



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the July 8, 2024 Public Hearing Meeting Minutes

RECOMMENDATION:

That Council adopts the July 8, 2024 Public Hearing 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 July 8, 2024 minutes accurately reflect Council's decision and direction at the Public Hearing for Bylaw 824/2024 Debenture Bylaw.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the July 8, 2024 Public Hearing and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on July 31 with no changes indicated at the time of this report.

PREFERRED STRATEGY:

That Council adopts the July 8, 2024 Public Hearing 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 August 12, 2024 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD PUBLIC HEARING



DATE: Monday, July 8, 2024

LOCATION: Penhold Regional Multiplex Club Room

TIME: 6:00pm

MINUTES

In Attendance:

Mayor Yargeau, Councillors Cunningham, Denson, Galisky, Hamm, Kranenborg, and Muller, Rick Binnendyk, CAO, Trish Willis, Corporate Services Manager, Sean Pendergast, Fire & Protective Services Manager, Brandon Kowalchuk, Operations Manager, Bonnie Stearns, Executive Assistant

Guests:

Lori Wolfe, Melissa Young, Cindy Padley, Dustin Deibert, Jean Orchison, Matt Brideau, Mike Taddeo, Brandon Pringle, Colinda Taddeo, Alicia Dove, Mike Dodman, Dwayne Marsden, P Hussey, Stacey Forth, Darlene Lakatos, Dan Christoph, Pat Christoph, David Bulic, Liz Bulic

For the purpose of a Public Hearing for Bylaw 824/2024 Debenture Bylaw

1. Call the Public Hearing to order.

Mayor Yargeau called the Public Hearing to order at 6:01 pm.

2. In accordance with Section 606 of the Municipal Government Act, notice of this Public Hearing was formally advertised as follows:

- The Reporter – July 2
- Town of Penhold Website (Public Hearing Advertising document attached)
- May 28 brochure delivered to Post Office for distribution
- Posted at the Town Office

3. Section 230 (4) of the Municipal Government Act provides that Council:

- a) Must hear any person, group of persons, or persons representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the Council; and
- b) May hear any other person who wishes to make representations and whom the Council agrees to hear.

4. The order of presentations shall be as follows:

CAO Binnendyk – Project Focus
Sean Pendergast, Fire & Protective Services Manager
Brandon Kowalchuk, Operations Manager
Trish Willis, Corporate Services Manager

5. Any person(s) wishing to speak in regards to the proposed Debenture Bylaw 824/2024 is to direct specific questions to the Chair for a notation and response:

AGAINST:

Melissa Young: This project is not in the best interest of the community. Financially, lack of transparency; and not looking for alternatives. Taxes will go up. The town does not need these facilities.

Mayor Yargeau allowed audience to pose questions to council state name and comments.

Brandon Pringle – five years resident

- Who did the safety analysis (second opinion)
- How much does it cost for normal or net zero builds; how many bids; who determined is wasn't suitable for net zero.
- What deeply disturbs him about this process is the affidavit and the signatures

Calinda Taddeo

- Why didn't we spend money on improving current conditions before spending money to acquire the 20 acres?
- What are the benefits of solar panels as we don't see any benefits – save money on Multiplex of \$40,000/year.

Liz Bulic

- Lived here and almost paying \$5,000 in taxes; water is horrible
- See money being spent

Melissa Young

- How much debt are we carrying; what do we owe on Multiplex: all our debt is 2.5 million

Brandon Pringle

- When you want to build trust then Council should get out there and answer the communities questions

IN FAVOUR:

Jean Orchison – 45-50 years

- Does the province or federal government dictate fire standards: federal
- Infrastructure funding was dropped 40%

- Penhold is one of the few towns where you can go to council meetings and address council at the end of the meeting; really appreciate this opportunity.

Lori Wolfe

- Know the information about the Public Service Building (PSB) first hand by attending council meetings
- In support of the project

Darlene Lakatos

- Wasn't in favour until I started speaking to the people who are impacted and know the information. We need to keep them safe so we can be safe.

Correspondence received:

- i. Public Services Building Petition received by CAO Binnendyk, on the 24th of June at 4:22 pm at the Town Office.
- ii. CAO Binnendyk – Declaration of Petition
In review of the information received, and in consultation with Alberta Municipal Affairs, it has been determined that this petition is:
NOT SUFFICIENT as it does not meet the MGA requirements for a valid petition as outlined within Sections 222 to 226.

Mayor Yargeau thanked the presenters and audience for coming to share their comments / concerns on the bylaw and proposed public services building.

2024-001

Councillor Galisky moved that council accepts the petition as presented.

CARRIED UNANIMOUSLY

Mayor Yargeau announced the July 8th Regular Council Meeting will proceed, after a 10 minute break, following the Public Hearing.

6. Adjournment

Mayor Yargeau declared the Public Hearing closed.

2024-002

Councillor Muller moved to adjourn the Public Hearing at 7:24 pm.

Mayor

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the July 8, 2024 Regular Council Meeting Minutes

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That Council adopts the July 8, 2024 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

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Presented at the August 12, 2024 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

July 8th, 2024
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Guests:

Lori Wolfe, Resident

Jean Orchison, Resident

Staff:

Rick Binnendyk, CAO

Trish Willis, Corporate
Services Manager

Bonnie Stearns,
Executive Assistant

Mayor Yargeau called the meeting to order at 7:38 pm.

1. **CALL TO ORDER - Mayor**

1.2. **Adoption of the Agenda**

2024-215

Councillor Hamm moved to accept the July 8, 2024, Regular Council meeting agenda as amended.

CARRIED UNANIMOUSLY

Move 7.1 to 10.2

2. **ADOPTION OF PREVIOUS MINUTES**

2.1. **Adoption of the June 24, 2024 Regular Council Meeting Minutes**

2024-216

Councillor Denson moved to accept the June 24, 2024 Regular Council meeting minutes as amended.

CARRIED UNANIMOUSLY

July 8, 2024

3. BUSINESS ARISING OUT OF THE MINUTES

2024-217

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

4.1 Public Services Building and Debenture Bylaw – Club Room @ 6:00 pm

5. PRESENTATIONS & DELEGATIONS

5.1 Mayor Yargeau presents Long Service Award

- CAO Rick Binnendyk being recognized for 35 years of municipal service

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from June 19 – July 3, 2024

2024-218

Councillor Kranenborg moved that Council receives the Monthly Accounts for Online Payments June 19 – July 3, 2024 as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2024-219

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

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2024-220

Councillor Denson moved to accept the replaced Multiplex Manager's monthly report as information.

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

- Distributed in Council Package

2024-221

Councillor Galisky moved to accept the Operations Manager's monthly report as information.
CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Moved to 10.2

7.2 CPO Sharing Agreement

2024-222

Councillor Muller moved that Council approves Administration to enter into a short-term agreement with the Town of Innisfail to share Community Peace Officer services for the purpose of coverage during a maternity leave.
CARRIED UNANIMOUSLY

7.3 Assessor Contract Extension

2024-223

Councillor Cunningham moved that Council approves extending the existing contract with Bow Valley Property Valuers to provide Assessment services to the Town of Penhold from June 30, 2025, to June 30, 2028;
AND FURTHER that Mr. Frank Watson be appointed as the assessor for the Town of Penhold to conduct assessment services and report to Municipal Affairs on behalf of the Town of Penhold.
CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

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

9.1 Parkland Foundation 2023 Annual Report

2024-224

Councillor Denson moved that Council accepts the Parkland Foundation 2023 Annual Report as information.
CARRIED UNANIMOUSLY

10. BYLAW(s)

10.1 Bylaw 824/2024 Debenture Bylaw – 2nd & possible 3rd Reading

2024-225

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

2024-226

Councillor Denson moved that Council move to give third and final reading of Bylaw 824/2024 to borrow funds for the construction of the Public Services Building.

CARRIED UNANIMOUSLY

10.2 Public Services Posting on Alberta Purchasing Connections

2024-227

Councillor Muller moved that Council approves Administration to post the proposed Public Services Building Project onto Alberta Purchasing Connection for RFP of design and construction services.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2024-228

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

CARRIED UNANIMOUSLY

12. COUNCIL REPORTS

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

2024-229

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

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions were brought forward and answered.

Mayor Yargeau called for a recess at 8:45 pm

Mayor Yargeau call the meeting back to order at 8:50 pm

2024-230

Councillor Hamm moved that Council move into Closed Session.

CARRIED UNANIMOUSLY

14. CLOSED SESSION

2024-231

Councillor Galisky moved that Council move out of Closed Session.

CARRIED UNANIMOUSLY

2024-232

Councillor Galisky moved the CAO be granted permission to move funds into an RRSP program in Lieu of contributing funds to the Local Authorities Pension Plan.

CARRIED UNANIMOUSLY

15. ADJOURNMENT

2024-233

Councillor Muller moved to adjourn Council Meeting at 8:53 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Second Quarter Financial Statement

RECOMMENDATION:

That Council accepts the second-quarter financial report as presented.

CAO COMMENTS:

RECOMMENDATION: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

That Council defers the second-quarter financial report back to administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The attached report shows the Town of Penhold’s financial position compared to our budget figures at the 1/2 way point of the budget cycle.

At this point in the year, we have collected 7.8 million of the expected 12.7 million dollars in revenue expected from service fees, grants, and taxes. With day-to-day operations, we have spent 4.6 million dollars in expenses which cover necessary items such as payroll and monthly payables. Capital expenditures only began in June of this year so \$880,887 has been spent up until now but invoices for capital purchases should be arriving shortly.

Tax notices were sent out in May and were due the end of June, so we are in good financial position at this time.

ORGANIZATIONAL:


FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at August 12, 2024, Regular Council Meeting for the Town of Penhold



CAO

BUDGET SUMMARY REPORT

For Period Ending 31-Dec-2024

Date : Jul 12, 2024

Time : 11:47 am



	BUDGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
REVENUE						
ASSETS						
TAXES	-3,955,917.00	0.00	-3,929,984.90	0.00	0.00	-3,929,984.90
NEW GROWTH	-60,475.00	0.00	-73,039.50	0.00	0.00	-73,039.50
SALES OF SERVICES	-3,661,017.00	-954,460.89	-665,567.84	-108,544.08	-26,775.00	-1,755,347.81
DONATIONS	-17,250.00	-595.60	-8,867.80	-440.00	0.00	-9,903.40
FRANCHISE FEES & INTEREST	-800,000.00	-198,987.90	-103,783.89	0.00	0.00	-302,771.79
OTHER REVENUE	-214,058.00	-59,278.44	-80,624.06	-15,082.06	-4,050.00	-159,034.56
GRANTS & TRANSFERS	-2,035,857.00	-195,815.00	0.00	0.00	0.00	-195,815.00
TRANSFERS FROM RESERVES	-629,597.00	0.00	0.00	0.00	0.00	0.00
REQUISITIONS	-1,414,607.00	0.00	-1,415,946.58	0.00	0.00	-1,415,946.58
Total ASSETS	-12,788,778.00	-1,409,137.83	-6,277,814.57	-124,066.14	-30,825.00	-7,841,843.54
Total REVENUE	-12,788,778.00	-1,409,137.83	-6,277,814.57	-124,066.14	-30,825.00	-7,841,843.54
EXPENSES						
EXPENSES						
STAFF WAGES	3,451,029.00	615,274.08	806,226.64	624.00	0.00	1,422,124.72
COUNCIL WAGES	358,338.00	69,347.42	97,912.09	0.00	0.00	167,259.51
BENEFITS	627,623.00	134,679.61	172,136.86	1,875.47	0.00	308,691.94
TRAINING	174,512.00	37,379.34	22,029.41	0.00	0.00	59,408.75
REQUISITIONS	1,414,607.00	285,299.03	271,159.03	0.00	0.00	556,458.06
MILEAGE	17,389.00	2,262.19	2,352.33	1,693.68	0.00	6,308.20
MEMBERSHIPS	20,513.00	12,891.51	250.00	873.80	0.00	14,015.31
POSTAGE, PHONE AND FREIGHT	90,844.00	19,243.64	18,465.72	1,705.16	450.00	39,864.52
ADVERTISING AND PROMOTION	29,742.00	236.02	5,728.73	0.00	0.00	5,964.75
PROFESSIONAL SERVICES	262,133.00	106,357.15	77,293.27	564.00	0.00	184,214.42
MAINTENANCE	811,035.00	174,864.54	291,692.11	30,885.06	0.00	497,441.71
INSURANCE	146,739.00	158,145.00	0.00	0.00	0.00	158,145.00
CONTRACTED SERVICES	1,126,413.00	201,857.23	297,428.98	1,519.88	0.00	500,806.09
GOODS & SUPPLIES	495,789.00	103,771.36	115,159.32	34,682.50	30,375.00	283,988.18
UTILITIES	454,742.00	82,298.32	81,558.52	0.00	0.00	163,856.84
PROGRAM GRANTS	262,208.00	107,098.02	0.00	9,014.76	0.00	116,112.78
DEBENTURES	309,921.00	62,560.66	92,386.00	0.00	0.00	154,946.66
OTHER FEES & CHARGES (BANK & WRITE OFF	13,921.00	1,868.80	3,137.48	1,386.32	0.00	6,392.60
Total EXPENSES	10,067,498.00	2,175,433.92	2,354,916.49	84,824.63	30,825.00	4,646,000.04
CAPITAL						
CAPITAL PROJECTS	2,715,285.00	472,157.31	340,577.13	68,153.40	0.00	880,887.84
Total CAPITAL	2,715,285.00	472,157.31	340,577.13	68,153.40	0.00	880,887.84
Total EXPENSES	12,782,783.00	2,647,591.23	2,695,493.62	152,978.03	30,825.00	5,526,887.88

BUDGET SUMMARY REPORT

For Period Ending 31-Dec-2024

Date : Jul 12, 2024

Time : 11:47 am



SECOND QUARTER	BUDGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
Report Totals	-5,995.00	1,238,453.40	-3,582,320.95	28,911.89	0.00	-2,314,955.66



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:

Staff Sergeant Ihme has reached out inquiring if Council wishes to host another town hall meeting this fall for Penhold?

Projects:

Schools:

- New middle school work continues.

- TIA Report: ATEC (Alberta Transportation & Economic Corridors) has responded back to the school review for vehicle activity at the Waskasoo intersection. They identified they will use the recommended calculations as set out by ATEC.
- We had an onsite meeting with the construction crew of the storm management system prior to connecting to the town's storm pond. The crew was very accommodating.

Public Works/Fire Hall: Attended the Public Hearing and addressed comments in reference to the petition. Currently looking into new funding areas for possible assistance. Our staff team is addressing the sites of our current facilities and moving the bid process forward. (see staff reports for details)

Round About 2A & 42: work is proceeding well for this project. The access into the north lot is going in. The electronic sign will be moved in the next few weeks. We had a picture taken with the equipment lined up to compliment the construction picture from 1930s. (Stewart's idea) Hoping this will turn out well.

Active Transportation Fund: The trail system work is near completion: Work along the Atco pipeline right of way has been canceled. There were numerous obstacles that would drive costs up beyond our ability to proceed. Discussions with ATCO has been back and forth with varying team members. In most recent discussions with Kyla, the new district manager, she apologized for the confusion and have waived their man hour fees for the person onsite during the hydrovacating. This was appreciated. We did mention that the town still wishes to see this project proceed at some point that would make sense financially to do.

Our office has asked our engineering team to give us a costing update to determine what, and if, we can still do more work within the project scope. With the cancellation of the pathway along the high-pressure gas line we are looking to possibly incorporate some street furnishings along the new trails if funds permit.

Administration:

- With summer in full swing staff are starting to take some holiday time off.
- The RFP for auditors has been posted and closes August 30th. (for the next 3 years with 2-year option extension)
- Final Draft work has now been done with PCPS for the Intermunicipal Development Plan and the Municipal Development Planning documents. 1st reading is planned for this meeting with public hearing set for end of September.
- Master Transportation Plan Addendum Study: has requested and granted a further extension to the end of Sept.
- Our office has had back and forth discussions with Rogers requesting that they clear up several outstanding tax accounts.
- Mr. Brian Boutin from Alberta Disaster Services is leaving his position as the Field Officer for Central Alberta as of August 30th. He will be missed.

Economic Realms:

- Met with another Chinese consultant who works with potential investors. The meeting went very well. They identified that our office will be contacted by interested parties and asked if we could respond when we see their applications. We identified we would be delighted to assist.
- Task listing is under a separate cover.

FOLLOW UP ACTION/UPCOMING:

- Working towards moving the new Public Services Building project forward
- Working with contractors on our 2024 projects
- Reconnect with the Newton Family on the lease agreement.
- taking a few days off with a week off at the end of August.

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the August 12th, 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: July report

FCSS Coordinator & FCSS Community Worker

- Playgroup attendance June 5: 33 participants (27 children), June 12: 35 participants (27 children), June 19: 34 participants (26 children), June 26: 25 participants (20 children).
- June’s outdoor Family Play Day saw 25 participants (8 families). Families were able to enjoy the warm weather outside while spending quality time together. Play Days take a break for the summer months, but we look forward to starting them back up in September with Daddy & Me Play Day.
- July’s Summer Park Plays brought out 20 participants on July 17th and 19 participants on July 30th. July brought us hot temperatures and air quality advisories, so we had to reschedule these dates twice, for the health of participants and staff.

- We currently have over 40 tables registered for Discovery Night. This event fills up fast. We are looking forward to providing the community the opportunity to discover the various resources and activities that are available to them, within Penhold and surrounding communities.
- Community Services “Year in Review,” January – June 2024 - attached

Penhold Youth Club:

- PYC average attendance June:
 Grades 4-6: 15
 Grades 7-12: 7
 Community of participants:
 Penhold – 127
 Red Deer County – 37
 Blackfalds – 1
- PYC average attendance for July:
 Grades 4-6: 8
 Grades 7-12: 2
 Community of participants:
 Penhold – 52
 Red Deer County – 2
- On June 1st PYC took 18 grade 4-6’s to Escape Rooms & Heritage Lanes for their field trip. In total the program took 30 youth in the grade 4-6 group on field trips this year.
- On June 8th, the Leaders in Training group had their year-end field trip that took place at Bower Mall, Escape Room, and ABC Country for dinner. A total of 13 LiT members participated in the trip.
- On June 15th, we took 20 grades 7-12 to West Edmonton Mall. The youth had the choice between the Waterpark and Galaxyland.
- Leaders in Training is all done for the summer, the group volunteered a total of 920 hours in PYC. Staff received a phone call from Blackfald’s FCSS inquiring about the LiT program so they can do something similar in Blackfalds. They heard about our program and its impact at the FCSSAA West Central Regional Meeting in May.
- Alyssa gave her notice in June for PYC. We will be looking for a casual Youth Leader to start in September.
- Summer Camps were a lot of fun! We had a total of 25 participants in week 1 (July 8th - 12th) and 24 for week 2 (July 29th - August 2nd). Staff received a lot of positive feedback from parents on the camp. Parents are already asking for next year’s dates.
- In September, there will be changes to the program. PYC will be scheduling the program as follows:
 - Mondays: 3-5pm (Grades 7 & 8)
 - Tuesdays: 3-5pm (Teen Nights grades 9-12)
 - Wednesday: 3-5pm (Grades 4-6)
 - Thursday: 3-5pm (Grades 7 & 8)
 - Friday: 3-5pm (Grades 4-6)

Feedback from youth, parents and program staff encouraged these changes; to provide separate programming times for the grades 7 & 8's and the grades 9-12's. The program started Teen Nights once a month, a request from our grades 9-12 group, and the turnout was great. Staff noticed they could do more age-appropriate activities and have more age-appropriate resources and conversations.

- Upcoming PYC Special Events:
 - Family Time at PYC – August 15th @ 6-8pm. All PYC members and families are welcome to join.
 - PYC presentations at Penhold Elementary School September 5th
 - PYC presentations at Penhold Crossing Secondary School September 6th
 - PYC's Open House September 11th @ 5-7pm
 - Regular PYC starts up on September 12th

Communication & Events:

- Community Events: Canada Day event was shifted indoors due to weather and was a successful event. Attendance was slightly lower than the previous year, weather and being the Monday of a long weekend likely played a part in that. Approximately 200 people attended, and 160 Pancake Breakfasts were prepared and sold by the PYC staff and program volunteers.
- Fall Festival Sept 6-7: Fall Festival plans are all in place with advertising ramping up now for the event. There will be rides again this year and the event will be shifting north in the parking lot to accommodate the rides on the gravel between the Multiplex and the RV Park. The rides are not "full size" carnival rides like Wild Rose Shows used to bring. In the Zone Party Rentals is opening a division in Central Alberta next year and is bringing their boat ride and swing ride down from Grande Prairie along with two large carnival bouncers. The Ride-All-DAY Pass will allow for unlimited rides and turns in the bouncers. Tickets will be \$10 in advance and \$15 at Fall Festival. Tickets will be on sale August 12 to September 5 at the Town Office and Fitness Centre and will also be available at Discovery Night on August 27.
 - Mayor's Mini Marathon: Registration is now open; this year's theme is a lumberjack theme and proceeds from the Mini Marathon will go to 7 Penhold Cadets this year. Golden Mini-Donuts will be sponsoring mini-doughnuts and lemonade at the 250m mid-way point again this year.
 - Ma & Pa's Bakery Café Show & Shine: Registration is open on the Town website for a guaranteed spot at the Show & Shine. Shifting other parts of Fall Festival to the north is allowing for more Show & Shine parking that is needed as the event continues to grow.
 - Craft Beer, Wine & Spirits Festival: Will be in the big tent in the north parking lot on Friday night from 6:00-10:00 p.m. There are 19 confirmed vendors from all over Alberta. Advance tickets are available through Eventbrite or at the Town Office and will also be available at Discovery Night.
 - Fireworks: The fireworks display will be similar in size to the 2023 display and will happen at 9:00 p.m. on Friday September 6.
 - Parade: 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 100th Anniversary.

- Saturday Events and activities: The Multiplex will be a busy place on September 8 with multi-cultural dancing, rides, food trucks, Kids Korner, power carver chainsaw artist, vendor market, face painting, pie-eating contest and rides.

Communications:

Summer is a busy time of year for all departments with information to share and reminders for residents as seasonal work progresses.

Work Plan & Upcoming Special Dates:

- August 7 & 22: Summer Park Plays
- August 15: Family Time at PYC
- August 27: Discovery Night
- September 6 & 7: Fall Festival
- September 11: Playgroup resumes
- September 11: PYC Open House
- September 12: PYC resumes regular programming
- September 14: Home Alone Safety for Kids course
- September 16: Craft Club resumes
- September 23: Lego Club resumes
- September 21: Babysitter's Course
- September 21: Daddy & Me Play Day
- September 25: Adulting Unlocked


ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the August 12th, 2024, Regular Council Meeting for the Town of Penhold



CAO

Community Services

2024 Mid-Year Highlights



Workshops, Presentations & Programs

Penhold Family & Community Support Services (FCSS) offers a variety of programs for all ages.



Workshops, Presentations & Programs:

FCSS Regional Project 'Every Little Bit Helps' workshops: (Seniors Benefits with Service Canada and Canada Revenue Agency in January, and Energy Efficiency session in February), Playgroup, Supporting Caregivers presentation, Tech Tips for Older Adults & Seniors, Family Law presentation and Ask-A-Lawyer from the Central Alberta Community Legal Clinic, Craft session at the Drop In Centre, Home Alone Course, Mental Health Week, Seniors Week, Palliative Ponders - Death Café, Snow Angels, Yard Angels, Family Play Days, Daddy & Me Play Days, after school Lego Club and Craft Club.

Community connections: CSAB meetings, school parent council meetings, interagency meetings, referrals to applicable agencies.

Community Events

2024 Community Events will be the four largest events, due to increasing costs and decreasing attendance at Winterfest, the event has been removed.

Easter Eggstravaganza Saturday March 23

Approximately 275 attendees, no admission fee.

Wagon rides, cookie decorating, craft, bouncy slide, face painting, Easter Bunny photos, glitter tattoos.

Canada Day Celebration Monday July 1

PYC Pancake Breakfast raised over \$950 for the PYC program.

Over 200 attendees, no admission fee.

Mini golf, bubble station, games, face painting, balloon animals.



Penhold Youth Club (PYC)

Family Time at PYC is new in 2024 and has been a great opportunity for families to connect and for the kids to showcase the program. Family Time activities are offered every 3 months and a total of 28 people have attended so far this year.

172
Youth
registered

Teen Night is a great way for grades 9-12 to connect and have older youth activities. The older youth were expressing the need for older teen programming. Teen Night is currently happening once a month, except for summer, and an average of 14 youth attend.

472.75
Volunteer
Hours at PYC

Events & Activities to note: Youth Week, Smile Cookie Week, Wake-Fest, Princess Tea, Bottle Drive, Family Time with PYC, Teen Night, Canada Day Pancake Breakfast.



Staying Connected

The Town of Penhold, Town of Penhold Community Support Services and Penhold Youth Club (PYC) social media pages are a source of information for residents.

Facebook

followers:

3,408 TOP

472 PYC

961 FCSS

Instagram (TOP)

1,303 followers

X/twitter (TOP)

2,269 followers

E-NEWS

subscribers

444

So much more to come...

Fall Festival
Community Christmas
Home Alone Course
Babysitters Course
Afterschool programs for grades 1-3
Tech Tips for Seniors and more!



www.townofpenhold.ca



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 June: 8 EMS, 3 Alarms, 1 Fire, 1 Electrical, 1 Dog in distress.
- There were 14 Emergency Calls in July: 7 EMS, 4 Alarms, 3 Fires
- We have 26 qualified members: 1 Chief, 2 Deputy Chief, 2 Captains, 5 Lieutenants, 15 Firefighters, 1 probationary firefighters.
- Cadet Program closed for the summer break.

Training:

- Courses are wrapped up for the summer with Advanced First Aid starting in the fall.

Maintenance:

- Engine 2 had a failure on the pump transfer case. It was down for over a week receiving new parts.

Notes:

- The Cadet Program is closed for the summer. We are preparing for another great year with cadets starting in September. Congratulations to Grace Watkinson on winning the Futures on Fire Scholarship.
- Tender 1 deployed to the Semo Complex east of High Level on July 19th where our team is providing support for the protection of Garden River, Fox Lake, and John Do'r.
- DC Wilson and Chief Pendergast have been invited to the National Chiefs Conference and strategic meeting sessions September 20-25 in Montreal.

Events:

- Summer kids camp spent a day at the firehall learning the skills and drive it takes to become a firefighter and enjoying a classic water fight.
- Penhold Elementary School had a water fight with the Fire Department on their last day of school.

Municipal Enforcement:**Administration:**

Bike Rodeos: Only one school has ever hosted their own bike rodeo, and they have since stopped. Previously the Town of Penhold hosted a bike rodeo annually. The rodeo required significant resources that we no longer have (the bus, staffing, and budget from community events) thus the rodeo has not taken place the last few years. We did put on a mini rodeo on July 30th at the outdoor skating rink and splash park.

Enforcement:

- In June, 64 investigations were conducted resulting in: 4 speeding violations, 11 invalid documentation violations (insurance/registration/etc), 5 failure to obey traffic violations (stops signs/crosswalks/etc), 15 concerned citizen inquiries, 4 animal control investigations, 5 Community Standards investigations (noise/unsightly/bullying/etc), and 20 other investigations including lost items, public inquiry, suspicious activity, etc.
- In July, 72 investigations were conducted resulting in: 16 speeding violations, 11 invalid documentation violations (insurance/registration/etc), 12 failure to obey traffic violations (stop signs/crosswalks/etc), 7 concerned citizen inquiries, 8 animal control investigations, 6 Community Standards investigations (noise/unsightly/bullying/etc), and 12 other investigations including lost items, public inquiry, suspicious activity, etc.

Emergency Management:

- A Regional Emergency Management Meeting is scheduled for September 19th in Delburne for the Red Deer Regional Emergency Management Partnership.
- Both of our AEMA field officers have moved on, and we look forward to meeting our new field officer in the near future.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the August 12th, 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 – Our ice plant was started up on July 3rd with no issues. However the mechanics did a pretty thorough job of inspecting and repairing our ice plant before start up, so that helped to make things easy. Staff did run into a few issues with some of the ice making gear while painting the white, so we may look at replacing a few parts once the season is underway. Other than that, the heat wave didn't help much in making ice this year, but the staff fought through the weather and were able to get the water frozen in the early mornings and late afternoons.

Of course, with the continued heat wave, about halfway through the month the Ice plant had a hard time keeping up to the constant hot temperatures. We were able to keep up with the ice, but with the temperatures being what they were it hampered any attempts to provide the amazing ice we usually do for the first week of camps.

We had the flooring contractor come in and re-finish the floors in the Gymnasium at the end of June. It's a fairly quick process only taking three days, but the smell of the finish curing lasts for about a week. In that time we had to close the Gymnasium and Life Studio due to the smell.

In an effort to reduce some costs and to reduce our water usage, we had a plumber come in and make some changes to the way the RO water is piped. Instead of the RO water being used in every part of the building, it is now only used for a few rooms and the Olympia bay for ice making. This will help us reduce our water use significantly through the decreased production of the RO water.

It was a good thing that we made the change to our plumbing when we did because as we were making ice, the RO system had a hard time keeping up with our floods. We had our service provider come in and have a look and will need to replace a few things to get the RO system back to tip top shape as it is roughly 14 years old.

In June our solar panels produced roughly 55,522 kWh of power, reducing our carbon footprint by 38,795kg and saving us roughly \$4,433.76 in costs.

In July our solar panels produced roughly 56,613 kWh of power, reducing our carbon footprint by 39,629kg and saving us roughly \$4,529.04 in costs.

In June we had roughly 7,219 people visit the Multiplex. Without our ice, and with the school being out for the year, this could attribute to the low numbers for the month.

In July we had roughly 12,179 people visit the Multiplex. The uptick in visits can be attributed to the installation of the ice and the hockey camps that came with it.

Fitness –

	July 2023	July 2024
MEMBERSHIP SALES	\$15,151.75	\$17,351.00
DROP-INS	\$440.00	\$303.00
TRAINING	\$2,495.21	\$3,013.25
DROP IN GYM	\$150.00	\$35.00
TOTAL REVENUE	\$18,236.96	\$20,702.25

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

The Fitness Centre had **54** new or returning members for the month of July.

The Fitness Centre has seen a small slow down with the warmer months and summer ahead. Fitness class participation has remained steady and the classes offered were Full Body HIIT Mix, Butts n' Guts HIIT, Stretch + Mobility, Slow Flow Yoga, Pump it Up, Step, Legs, Bums & Tums, IN the Zone, Booty Barre, Burn & Turn Spin, TRX, Zumba, CIRCL Mobility, and Stretch & Release. The class participants have been participating in a Summer Fitness Bingo game to help keep our numbers per class consistent through the summer.

The Fitness Centre offered a sale from July 8 - 26 for 3 month and 6 month packages of the memberships. The sale was successful for our current members and to bring in some new members. Drop-in activities will resume at the start of September.

	July 2024	Totals 2024
Penhold Sr Track Users	0	259
Kids Gym	--	874
Staff Fitness Usage	25	193
Penhold Fire Dept	25	307
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 August 12th, 2024 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

RECOMMENDATION:

That Council accepts the Operations Manager's 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):

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:

WATER – Water consumption for July is up 23% from this time last year with 31,835 m³ of water produced for the community. Monthly water meter reads were done on July 15th. There were no new water meters installed. Operators continued our annual spring flushing of water mains through the hydrants on the 2nd, 3rd, 4th, 5th, 10th, 11th, 12th and standpipes on the 22nd, and 31st. Aquatech Diving was at both our reservoirs to perform annual cleaning and inspections of the water tanks. No concerns were found. New full Chlorine Gas cylinders were ordered and replaced the empty cylinders in both Reservoirs. Total Controls is working at both reservoirs installing security cameras and key fob access doors. Operators were called to a resident's

home to investigate a leaking meter. Operators tightened the tailpiece of the meter and checked that the leak had stopped. Boersma Electrical was at Oxford Reservoir to change out a receptacle in the PLC cabinet to fix a UPS issue. There was one after hours call to Reservoir#1 from a power outage. No issues found with the Reservoir.

SEWER – As of June 30th, sewer flows were 25,118 m³ for the month which is down 15% compared to the previous year. The Sani Dump had 55 token users and 223 credit card users. Sterling installed the Vega Level Sensor in both Newton & Palisade Lift Stations. A Cat5 cable had to be changed on the VFD for Pump#1 at Palisade Lift Station. Sterling pulled the pumps at Newton Lift Station as there was an issue with a backup level bulb that broke and got caught in the impeller of Pump#1. The Pump was repaired and reinstalled. Operators continued our annual spring flushing of sewer mains on the 2nd, 3rd, 4th, 5th, 10th, 11th, and 12th.

SRDRWC – Operations staff spent 187 hours working on the Regional System in July and there were no after hour callouts on the system. Operations Safety meeting was held on July 9th in Olds. Operators are working on manhole inspections of both Regional Lines. Operator have pumped out ground water that has infiltrated into the Air Relief Vaults along the regional line. Scrubber #1 at the Odour Management Facility was removed and taken to AMGAS for servicing. When returned and reinstalled Scrubber#2 was removed and taken to AMGAS for servicing. July 12th Stantec & CEL were at Waskasoo Lift Station #3 trouble shooting the alarm system as it didn't call out for a faulted-out pump. Bioxide was delivered to Waskasoo #2, #3, and Penhold #4 Stations on July 16th. Evoqua was at PLS#4 and the OMF installing H2S Sensors for the ORCA System.

TRANSPORTATION – Orientation on the new Elgin Broom Bear Sweeper took place by Joe Johnson Equipment on July 3rd for operators. On July 17th a representative for the City of Medicine Hat drove up to check out our new unit as they are interested in ordering a couple new street sweepers. The Sweeper was out doing some maintenance sweeping on the 18th, 19th, 22nd, 23rd, and 26th. Grading & adding of gravel to alleyways on the 2nd, 16th, 17th, 18th, 23rd, 30th, and 31st and is ongoing. Curb painting and crosswalk painting is ongoing. Removal of the crosswalk lines on Waskasoo at the Multiplex south driveway has been completed. Annual street sign inventory and inspections have been completed. Annual sidewalk and road inspections have been completed with lists generated to send to contractors. Gravel was added to repair sites on the 10th. A playground sign by the Splash Park was reinstalled after being struck by a piece of equipment. Advanced Cleaning Solutions performed duct cleaning on the Operations Shop, Rec Centre, & Fire Department furnace ducts. New barricade legs were picked up from McLevin's Shop. Staff assisted with Jessie Duncan School with building the base pad for the Schlocky boxes they are constructing. Staff also met with the Museum representative about leveling the ground and building a base for the future mini putt course. Two pickup trucks got new tires installed. Flat repairs have been completed on various pickups and equipment. Unit #20 passed its annual CVIP. Maintenance of vehicles and equipment is ongoing as needed.

STORM – Staff have checked on storm grates before a potential rain event is coming and have cleaned off grates after rain events. Staff entered a home to inspect a sump pump to ensure it was discharging above ground and not to sanitary. July 17th a contractor installing a storm line

for a new build, struck the electrical line for the Aerator Pumps. Boersma Electrical came out and repaired the damaged line on the 23rd and got the Aerator back online. July 30th the new build started to backfill the new storm line that goes to the Hub Pond.

PARKS & RECREATION – Mowing and weed whacking is ongoing throughout the community. Maintenance of mowing equipment is ongoing. Compost Bins were pushed in each working weekday. Tree trimming, mulching, weeding of flower and shrub beds continues. Watering of trees and plants continue. Garbages have been emptied around the community on the 4th, 5th, 9th, 19th, 24th, 29th, 30th, and 31st. Soccer Field was watered on 22nd and 23rd. The Ball Diamonds Have been dragged and lined by staff on the 3rd, 4th, 8th, 9th, 11th, 12th, 16th, 17th, 18th, 23rd, 24th, 25th, 30th, and 31st. Sprinklers were positioned on the new ball field on the 8th, 9th, 10th. Old ball diamond on the 10th, 16th, 17th, and 31st. Dug outs for the new diamond were worked on the 8th, 9th, and 10th. The last Summer Staff started on July 8th. Rocks were swept off the pathway at Hawkridge Park on the 2nd, 24th and 29th. Snow fence was removed along the soccer field on Waskasoo Ave. Plans to build a berm as a barrier between the field and road are in place. Maintenance of park furniture is ongoing. Splash Park staff have painted the interior of the Pump Room. Staff have also stained the Pergolas around the Splash Park. The on-call phone for the Splash Park has been replaced and the phone number had to be changed in doing so. The new number is posted on the door of the Pump Room for the public to see. Staff met with representatives with a Disc Golf association to build a Disc Golf Course throughout the town trails. A CCC was completed on the pathways with Tagish Engineering & Border Paving, extra rock is being brought in to be placed on the dirt shore under the HUB Bridge. Landscaping and grass seeding has been completed along all the pathways. Furnishing and signage for along the pathways is in the process of being ordered.

MEMORIAL HALL – There is one additional booking at the Hall for the month of August. We had Advanced Cleaning Solutions out on July 2nd to perform cleaning of all the chairs. Operations Staff did some minor work in the bathrooms by replacing a broken mirror and patching some drywall and painting the wall.

GARBAGE – Residence totes have been repaired when reported.

Data from the Spring Cleanup: Operation's Staff spent 161.5 hours setting up, working the site, and cleaning up the site. Staff and contractors hauled away 150 Tires, 10 Appliances, and 48.71 metric tons of residential waste.

RV Park – There were 206 bookings made during July. Number of sites occupied in July was on average 52 per night. Most per night being 64, with the lowest amount being 42 out of the 67 available. Boersma Electrical replaced a 30amp receptacle at Site 27 on July 22nd. On July 24th there was an incident in the washhouse that resulted in damage to the men's bathroom door and the frame that accesses the laundry room that will need to be replaced.

ORGANIZATIONAL: One Operation's Staff member on probationary terms was released from the organization. A posting to fill the vacant position has been posted on the Town's Website, socials, and related industry associations pages.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the August 12th, 2024, Regular Council Meeting for the Town of Penhold.

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

CAO





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Updated Town of Penhold 2024 – 2025 Strategic Plan & Economic Development Plan

RECOMMENDATION:

That Council accepts the updated Town of Penhold 2024 – 2025 Strategic Plan and Economic Development Plan as provided.

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:

Provide an updated list of identified priorities ensuring the town continues to set goals and objectives now and into the future.

DESIRED OUTCOME(S):

At the end of Council’s four year term, the newly identified priorities for the town will be completed or well underway.

RESPONSE OPTIONS:

That Council defers the Planning document back to Administration and requests additional information.

PREFERRED STRATEGY:

Continue working on the identified priorities as presented.

IMPLICATIONS OF RECOMMENDATION:

Continues to provide direction to ensure focuses are being met.

GENERAL:

With the majority of the strategic planning priorities completed as determined in 2021, an additional strategic planning session was held after the by-election, on Nov. 14. Council and Management met once again to identify priorities needing to be addressed both now and into

the future. The attached document outlines the key priorities, provides action items along with timelines identified.

The Economic Development piece of the strategic plan identifies different initiatives being offered in support of the identified priorities.

ORGANIZATIONAL:

Administration

FINANCIAL:

As Administration works through the identified priorities, any items identified having an impact to the approved budget will be brought forward to Council.

FOLLOW UP ACTION:

Continue to work through the identified priorities.

COMMUNICATION:

None at this time.

OTHER COMMENTS:

Presented at the August 12th, 2024 Regular Council Meeting for the Town of Penhold



CAO

STRATEGIC PLAN 2024 - 2025

KEY PRIORITIES

PRIORITY #1:	Sustainable Service Delivery	Timeline
	Asset Management Files Inventory Index	Fall/Winter 2024
	* Build software program that will assist Asset management	
	Focus:	
	* clear information on varying asset classes;	
	* developing a program to ties life expectancy into future budget process;	
	* planning for new development/replacement	
	Asset Retirement reporting:	Winter/Spring 2024
	* type of obligation; risk/liability; costing for the liability (audit requirements)	
PRIORITY #2:	Balanced Approach to Growth	
	* Connect with Landowners of possible investment ready lands; compile list of contact information.	
	* Connect with realtors on housing needs in Penhold.	
	* Affordable Housing in Penhold.	
	* Economic Development Plan Revisited (separate document)	2024/2025
	* Intermunicipal Development Agreement update (last updated 2017)	Spring 2024
	* Municipal Development Plans	Summer 2024
	* Land Use Bylaw update (last updated 2018)	Spring 2025
	* Highway Intersectional Improvements report / Alberta Transportation	Spring/Summer 2024

* Offsite Levies Review	2025
* Intermunicipal Collaborative Framework (ICF) Agreement	Spring 2024
* Demographic Community update	Spring 2024
* Census for Town - held Apr. 1 - June 30, 2024	completed
PRIORITY #3:	
Sustain a High Quality of Life	
Active Transportation Plan	
* path systems upgraded; finishing what was started in 2023	completed
* look at updating recreational plans; community connectivity; playgrounds	2024 - 2025
Public Works / Emergency Services Building Evaluation report	Spring 2024
* funding evaluation for building	Winter 2023/Spring 2024
Penhold School Development	Spring 2024 - 2026
* current Penhold Elementary School disposal / ownership	Fall 2024
* future of Fleming Avenue (North of school)	Fall 2025
Emergency Preparedness Exercise	Spring 2024
Dog Park lands - location	completed
Memorial Hall - future of the building	Summer 2024
Paving Stone Replacement Project (Hayter Street & Newton Drive)	Hayter Street completed
Utility Fees Cost / Recovery? When?	
Alberta Recycling: Registration outcomes from the Province	



2024 - 2025 Economic Development Initiatives & Tasks

Focus areas	Outcome	Action	Follow up	Completion Date	Budget
New Home Buyers Incentive	Include with Why Penhold campaign; draw people to Penhold	Update information; and send out to partners Visit show homes and deliver brochures	Send updated information to Realtor Board; update website	December 2024	
CAEP Delegate Summit	Promote Penhold to 25 investors from India	Create "Why Penhold" video; prepare trade show items	Connect with Brian C re: building video; connect with Olds College re: hospitality suite	April-2024 Event was cancelled	\$2,000
Municipal Census	Accurate and up-to-date count of residents and doors in Penhold	Determine Census Period Apr. 1 – June 30, 2024 Advise Residents	Determine census questions; create letter; enter into agreement with Airdrie; order stickers; training; communication plan	completed	\$5,000
Regional Business Support Network	Assisting local businesses in obtaining advice, and guidance services; providing strategic insight for businesses and helping them to make informed decisions to achieve business goals.			December 2026	\$6,000
Evening of Connecting & Finding Synergies with Like-Minded People	Connect with HBB; see what their needs are thank them for choosing Penhold	Meet with Michelle McFadden to set up connection opportunity as below.	Determine discussion topics; snacks, etc.	October 7, 2024	\$2,500
Drone footage	Seasonal footage of Penhold showcasing Community Hub and new development	Book UA Elevation for seasonal sessions	Contact Craig to schedule times (May – June)	Dec-31-2024 Issues with operating of drone; will revisit	\$1,000
Department Webpage Updates	Ensure accurate and informative information	Each department will review and provide website ready updates to their information	Ask managers to identify this task as a priority	Ongoing	\$0

Focus areas	Outcome	Action	Follow up	Completion Date	Budget
Why Penhold campaign	Key focuses to promote our community	Radio ads, Tourism RD, social media	Contact respective areas and provide information	2024	
Western Days Historical Event	Promote Penhold; showcased how Penhold made an impact in central AB in the past, present and into the future	Set up booth in trade show promoting Penhold	- Order Penhold screen for future events - Order promotional items	July 2024 completed	\$2,500
CAEP Connections	Connecting with stakeholders & province around economic development initiatives	Attend meetings and events		Ongoing	
Penhold Tourism map	provide guests with information on amenities in town	post large maps at Fas Gas & RV Park; work with PCPS to create a clean, user friendly map	work on map detail and provide to PCPS mid-May;	Summer 2024	
Advantage Immigrant Program – Rural Entrepreneur Stream	- create ways in which to promote “Why Penhold”	- Respond to requests from interested business entrepreneurs	- Stay connected with provincial representative to be advised of any new directives	Ongoing	
GIS - Story Maps	provide a history of Penhold by using images, pins and information; maps hit the most are: recreational amenities, real estate, and local businesses	Work with Jaime, Oldman River to design a Commercial/Industrial development lands story map (available for your review)	- provide snippets to Oldman River continue to build maps promoting Penhold - Recreational amenities - Real estate Schools/services	Ongoing	
Penhold Video	Provide an updated video promoting Penhold and what all it has to offer	Connect with Brian Constantine to see if he’s interested; if so, provide him with speaking notes and all images	This video could be updated annually or bi-annually	Spring 2024 completed	\$2,000
Municipal Planning Documents					
Municipal Development Plan	Have an up-to-date policy framework to guide the physical evolution of the community, facilitating	Work with PCPS to develop a current MDP; current boundaries		completed	\$20,000

	decision-making in both public and private sectors.				
Intermunicipal Development Planning	List all areas surrounding current Town of Penhold boundaries, outside our jurisdiction.	Revise and update IDP with Red Deer County as a partner; future expansion of Penhold		completed	\$10,000
Intermunicipal Collaborative Framework	Ensure all partner agreements are up-to-date and current	Review listing; advise Red Deer County of outdated agreements; draft new ones		Summer 2024	\$7,000
Land Use Bylaw Review	Updated current development practices	Work with PCPS and MPC		Summer 2025	



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: 2024 Town of Penhold Municipal Census Summary

RECOMMENDATIONS:

That Council accepts the 2024 Town of Penhold Municipal Census summary as information.

CAO COMMENTS:

Staff did an excellent job in obtaining such detailed information for our census intake. It is unfortunate that Penhold's numbers were less than the Federal Census. However, it is a positive sign to see that the town is continuing to grow. Our office will connect with Alberta Municipal Affairs and discuss how to best move forward with the new census info.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

LEGISLATIVE AUTHORITY:

Section 57 of the Municipal Government Act authorizes municipalities to conduct a census. Section 33(c) of the FOIP Act authorizes a public body to collect personal information for the purposes of a census.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

That the 2024 Municipal Census captures an accurate count of residents; and that the questions posed to residents provides relevant information for future planning.

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Administration will advise Municipal Affairs of the updated population for Penhold.

GENERAL:

The last municipal census was held in 2019 and as granting is often tied to population Administration requested to hold another census to ensure our numbers are accurate when applying for grants.

At its Feb. 12, 2024 Regular Council meeting, Council approved a 2024 Municipal Census be conducted. Municipalities have some flexibility in how they choose to conduct a census, and the town chose to use the "Hybrid System", a census enumeration method comprised of a

combination of any of the four types of enumeration methods: Online Census, Telephone Interviews, Mail-out Paper Census Forms, and Interviews at the Door.

A great amount of time and effort was committed to ensuring we had 100% completion for this year's census and we are pleased to say we met this objective. The population of Penhold, as per the 2024 Municipal Census is 3,854, reflecting 74 less residents than the 2022 Federal Census indicated in the AB Dashboard number of 3,928.

Staff did a phenomenal job fielding calls, assisting people on the website, making cold calls, and going door to door. Thank you to all who contributed to the completion of the census.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FINANCIAL:

Some banked staffing time will be recorded for this initiative as well the town may see a decrease in funding representing the 74 fewer residents.

FOLLOW UP ACTION:

1. Submit MGA documents by timeline indicated.
2. Gather information provided for census questions and share with respective departments.
3. Compile list of residents who expressed interest in being part of a Dog Park Committee.

COMMUNICATION:

Census results will be shared via social media (Facebook, Instagram, Twitter), September Reporter; sent via E-News and included in the September Utility Bill insert.

OTHER COMMENTS:

Presented at the August 12, 2024, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Tricia Willis

SUBJECT: Environmental Site Assessment at 910 Fleming Avenue

RECOMMENDATION:

1. That Council accepts the TerraWest Environmental Inc. Phase I Environmental Site Assessment document as information.
2. That Council approves entering into a contract with TerraWest Environmental Inc. to complete a Phase II Environmental Site Assessment for \$18,200.00.

CAO COMMENTS:

This project is in ways a 2-prong approach:

1. Asset retirement is pushing for analysis of municipal sites if there is any reason for concern. This next level analysis will determine if there is concern.
2. Should the Town deem this parcel surplus and wish to sell the parcel clarity will add or deduct from the value of this site.

SUPPORTING DOCUMENTS

Report/Document: Attached ___ Available X Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

That Council approves the Phase I Environmental Site Assessment as information. Then move to enter into an agreement with TerraWest Environmental Inc. to proceed with the Phase II Environmental Site Assessment (ESA).

RESPONSE OPTIONS:

Council defers back to Administration for more information.

PREFERRED STRATEGY:

That Council approves the Phase I Environmental Site Assessment as information. Then move to enter into an agreement with TerraWest Environmental Inc. to proceed with the Phase II Environmental Site Assessment (ESA).

IMPLICATIONS OF RECOMMENDATION:

This is not a budgeted item and will be an over expenditure.

GENERAL:

Staff and Council were made aware, during our 2023 Financial Audit, that new regulations were being implemented on municipalities and schools to list all their assets and determine their asset retirement obligation (ARO). Part of the assessment is to determine where potential contamination may be and what would the town need to do to remediate these sites. In 2023, an assessment was done on Memorial Hall to determine if there was asbestos in the building or other potential contaminants. As Council is aware, there were no issues identified within Memorial Hall.

As part of this project, the Town has been trying to determine if there are any environmental contaminants on the Public Works Shop site at 910 Fleming Avenue. This site has held construction materials and equipment since the 70's. The Phase I Environmental Site Assessment lays the foundation and provides the history of the site. The Phase II Environmental Site Assessment will test soil samples to determine if any further remediation is necessary on that site. If remediation is necessary, what is required and how much would it cost? This is what the auditors will need to know when the audit is prepared this year.

Also, with the potential construction of the new public services building, Council may deem this parcel of land surplus and sell it to put against the cost of the new building. If so, this assessment will need to be done anyway prior to selling the land.

ORGANIZATIONAL:

Administration

FOLLOW-UP ACTION:

As directed by Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the August 12, 2024 Regular Council Meeting for the Town of Penhold.



CAO



ENVIRONMENTAL MANAGEMENT
& CONSULTING

PHASE I ENVIRONMENTAL SITE ASSESSMENT

Public Works Shop
910 Fleming Avenue, Penhold, AB

Prepared For:
Town of Penhold
Penhold, Alberta

Prepared By:

TerraWest Environmental Inc.

Project File: TOPH24-01
Revision: 0

July 5, 2024

TERRAWEST ENVIRONMENTAL INC.

Regional: 104 – 281 Burnt Park Drive, Red Deer County, AB, T4S 0K7
Tel. 1.866.500.1553 Fax 250.389.1554 Email info@terrawest.ca



CLIENT CONFIRMATION FORM

Original Scope Modifications to Original Scope Change Order

CLIENT NAME: Town of Penhold

INVOICING ADDRESS: Box 10, 1 Waskasoo Avenue, Penhold, Ab , T0M 1R0

CLIENT CONTACT PERSON: Tricia Willis

OFFICE: (403)886-3291

CELL:

EMAIL: twillis@townofpenhold.ca

ACCOUNTS PAYABLE CONTACT DETAILS:

PROJECT LOCATION ADDRESS & LEGAL DESCRIPTION ('SUBJECT PROPERTY'):

Civic: 910 Fleming Avenue, Penhold, AB

Legal: Lot 1, Plan 7720483

SCOPE OF SERVICES:

Completion of Phase II Environmental Site Assessment (ESA): Standard format in accordance with guidance CSA-Z769-00 and the Alberta Environmental Site Assessment Standard, including but not limited to:

- Coordination of field logistics, private utility locates, subcontractors, and related support services;
- Advancement of 8 boreholes, 3 completed as groundwater monitoring wells;
- Collection of representative soil and groundwater samples for laboratory analyses of Potential Contaminants of Concern (PCOCs); and,
- Preparation of formal report, for reliance by client.

Note: Soil bag with soil cuttings will be left on site. Disposal options can be provided if impacts are discovered.

PROJECT APPROVED BY:

PROJECT START DATE: Upon Engagement

PO NUMBER:

PROJECT COMPLETION DATE: On-going

PROJECT FEES:

Professional Fees (Fieldwork)	\$3,200
Professional Fees (Reporting)	\$3,800
Professional Fees (Project Management)	\$1,000
Total Professional Fees	\$8,000
Field Equipment/Disbursements	\$700
Private Utility Locates	\$800
Drilling	\$4,900
Laboratory Contractor	\$3,800
Total Expenses	\$10,200
Total Budget	\$18,200 + GST

An interim invoice will be submitted following the drilling event

REQUESTED ADVANCE RETAINER: Waived

Payment details are found at the end of this document. TerraWest accepts e-transfer, cheque, EFT, or cash.

TERRAWEST PROJECT NO.: TOPH24-02

FINAL PAYMENT TERMS – BALANCE OF PROJECT FEES DUE PRIOR TO ISSUANCE OF REPORT

TerraWest Environmental Inc. →

Signature: _____

Date: July 4, 2024

 Client or Authorized Agent →

Signature: _____

(digital signature options provided below)
 (please note second signature line at end of Terms and Conditions)

Engagement Date: _____

This form must be signed and returned to TerraWest, accompanied with a retainer if requested, before project work can commence. The person signing this form hereby certifies their authority to do so as an officer or approved agent of the Client, and hereby acknowledges and accepts responsibility for payment of all invoices pertaining to the requested work. Full and complete Terms and Conditions apply, as per the attached.

Internal TerraWest Use: Contract Type Time & Expense Fixed Fee Billing Location: Red Deer

PLEASE RETURN COMPLETED FORM TO rboudreau@terrawest.ca

Enclosed - Terms and Conditions, Payment Instructions & Digital Signature Options

TERMS and CONDITIONS

1. **Scope.** The Client has requested that TerraWest Environmental Inc. ("TerraWest") perform the services (the "Services") set forth in the attached Client Confirmation and/or Proposal. These Terms and Conditions (the "Agreement") shall apply to all Services provided by TerraWest. The Services and fee schedule or rates provided in the Client Confirmation and/or Proposal shall not be modified or changed by either party without prior written consent. TerraWest will keep the Client informed of project progress on a regular basis and project fees are to reflect those approved in the proposal. Any changes to scope of work or estimated fees shall be discussed with Client prior to execution of additional works if applicable.
2. **Groundwater Monitoring Wells.** TerraWest may install groundwater monitoring wells as part of the services provided under this contract for the purpose of data collection. Once the project is completed, TerraWest shall not be responsible for the ongoing use or maintenance of the groundwater wells, and the Client acknowledges that in accordance with applicable laws and regulations they may be required to decommission and properly abandon the monitoring wells if they are no longer in use. The Client shall be solely responsible for any costs, liabilities, damages, permits or authorizations associated with the decommissioning of wells, should it be required
3. **Selection of Services.** The Client is responsible for verifying the Services requested to sufficiently comply with the Client's requirements for the project.
4. **Reports.** Reports and recommendations made by TerraWest are only advisory in nature and are intended to assist the Client in evaluating the Client's facility, property, or operations. They are not intended to imply that no other defects or hazards exist or that all aspects and areas of the facility, property, or operations are clear of hazards at the time of inspection. Final responsibility for the condition of the facility, property, or operation lies with the Client. Client discussions, either verbal or written, regarding findings, data and recommendations prior to completion of the final report are to be considered draft in nature and subject to change. The final written report constitutes TerraWest's professional statements regarding the project. Any reports, data, documentation and supporting project information remains the sole property of TerraWest until final invoice payment has been received.
5. **Payment.** All Payments for Services shall be made in accordance with the payment terms set forth in the attached Client Confirmation and/or Proposal. Should no specific payment terms be identified in the Client Confirmation, final payments are due upon receipt of invoice and prior to release of the final report. TerraWest accepts payment by Interac e-transfer, cheque, Electronic Funds Transfer (EFT), or cash. The Client acknowledges that electronic payments are subject to the inherent risks of cyber security, and any issues arising from cyber security breaches, including but not limited to unauthorized access, interception, or manipulation of payment instructions, shall be the sole responsibility of the Client
6. **Late Charge.** If any payment hereunder is not paid within 30 days, the Client agrees to pay in addition to the amount of the overdue payment a late charge of 3.99% of the amount of the overdue payment, compounded monthly. In any action to collect amounts due under this Agreement, TerraWest shall be entitled to recover its costs and reasonable attorney's fees. A discretionary builders' lien may be placed on the Subject Property should final payment not be received within forty-five (45) days of receipt of invoice.
7. **Liability.** Liability to the client by TerraWest (including directors and officers, employees, authorized associates or agents) for any negligent acts or omissions relating to project work shall not exceed the total compensation received by TerraWest for services performed on behalf of the client, pursuant to the Scope of Services above and in accordance with the enclosed Terms and Conditions.

8. **Taxes and Indemnification.** Client agrees to pay and discharge when due any and all taxes and governmental charges of any kind or character, federal, provincial, regional, or municipal, which may be levied and/or assessed at any time by reason of the Services and interest and penalties, if any, on such taxes or charges, and Client will at all times fully protect and save TerraWest and its successors and assigns harmless from and against any such taxes, governmental charges and interest and penalties thereon.
9. **Warranty.** TerraWest warrants that the Services will be performed in accordance with sound practice and according to professional standards ordinarily exercised for the Services requested.
10. **Exclusive Remedy.** If an error, omission, or professional negligence occurs during the completion of the Services, TerraWest shall take the responsibility to investigate the error and then based on those findings make a decision of remedy at that time, which may include but not be limited to re-performing the Services or a portion thereof at its own expense, up to a maximum value of the original fee for Service. TerraWest shall not be obligated to re-perform or compensate for works that are determined to be the result of error or negligence of others.
11. **Indemnification of Client.** With respect to all Services provided by TerraWest, each of TerraWest and Client shall, to the extent permitted by law, indemnify, defend, and hold harmless the other from and against any and all claims, demands, complaints or actions of third parties arising from or relating to the Services. Further, in the event the parties are jointly at fault or negligent, they agree to indemnify each other in proportion to their relative fault or negligence. In no event shall either Party have any liability to the other Party for any lost profits, loss of use, costs of procurement of substitute goods or services, or consequential damages.
12. **Insurance.** TerraWest carries automobile, general liability, property, workers' compensation and professional liability insurance policies to provide coverage for its operations, property and employees while at Client locations and performing services for Clients.
13. **Force Majeure.** TerraWest shall not be responsible for failure to render work due to causes beyond its control, including but not limited to work stoppages, fires, civil disobedience, riots, rebellions, natural disasters, government actions, or acts of god.
14. **Entire Agreement.** The terms set forth herein constitute the entire Agreement between TerraWest and the Client with respect to the Services, and shall not be amended except in a writing signed by both Parties.
15. **Governing Law, Venue and Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.
16. **Dispute Resolution.** All parties will use their reasonable best efforts to resolve any dispute hereunder through good faith negotiations, and in accordance with this Agreement. Disputes shall be brought forward through written notice and replied to within fifteen (15) days of receipt of the notice.
17. **Termination.** This Agreement and Services may be terminated by either party with written notice. TerraWest shall invoice for and the Client shall pay for any and all professional fees or expenses associated with the completion of Services, up to and including the day of Agreement termination, in accordance with the Payment terms herein.

The Client agrees to the Terms and Conditions above:

Name

Signature

Date

PAYMENT INSTRUCTIONS

Payments can be made by e-transfer, cheque, cash, or Electronic Funds Transfer (EFT).

To Pay by *Interac* E-Transfer:

- Login to your banking website, navigate to *Interac* E-Transfer
- Add TerraWest as a new contact ar@terrawest.ca
- Put the invoice number or client name into the optional message or comments section before sending. TerraWest is set up for auto-deposit.

To Pay by Cheque:

- Prepare your cheque
- If sending by mail or courier, take a picture and email the photo to ar@terrawest.ca along with the date it was sent
- For local pickup or drop-off, contact your Project Manager directly to coordinate

To Pay by Cash:

- For local pickup or drop-off, contact your Project Manager directly to coordinate
- PLEASE DO NOT SEND CASH BY MAIL OR COURIER

To Pay by Electronic Funds Transfer (EFT):

- Contact Accounts Receivable at 1-866-500-1553 or ar@terrawest.ca for account details
- Coordinate with your financial institution to transfer funds as needed.

DIGITAL SIGNATURE OPTIONS

Option 1: Print, Sign, Scan, Email

- Print the enclosed document entirely
- Review carefully, sign BOTH signature lines found on the client confirmation and Terms & Conditions
- Scan the document with your office scanner or favourite phone app
- Forward a digital copy of the complete document to your TerraWest Project Manager

Option 2: Digital Sign Using Acrobat

- Within Acrobat, expand the "Tools" column on right hand side of document
- Expand "Sign & Certify" tab
- Select "Apply Ink Signature"
- Create your unique signature on BOTH designated signature lines
- Save your file as a new PDF and forward a complete digital copy to your TerraWest Project Manager

Option 3. Digital Sign using Adobe Reader

- Within Reader, expand the "Tools" column on the banner
- Select "Fill & Sign" tab
- Click on the calligraphy pen symbol
- Then "draw" your unique signature on BOTH designated signature lines
- Save your file as a new PDF and forward a complete digital copy to your TerraWest Project Manager

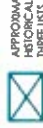
FIGURE 2. SITE PLAN WITH IDENTIFIED APECS

CLIENT: TOWN OF FENHOLD
 LOCATION: 910 FLEMING AVENUE, FENHOLD, AB
 PROJECT: TORR24/02
 DATE: JULY 2024
 CREATED BY: RB

LEGEND

--- SITE BOUNDARY

--- AREA OF POTENTIAL ENVIRONMENTAL CONCERN
 APPROXIMATE LOCATION OF HISTORICAL PUMP ISLAND AND THREE LISTS



➔ PROPOSED MONITORING WELL LOCATION

⓪ PROPOSED BORRHOLE LOCATION

APEC 1

CP RAILWAY

CPCC - PETROLEUM HYDROCARBONS, POLYAROMATIC HYDROCARBONS AND PHENOLS IN SOIL AND GROUNDWATER

APEC 2

CURRENT AND HISTORICAL SOIL STOCKPILES

CPCC - SALTS AND METALS IN SOIL AND GROUNDWATER

APEC 3

TAR SPILL AND MISCELLANEOUS STORAGE

CPCC - PETROLEUM HYDROCARBONS, POLYAROMATIC HYDROCARBONS, PHENOLS IN SOIL AND GROUNDWATER

APEC 4

COOLANT SPILL AND SAND SHED STORAGE

CPCC - GLYCOLS, SALTS AND METALS IN SOIL AND GROUNDWATER

APEC 5

EQUIPMENT WASH AREA

CPCC - PETROLEUM HYDROCARBONS, SALTS AND METALS IN SOIL AND GROUNDWATER

APEC 6

FORMER LOST TANK NET EXCAVATION

CPCC - PETROLEUM HYDROCARBONS, SALTS AND VOLATILE ORGANIC COMPOUNDS IN SOIL AND GROUNDWATER



THE FIGURE IS SUBJECT TO THE SAME LIMITATIONS OUTLINED IN THE REPORT. THE FIGURE IS FOR INFORMATION ONLY AND IS INTERFERED TO BE VIEWED IN COLOUR ON 11.17.2024 PAPER. THE DIMENSIONS AND SCALE DEPICTED ARE APPROXIMATE. SOURCE: GOOGLE EARTH



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: FCM Board Standing Committees and Forums Nomination

RECOMMENDATION:

That Council endorses Mayor Mike Yargeau in his desire to serve on FCM Board standing committees and forums;

AND FURTHER Council supports any expenses related to serving on a standing committee or forum.

CAO COMMENTS:

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

SUPPORTING DOCUMENTS: Report/Document: Attached . 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:

Hope to see a balanced regional, community size and demographic representation on each committee.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

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

GENERAL:

Non-board members are invited to apply for a limited number of positions to serve on select standing committees and forums that contribute to the work of the FCM Board. The FCM President makes committee appointments based on applicants' experience, expertise and interests, as well as the need to balance regional, community size and demographic representation on each committee.

ORGANIZATIONAL:

Administration will support this process when called upon.

FINANCIAL:

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

FOLLOW UP ACTION:

Nomination process will need to be completed.

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the August 12th, 2024 Regular Council Meeting for the Town of Penhold



CAO

REQUEST FOR DECISION



Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: REGIONAL BUSINESS SUPPORT NETWORK

RECOMMENDATION:

That Council directs Administration to participate as part of the Regional Business Support Network focusing within Central Alberta.

CAO COMMENTS:

In our meeting, it appears this initiative will be a great resource for our local businesses and any new want-to-be business ventures. We believe this program will be a great way to better support current and potential business in Penhold without a large community financial investment.

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:

Ensuring we complete identified strategic plan focuses.

DESIRED OUTCOME(S):

Assisting local businesses in obtaining advice, and guidance services; providing strategic insight for businesses and helping them to make informed decisions to achieve business goals.

RESPONSE OPTIONS:

This program is optional in participation.

PREFERRED STRATEGY:

Working within a focused regional support network finding common ground and success.

IMPLICATIONS OF RECOMMENDATION:

There will be a cost to the town of \$6,000 over a two-year period. These funds will go partially to providing “no charge” consultation with local businesses in Town.

The program is focused on opening the door for deeper insight for current and want to start business clients.

GENERAL:

Key strategies for this proposal:

- A centralized local strategy for business owners or want to be business owners
- Personal one on one professional counselling in finding solutions
- Guidance services to resources
- Becoming part of a collaborative support network
- Partnering for success/relationships
- No cost to participate by the business

The Town of Olds was successful in securing \$400,000 to provide a regional focus on economic development. This program is made possible by federal government funding.

Each participating municipality will contribute a flat fee of \$6,000 to assist in serving their local businesses over a two year span.

Professional consultant, Michelle McFadden, who has a wealth of information to assist in developing the business and work towards connecting businesses and promoting business, will be available to businesses.

Those currently onboard include three surrounding counties and eight communities within central Alberta.

We have attached the information provided by the group to participate with this program.

ORGANIZATIONAL:

Administration

FOLLOW-UP ACTION:

As directed by Council

COMMUNICATION:

OTHER COMMENTS:

Presented at August 12, 2024 Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Town of Penhold Intermunicipal Development Plan (IDP) and Municipal Development Plan (MDP) Review and Updates

RECOMMENDATION:

1. THAT Council approves the first reading to Bylaw No. 825/2024 to amend the Town of Penhold Intermunicipal Development Plan between The Town of Penhold and Red Deer County.
2. THAT Council approves the first reading to Bylaw No. 826/2024 to amend the Town of Penhold Municipal Development Plan (MDP).
3. THAT Council schedules a Public Hearing for the MDP & IDP proposed bylaw amendments on September 23rd, 2024, at 6:00 PM in Council Chambers.
4. THAT Council authorizes Administration to advertise the proposed MDP & IDP bylaws for a Public Hearing on the Town's website, in the Penhold Reporter and posting the information at the town office.

CAO COMMENTS:

RECOMMENDATION: Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 632 as amended, requires the Council of a Municipality to adopt a Municipal Development Plan.

STRATEGIC RELEVANCE:

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

DESIRED OUTCOME(S):

RESPONSE OPTIONS:

1. Council defers the matter and sends it back to Administration for more information.
2. Council does not approve the proposed Town of Penhold Municipal Development Plan and Penhold-Red Deer Intermunicipal Development Plan and provides direction for the documents.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

In light of significant changes over the past five years, including an annexation approved by the Alberta Cabinet in 2020, both the Penhold Municipal Development Plan and Penhold/Red Deer County Intermunicipal Development Plan require updates. Bylaw No. 825/2024 proposes to adopt the updated Intermunicipal Development Plan, which will replace the 2018 Intermunicipal Development Plan. Bylaw No. 826/2024 proposes to adopt the updated Municipal Development Plan, which will replace the 2018 Municipal Development Plan.

The proposed changes to the Municipal Development Plan have been reviewed and endorsed by Council. The proposed changes will be made available on the Town's website and in local newspapers for community review and comment. Following first reading approval, copies of the proposed Municipal Development Plan and the Intermunicipal Development Plan will be sent to referral agencies for their review and feedback.

The proposed Municipal Development Plan includes various changes including:

1. New introductory sections that explain the Alberta Planning Framework and the structure, purpose, and components of the Municipal Development Plan.
2. Updating information and trends, and analyzing data related to the Community Profile, including Population, Property Development, Land Use, and Future Development Forecast.
3. Updating the Significant Features Map of Penhold.
4. Updating the Town's boundaries in the Future Development Map to reflect the annexation area established in 2020.
5. Revising the Future Land Use Concept Map to identify the newly annexed areas.
6. Introducing a new "Intent" section at the beginning of each policy section to clarify the purpose of the topic.
7. Updating the introductory images for each policy section, names of departments and organizations and the glossary of terms.

These changes have been proposed to ensure that the MDP reflects the changing needs and growth of Penhold, incorporates the annexation area, and aligns with current community trends and objectives.

A Public Hearing will be held before giving Second Reading to Bylaw 825/2024 and Bylaw 826/2024. Copies of the proposed IDP and MDP will be circulated to stakeholders for feedback, and the general public will be notified of the Public Hearing through advertisements within local means and on the Town website. **A report from Administration will be provided at the Public Hearing.**

ATTACHMENT A: Bylaw 825/2024

ATTACHMENT B: Penhold-Red Deer Intermunicipal Development Plan - 2024 (Proposed)

ATTACHMENT C: Bylaw 826/2024

ATTACHMENT D: Town of Penhold Municipal Development Plan – 2024 (Proposed)

ORGANIZATIONAL:

FINANCIAL:

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the August 12, 2024, Regular Council Meeting for the Town of Penhold

Prepared by: Vahid Ghomashchi, Senior Planner, PCPS

A handwritten signature in black ink, appearing to be 'V. Ghomashchi', is written above a horizontal line.

CAO

TOWN OF PENHOLD

BYLAW No. 825/2024

Being a Bylaw with the purpose of amending the Intermunicipal Development Plan for the Town of Penhold and Red Deer County in the Province of Alberta.

WHEREAS: Pursuant to section 631 of *the Municipal Government Act*, as amended, a municipality is required to adopt an Intermunicipal Development Plan; and

WHEREAS: A Municipal Development Plan has been prepared in accordance with the requirements of *the Municipal Government Act Section 632*; and that

WHEREAS: Both Penhold Council and Red Deer County Council deem it desirable to amend the Intermunicipal Development Plan.

NOW THEREFORE, Council of the Town of Penhold enacts the following:

1. The Intermunicipal Development Plan is amended by replacing the existing text and maps with the text and maps provided in the attached document titled "Town of Penhold – Red Deer County Intermunicipal Development Plan - With Amendments as of September 2024."
2. This Bylaw shall come into effect upon the date of receiving third reading.

READ A FIRST TIME this 12th, day of August 2024.

READ A SECOND TIME this day of 2024.

READ A THIRD AND FINAL TIME this day of 2024.

Mayor

CAO

TOWN OF PENHOLD

BYLAW No. 826/2024

Being a Bylaw with the purpose of amending the Municipal Development Plan for the Town of Penhold in the Province of Alberta.

WHEREAS: Pursuant to section 632 of *the Municipal Government Act*, as amended, a municipality is required to adopt a Municipal Development Plan; and

WHEREAS: A Municipal Development Plan has been prepared in accordance with the requirements of *the Municipal Government Act*; and

WHEREAS: Council deems it desirable to amend the Municipal Development Plan.

NOW THEREFORE, Council of the Town of Penhold enacts the following:

1. The Municipal Development Plan is amended by replacing the existing text and maps with the text and maps provided in the attached document titled "Town of Penhold Municipal Development Plan - With Amendments as of September 2024."
2. This Bylaw shall come into effect upon the date of receiving third reading.

READ A FIRST TIME this 12th, day of August 2024.

READ A SECOND TIME this , day of 2024.

READ A THIRD AND FINAL TIME this , day of 2024.

Mayor

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:

- July 23 Minister of Municipal Affairs re: Canada Community-Building Fund (CCBF)
- July 16 Minister of Municipal Affairs re: response to Bill 20 - The Municipal Affairs Statutes Amendment Act

EMAIL:

- July 11 Municipal World re: Your Municipal World Daily+ for July 10, 2024
- July 15 Alberta Municipalities re: Alberta Municipalities' Friday News - July 12, 2024
- July 15 email from Rick re: 2024 CCBF Funding Allocations
- July 15 President of ABMunis re: ABmunis Webinar: Member Engagement on Bill 20 Regulations
- July 15 Alberta Municipalities re: Alberta Municipalities' Friday News - July 5, 2024
- July 16 email from Rick re: Economic Opportunity
- July 18 Alberta Municipalities FW: The Weekly - July 17, 2024
- July 23 Municipal World Daily re: FW: Your Municipal World Daily for July 22, 2024
- July 23 Alberta Municipalities re: Alberta Municipalities' Friday News - July 19, 2024
- July 25 Municipal World Daily re: Your Municipal World Daily for July 25, 2024
- August 1 Alberta Municipalities re: The Weekly - July 31, 2024
- August 1 Municipal World Daily re: FW: Your Municipal World Daily for Aug. 1, 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 August 12th, 2024 Regular Council Meeting for the Town of Penhold



CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Hays

AR115493

July 23, 2024

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

Dear Mayor Yargeau:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive \$265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Town of Penhold, the 2024 CCBF allocation is \$252,968.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications.

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

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The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

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



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
M.A. Calgary-Hays*

AR115778

July 16, 2024

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

Dear Mayor Yargeau:

The Honourable Danielle Smith, Premier of Alberta, shared your letter of May 17, 2024, regarding Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, bylaw intervention, and the impact it may have on rural municipalities. I am pleased to respond on behalf of the Government of Alberta.

As mentioned in my email of June 17, 2024, to your colleague, Councillor Shawn Hamm, the recently passed Bill 20 will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act*. I recognize the various concerns you have noted with respect to the legislation and want to emphasize that the provincial authority to repeal or amend bylaws is not new.

The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this authority has never been used. In 2022, the government introduced an amendment to the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to address similar situations through a more expedited process.

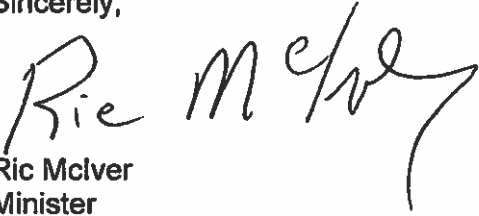
Now that the Bill 20 has passed, Municipal Affairs will be engaging with municipal stakeholders to develop regulations as required. Regulations will be prepared to create rules for local political parties in Edmonton and Calgary, establish local election campaign expense limits, and set exemptions for the requirement to prepare Joint Use Planning Agreements. Furthermore, there will be discussions regarding the concepts of public interest and provincial policy as they relate to authorities to compel a vote of electors to remove a councillor and amend or repeal a local bylaw.

I encourage you to reach out to the Alberta Municipalities Advocacy Team to convey your thoughts, as they will represent your municipality during consultations with the Government of Alberta throughout the summer. For more information, please visit <https://www.abmunis.ca/advocacy-resources>. You may also email any written feedback to the Municipal Affairs' Engagement Team at ma.engagement@gov.ab.ca.

.../2

Thank you again for writing and sharing your feedback.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive style with a long, sweeping tail on the letter "v".

Ric McIver
Minister

cc: Honourable Danielle Smith, Premier of Alberta