



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Approval of the April 13th, 2026, Public Hearing Meeting Minutes

RECOMMENDATION:

That Council approves the Apr. 13th, 2026, 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 Apr. 13th, 2026, minutes accurately reflect Council's decision and direction at its Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the Apr. 13th, 2026 Public Hearing Meeting and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Apr. 15 with changes made at the time of this report.

PREFERRED STRATEGY:

That Council adopts the Apr. 13th, 2026, Public Hearing Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensures the documents are properly handled.

FOLLOW UP ACTION:

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

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

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

COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the Apr. 27, 2026, Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD PUBLIC HEARING MEETING



DATE: Monday, April 13, 2026

LOCATION: Council Chambers

TIME: 6:00 pm

MINUTES

In Attendance:

Mayor Yargeau, Councillors Cunningham, Denson, Galisky, Kranenborg, Muller, and Sitter, Rick Binnendyk, CAO, Bonnie Stearns, Executive Assistant

Guests:

list attached

For the purpose of a Public Hearing for Bylaw 843/2026 being the Land Use Bylaw intended to amend the Land Use Bylaw (LUB) UR/R5 to Multiple Zonings.

The Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Section 639 states every municipality must pass a land use bylaw.

1. Mayor Yargeau called the Public Hearing to order at 6:02 p.m.

This Public Hearing is being held pursuant to The Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Section 639 states every municipality must pass a land use bylaw.

2. a) Bylaw 843/2026 being the Land Use Bylaw amendment's purpose is intended to: amend the Land Use Bylaw (LUB) UR/R5 to Multiple Zonings.

Parcel A:

A subdivision and rezoning process associated with the adjacent lands to the west of the current commercial development up to the PUL on the west to allow for rezoning for R1/R1N and R2/MR

Parcel B:

Further rezoning to occur on the north side of the current Oxford Blvd Road structure from R5 to allow: R3 Townhomes, R2 Duplexes; and a green setback area from the active well head identified as Municipal Reserve (MR).

In accordance with Section 606 of the Municipal Government Act, notice of this Public Hearing was formally advertised in:

- The Reporter – April edition
- Town of Penhold Website (including Government page / Public Hearing section & Public Notice section; Mar. 23 & Apr. 9)
- Town of Penhold Social Media posts (Mar. 18, 30 & Apr. 7)
- Posted at the Town Office
- Hand delivered letters to homes directly affected on Mar. 31, 2026

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

- a) Must hear any person, group of people, or people
- b) representing them who claim to be affected by the proposed bylaw or resolution and who have complied with the procedures outlined by the Council; and
- c) 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:

Rick Binnendyk, CAO
Development Authority

Gregg Broks, Regional Manager
Melcor

Correspondence received:

- i. List of Referrals sent by The Town
- ii. Email dated Mar. 23, 2026, by Mr. Jeff Borle, Resident of Penhold
- iii. Email dated Mar. 11, 2026, by Nicole Thomson, Resident of Penhold

5. Any person(s) wishing to speak regarding the Land Use Bylaw is to direct specific questions to the Chair for a notation and response.

Comments made by residents:

- Caution administration when Homebase Business licenses are approved for congestion.
- Duplex lots: will they continue with vinyl fencing? Or back onto the berm
- Will people on the south side of Oxford Boulevard be looking at the front or back of the proposed development? Back
- Fencing will all be vinyl fencing

- Density concern as parking issues in Halifax Close; the third property in has zero parking available
 - Use Halifax Close as lessons on what not to do; lots of opportunity in the back
 - Density is concerning (specifically on Norseman Close)
6. This item is on the Apr. 13 Regular Council meeting Agenda, immediately following this Public Hearing.
 7. This Public Hearing is now adjourned.

Mayor Yargeau declared the Public Hearing closed.

2026-001

Councillor Galisky moved to adjourn the Public Hearing at 7:06 pm
CARRIED UNANIMOUSLY



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CAO

Town of Penhold



REGULAR MEETING MINUTES

Town Council Chambers
April 13th, 2026

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shaun Kranenborg

Tyrone Muller

Kathy Sitter

Guests:

Gregg Broks, Regional Manager, Melcor

Stephen Ohene-Adjei, CPA, Senior
Manager, Pivotal Accountants

Lori Wolfe, Resident

Jean Orchison, Resident

Staff:

Rick Binnendyk, CAO

Trish Willis, Corporate Services
Manager

Bonnie Stearns, Executive
Assistant

*A Listing of all attendees is attached to
the Public Hearing Minutes.

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

1. CALL TO ORDER - Mayor

1.1 Addition to the Agenda

1.2. Adoption of the Agenda

2026-109

Councillor Sitter moved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

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

2026-110

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

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2026-111

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

4.1 Land Use Bylaw Amendment UR/R5 to Multiple Zonings

Mayor Yargeau called the Public Hearing to order at 6:02 PM

The Apr. 13 Public Hearing Minutes are attached to the Regular Council meeting minutes.

Councillor Galisky moved that the Public Hearing close at 7:06 PM.

Mayor Yargeau called the Regular Council Meeting back to order at 7:14 pm.

5. PRESENTATIONS & DELEGATIONS

5.1 Pivotal Accountants, Mr. Stephen Ohene-Adjei, CPA, Senior Manager - Town of Penhold 2025 Audited Financial Statement

2026-112

Councillor Galisky moved that Council accepts the Town of Penhold 2025 Audited Financial Statement as presented;

AND FURTHER that Pivotal LLP submit the final approved documents to Municipal Affairs.

CARRIED UNANIMOUSLY

Move item 10.1 Land Use Bylaw Amendment UR/R5 to Multiple Zonings here.

5.2 Land Use Bylaw Amendment UR/R5 to Multiple Zonings – 2nd & possible 3rd reading

2026-113

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

CARRIED UNANIMOUSLY

2026-114

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

CARRIED UNANIMOUSLY

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Mar. 18 – Apr. 8, 2026

2026-115

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Mar. 18 – Apr. 8, 2026, as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation Statement for the month ending Feb. 28, 2026

2026-116

Councillor Galisky moved that Council receives the Monthly Bank Reconciliation Statement for the month ending Feb. 28, 2026, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2026-117

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

CARRIED UNANIMOUSLY

2026-118

Councillor Cunningham moved that Council request Administration to contact Chinook's Edge School Division identifying potential safety hazards with the abandon School building and inquiry as to the status of the demolition of the old school building.

CARRIED UNANIMOUSLY

6.3 Multiplex – Michael Szewczuk

- Distributed in Council Package

2026-119

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

CARRIED UNANIMOUSLY

6.4 Operations – Brandon Kowalchuk

2026-120

Councillor Muller moved to accept the Operations Manager's monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Subdivision Application PEN-26101 - Melcor

2026-121

Councillor Muller moved that Council approves subdivision application PEN26101 with conditions as recommended by Parkland Community Planning Services (PCPS).

CARRIED UNANIMOUSLY

7.2 Penhold Urban Forest Management Plan (UFMP) FCM Proposal

2026-122

Councillor Kranenborg moved that Council approves Administration apply for funding through the Federation of Canadian Municipalities' Growing Canada's Community Canopies (GCCC) initiative for the project entitled Planting for Growth: Penhold Urban Forest Management Plan and Tree Planting Strategy;

AND FURTHER, that Council approves a contribution of up to \$5,000 towards the project.

CARRIED UNANIMOUSLY

7.3 Ice Plant Service Plan (3 years)

2026-123

Councillor Sitter moved that the Town enters into a three-year agreement with Ice Tech Refrigeration Inc. to provide mechanical services on the Arena Ice Plant.

CARRIED UNANIMOUSLY

7.4 FCM Board Nominations

2026-124

Councillor Galisky moved that Council endorses Mayor Yargeau to stand for election on FCM's Board of Directors for the period starting June 2026 and ending June 2028;

AND FURTHER, the town allocates a budget of \$10,000 per year to cover travel costs and meeting expenses.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

9. REPORTS from COUNCIL BOARDS AND COMMITTEES (formal reports)

9.1 Parkland Foundation

- Mar. 26 Meeting package
- Alberta Seniors & Community Housing Association Summary and Analysis of Alberta's 2026 Provincial Budget

2026-125

Councillor Denson moved that Council receives the Parkland Foundation's Mar. 26, 2026, Board Meeting Agenda & Minutes and Alberta Seniors & Community Housing Association Summary and Analysis of Alberta's 2026 Provincial Budget as information.

CARRIED UNANIMOUSLY

10. BYLAW(s)

10.1 Land Use Bylaw Amendment UR/R5 to Multiple Zonings – 2nd & possible 3rd reading

Item moved to 5.2

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2026-126

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

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

2026-127

Councillor Cunningham move that Council accepts the verbal reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY - NO ACTION IDENTIFIED

Q&A

2026-128

Councillor Galisky moved to a recess at 8:50 pm.

CARRIED UNANIMOUSLY

2026-129

Councillor Galisky moved to go into a Closed Session at 8:54 pm.

CARRIED UNANIMOUSLY

14. CLOSED SESSION - NONE

Access to Information Act (ATIA)

Section 26

Disclosure harmful to intergovernmental relations

2026-130

Councillor Galisky moved to conclude the Closed Session at 9:08 pm.
CARRIED UNANIMOUSLY

15. ADJOURNMENT

2026-131

Councillor Muller moved to adjourn Council Meeting at 9:09 pm.
CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

DEPARTMENT: Administration

SUBMITTED BY: Rick Binnendyk

REPORT: April 27th, 2026

RECOMMENDATION:

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

COUNCIL FOLLOW-UP/UPCOMING:

- Penholds resolutions:
Auditors reporting to community on financial irregularities. - sent to AB Munis
- Threshold for voting at ABMunis Convention being raised from 50% plus 1 to 60%. - sent to AB Munis
- The open house at Memorial Hall was well attended. A report will be put together and is scheduled for a May presentation.
- I led council astray on the grand opening in May. That is the timing to get into the building. It is suggested we allow staff to get somewhat organized and then hold the grand opening. So... we are looking at August? hopefully capturing some provincial and maybe federal dignitaries.
- Check the Council Calendar for upcoming events

UPDATES:

Projects:

School:

- **Chinooks Edge:**
- We have advised the School Division of ongoing matters occurring at the school. We were given a telephone number if someone sees anything of concern.
- Last info for the removal of the building was they are tendering it out now?

Offsite Levies: is Pending;

Development items:

- Work continues with Melcor, Stantec and Tagish on the subdivision. Formal letters have been sent to the agencies who responded to the subdivision. We continue to work closely with Melcor in moving this project forward.
 - April 17th sent several changes for the outline plan
- Growth Strategy for Penhold, Bentley and Clive are in this package.
- There have been 2 new single family home development permits since the last meeting.

Administration:

- Attended the Mayors Prayer Breakfast with Mayor Yargeau and Councillor Galisky. A good turnout with a great speaker.

- Attended the Chamber of Commerce for Red Deer to hear Mayor Ramsey with Mayor Yargeau. Great to connect with a number of businesses at this joint meeting.
- 2025 final year end work is finishing off with our auditing team and being submitted to Municipal Affairs.
- A survey has been sent out to approx 20 communities asking about policing costs and do we have a designated councillor working on finding out what other communities are doing? For advocating, do we break out costs.
- Finalized all staff 2026 focuses. great expectations
- Local Government Administration Association (LGAA) conference committee is near completion for this upcoming conference.
- Local Municipal Initiatives Program: funding remains in the que.

UPCOMING ITEMS OF INTEREST:

- Continue to work with Melcor on Subdivision registration; Development Agreement; servicing details of the parcel.
- Rezoning of PI if Approved by Council

This appears to be a short report. most work went to the RFD's

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



CAO



REQUEST FOR DECISION

DEPARTMENT: Community Services

SUBMITTED BY: Jennifer Blaylock

REPORT: Month of April

RECOMMENDATION:

That Council accepts the Community Services Department report as information.

COUNCIL FOLLOW-UP:

March 23 meeting:

Family and Community Support Services (FCSS) is guided by a provincial mandate that emphasizes prevention, early intervention, and community capacity-building. Within this framework, FCSS is not intended to provide direct services such as food or meal distribution to individuals and families.

Instead, our role is to support residents by connecting them with local agencies and organizations that are specifically equipped and mandated to provide these essential services, such as food banks, and other non-profits and government programs. This approach helps ensure individuals receive appropriate, specialized support while strengthening coordination across the community. We need to be provided with a referral, or residents must reach out to us for support.

FCSS guidelines also direct us to avoid duplicating services that are already available. By focusing on referrals and collaboration, we can complement existing programs, make effective use of resources, and contribute to a more integrated and sustainable system of support for our community. We created a lengthy and detailed resource list when referring clients to supports.

Penhold FCSS manages two donation-funded programs that directly assist Penhold residents in need. The Compassion Fund helps individuals and families who need short-term assistance with struggles such as food insecurity. Assistance is usually provided in the form of grocery and gas gift cards. The Fee Assistance Program brings down barriers for residents wanting to participate in local programming and events. The program pays full or partial fees for programs or events located in the Town of Penhold.

Further to the March CSAB meeting, we have engaged with the Salvation Army to explore collaborative approaches for the summer months, with the goal of ensuring that families in our community continue to have access to food hampers through their services.

MONTHLY UPDATE:

FCSS Supervisor & FCSS Community Navigator

Playgroup March attendance: March 4 (31 participants), March 11 (27 participants), March 18 (32 participants), March 25 (30 participants).

At our first Craft & Connect of the year, 15 participants enjoyed creating their own custom scent for their hand-poured candle.

Unfortunately, the turnout for the Golden Circle presentation on April 14 was low with two individuals in attendance. However, it's great to hear that seniors are utilizing the outreach services offered by Golden Circle in our community.

Due to weather we had to postpone the Parent/Child Online Safety Session with the Internet Child Exploitation Unit. We hope to have it rebooked in May.

Penhold Youth Club:

PYC averages for March

Grades 4-6: 30 youth

Grades 7 & 8: 13 youth

Grades 9-12: 16 youth

Community Representation

Penhold: 286

Red Deer County: 45

Total: 331

Leaders in Training Field Trip: On March 7, staff accompanied 20 youth to a Rebels game in recognition of their hard work and dedication throughout the year. We are fortunate to have such committed and enthusiastic youth volunteers in the program. By the end of March, Leaders in Training participants had contributed a total of 1,359 volunteer hours since September 2025.

Glitter Tattoo Fundraiser: PYC was invited to participate in the Jessie Duncan Parent Council Family Dance on March 27. The program offered glitter tattoos for \$2 each, raising a total of \$147.00, including an additional donation. This event provided a valuable opportunity to collaborate with a local community group, and the youth thoroughly enjoyed providing the tattoos.

Communication & Events:

Community Events:

Fall Festival Meetings have started for the 2026 Fall Festival. The next community event will be the Canada Day Celebration on July 1 at Lincoln Street Rec.

Communications:

A new registration program is starting. The program / activity registration module through Finny is being developed to start online registration for programs and activities. Community

Services staff are testing the program now before launching to the public by the end of April / early May. Over the coming month, the use of this program will be expanded beyond just Community Services programming.

Ongoing items:

The signage project for the RV Park and amenities surrounding the Community Hub is ongoing.

New Town map for signage has been finalized. The digital file should be arriving soon, and it will be used to make more amenities of information available through the Town website.

AB Munis Tax Reimagined info is now linked to the Town's website, and a resident education campaign about this will be starting after April 27.

UPCOMING ITEMS OF INTEREST:

April 19-25: Volunteer Week

April 20: Craft Club

April 24: Last day for the Tax Prep program

April 27 & May 11: Lego Club

April 29: Art of Conversation Jr.

April 27 – May 3: Smile Cookie Campaign

May 4: Craft Club

May 4 – 9: Penhold Youth Week

May 4 – May 10: Mental Health Week

May 9: Family Play Day

May 23: Community Garage Sale

CAO COMMENTS:

Presented at the April 27, 2026, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

DEPARTMENT: Fire and Protective Services

SUBMITTED BY: Sean Pendergast

REPORT: Month of March

RECOMMENDATION:

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

COUNCIL FOLLOW-UP:

MONTHLY UPDATE:

Fire Department

Operations:

The department consists of 27 qualified members, which includes 4 Probationary Firefighters, 14 Firefighters ranging from 4th to 1st class, 4 Lieutenants, 2 Captains, 2 Deputy Chiefs, and one Chief.

In addition, we have 10 futures on fire cadets.

In March 2026, the Fire Department responded to a total of 18 calls:

- Rescue & EMS: 10 (55.6%)
- Gas leak: 1 (5.6%)
- False Alarm: 4 (22.2%)
- Smoke, Without Flames 2 (11.1%)

Compared to February (5 calls): ↑ 13



Training:

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

Notes:

- We are working on closing the sale of the Fire Hall
- Items are being packed and prepared to move as we expect to begin moving late April and take full possession mid-May of the new building.
- The Breathing Air Compressor was moved from the current Firehall to the new building and is being installed and commissioned in the coming weeks. Thanks to Operations for assisting!

Events:

- Futures on Fire (ATCO Cadet competition) will be May 23, 2026, at the Calgary Training Academy

Maintenance:

- Tender 1 went in for annual pump servicing, testing, and CVIP. No major faults noted
- Engine 2 is currently in for pump servicing, testing, and CVIP

Municipal Enforcement:**Operations:****MUNICIPAL ENFORCEMENT – INCIDENT TYPES (March 2026)**

Top reported incidents:

- Concerned Citizen: 7
- Dog at large: 4
- Others: Vandalism, graffiti, assist calls, etc.

Total Incidents: 34

Compared to February (59 incidents): ↓ 25 incidents

MUNICIPAL ENFORCEMENT – CITATION TYPES (March 2026)

Citations issued:

- No Registration: 4
- Non visible licence plate: 4
- Speeding: 3
- No seatbelt: 3

Total Citations: 39

Compared to February (45 citations): ↓ 6 Citations

A speed sign was placed on Hawkrigde Blvd in a playground zone

Serial # 304112		Street: Hawkrigde Blvd						Speed Limit: 30 KPH				
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % based on Avg. Spd.	Speeders > 10 KPH based on Avg. Spd.	Speeders > 20 KPH based on Avg. Spd.	Speeders > 30 KPH based on Avg. Spd.	Fastest Time Period	Speeders > 10 KPH based on Peak Spd.	Speeders > 20 KPH based on Peak Spd.	Speeders > 30 KPH based on Peak Spd.	Daily 85th %tile Speed	Daily Average Speed
Mar 15	517	85	16%	2	0	0	10:45p	14	1	0	34	26.7
Mar 16	681	94	14%	1	0	0	2:45p	9	0	0	32	25.9
Mar 17	734	136	19%	4	0	0	11:30p	19	0	0	34	27.1
Mar 18	770	161	21%	6	0	0	12:30a	19	1	0	34	27.2
Mar 19	773	138	18%	3	0	0	12:45a	18	1	0	34	26.9
Mar 20	721	201	28%	10	1	1	12:00a	35	2	1	35	28.1
Mar 21	620	165	27%	9	0	0	5:00p	29	2	0	35	27.9
Mar 22	547	148	27%	7	0	0	5:45p	21	0	0	35	28
Mar 23	727	168	23%	6	1	0	4:45p	21	1	1	34	27.5
Mar 24	716	169	24%	6	1	1	4:00p	26	3	1	35	27.7
Mar 25	660	169	26%	8	1	1	2:30p	24	3	1	35	27.9
Mar 26	698	104	15%	2	0	0	1:45p	11	0	0	32	26.3
Mar 27	773	164	21%	2	0	0	5:00p	20	2	1	34	27.4
Mar 28	631	188	30%	9	0	0	3:45p	33	3	0	35	28.4
Mar 29	532	148	28%	3	0	0	6:00p	25	1	0	35	28.1
Mar 30	656	158	24%	5	0	0	10:30p	23	1	0	34	27.5
Mar 31	711	145	20%	8	2	0	11:15p	22	5	1	34	27.7
Apr 1	717	172	24%	4	0	0	10:30p	23	0	0	35	27.7
Apr 2	722	190	26%	9	0	0	10:45p	26	3	0	35	28.3
Apr 3	548	113	21%	3	0	0	10:45p	20	0	0	35	27.1
Apr 4	558	140	25%	8	0	0	2:30p	23	1	0	35	27.8

Emergency Management:

The next Red Deer Regional Emergency Management Partnership meeting is early May.

Hazard season has officially started. Emergency Management will keep a close eye on moisture conditions in the region and will use moisture data along with weather to determine if and when fire bans may be necessary.

Building Construction Milestones:

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

The Breathing Air compressor was moved to the new building to allow the electricians to hardwire it and commission.

We have been assigned an analyst with

Site Setup: 100%

Site Development: 100%

Shop and Office Shell: 100%

Cold Storage Building: 100%

Top Down Finishes: 100%

Office Main Floor:

- Underground Rough In: 100%
- Radon Rock Install: 100%
- Radon Membrane Install: 100%
- Radon Inspection: 100%
- Forming and Rebar: 100%
- Office Slab Pour: 100%
- Office Slab Sawcut and Seal: 100%
- Layout Office Walls and Tracks: 100%
- Firespray: 100%
- Office Wall Framing: 100%
- Doorframe Install: 100%
- Mechanical/Electrical Rough in: 100%
- Drywall: 100%
- Mud and Tape: 100%
- Painting: 60%
- Ceilings: 90%
- Mechanical and Electrical Finishes: 60%
- Door Hardware Install: 0%
- Millwork Install: 90%
- Plumbing install: 0%
- Final Paint: 0%
- Commissioning: 0%
- Final Clean: 0%

Office Second Floor:

- Mezzanine Sawcut and Seal: 100%
- Steel Stud Framing: 100%
- Door Frame Install: 100%
- Mechanical and Electrical Rough In: 100%
- Drywall: 100%
- Mud and Tape: 100%
- Painting: 100%
- Ceilings: 100%
- Mechanical and Electrical Finishes: 100%
- Door Hardware Install: 100%
- Flooring: 100%
- Millwork Install: 100%
- Plumbing Install: 82%
- Final Paint: 100%
- Commissioning: 0%
- Final Clean: 0%

UPCOMING ITEMS OF INTEREST:

- Continued Building Construction
- Moving

CAO COMMENTS:

Presented at the April 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

**SUBJECT: Parkland Community Planning Services (PCPS)
– Wind Down & Dissolution**

RECOMMENDATION:

That Council accepts Parkland Community Planning Services' (PCPS) decision to wrap up and dissolve the PCPS organization effective Mar. 31, 2026.

CAO COMMENTS:

This motion comes from the March 26th PCPS Board Meeting stating to dissolve PCPS.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

All activities provided by PCPS will now cease.

For Penhold:

- This means the town no longer have an agency to assist in planning realms
- Provide advice to planning matters
- Prepare subdivision reports for councils' consideration and possible approval.
- Registration of subdivisions through land titles
- Address Subdivision appeals. An alternative process will need to be found. this is being worked on currently.

So, this is a hit to the communities, who will now need to find alternative avenues at a higher cost.

GENERAL:

At the Special Meeting on March 26, 2026. the members of PCPS voted to dissolve PCPS effective March 31, 2026.

As per the resolution (attached), the remaining liabilities are to be distributed in proportion to the population established by the most recent official population list of the Province (attached).

Subdivision Fees for 2025-2026 fiscal year payable to municipality - The total of subdivision fees, which have been paid to PCPS for application, endorsement, or extension fees for the 2025-2026 fiscal year, and are to be returned to the municipality.

Funds Paid to PCPS for future work (deferred revenue) – Any monies received from the municipality for prepayment of a future proj DESIRED OUTCOME(S): That Council is apprised of informat ect or for overpayments of invoices. These funds were held in the funds account and tracked as (deferred revenue) in our accounting system.

The calculation of the liability invoice is as such (Liability – Subdivision fees – Deferred revenue = Balance Owing)

As per the process outlined above, there is a credit of \$173.27 owed to the Town of Penhold.

ORGANIZATIONAL:

FINANCIAL:

At this point there is not a clear path as to what may be owing or payable back to the town.


FOLLOW UP ACTION:

Ongoing monitoring of situation.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Apr. 27th, 2026. Regular Council Meeting for the Town of Penhold



CAO

Meeting Date: March 26, 2026

Moved By: James Nibourg

WHEREAS the County of Stettler, City of Lacombe, Town of Bentley, Town of Eckville, Town of Innisfail, Town of Penhold, Town of Ponoka, Town of Olds, Town of Bashaw, Village of Alix, , Village of Big Valley, Village of Clive, Village of Donalda, Summer Village of Gull Lake, Summer Village of Parkland Beach and Summer Village of Rochon Sands entered into an agreement via execution of the “Master Agreement” dated April 1, 2020 to establish and operate Parkland Community.

WHEREAS the Parties have determined that it is in their best interests to terminate the agreement and dissolve Parkland Community Planning Services;

WHEREAS the Master Agreement provides for the dissolution of Parkland Community Planning Services upon the passage of a resolution at the Annual Meeting or at a Special Meeting by two-thirds majority of the Members present and voting at the meeting;

NOW THEREFORE BE IT RESOLVED THAT:

1. **Dissolution:** The Membership of Parkland Community Planning Services hereby authorizes the winding up and dissolution of Parkland Community Planning Services effective March 31, 2026
2. **Agreement Termination:** The Master Agreement dated April 1, 2020 is hereby terminated as of the effective date of dissolution.
3. **Winding Up & Distribution:** The Joint Board/Administration is authorized to take all necessary steps to settle all liabilities, debts, and obligations of Parkland Community Planning Services, and to distribute any remaining assets,& liabilities in proportion to their population as established by the most recent Official Population List of the Province.
4. **Authorization:** The [Mayor/Reeve] and [CAO/Administrator] are authorized to execute any documents necessary to give effect to this resolution.

CARRIED UNANIMOUSLY



March 31, 2026

G.S.T. Registration No. 89815 5288

Town of Penhold
Box 10
Penhold AB T0M 1R0

INVOICE

LIABILITY OF PCPS WIND DOWN

Liability in proportion to official provincial population list (2025) - \$9,126.73

Subdivision fees for 2025/2026 fiscal year payable to municipality – \$9,300.00

Funds paid to PCPS for future work (deferred revenue) - \$0.00

Balance Owing - -(\$173.27)

This invoice is payable upon receipt.
Payments can be made via EFT or E-Transfer to pcps@pcps.ab.ca
Thank You

Calculation of Disbursement March 2026

Population (from Official Population List - 2025)

Member Municipality	Municipal Affairs	Percentage	Share of Each \$140K	Amt paid	Subdivision Fees	Deferred revenue	Total owing
County of Stettler	5666	10.602%	\$ 14,842.73	\$14,842.73		\$3,866.22	-\$3,866.22
City of Lacombe	14258	26.679%	\$ 37,350.45				\$37,350.45
Town of Bentley	1042	1.950%	\$ 2,729.64				\$2,729.64
Town of Eckville	1014	1.897%	\$ 2,656.29		\$2,500.00	\$475.97	-\$319.68
Town of Innisfail	7985	14.941%	\$ 20,917.61		\$4,150.00		\$16,767.61
Town of Penhold	3484	6.519%	\$ 9,126.73		\$9,300.00		-\$173.27
Town of Ponoka	7331	13.717%	\$ 19,204.39		\$3,500.00	\$15,604.80	\$99.59
Town of Olds	9209	17.231%	\$ 24,124.02		\$100.00		\$24,024.02
Village of Alix	783	1.465%	\$ 2,051.16				\$2,051.16
Village of Bashaw	848	1.587%	\$ 2,221.43				\$2,221.43
Village of Big Valley	331	0.619%	\$ 867.09		\$1,600.00		-\$732.91
Village of Clive	775	1.450%	\$ 2,030.20	2030.2			\$0.00
Village of Donald	226	0.423%	\$ 592.03			\$1,100.00	-\$507.97
Summer Village of Gull Lake	226	0.423%	\$ 592.03		\$1,200.00	\$2,985.00	-\$3,592.97
Summer Village of Parkland Beach	168	0.314%	\$ 440.10				\$440.10
Summer Village of Rochon Sands	97	0.182%	\$ 254.10				\$254.10
Total Population of Members	53443	100.000%	\$ 140,000.00	\$ 16,872.93	\$22,350.00	\$24,031.99	\$76,745.08



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Growth Strategy partnership with Bentley and Clive

RECOMMENDATION:

That Council accepts Shared Regional Growth Strategic Framework recommendation to offer the work to Urban Systems for Town of Bentley, Village of Clive and Town of Penhold, effective May 1, 2026, with a term ending December 31, 2026, in accordance with their submitted proposal.

CAO COMMENTS:

The process used was extensive and detailed.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

This focus falls within the Economic Opportunity and Investment of the town's Strategic Plan.

RELEVANT POLICY:

Focusing on a sustainable, safe community.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

Look at communities shared growth strategic framework that benefits the towns
Growth opportunities and constraints
Readiness to accommodate growth
Look at updating the towns community profile
Draft of individual housing profiles and needs assessment
Non-residential development analysis
Draft growth strategy
Customize local implementation plan

IMPLICATIONS OF RECOMMENDATION:

Setting Penhold up with current prevalent information to promote and entice business opportunities.

BACKGROUND:

The Town of Bentley, Village of Clive and Town of Penhold collaboratively approved the submission of a grant application to the Alberta Community Partnership Program in November of 2026 through motions of each municipal council. The application was submitted through the Intermunicipal collaboration stream for funding and focuses on facilitating regional collaboration and to boost capacity building initiatives.

The communities were notified by Municipal Affairs, on February 20, 2026, (**Attachment #1**) that we were successful with our application.

The project will enhance regional service delivery, by creating a structured, collaboratively developed framework for managing growth, coordinating municipal resources and identifying regional opportunities. While each municipality will have its own customized strategy, the shared framework ensures that services, infrastructure and policies are coordinated, efficient and aligned with regional goals. This approach provides a new planning tool for strategic economic development, population retention and investment attraction to benefit residents, businesses and regional stakeholders.

Town of Bentley is the managing partner for the grant application and funding; Village of Clive and the Town of Penhold will support and provide valuable insight for the initiative and guide the creation of the specific growth strategies for their communities.

CURRENT STATUS

On March 31, 2026, Request for Proposal (RFP) QU20261 – Shared Regional Growth Strategic Framework for Town of Bentley, Village of Clive and Town of Penhold was issued to five (5) firms, by invite, requesting them to submit proposals to provide professional services to complete the work. The RFP remained open until Thursday April 16, 2026, at 3:00pm. In total we received 4 proposals and one firm declined to bid, based on timing and internal resources available to undertake the work.

Formal Evaluations took place with equal representation from each community and the Town of Bentley CAO acting as a procurement manager / fairness advisor (**not evaluating**)

Scoring was conducted independently by each participant with a group consensus scoring occurring on Wednesday April 22, 2026, to arrive at a consensus score for each participant.

This process is fair, transparent and ensures that there is no bias or conflict of interest brought into the evaluations. Each evaluator must first sign a declaration that there is no conflict of interest that exists with any of the companies or key personnel identified in each of the proposals. These forms must be completed and submitted to the procurement

manager, prior to each evaluator receiving bid evaluation procedures or copies of any proposals.

Evaluation Criteria for the proposals included the following:

- | | |
|------------------------------------|-----|
| 1.) Approach and Methodology | 30% |
| 2.) Experience and Qualifications | 30% |
| 3.) Project Innovation | 10% |
| 4.) Fee Proposal | 30% |

As a result of the evaluations, the successful proponent has been determined to be Urban Systems (Calgary Office) with lead Chris Ulmer (based out of Sylvan Lake). The proposal received from Urban Systems was excellent, providing specific focus on each community. It was well thought out with logical and clear steps for the success of the project. They identified a strong team, with relevant experience and project references specifically related to the scope of work for the project. There was a significant amount of time identified in the proposal for the completion of the growth studies for each community and also a relevant amount of public engagement proposed.

The proposal showed a comprehensive understanding of the scope of work required.

OTHER COMMENTS:

Presented at the Apr. 27, 2026, Regular Council Meeting for the Town of Penhold



CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR121606

February 20, 2026

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

Dear Mayor Hansen:

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

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

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

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

.../2

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

Sincerely,

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

Dan Williams, ECA
Minister of Municipal Affairs

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



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Broadening the scope of off-site levies – Under the MGA

RECOMMENDATION:

That Council supports seconding the resolution from the town of Cochrane to enhance legislation to permit possible recovery of growth-related infrastructure costs through offsite levy fees.

CAO COMMENTS:

Municipalities are becoming very sensitive to new development to ensure it does not place an undue hardship on the existing assessment base. With less provincial financial support for new infrastructure, this tool is becoming one of communities' most needed tool to grow as a livable community.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

- This is meant to be a tool to assist municipalities if they need help with rapid growth problems caused by new development and apportion a share of the costs to new development.
- Each community should have the ability to determine their needs for new growth. This is currently very restrictive.
- Developers are not always being a responsible neighbour to share in what communities see as being livable communities.

RELEVANT POLICY:

Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26, Part 17, Division 6 Section 648 Development Levies and Conditions

STRATEGIC RELEVANCE:

Following MGA requirements and requesting municipal tools.

DESIRED OUTCOME(S):

Support from the AB Munis Convention and Province

RESPONSE OPTIONS:

Would like to see the province be made known of costs and benefits of strong livable communities.

PREFERRED STRATEGY:

clear expectations and understanding of new growth issues.

IMPLICATIONS OF RECOMMENDATION:

This gives a tool to municipalities that they can have access to.

GENERAL:

ORGANIZATIONAL:

FOLLOW UP ACTION:

Response to Cochrane of council's decision

COMMUNICATION:

OTHER COMMENTS:

Presented at the Apr. 27, 2026, Regular Council Meeting for the Town of Penhold



CAO

Broadening Scope of Off-Site Levies

Moved by: Town of Cochrane
Seconded by: Town of Penhold

WHEREAS section 648 of the *Municipal Government Act* authorizes municipalities to impose off-site levies on new development to recover a portion of growth-related infrastructure costs;

WHEREAS the scope of infrastructure eligible for off-site levies remains limited and does not fully reflect the capital infrastructure required to support growth and complete communities;

WHEREAS population growth creates demand for additional municipal capital infrastructure, including but not limited to outdoor recreation amenities, municipal operations facilities, and transit infrastructure required to deliver services to expanding communities;

WHEREAS when growth-related infrastructure costs cannot be recovered through off-site levies, municipalities must rely on general taxation or other funding sources, resulting in existing taxpayers subsidizing infrastructure required for new development; and

WHEREAS municipalities require flexible and modern legislative tools to ensure that growth-related infrastructure costs are shared fairly, transparently, and in a manner that supports desired and livable communities.

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta to amend the *Municipal Government Act* to broaden the scope of infrastructure eligible for off-site levies to better reflect the full range of growth-related infrastructure required to support new development, where municipalities can demonstrate a clear connection between growth and the infrastructure required, in a manner that maintains transparency, predictability, and fairness for municipalities, developers, and residents.

BACKGROUND:

Municipalities across Alberta are experiencing sustained growth and increasing demand for infrastructure to support new communities. Off-site levies have, and continues to be, a key tool that allow municipalities to recover a portion of growth-related capital costs. However, under the current framework in the *Municipal Government Act*, the scope of infrastructure eligible for recovery remains too restrictive.

While the *Municipal Government Act* enables recovery of core infrastructure such as water, wastewater, stormwater, roads, transportation infrastructure, community recreation facilities, fire halls, police stations, and libraries, it does not fully capture the range of infrastructure required to support growth.

As communities expand, municipalities must invest in additional infrastructure to deliver services and support complete communities. This includes:

- outdoor recreation infrastructure (e.g., sports fields, courts, and community-use amenities);
- transit infrastructure (e.g., fleet storage, transit hubs, and supporting facilities);
- municipal operations facilities (e.g., public works yards and fleet maintenance facilities); and
- other capital infrastructure required to deliver municipal services to growing communities.

These investments are often directly driven by growth. Where growth-related infrastructure falls outside current off-site levy eligibility, municipalities must fund these investments through general taxation, reserves, or other sources. As a result, existing taxpayers often bear a disproportionate share of the costs required to support new development, effectively subsidizing growth. This misalignment can create financial pressure for municipalities and undermine the principle that growth should contribute to the infrastructure it necessitates. Expanding eligibility would help correct this imbalance by better aligning costs with the drivers of growth.

This challenge affects municipalities across Alberta, particularly those experiencing sustained or rapid growth. Municipalities experiencing growth face increasing pressure to align infrastructure funding with development while maintaining financial sustainability.

ABMunis previously raised this issue through [a resolution](#) calling on the Government of Alberta to expand the scope of off-site levies. While subsequent amendments have broadened eligibility in certain areas, the current framework still does not fully reflect the range of infrastructure required to support growth.

Broadening the scope of off-site levy eligibility would provide municipalities with a more complete tool to align infrastructure funding with growth. It supports a “growth pays for growth” approach and improves transparency in how costs are allocated.

Municipalities would continue to demonstrate a clear connection between development and the infrastructure being funded, ensuring levies remain appropriate and justifiable, while expanded eligibility would provide greater flexibility within a framework that maintains accountability.

This approach aligns with provincial objectives to support housing and community growth. Providing municipalities with effective infrastructure funding tools supports timely development, reduces long-term financial pressures, and helps build desirable, livable communities across Alberta.



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Tricia Willis

SUBJECT: 2027 – 2036 Financial Planning Document

RECOMMENDATION:

That Council approves the 2027 -2036 Financial & Capital Plan representing the Town of Penhold's anticipated Ten-year Operational and Capital Budgets.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

MGA Chapter M-26 Section 283 (2 & 3) Each municipality must prepare a written plan respecting its anticipated financial operations and Capital property additions over a period of at least the next 3 financial years for operations and 5 years for capital. The attached plan cover both operations and capital for a 5-year projection.

STRATEGIC RELEVANCE:

To ensure compliance when reporting financials.

DESIRED OUTCOME(S):

Keep Council aware of financial projections for 2027 – 203.

RESPONSE OPTIONS:

1. Council refer to this document for further input before approval.
2. Council refers this document to a workshop to discuss additional directives within the document.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Finalizes the financial commitment at year-end.

GENERAL:

Section 283 of the Municipal Government Act requires plans to be put into place. The council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

Section (6) indicates that Council must annually review and update its financial plan and capital plan. Section (7) explains the Minister may make regulations respecting financial plans and

capital plans including, without limitation, regulations respecting the form and contents of the financial plans and capital plans.

ORGANIZATIONAL:

Administration

FINANCIAL:

Provides a ten (10) year projection of both the capital plan and financial plan.

FOLLOW-UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at April 27, 2026, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 846/2026 Tax Payment & Penalty Bylaw

RECOMMENDATION:

1. That Council move to give first reading of Bylaw 846/2026 Tax Payment & Penalty Bylaw.
2. That Council move to give second reading of Bylaw 846/2026 Tax Payment & Penalty Bylaw.
3. That Council move to proceed with third reading of Bylaw 846/2026 Tax Payment & Penalty Bylaw.
4. That Council move to give third and final reading of Bylaw 846/2026 Tax Payment & Penalty Bylaw and rescind previous Bylaw 836/2025.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Part 2 Section 7 – A Council may pass bylaws for municipal purposes respecting the safety, health, and welfare of people and the protection of people and property.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 846/2026 being the Town of Penhold Tax Payment & Penalty Bylaw for further discussion.

PREFERRED STRATEGY:

Approve the Bylaw and send out notices to residents.

IMPLICATIONS OF RECOMMENDATION:

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

GENERAL:

Bylaw 845/2026 Tax Payment & Penalty Bylaw is being presented as it is deemed necessary and expedient to establish a tax collection method and to fix penalties for unpaid taxes.

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

ORGANIZATIONAL:

Administration

FINANCIAL:

Taxes will be collected and are due no later than June 30, 2026; outstanding balances will be charged a penalty as per Schedule "A".

FOLLOW UP ACTION:

Signing of Bylaw, mail out letters.

COMMUNICATION:

Letters will be sent out to residents; notices will be published in the Reporter and Utility Bill insert.

OTHER COMMENTS:

Presented at the April 27th, 2026 Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 846/2026

TAX PAYMENT & PENALTY BYLAW

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

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

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

SECTION 1: SHORT TITLE:

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

SECTION 2: DEFINITIONS:

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

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

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

SECTION 3: PAYMENT:

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

SECTION 4: TAX PAYMENT PLAN:

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

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

SECTION 5: PENALTIES:

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

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

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

Bylaw 836/2025 Tax Payment & Penalty Bylaw is hereby repealed upon the final passing of Bylaw 846/2026.

READ a first time on the 27th day of April, 2026

READ a second time on the 27th day of April, 2026

READ a third and final time on the 27th day of April 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

Rates/Fees & Penalties April 2026

Taxation:

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

Assessment Complaints:

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

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

Tax Installment Payment Program – TIP Program:

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

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



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: Bylaw 845/2026 Tax Rate and Minimum Tax Rate Bylaw

RECOMMENDATION:

1. That Council gives first reading to Bylaw 845/2026 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented;
2. That Council gives second reading to Bylaw 845/2026 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented.
3. That Council moves to proceed with third reading of Bylaw 845/2026.
4. That Council gives third and final reading to Bylaw 845/2026 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw as presented and rescinds previous Bylaw 835/2025.

CAO COMMENTS:

2026 continues to see changes to requisitions:

Requisitions: on the school side, the Province identified costs will be transferred to the communities until they reach 1/3 of the total cost supporting schools. This represents year 2 or 3 years of increases to our ratepayers.

RCMP directive from the Province will see our policing cost rise just over 2 X what is currently paid over the next four years.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

Early In 2026, Administration received notice from the Government of Alberta revealing policing costs for 2026 through 2031. This notice shows that policing costs in 2026, payable in 2027, will increase by 22% and will further increase (24%, 26%, 28, 30%) for the next 4 years.

Yearly updated equalized assessment usually leads to an increase in the school requisition, and this year is no different. The Province has also increased the school residential rate from 2.72 to 2.84 and the non-residential rate from 4.00 to 4.17, leading to an increase of \$197,462 over 2025. This is an average increase of 9.61% over last year on residential assessments.

Over the past years, the Town has looked for savings in the budget. We are at a point where it is becoming harder to find savings without service reductions. Products and services consumed by the town have also seen price increases. The municipal requisition is currently set to collect the same value of taxes as was collected in 2025, with the exception of new development which is over and above. There is no consideration for Consumer Price Index increases, which in 2025, were 2.16% or \$91,122, nor has any additional funding been put aside for the second debenture payment per year for the new building.

The overall increase to the ratepayer will be approximately 3.31% over their bill in 2025. The increase in the school rate, policing levy and seniors requisition are mitigated by the decrease in the municipal requisition and new development.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Parts 8 – 10; outlines Financial Administration; Assessment of Properties & Taxation. Council may pass bylaws as outlined in Part 1 Section 3 of the MGB for Municipal services, and facilities providing for a safe viable community and further to work collaboratively with neighbouring municipalities to plan, deliver and fund services.

STRATEGIC RELEVANCE:

The Council approves the rate of taxation as presented.

DESIRED OUTCOME(S):

1. Stay highly competitive with the non-residential tax rates with our county counterpart.
2. Minimize the residential rates that will continue to allow a high level of service at the best value possible.

RESPONSE OPTIONS:

That Council defers giving a first reading to Bylaw 845/2026 being the Town of Penhold Tax Rate and Minimum Tax Rate Bylaw for further discussion.

PREFERRED STRATEGY:

Give 1st, 2nd and 3rd reading to Bylaw 845/2026 if the Council is comfortable with the proposed direction identified.

IMPLICATIONS OF RECOMMENDATION:

Continue providing a high level of service to residents.

GENERAL:

That Bylaw 835/2025 Tax Rate and Minimum Tax Rate Bylaw was approved on April 14th, 2025, be repealed and now replaced by Bylaw 845/2026.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on financial requirements for the community's needs, providing sound financial direction.

FOLLOW-UP ACTION:

This will be tied to our strategic planning document for service delivery.

COMMUNICATION:

Throught the Town's website; and other electronic means. Media outlets; & staff

OTHER COMMENTS:

Presented at the April 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD
BYLAW NO. 845/2026
TAX RATE & MINIMUM TAX BYLAW

Being a Bylaw of the Town of Penhold in the Province of Alberta, authorize the setting of several rates of taxation to be levied against assessable property within the Municipality for the 2026 taxation year.

WHEREAS: the total levy requirements of the Town of Penhold as shown in the estimates for 2026 are as follows:

MUNICIPAL REVENUES:

• General Municipal Taxation	\$	4,362,973
• Municipal Grants		1,944,869
• Various other municipal sources		<u>10,311,350</u>
GENERAL MUNICIPAL REVENUE		16,619,192

MUNICIPAL EXPENDITURES:

• Debenture Debt	\$	509,904
• Requisitions		1,802,555
• Various other municipal purposes		<u>14,300,698</u>
GENERAL MUNICIPAL TOTAL		16,613,157

Budget Surplus	\$	6,035
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WHEREAS THE REQUISITIONS ARE:

ALBERTA SCHOOL FOUNDATION FUND:

• Public – Residential & Farmland	\$	1,291,521
• Public – Non-Residential		198,827
• Red Deer Opted-Out Jurisdictions – Residential & Farmland		31,068
• Red Deer Opted – Out Jurisdictions – Non-residential		0

PARKLAND FOUNDATION	14,672
DESIGNATED INDUSTRIAL (DI) PROPERTY TAX	603
POLICING LEVY	265,868

ACCUMULATED REQUISITION TOTAL:	\$	1,802,555
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Bylaw 845/2026 Taxation Bylaw

WHEREAS: The Council of the Town of Penhold, Province of Alberta is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions: and

WHEREAS: The Council is authorized to classify assessed property, and to establish different rates or taxation concerning each class of property, subject to the Municipal Government Act, Revised Statutes of Alberta 2000, and

WHEREAS: The assessed value of all the property in the Town of Penhold, Province of Alberta as shown on the Assessment Roll is:

	Assessment	Rate	\$\$
Residential	483,517,830	7.2928	3,526,199
Non-Residential	27,635,550	11.85	327,481
Famland	139,650	11.85	1,655
Multifamily	2,920,670	7.2928	21,300
Multifamily - MHP	5,720,450	11.85	67,787
Seniors Lodge	594,920	0	0
Vacant land - Residential	6,633,650	11.85	78,609
Vacant land - Non-Residential	924,590	11.85	10,956
Non-Residential Linear	7,202,900	11.85	85,354
Machinery & Equipment	239,550	11.85	2,839
Annexed Land			
Residential	1,954,920	4.0933	8,002
Farmland	257,950	14.2290	3,670
Non-Residential	13,037,230	12.1920	158,950
Machinery & Equipment	2,795,730	12.1920	34,086
General Exempt	167,554,140		
Difference due to Min Tax Rate			36,085
TOTAL	721,129,730		4,362,973

NOW, THEREFORE: under the powers conferred upon it by the Municipal Government Act, R.S.A. 2000, as amended, the Town of Penhold, Province of Alberta enacts as follows:

1. That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta.

Residential Property (occupied)	7.2928 mills on the dollar
Non-Residential Property	11.85 mills on the dollar
Parkland Foundation	0.0265 mills on the dollar
Designated Industrial Property Requisition Levy	0.0728 mills on the dollar
Policing Levy	0.4379 mills on the dollar

Bylaw 845/2026 Taxation Bylaw

And as per Annexation Board Order 057/17, the annexed land from Red Deer County will be taxed at the County rates. As such, the properties are assessed in accordance with Red Deer County Bylaw 1025/2026 which indicates that:

General Municipal – Non-Residential Property	12.1920 mills on the dollar
General Municipal – Residential Property	4.0933 mills on the dollar
General Municipal – Farmland Property	14.2290 mills on the dollar
Policing Levy	0.2488 mills on the dollar
Seniors Housing Levy	0.0275 mills on the dollar

2. That Council is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the Assessment Roll of the Town of Penhold in the Province of Alberta for the Alberta School Foundation Fund:

Town

Public – Residential & Farmland	2.5765 mills on the dollar
Public – Non- Residential	4.0743 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.5765 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	4.0743 mills on the dollar

County

Public – Residential & Farmland	2.7212 mills on the dollar
Public – Non- Residential	4.0743 mills on the dollar
Red Deer Opted- Out Jurisdiction – Residential & Farmland	2.7212 mills on the dollar
Red Deer Opted -Out Jurisdiction – Non-Residential	4.0743 mills on the dollar

3. The Minimum amount payable as property tax for general municipal purposes in 2026 shall be \$500.00
4. This Bylaw shall take effect on the date of the third and final reading.

Bylaw 835/2025 is hereby repealed upon the final passing of Bylaw 845/2026.

READ a first time on the 27th day of April, 2026
READ a second time on the 27th day of April, 2026
READ a third and final time on the 27th day of April, 2026

MAYOR

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

Department: Planning & Development

Submitted by: Rick Binnendyk

SUBJECT: Land Use Bylaw Amendment Public and Institutional (PI) to Mixed Use (MU) Zoning

RECOMMENDATION:

That Council give First Reading to Bylaw No. 848/2026, a bylaw to amend Land Use Bylaw No. 837/2025 Schedule "A" Land Use District Map; from the current Public and Institutional District (PI) to Mixed-Use (MU);

AND FURTHER that Council schedule a Public Hearing to be held on May 25 at 6:00 pm in Council Chambers to hear comments for this Proposed zoning change.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Section 640 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "MGA") requires municipalities to adopt a land use bylaw; and Section 191 of the MGA authorizes Council to amend a bylaw.

STRATEGIC RELEVANCE:

Aligns LUB mapping with approved subdivision plans.

DESIRED OUTCOME(S):

Ensures the Land Use Bylaw is consistent with a proposed development.

RESPONSE OPTIONS:

Council may direct administration to modify the figure or wording prior to second reading.

PREFERRED STRATEGY:

That Council moves forward with the MU zoning to encourage residential and commercial use in the current location.

IMPLICATIONS OF RECOMMENDATION:

This will open the possibilities for additional new commercial endeavours. This change will move the land into a status outside of public use into possible private sector use.

GENERAL:

This parcel has been used by the town over decades and was classified as PI which is Public Institutional. With the town moving the fire department's operations to another location, and the land is deemed surplus to the town, this land is being looked at for a private use focus.

DISCUSSION

The town currently has the parcel listed to sell and wishes to find a suitable owner that will be a good fit within the developed area.

This parcel has a mix of Zonings surrounding the parcel.

General Industrial District (I-G) to the west; Low Density Residential District (R1) to the east; Multiple unit residential District R(3) to the north; Public and Institutional (PI) to the south and touching General Residential District (R2) to the northeast side.

The lands to the south is currently under review for the future of the current structure and longer-term use.

Looking at the site there is a strong presence of residential use that appears will continue for some time. There is currently commercial uses within close proximity of the area, with Industrial use to the west. This this parcel appears to be conducive for more commercial services mixed with residential.

The structure on site is a shop type building in the rear with an office front. the town has been focused to keep the industrial district to west side along the tracks and west of the railway tracks. this area is considered to be an area in transition. looking at this site and future focuses a mixed Use appears to be a good fit for this area.

ORGANIZATIONAL:

Administration

FOLLOW UP ACTION:

After first reading there will be advertising, notice to surrounding residents and a public hearing prior to second and third readings.

COMMUNICATION:

Website; info bulletin board, electronic means and letters to surrounding parcels.

OTHER COMMENTS:

This zoning is being requested by the potential purchaser, and the planning authority is supportive to this potential use.

Presented at the April 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO

LAND USE BYLAW AMENDMENT APPLICATION

PART I - APPLICANT INFORMATION

NAME OF CONTACT PERSON / COMPANY: Jackson Hall	TELEPHONE: 403-391-3807
EMAIL ADDRESS: jacksonhall05@gmail.com	CELL: 403-391-3807
MAILING ADDRESS (including Postal Code): 36-39026 Range Road 275, Red Deer, AB	
NAME OF REGISTERED OWNER (if different): Village of Penhold	TELEPHONE: 403-886-4567
MAILING ADDRESS (including Postal Code): 1 Waskasoo Avenue, Box 10, Penhold, AB T0M 1R0	

PART II - SITE INFORMATION

LOT: 16, 17, 18, 19 & 20	BLOCK: A	PLAN: RN26A (XXVIA)	
MUNICIPAL ADDRESS: 1001 Minto Street, Penhold, AB T0M 1R0			
LAND AREA (Hectares): 0.117	LAND AREA (Acres): 0.29	LAND AREA (M ²): 1,174	LAND AREA (FT ²): 12,639

PART III - PROPOSED REDESIGNATION

EXISTING LAND USE: PI Public and Institutional	PROPOSED LAND USE: MU Mixed Use
Please provide reasons for the proposed Land Use Bylaw amendment: <small>The former Penhold Fire Hall is being acquired for mixed commercial and residential use: two on-site residential suites in the existing office wing; light commercial/workshop tenancy in the shop bays; and covered mini storage units in the fenced yard perimeter. No manufacturing, noise, odor or nuisance uses are proposed. Mixed Use aligns with the Town's stated growth objectives and housing demand.</small>	

PART IV - REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF:

I, Kevin Lapp hereby certify that

I am the registered owner, or I am the agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Kevin Lapp
Signature

PART V - AUTHORIZATION TO ACT ON BEHALF OF THE REGISTERED OWNER (IF APPLICABLE):

I (We) hereby authorize Kevin Lapp / Lapp Realty Commercial Group at eXp Realty to act on my (our) behalf on matters pertaining to this application for a Municipal Development Plan (MDP) amendment application.

April 18, 2026 [Signature] 04/17/26 4:41 PM MDT

DATE SIGNATURE OF OWNER

This personal information is being collected under the authority of Land Use Bylaw 661/11 and the Municipal Government Act (MGA) and will be used for the Town's Planning and Development decisions and is protected by the privacy provisions of the Freedom of Information of Protection of Privacy (FOIPP) Act.

FOR OFFICE USE ONLY

PART IV - DECISION MAJOR AMENDMENT \$2,000.00 MINOR AMENDMENT \$1,000.00

DATE RECEIVED:	RECEIPT NUMBER:	DATE OF ISSUE:	ISSUING OFFICER'S NAME:
FILE NUMBER:	DATE OF DECISION:	ISSUING OFFICER'S SIGNATURE:	ISSUING OFFICER'S DESIGNATION:

LAND USE BYLAW AMENDMENT APPLICATION

1. The Council on its own initiative may amend the *Land Use Bylaw*.
2. A person may make application to the Development Officer to amend the *Land Use Bylaw*. The application must include:
 - a) a statement of the specific amendment requested;
 - b) the purpose and reasons for the application;
 - c) if the application is for a change of District, the legal description of the lands and a site plan identifying the lands proposed to be rezoned along with the dimensions of the lands;
 - d) a statement of the applicant's interest in the lands; and
 - e) a payment of applicable fee, including advertisement fee due upon receipt of invoice from the Town relating to public meetings or public hearings.
3. Upon receipt of an application for amendment to the *Land Use Bylaw*, the Development Officer will initiate or undertake an investigation and analysis of the potential impacts of development resulting from or allowed as a result of the proposed amendment. The analysis will be based on the full development potential of the proposed amendment and not on the merits of any particular development proposal. The analysis will, among other things, consider the following impact criteria:
 - a) relationship to and compliance with approved statutory plans and Council policies;
 - b) relationship to and compliance with statutory plans and outline plans in preparation;
 - c) compatibility with surrounding development in terms of land use function and scale of development;
 - d) traffic impacts;
 - e) relationship to, or impacts on, services such as water and sewage systems, and other public utilities and facilities such as recreation facilities and schools;
 - f) relationship to municipal land, right-of-way or easement requirements;
 - g) effect on stability, retention and rehabilitation of desirable existing uses, buildings, or both in the area;
 - h) necessity and appropriateness of the proposed amendments in view of the stated intentions of the applicant; and
 - i) relationship to the documented concerns and opinions of area residents regarding development implications.
4. Prior to a public hearing for a *Land Use Bylaw* amendment, the Town will refer any applications to Red Deer County where the subject lands are situated adjacent to the municipal boundary.
5. The Development Officer must not accept an application to amend the *Land Use Bylaw* which is identical or similar to an application which has been refused by the Council, for a period of six (6) months after the date of the refusal unless, in the opinion of the Development Officer, the reasons for refusal have been adequately addressed or the circumstances of the application have changed significantly.

LAND USE BYLAW AMENDMENT REQUIREMENTS

1. Copy of current Land Title(s) certified for subject lands, easement, row, restrictive covenant or other legal documents registered to the property that affects the ??? of the lands;
2. Real Property Report (RPR);
3. Site map.

TOWN OF PENHOLD
BYLAW NO. 848/2026

Being a Bylaw with the purpose to amend the Land Use Bylaw 837/2025 for the
Town of Penhold in the Province of Alberta.

WHEREAS Section 640 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the “MGA”) requires municipalities to adopt a land use bylaw;

WHEREAS Section 191 of the MGA authorizes Council to amend a bylaw;

WHEREAS the subject lands are currently designated as Public and Institutional (PI) under the Town of Penhold Land Use Bylaw;

WHEREAS an application has been received to redesignate the subject lands to Mixed Use (MU) to allow for a combination of residential and commercial uses within an existing building;

WHEREAS the existing Public and Institutional designation limits the range of allowable uses and does not fully support the evolving needs and long-term development objectives of the community;

WHEREAS the proposed amendment seeks to redesignate the subject lands to a Multi-Use district (commercial and residential) in order to allow for a broader range of compatible commercial, service, and mixed-use developments;

WHEREAS the proposed Multi-Use designation is intended to encourage economic diversification, support local entrepreneurship, and provide community-serving amenities within the Town of Penhold;

WHEREAS the proposed redesignation aligns with the policies and goals of the Town of Penhold’s Municipal Development Plan, including the efficient use of land, the creation of complete and vibrant activity areas, and the promotion of sustainable growth patterns;

WHEREAS the proposed amendment is considered consistent with adjacent land uses and is intended to integrate sensitively with surrounding developments through appropriate site design, circulation, and landscaping;

NOW THEREFORE, the Council of the Town of Penhold, in the Province of Alberta, duly assembled, enacts as follows:

1. AMENDMENT

1.1 Replacement of Figure

Schedule “A” – Land Use District Map of Land Use Bylaw No. 837/2025 is hereby amended by redesignating a portion of the lands legally described as Plan RN26A, Block A, Lots 16–20, municipally known as 1001 Minto Street, from **Public and Institutional (PI)** to **Mixed Use (MU)**, as shown on Schedule “A” attached to and forming part of this bylaw.

2. SCHEDULES

This bylaw contains the following schedule:

- Schedule A – Land Use District Map amendment for 1001 Minto Street

3. EFFECTIVE DATE

This bylaw shall come into force upon third reading and final reading in accordance with the *Municipal Government Act*.

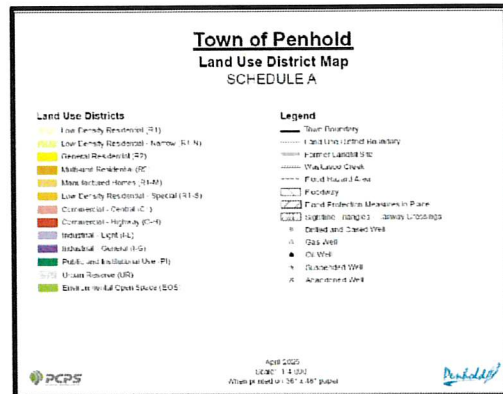
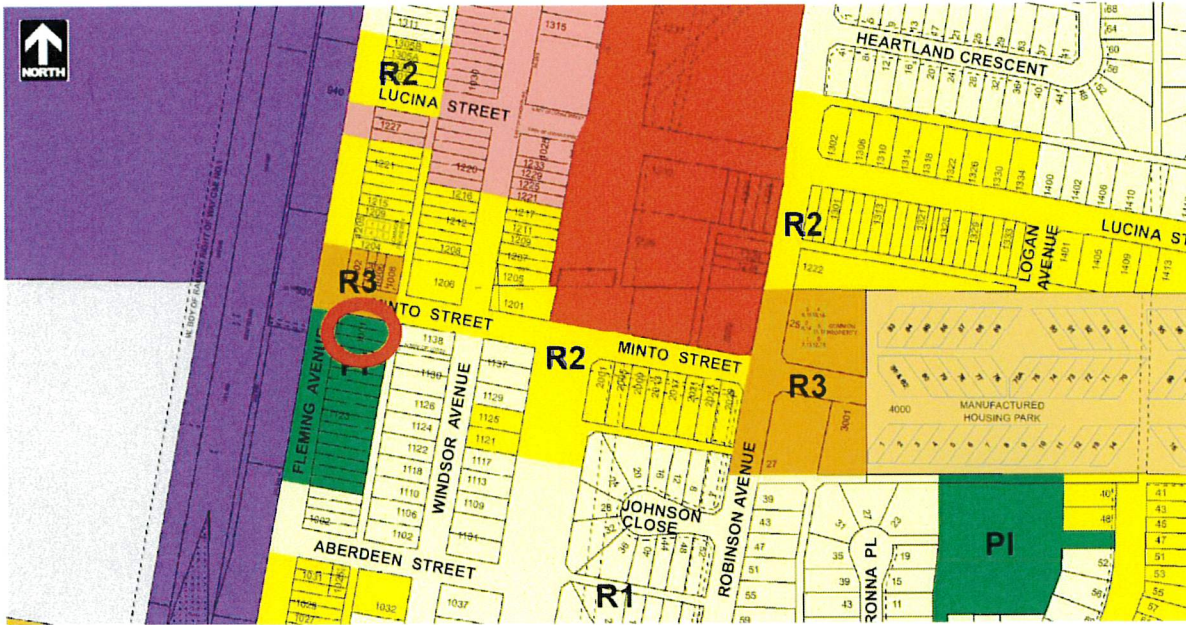
READ for the first time on this 27th day of April, 2026.

READ a second time this ^h day of , 2026.

READ a third time and finally passed this day of , 2026.

Mayor

Chief Administrative Officer





REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

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

ATTACHED:

- Mar. 18 letter from MP Bailey to Hon Marc Miller, Minister of Canadian Identity and Culture and Minister responsible for Official Languages re: Preservation and Public Display of the Penhold Memorial hall Historic Curtain
- Apr. 13 email from Staff Sergeant Ihme re: March Crime Stats
- Apr. 22 letter from James Whitham, VP, Research, Collections and Exhibitions and Director General, Canadian War Museum re: Penhold Memorial Hall Curtain

EMAIL:

- Apr. 13 email from Alberta Municipalities re: ABmunis Bill 28 - Preliminary Analysis
- Apr. 13 AB Municipalities re: EOEP Highlights & Upcoming Courses
- Apr. 16 email from CAO Re: New folder for council emergency management
- Apr. 21 email from CAO Re: FCM Early bird Pricing
- Apr. 23 email from CAO Re: Penhold Library Manager Retires
-

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the Apr. 27th, 2026, Regular Council Meeting for the Town of Penhold



CAO



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Burton Bailey

Member of Parliament
Red Deer

March 18th, 2026

Hon Marc Miller
Minister of Canadian Identity and Culture and Minister responsible for Official Languages
200 Scare-Coeur Boulevard
Gatineau, Quebec J8X 4C6
Canada

James Whitham
VP, Research, Collections and Exhibitions and DG, Canadian War Museum
1 Vimy Place
Ottawa, Ontario K1A 0M8
Canada

Re: Preservation and Public Display of the Penhold Memorial Hall Historic Curtain

Dear Minister Miller and Mr. Whitham,

I am writing to formally advocate for the recognition and public display of a significant piece of Central Alberta's military heritage: The Penhold Memorial Hall Historic Curtain.

This artifact is a double-sided tribute to the First World War, hand-painted in 1920 by two Red Deer veterans to serve as the centerpiece of the Penhold Memorial Hall. The curtain is a remarkable "time capsule"; while the front depicts the ruins of the 1916 Battle of the Somme, the reverse side contains over 100 years of history in the form of inscriptions, jokes, and signatures left by traveling performers and residents.

I want to highlight the extraordinary efforts of my constituent, Mr. Stewart Ford, from the Town of Penhold. When the curtain was discovered in a severe neglect, suffering from water damage and decay, Mr. Ford took it upon himself to ensure its survival. He has dedicated countless hours to researching its provenance and personally contributed approximately \$60,000.00 toward its professional restoration. It was only through his efforts that this "rare artifact" was saved.

Ottawa Office

Confederation Building
House of Commons
Ottawa, ON
K1A 0A6

Burton.Bailey@parl.gc.ca
www.BurtonBaileyMP.ca

Red Deer Office

100A-4315 55th avenue
Red Deer, Alberta
T4N 4N7
Phone: 403-698-9300



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Burton Bailey

Member of Parliament
Red Deer

The history of the curtain's tenure with the Canadian War Museum has been a journey of high expectations for the Town. Since the Town of Penhold originally donated the curtain in 2006, our residents have followed its progress closely. Following its successful six-month display in Penhold in November 2015, the artifact was shipped back to Ottawa in May 2016 for what was intended to be its permanent exhibition home. While I understand that the Museum had intended to display the artifact in 2020, that timeline appears to have been delayed, leaving the curtain in storage.

Leaving this artifact in storage, especially after such a significant restoration effort, does not honour the veterans who painted it or the community that gifted it. On behalf of Mr. Ford, and the citizens of Penhold, I am requesting that the Canadian War Museum provide a timeline for the public display of the curtain whether in a gallery or as part of its exhibition.

My goal is to ensure this vital piece of Central Alberta's legacy is made accessible to the public and all Canadians. I look forward to your response on how we can finally bring this wonderful piece of history into the public eye.

Warm regards,

Burton Bailey
Member of Parliament, Red Deer

cc:

Carole Beaulieu – Chair Board of Trustees
Narmin Ismail-Teja – Vice Chair Board of Trustees
Michael Yargeau – Mayor of Penhold

Ottawa Office

Confederation Building
House of Commons
Ottawa, ON
K1A 0A6

Burton.Bailey@parl.gc.ca
www.BurtonBaileyMP.ca

Red Deer Office

100A-4315 55th avenue
Red Deer, Alberta
T4N 4N7
Phone: 403-698-9300

**Town of Penhold - Innisfail Detachment
Crime Statistics (Actual)
January to March: 2023 - 2026**

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2023	2024	2025	2026	% Change 2023 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	0	3	200%	N/A	0.6
Other Sexual Offences		0	0	1	1	N/A	0%	0.4
Assault		10	8	5	6	-40%	20%	-1.5
Kidnapping/Hostage/Abduction		0	0	0	1	N/A	N/A	0.3
Extortion		0	0	1	0	N/A	-100%	0.1
Criminal Harassment		4	1	3	2	-50%	-33%	-0.4
Uttering Threats		7	1	4	1	-86%	-75%	-1.5
TOTAL PERSONS		22	10	14	14	-36%	0%	-2.0
Break & Enter		3	3	0	2	-33%	N/A	-0.6
Theft of Motor Vehicle		0	2	1	2	N/A	100%	0.5
Theft Over \$5,000		0	0	1	0	N/A	-100%	0.1
Theft Under \$5,000		4	6	7	1	-75%	-86%	-0.8
Possn Stn Goods		2	2	1	0	-100%	-100%	-0.7
Fraud		4	4	6	3	-25%	-50%	-0.1
Arson		0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		4	4	2	5	25%	150%	0.1
Mischief - Other		1	2	4	3	200%	-25%	0.8
TOTAL PROPERTY		18	23	22	16	-11%	-27%	-0.7
Offensive Weapons		2	1	1	0	-100%	-100%	-0.6
Disturbing the peace		3	1	0	0	-100%	N/A	-1.0
Fail to Comply & Breaches		2	0	1	3	50%	200%	0.4
OTHER CRIMINAL CODE		1	0	0	1	0%	N/A	0.0
TOTAL OTHER CRIMINAL CODE		8	2	2	4	-50%	100%	-1.2
TOTAL CRIMINAL CODE		48	35	38	34	-29%	-11%	-3.9

Town of Penhold - Innisfail Detachment
Crime Statistics (Actual)
January to March: 2023 - 2026

All categories contain "Attempted" and/or "Completed"

April 7, 2026

CATEGORY	Trend	2023	2024	2025	2026	% Change 2023 - 2026	% Change 2025 - 2026	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	0	2	0	-100%	-100%	-0.1
Drug Enforcement - Trafficking		0	2	2	1	N/A	-50%	0.3
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		1	2	4	1	0%	-75%	0.2
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	1	0	N/A	-100%	0.1
TOTAL FEDERAL		1	2	5	1	0%	-80%	0.3
Liquor Act		N/A	N/A	0	0	N/A	N/A	0.0
Cannabis Act		N/A	N/A	0	0	N/A	N/A	0.0
Mental Health Act		N/A	N/A	5	10	N/A	100%	-2.2
Other Provincial Stats		N/A	N/A	8	7	N/A	-13%	0.8
Total Provincial Stats		N/A	N/A	13	17	N/A	31%	-1.4
Municipal By-laws Traffic		N/A	N/A	0	1	N/A	N/A	0.3
Municipal By-laws		N/A	N/A	5	9	N/A	80%	2.1
Total Municipal		N/A	N/A	5	10	N/A	100%	2.4
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	1	0	-100%	-100%	-0.6
Property Damage MVC (Reportable)		N/A	N/A	0	6	N/A	N/A	1.0
Property Damage MVC (Non Reportable)		N/A	N/A	0	0	N/A	N/A	-0.6
TOTAL MVC		N/A	N/A	1	6	N/A	500%	-0.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	1	5	N/A	400%	1.1
Roadside Suspension - Drugs (Prov)		N/A	N/A	0	0	N/A	N/A	0.0
Total Provincial Traffic		N/A	N/A	8	17	N/A	113%	1.3
Other Traffic		N/A	N/A	2	0	N/A	-100%	0.0
Criminal Code Traffic		1	2	5	7	600%	40%	2.1
Common Police Activities								
False Alarms		N/A	N/A	2	3	N/A	50%	-0.2
False/Abandoned 911 Call and 911 Act		N/A	N/A	4	15	N/A	275%	4.7
Suspicious Person/Vehicle/Property		N/A	N/A	10	7	N/A	-30%	-0.3
Persons Reported Missing		N/A	N/A	0	3	N/A	N/A	0.9
Search Warrants		N/A	N/A	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	1	3	N/A	200%	-2.2
Form 10 (MHA) (Reported)		N/A	N/A	0	2	N/A	N/A	-0.1



Innisfail (Provincial) Crime Statistic Summary – January to March

2026/04/07

Innisfail (Provincial) – Highlights

- **Break & Enters** are showing a 37.5% decrease when compared to the same period in 2025 (January to March). There were 3 fewer actual occurrences (from 8 in 2025 to 5 in 2026).
- **Theft of Motor Vehicles** decreased by 40.0% when compared to the same period in 2025 (January to March). There were 2 fewer actual occurrences (from 5 in 2025 to 3 in 2026).
- **Theft Under \$5,000** decreased by 53.3% when compared to the same period in 2025 (January to March). There were 8 fewer actual occurrences (from 15 in 2025 to 7 in 2026).

Innisfail (Provincial) – Criminal Code Offences Summary

Crime Category	% Change 2025 – 2026 (January to March)
Total Persons Crime	16.1% Increase
Total Property Crime	7.4% Decrease
Total Criminal Code	7.5% Increase

From January to March 2026, when compared to the same period in 2025, there have been:

- 5 more **Persons Crime** offences;
- 4 fewer **Property Crime** offences; and
- 7 more **Total Criminal Code** offences;

Innisfail (Provincial) – March, 2026

- There were 1 **Thefts of Motor Vehicles** in March: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 1 other types of vehicles, and 0 vehicles taken without consent.
- There were 3 **Break and Enters** in March: 1 businesses, 1 residences, 0 cottages/seasonal residences, 1 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in March (1 alcohol related and 0 drug related). This brings the year-to-date total to 9 (9 alcohol related and 0 drug related).
- There were a total of 1 files with the **Spousal Abuse** survey code in March (March 2025: 2). This brings the year-to-date total to 10 (2025: 4).
- There were 193 files with **Victim Service Unit** referral scoring in Innisfail Provincial: 0 accepted, 14 declined, 1 proactive, 0 requested but not available, and 178 files with no victim.



Innisfail Provincial Crime Gauge

2026 vs. 2025
January to March

Criminal Code Offences



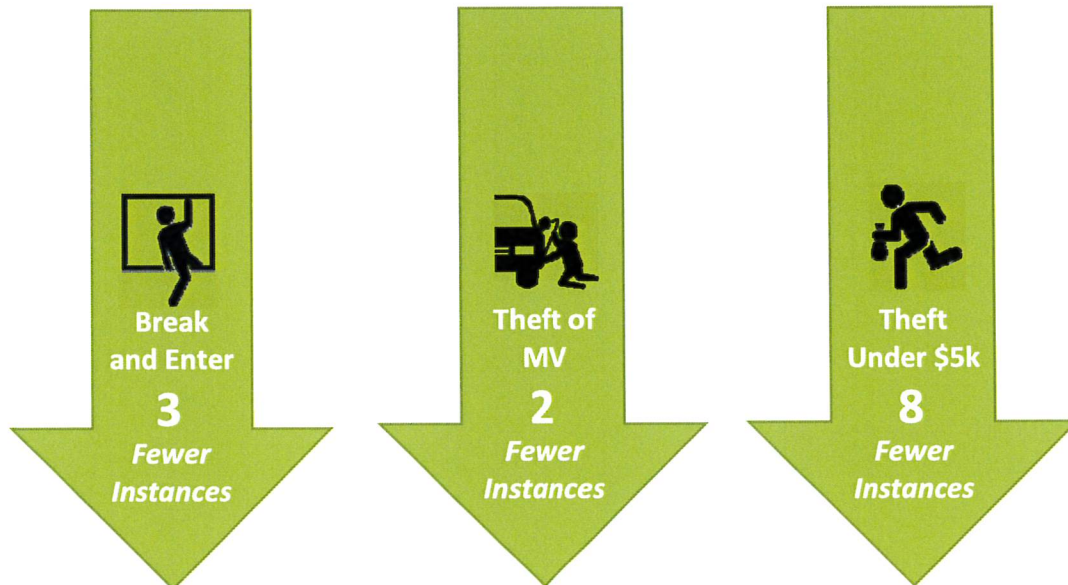
**Total
Criminal Code
Offences:**

8%

Increase

When compared to
January to March, 2025

Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Innisfail (Municipal) Crime Statistic Summary – January to March

2026/04/07

Innisfail (Municipal) – Highlights

- **Break & Enters** are showing a 42.9% decrease when compared to the same period in 2025 (January to March). There were 3 fewer actual occurrences (from 7 in 2025 to 4 in 2026).
- **Theft of Motor Vehicles** decreased by 25.0% when compared to the same period in 2025 (January to March). There were 1 fewer actual occurrences (from 4 in 2025 to 3 in 2026).
- **Theft Under \$5,000** decreased by 23.1% when compared to the same period in 2025 (January to March). There were 9 fewer actual occurrences (from 39 in 2025 to 30 in 2026).

Innisfail (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2025 – 2026 (January to March)
Total Persons Crime	4.9% Increase
Total Property Crime	26.3% Decrease
Total Criminal Code	16.5% Decrease

From January to March 2026, when compared to the same period in 2025, there have been:

- 2 more **Persons Crime** offences;
- 30 fewer **Property Crime** offences; and
- 29 fewer **Total Criminal Code** offences;

Innisfail (Municipal) – March, 2026

- There were 1 **Thefts of Motor Vehicles** in March: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 1 other types of vehicles, and 0 vehicles taken without consent.
- There were 0 **Break and Enters** in March: 0 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in March (1 alcohol related and 0 drug related). This brings the year-to-date total to 6 (6 alcohol related and 0 drug related).
- There were a total of 8 files with the **Spousal Abuse** survey code in March (March 2025: 5). This brings the year-to-date total to 22 (2025: 12).
- There were 190 files with **Victim Service Unit** referral scoring in Innisfail Municipal: 3 accepted, 19 declined, 1 proactive, 0 requested but not available, and 167 files with no victim.



Innisfail Municipal Crime Gauge

2026 vs. 2025
January to March

Criminal Code Offences



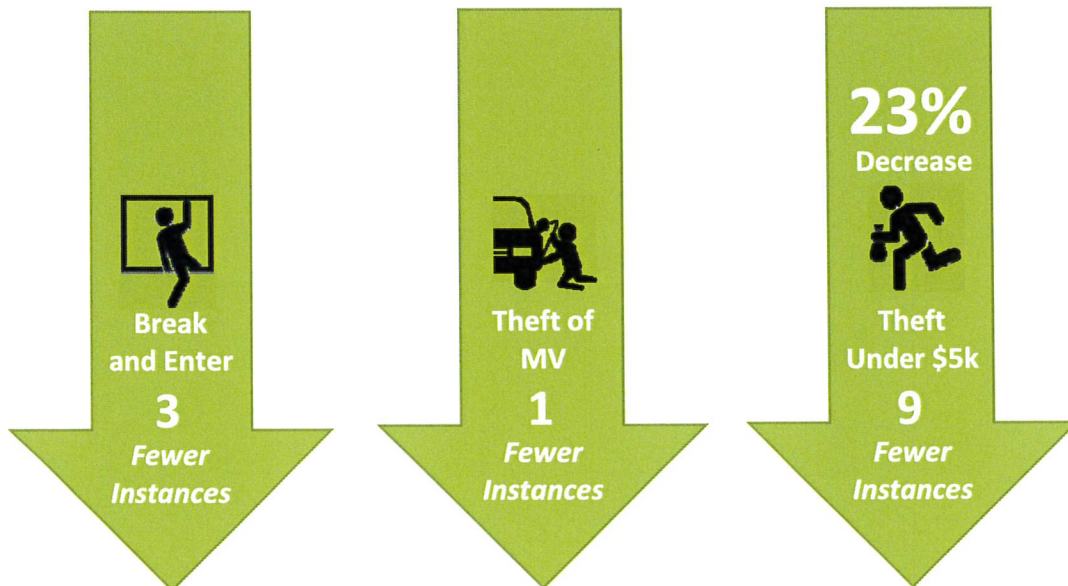
**Total
Criminal Code
Offences:**

16%

Decrease

When compared to
January to March, 2025

Select Property Crime



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MUSÉE
CANADIEN
DE L'HISTOIRE
-
CANADIAN
MUSEUM
OF HISTORY



CANADIAN
WAR
MUSEUM
-
MUSÉE
CANADIEN
DE LA GUERRE

April 22nd, 2026

The Honourable Burton Bailey
Member of Parliament, Red Deer
Confederation Building
Ottawa ON K1A 0A6

Dear Mr. Bailey,

Thank you very much for reaching out to the Canadian War Museum to advocate for greater recognition for the Penhold Memorial Hall Curtain.

The artifact in question has been a valued part of the Museum's National Collection, as you may no doubt know, since the Town of Penhold made the generous decision to donate it in 2006. We remain very appreciative of the time, energy, and resources that your constituent Mr. Ford invested into ensuring the piece's survival and documenting its provenance. The responsibility to care for this unique piece of Canadian military and community history remains one that the Museum takes very seriously.

We recall, too, with fondness the success of the curtain's display in Penhold during the First World War centenary in 2015. The Museum was honoured to take part in the reunion, and our CEO at the time, Mr. Mark O'Neill, was very pleased to have the chance to meet Mr. Ford personally and enjoy the company and gratitude of all present at the opening event. His remarks at the time concerning the curtain's status as a national treasure are ones we continue to stand by.

Following the display of the Penhold Curtain in 2015, it was returned to the Museum, where we accordingly invested in its proper conservation and storage so it remains in the best condition for future generations. The care and storage of all of the important pieces in the Museum's collection, we feel, is one of the ways that we seek to honour Canadian history and those who had a hand in its course, alongside our exhibitions and programming.

100, rue Laurier Street
Gatineau QC K1A 0M8
Canada
museedelhistoire.ca
historymuseum.ca

1, place Vimy Place
Ottawa ON K1A 0M8
Canada
museedelaguerre.ca
warmuseum.ca

Canada

The Museum is beginning an exercise in 2026-2027 to examine our signature galleries to see how we may invest in their renewal, which will be a process taking some years to undertake properly. The Penhold Memorial Hall Curtain may be considered for inclusion in our long-term displays at that time. We do not wish to rule out an earlier display, of course. In past correspondence with us, Mr. Ford had suggested the possibility of a loan for display at The Military Museums or the Glenbow in Calgary, or at The Royal Alberta Museum in Edmonton, and we would certainly be willing to support those endeavours, should those institutions have an interest in displaying the Curtain.

Thank you again for reaching out on behalf of your constituents, and for your passion and support of Canadian military history. We look forward to continuing this correspondence about this very important artifact.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Whitham', with a stylized, cursive script.

James Whitham
Vice-President, Research, Collections and Exhibitions and Director General. Canadian War
Museum