date:** June 24<sup>th</sup>, 2024

**RECOMMENDATION:**

That Council accepts the Operations report as information.

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

Accepted for information

**RESPONSE OPTIONS:**

Council defers back to administration for more information

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Operational

**GENERAL:**

**FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:**

- **Town Corporate Limit Signs**  
After the approved sign install permit was acquired by the town, Main Roads was contracted to move the corporate limit sign by the Waskasoo Bridge to Range Road 275. This was completed on June 7<sup>th</sup>, 2024
- **RV Park Firewood**  
When requested to look for a supplier of wood for the RV Park, staff were not aware of a local business that supplies in larger volumes and used a frequently used contractor and landscape supplier for pricing of the supply of wood needed. Staff will approach the local business for a cost comparable when the wood needs to be refilled.

**WATER** – Water consumption for May is down 26% from this time last year with 23,177 m<sup>3</sup> of water produced for the community. In comparison, this is lower to last year due to a later start on water line flushing. Monthly water meter reads were done on May 13<sup>th</sup>. Operators installed two new water meters in residences. Sterling was at both reservoirs doing the annual inspection of our distribution pumps. Sterling was also out to perform annual maintenance on our emergency generators at both reservoirs. Clearwater Controls was at Oxford Reservoir upgrading our chlorine injection regulator and performing annual maintenance on the chlorine system. TLC was out at both reservoirs performing annual cleaning and certification of our water testing and monitoring equipment. Empty Chlorine Gas bottles were removed from both reservoirs and a shipment of new full bottle were delivered. United Utilities was out and performed seven valve repairs with four being open excavation requiring water shut offs.

**SEWER** – As of April 30<sup>th</sup>, sewer flows were 31,040 m<sup>3</sup> for the month which is up 23% compared with the previous year. The Sani Dump had 31 token users and 107 credit card users for the month of May. Sterling was in town and performed the annual maintenance of the Newton Lift Station generator. Sterling also inspected the pumps at all three of our in-town lift stations. One bump at Newton Lift Station was discovered to have parts wearing out and requires a rebuild to be completed for \$13,000, compared to a new pump at \$28,000.

**SRDRWC** – Operations staff spent 185.5 hours working on the Regional System in May and there was one after hour callout on the system. Operations Safety meeting was held on May 14<sup>th</sup> in Innisfail. Bioxide was delivered on May 7<sup>th</sup> to Waskasoo Lift Station (WLS) #2, 3, and Penhold Lift Station (PLS) #4. Sterling was at Penhold Lift Station #4 working on Pump #102. Operators changed out manhole lids on Leva Ave to SRD marked Lids. A Wifi Router was changed at Waskasoo Lift Station #3 to repair the amount of loss of comm alarms staff was receiving. Arctic Air inspected the wet well ventilation at Waskasoo #1 and the Hvac system at Penhold #4. Staff changed out all first aid kits at each station to meet the current code of first aid kits required at each facility. Clearwater Controls inspected & serviced the backflow preventors at WLS #1,3, and PLS #4, and Odour Management Facility (OMF). At PLS #4 an air relief valve was found to be stuck open and sending metered fluid back to the wet well. The valve was isolated and repairs to fix the unit are being organized by SRD management. A review of the flow is also being conducted by SRD to see what can be credited back to the Town of Penhold as an increase in flows was noted over a couple of months.

**TRANSPORTATION** – Gravel was added to some allies while grading; still ongoing. Street sweeping continued with maintenance of the brooms done when required. Working with Main Roads, staff swept out the ditches along 2A when the highway sweepers were coming through. Pot holes were filled on Robinson Ave May 10<sup>th</sup> and is still ongoing. New Asphalt Trailer was delivered to our shop on May 30<sup>th</sup> with training scheduled for June 3<sup>rd</sup> for staff. Pictures from the training are attached and the patch located on the south laneway of the red sidewalk at the Multiplex. Curbs are being painted blue where the Handicap Signs have been installed at residents as weather permits. Cross walks were painted on May 28<sup>th</sup> and 29<sup>th</sup> for the new crossings at Hutton, Hampton, and Multiplex South driveway. Proform removed the sidewalk by

Hampton and did some curb work to make spots more accessible for the cross walks. Border Paving continues to work on pathways throughout town as weather permits. Joe Johnson Equipment came to site to work on the burner unit on our vac trailer. Fire storage lockers and a sea-can shelter were picked up from an auction and brought back to the shop on May 24<sup>th</sup>. New equipment trailer and a utility trailer were picked up on May 16<sup>th</sup>. This allows staff to transport equipment to locations or service shops and avoid a transport fee. Vehicle and equipment maintenance is being done when required.

**STORM** – Lincoln Storm Pond discharge was opened on May 6<sup>th</sup>. The 2<sup>nd</sup> pump in the Lincoln Lift Station was primed on May 16<sup>th</sup> in preparation for summer rain events.

**PARKS & RECREATION** – Compost Bins were pushed in on 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, and 21<sup>st</sup>. Tree trimming and weeding of flower and shrub beds continues. Seasonal staff received Nalaxon Training from our Fire Department as they are handling public's garbage and have risk of potential exposure. Garbages were changed on the 7<sup>th</sup>, 8<sup>th</sup>, 17<sup>th</sup>, and 21<sup>st</sup>. Mowers were brought out of storage and maintenance performed making them ready for the season. Parks and sports fields were aerated. Two staff attended the Sports Field Maintenance Level I & II Courses in Innisfail. Additional soccer posts were installed on the 6<sup>th</sup>. Soccer fields were prepped and painted on 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 15<sup>th</sup>, and 23<sup>rd</sup>. Soccer shed was moved to a new location due to the school construction. The Ball Diamonds were dragged and lined on the 8<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, and 30<sup>th</sup>. Foul lines were also painted on the diamond. Started building dugouts at the new diamond with interior work and metal cladding left to do on them. A few more benches were installed at the Hub. Aerator pedestals were installed with air line extensions and electrical extensions to be completed in the coming weeks returning them to operation for the Hub Pond. Tranquility Park Fountain and creek pump were installed the 28<sup>th</sup>. Preparation of the Splash Park was completed by staff with installing new seals on the chemical vats, cleaning out the water tank, installing spray nozzles and feature parts. Seasonal staff operating the park were given an orientation of what's expected for daily duties of the park operation. The Splash Park opened May 31<sup>st</sup>.

**MEMORIAL HALL** – There are three additional bookings at the Hall for the Month of June. Staff repaired the brick walkway from the parking lot to cement sidewalk. Staff had to repair a damaged chair. There was an after hours call out to staff for a backed-up toilet during a user groups time in the hall. Staff got the toilet functioning and cleaned up the mess for the user group.

**GARBAGE** – Residence totes have been repaired when reported. The Annual Spring Cleanup operated from May 24<sup>th</sup> to June 3<sup>rd</sup> for the last year at the Skatepark parking lot location. Site attendants did report it was quieter in comparison to other years. A summary report should be available for the next Operations Report to Council.

**RV Park** – There were 83 bookings made during May. Camp sites occupied in May average 19 per night. Most per night being 29, with the lowest amount being 13. Park opened on May 2<sup>nd</sup>. An electrician was brought in to inspect a camp stall plug and found it to be in good order. A non-guest of the park misused the RV Washhouse and created extra cleaning for staff and the

caretakers. Security pads are being installed on the Washhouse with a pin code door access for each bathroom and laundry room. When installed a code will be provided to park users.

**ORGANIZATIONAL:**

New Full Time Operator started on May 13<sup>th</sup>

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

**Presented at the June 24<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold.**



---

CAO







## REQUEST FOR DECISION

**Department:** Operations, Fire & Protective Services

**Submitted by:** Sean Pendergast

**SUBJECT:** Public Services Building Open House Information

**RECOMMENDATION:**

That Council accepts the Public Services Building Open House report for information.

**CAO COMMENTS:**

The Open House appeared to be well received with great questions on the funding, operational costing and how this will best serve Penhold. The staff team appeared to address all concerns brought forward.

One item that continues to come up via media comments and once again there was no questions at the Open House, or to our staff, is the town's water quality. We would encourage anyone who is experiencing water concerns to PLEASE connect with our staff who will investigate and answer questions.

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

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

- An Open House was held on June 10<sup>th</sup>, 2024, regarding the Public Services Building Project
- Comment cards were left on a table and there was a total of 4 responses. 3 simply identified yes to the build and one no all with no comments.

**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:**

Project Management: Public Service Building.  
Following the Strategic planning document for Penhold.

**DESIRED OUTCOME(S):**

That council motion to accept for information.

**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:**

This is an information item only

**GENERAL:**

At the Open House we estimated between 55-60 people attended. Information was disseminated to residents about the needs of Public Works and the Fire Department, the strong financial position of the municipality, how the project is planned, how multiple different options have been evaluated, the cost savings of housing two departments in one building, and the concerns with the current situation. Overall, residents were very satisfied with the responses from the Town and the information available. Most attendees were in favour of the project. A wealth of information was shared, and it was a very positive experience. A small number of attendees did not wish to hear the information that was being disseminated. Of all the comment cards submitted, only one indicated they were opposed to the project.

**FOLLOW UP ACTION:**

This will become part of the building file.

**COMMUNICATION:**

**OTHER COMMENTS:**

The comment card's response appeared to be low. In review of the placement and where the petition person sat looking for signatures, this may have contributed to the outcome for responses.

**Presented at the** June 24th, Regular Council Meeting for the Town of Penhold

  
\_\_\_\_\_  
CAO



## REQUEST FOR DECISION

**Department:** Administration

**Submitted by:** Rick Binnendyk

**SUBJECT:** PUBLIC HEARING: For the Purpose of Borrowing of Funds to Construct a Public Service Building.

### **RECOMMENDATION:**

That Council Sets July 8<sup>th</sup> as the formal Public Hearing date that will be held in the Council Chambers at 6:00PM.

### **CAO COMMENTS:**

June 24<sup>th</sup> was identified as possible 2<sup>nd</sup> and 3<sup>rd</sup> Readings. We are suggesting allowing staff time to review a possible petition that has been identified.

In addition, allows for clear dates identified as a public hearing date.

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

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

The Town has identified that prior to 2<sup>nd</sup> an 3<sup>rd</sup> reading a public hearing will be held. This is a MGA requirement. Penhold has incorporated our Public Hearings into our Regular Council meetings and, when required, hosted a public hearing at the beginning of the Council Meeting.

In review of steps involved for this bylaw, it was brought forward that in addition to following the MGA there is a town's Procedural Bylaw that outlines in Section 14 Public Hearings Point 2 Council shall by resolution set a time, date and location of a public hearing.

The above motion will allow a review of the potential petition and ensure there is no confusion as to holding a formal public hearing.

### **RELEVANT POLICY:**

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 230 – Public Hearings. And Council Procedural Bylaw Section 14.

### **STRATEGIC RELEVANCE:**

Meeting community input and Legislative requirements

### **DESIRED OUTCOME(S):**

Allow any person, group of persons or person representing them, who claims to be affected by the proposed bylaw. MGA section 230 (4)

### **RESPONSE OPTIONS:**

1. The MGA Supersedes Council motions and bylaws this could go forward as currently identified.

**PREFERRED STRATEGY:**

Allow a review of the possible petition and follow legislative focuses to ensure there is no misunderstanding about this borrowing bylaw.

**IMPLICATIONS OF RECOMMENDATION:**

This will delay the bid process by one month. In the larger scope of work this timing will have little effect.

**GENERAL:**

**FOLLOW UP ACTION:**

**COMMUNICATION:**

This will be done with posting and media systems.

**OTHER COMMENTS:**

Presented at the June 24th, Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be the initials 'R.B.', is written above a horizontal line.

CAO



## REQUEST FOR DECISION

**Department: Administration**

**Submitted by: Rick Binnendyk**

**SUBJECT: Financial Assistance for a New Play Structure**

**RECOMMENDATION:**

That Council makes a financial commitment to the Penhold Parent Council in the amount of \$45,000 to ensure that the funds raised match the Community Facility Enhancement Program (CFEP) grant amount of \$125,000.

**CAO COMMENTS:**

This project has been discussed by the parties involved and this motion is to bring forward a clear dollar value matching to CFEP/ Lottery funding option.

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

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

Enhance the communities outdoor active play structures in Town.

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Building infrastructure that the community can utilize for years to come.

**DESIRED OUTCOME(S):**

Obtain a play structure that will serve the school and the community as a whole.

**RESPONSE OPTIONS:**

1. That Council supports the grant portion to meet the funding requirements.
2. That Council supports the higher project costs to develop the playground area.

**PREFERRED STRATEGY:**

To provide additional enhanced services, to upgrade town play structures in a systematic, and financially viable approach. The enhancement to improve community beautification and green spaces.

**IMPLICATIONS OF RECOMMENDATION:**

This project is a non-budgeted project. It is suggested that the necessary funds required in 2024 be pulled from reserves and be replaced with the 2025 budget allocation. What can be moved into 2025, be budgeted for within that budget year.

**GENERAL:**

The Town wishes to work with groups that are willing to improve our community. This playground structure will be an asset to Penhold. The total project costs have been identified at \$500,000 plus.

**ORGANIZATIONAL:**

Governance directive on the project contribution

**FINANCIAL:**

It would be preferred that the funds be allocated in the 2025 budget.

**FOLLOW UP ACTION:**

A letter has been sent identifying the town's commitment to this project.

**COMMUNICATION:**

**OTHER COMMENTS:**

The Town has also offered equipment and manpower to assist with the base work required for the play structures.

**Presented at the June 24<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold**



---

CAO



## REQUEST FOR DECISION

**Department: Legislative Services**

**Submitted by: Bonnie Stearns**

**SUBJECT: Council Correspondence**

**RECOMMENDATION:**

That Council receives the correspondence for information as presented.

**CAO COMMENTS:**

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

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

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

**ATTACHED:**

- May 21 letter from Minister McIver re: Local Government Fiscal Framework (LGFF) funding
- June 4 letter from CAMA re: Rick's 35 years of service in municipal government management roles
- Asset Management Collaboration Workshop 2024 – Executive Summary

**EMAIL:**

- May 23 FCM re: FW: AC2024 Resolutions Package Notification // Avis de mise en ligne des résolutions pour examen au congrès annuel de la FCM 2024
- May 23 Alberta Municipalities re: FW: The Weekly - May 23, 2024 - Bill 20 amendments
- May 25 Municipal World re: FW: Your Municipal World Daily for May 24, 2024
- May 27 Alberta Municipalities re: FW: Alberta Municipalities' Friday News - May 24, 2024
- May 27 email from Rick re: new school article in Advocate
- May 30 email from Rick re: connecting with Devin re: funds to help municipalities upgrade facilities
- May 30 Municipal Works re: FW: Your Municipal World Daily for May 30, 2024
- May 30 Alberta Municipalities re: FW: The Weekly - May 29, 2024
- June 7 Municipal Works re: FW: Your Municipal World Daily for June 7, 2024
- June 10 Alberta Municipalities re: FW: Alberta Municipalities' Friday News - June 7, 2024
- June 10 Municipal Works re: FW: Your Municipal World Daily+ for June 5, 2024
- June 10 Chinook's Edge School Board re: FW: Chinook's Edge School Division - Board e-News - May 31, 2024
- June 10 FCM Communique re: FW: FCM Voice: AC 2024 | Board election results | Sustainable Communities Conference | and more
- June 10 PCPS - FW: 2024 AGM – Presentations
- June 12 Municipal World re: FW: Your Municipal World Daily for June 11, 2024
- June 12 response to above email re: Harrison Hot Springs mayor stepped down
- June 13 Municipal World re: FW: Your Municipal World Daily for June 13, 2024
- June 17 Alberta Municipalities re: FW: Alberta Municipalities' Friday News - June 14, 2024

**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 June 24<sup>th</sup>, 2024 Regular Council Meeting for the Town of Penhold



---

CAO



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114112

May 21, 2024

His Worship Mike Yargeau  
Mayor  
Town of Penhold  
PO Box 10  
Penhold AB T0M 1R0

Dear Mayor Yargeau:

Further to the information on Local Government Fiscal Framework (LGFF) funding announced on December 15, 2023, I am pleased to provide correspondence for your record confirming the 2024 LGFF Capital and LGFF Operating allocations for your community.

For the Town of Penhold:

- The 2024 LGFF Capital allocation is \$559,968.
- The 2024 LGFF Operating allocation is \$242,062.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2025, your community will be eligible for \$627,044. Information on 2026 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2022/23 and 2023/24 has been confirmed and applied to calculate 2026 program funding. LGFF Capital amounts will be published annually on the program website each fall.

Further information on LGFF funding for all local governments is available on the LGFF website at [www.alberta.ca/LGFF](http://www.alberta.ca/LGFF).

.../2

The LGFF program represents the culmination of significant work between the Government of Alberta and local governments across the province, and I am pleased the program will further our partnership in building Alberta communities together. I look forward to working with your community, and every local government across Alberta, as we continue to build strong and prosperous communities together.

Sincerely,



Ric McIver  
Minister

cc: Rick Binnendyk, Chief Administrative Officer, Town of Penhold

*Tony Kulbisky*  
*President / Président*

*Vacant*  
*First Vice-President /*  
*Premier vice-président*

*Brenda Orchard*  
*Second Vice-President /*  
*Deuxième vice-présidente*

*Marc Melanson*  
*Treasurer / Trésorier*

*Bev Hendry*  
*Past President /*  
*Présidente sortant*

*Vincent Lalonde*  
*Director / Directeur*

*Jamie Nagy*  
*Director / Directrice*

*Mike Dolter*  
*Director / Directeur*

*Gary Kent*  
*Director / Directeur*

*Raffaella Di Stasio*  
*Director / Directrice*

*Sheila Bassi-Kellett*  
*Director / Directrice*

*Jennifer Goodine*  
*Executive Director*  
*Directrice générale*

CAMA  
P. O. Box 128, Station A  
Fredericton, NB  
CANADA  
E3B 4Y2

ACAM  
C.P. 128, succ. A  
Fredericton, N.-B.  
CANADA  
E3B 4Y2

Tel./ Tél.: 1-866-771-2262  
E-Mail / Courriel:  
[admin@camacam.ca](mailto:admin@camacam.ca)

[www.camacam.ca](http://www.camacam.ca)

June 4, 2024

Mayor Michael Yargeau  
Town of Penhold  
PO Box 10  
Penhold, AB  
T0M 1R0

Dear Mayor Yargeau,

The Long Service Recognition Awards Program of the Canadian Association of Municipal Administrators (CAMA) is dedicated to honoring and celebrating the dedication of our members to public service and municipal management, a cornerstone priority for our Association. These awards are based on the duration of full-time, paid employment in municipal government, specifically in management roles such as Chief Administrative Officer or those reporting directly to them. Recognition is granted at the ten-year mark and subsequently in five-year intervals.

This year, it is our privilege to acknowledge the commitment of your Chief Administrative Officer, Rick Binnendyk, for his remarkable thirty-five years of service in municipal government management roles. Rick's dedication to his role has undoubtedly contributed to the advancement of your municipality, and we are pleased to recognize his achievements. His recognition pin was presented to him at the CAMA Long Service Awards Luncheon held at the Annual Conference in Banff on June 4, 2024.

We invite you to assist us in recognizing Rick for this milestone, perhaps through a special presentation at Council, in acknowledgement of his continued support of the municipal profession.

In closing, we wish to express our heartfelt appreciation to your Council for their unwavering support of Rick as a valued member of CAMA.

Sincerely,



Tony Kulbisky  
CAMA President

cc Rick Binnendyk, Chief Administrative Officer

## Asset Management Collaboration Workshop 2024

### Executive Summary

The Federation of Canadian Municipalities (FCM)'s Municipal Asset Management Program (MAMP) held the seventh annual Asset Management Collaboration Workshop at the FCM Collaboration Centre in downtown Ottawa on April 22–24, 2024. This year's workshop wrapped up MAMP's eighth and final year. Attendees included MAMP partner organizations, members of MAMP's Technical Working Group and Program Steering Committee, municipalities, provincial and territorial municipal associations, asset management communities of practice and Infrastructure Canada.

The purpose of the workshop was to foster the adoption of best practices in municipal asset management, through collaboration and knowledge sharing. In addition to panel discussions and breakout groups, the workshop featured a study tour of Zibi District activities (incorporating themes of sustainability and reconciliation) and the Bayview Yards repurposed facility that provides resources and expertise for technology entrepreneurs. Interactive activities included a role-playing game on collaboration in asset management, and a wall activity for showing appreciation to industry colleagues.

In their welcoming remarks, Aymone Agossou, Project Director of MAMP, and Geneviève Thouin, Director of Adaptation Programs, reflected on the progress made over the program's eight years. Carole Saab, CEO of FCM, shared some inspiring numbers: MAMP has reached over 2,562 municipalities, many of them small, and approximately 71% of all Canadian municipalities have had a MAMP touchpoint (either a grant or training). She told attendees that although this program was coming to an end, FCM will continue to build on MAMP's work with its upcoming Local Leadership for Climate Adaptation (LLCA) program, set to launch in phases beginning in June 2024.

### *Practical tools and resources*

Much of the discussion touched on the wide range of tools and resources available to support asset management work. A "speed dating" session allowed participants to circulate to different stations to learn about four resources developed by MAMP partner organizations: online courses developed by Asset Management Saskatchewan (AMSK) and the Atlantic Infrastructure Management (AIM) Network; case studies produced by Asset Management Ontario (AMONTario) and the Canadian Network of Asset Managers (CNAM); toolkits created by the Ontario Society of Professional Engineers (OSPE) and Centre d'expertise et de recherche en infrastructures urbaines (CERIU); and a geoportal created by Association francophone des municipalités du Nouveau-Brunswick (AFMNB).

A panel, followed by interactive breakout groups, highlighted useful tools and resources that support infrastructure sustainability and climate resilience:

- The Canadian Society for Civil Engineering discussed ENVISION, a comprehensive framework for infrastructure design and construction that complements the Leadership in Energy and Environmental Design (LEED) rating system.
- The Climate Risk Institute presented the Public Infrastructure Engineering Vulnerability Committee (PIEVC) suite of tools for asset management, based on a protocol that reviews historical climate information to project future climate risks.

- The National Research Council of Canada shared information on its climate resilience initiatives, including research, pilot projects and the development of guidance documents.

### **Success stories**

Six presentations of success stories showcased the achievements of MAMP partners and municipalities:

- AMSK’s journey of developing and marketing its asset management training had ups and downs, but with MAMP’s support they found success as they expanded their market outside Saskatchewan.
- Lethbridge County, Alberta built a cross-organizational culture of asset management with three indicators of success: a growth mindset; team engagement; and continuous improvement.
- The District Municipality of Muskoka’s comprehensive asset management approach links data and risk assessment to service levels in order to set cross-departmental investment priorities.
- CERIU developed a guide entitled, *Water Asset Resilience Best Practices in the Context of Climate Change* that includes a guidebook, a self-assessment tool and 13 guidance sheets on water asset resilience.
- Fédération québécoise municipalités (FQM) engaged municipalities across Quebec in workshops, seminars and cohorts, increasing knowledge and skills and changing the culture so that new participants no longer have to be convinced of the value.
- Asset Management BC built strong partnerships with organizations and governments across British Columbia, and nurtured communities of practice focused on information sharing and knowledge transfer.

### **Emerging trends in asset management**

A panel and discussion on up-and-coming trends explored asset management in connection to emergency management, long-term financial planning and digital technology. A Government of Yukon representative pointed out that emergency preparedness and asset management can enhance each other when integrated. In Yukon, applying an asset management lens to wildfire risk reduction helped staff measure outcomes, set priorities and focus efforts more strategically to achieve levels of service that matched available resources.

A NAMS Canada speaker explained that long-term financial planning in asset management is about understanding what it costs to meet targeted service levels and, if necessary, adjusting those service levels. Asset managers must have strong communication with finance and governance. Involving the community in prioritizing service levels can help in making decisions when resources are limited.

A City of Kelowna presenter stressed that adopting digital technology for asset management requires a strong staff commitment to learning, resolving problems and translating the data into decision-making information. This is a collaborative effort across disciplines and departments.

### **Regional collaboration**

In an extensive discussion of regional collaboration, representatives from AIM Network, Rural Municipalities of Alberta (RMA), Urban Systems and CNAM gave overviews of their work in different regions of the country. In the Atlantic region, climate cohorts organized by AIM Network have been

helpful for the many small communities with limited time and resources. In Alberta, RMA organized several activities, including a course for elected officials, introductory and advanced cohorts, and small group learning communities. On a national scale, CNAM and Urban Systems collaborated on a climate action cohort that brought together 13 communities from across the country, all at varying stages of asset management maturity.

The conversation yielded several insights on running regional cohorts:

- It's a good idea to group participants by either asset management maturity, climate understanding or geography. Differing climate risks and resource levels also come into play.
- Meetings should be scheduled in advance and success is much more likely when participants put time and work in outside the meetings.
- Regional cohorts may extend their collaboration beyond the program, but for many communities it will take time to move beyond local disagreements around jurisdictional boundaries and responsibilities.
- Organizations have various strategies for continuing to engage cohort members once the program is over, including supporting them in navigating funding opportunities.

### ***Navigating climate challenges***

Roundtable discussions on climate considerations for asset management offered participants a chance to share their own experiences in relation to the examples discussed by six subject matter experts:

- The Region of Peel's experience applying a climate lens to asset management and integrating those costs into financial planning.
- The District Municipality of Muskoka's system for assessing climate risks in relation to performance metrics for assets to set priorities for asset management.
- The City of Thunder Bay's project of natural asset valuation, which assesses the replacement value, actual value and service value of natural assets.
- The Natural Assets Initiative guidebook entitled *Nature is infrastructure: How to include natural assets in asset management plans*.
- Watershed-scale collaboration, a discussion led by the Commission de Services Régionaux Nord-Ouest.
- Trees as assets in the context of both urban forestry and fire, a discussion guided by a Geographic Information Systems specialist from Selkirk College, BC.

### ***MAMP's Final Program Evaluation***

On the last day of the workshop, participants gathered in small groups to identify key themes and unique ideas in response to a question posed by MAMP: *What did we learn through the delivery of the Municipal Asset Management Program that we can carry forward into future efforts to support strong municipal asset management?* Responses highlighted the program's collaborative aspect, flexibility, knowledge resources, and its creation of a culture of asset management both amongst municipal staff and nationally amongst policymakers and communities of practice. Suggestions for improvements included models calibrated for different community needs (including smaller communities), longer project timelines for grants, additional resource formats, more outreach to elected officials and the public, and stronger storytelling that creates a common language for all.