



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the June 24, 2024 Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the June 24, 2024 Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the June 24, 2024 minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the June 24, 2024 regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on July 3 with no changes indicated at the time of this report.

PREFERRED STRATEGY:

That Council adopts the June 24, 2024 Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

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

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

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

COMMUNICATION:

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

OTHER COMMENTS:

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

Presented at the July 8, 2024 Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

June 24, 2024
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Guests:

Chris & Lori Wolfe

Kim Kim

Jo Michaluk

Colinda Taddeo

Jean Orchison

Melissa Young

Stu & M.E. Ashman

Cindy Padley

Cayd Neilly

Dwayne Marsden

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Exec Asst

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

1. **ADDITIONS to the AGENDA**

1.2 **Adoption of the Agenda**

2024-198

Councillor Hamm moved to accept the June 24, 2024 Regular Council meeting amended agenda as presented.

CARRIED UNANIMOUSLY

2. **MINUTES**

2.1. **Adoption of the May 27th, 2024, Regular Council Meeting Minutes as provided.**

2024-199

Councillor Galisky moved to accept the Regular Council meeting minutes for May 27th, 2024, as provided.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2024-200

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

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Payments and Online Payments from May 22 – June 18, 2024

2024-201

Councillor Muller moved that Council accept the Monthly Accounts for Payments and Online Payments from May 22 – June 18, 2024 as presented.

CARRIED UNANIMOUSLY

6.1. b. Monthly Bank Reconciliation Statement for the month ending April 30, 2024

2024-202

Councillor Cunningham moved that Council accept the Monthly Bank Reconciliation Statement for the month ending April 30, 2024.

CARRIED UNANIMOUSLY

6.1. c. Central Alberta Economic Partnership (CAEP) Membership Fees

2024-203

Councillor Denson moved that Council tables CAEP Membership Fees and directs Administration to invite CAEP to do a presentation on membership advantages.

CARRIED UNANIMOUSLY

6.2. CAO Report – Rick Binnendyk

- Distributed in Council Package

2024-204

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

CARRIED UNANIMOUSLY

6.3 Community Services Report – Jennifer Blaylock

- Distributed in Council Package

2024-205

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

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

2024-206

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

CARRIED UNANIMOUSLY

6.5 Multiplex – Michael Szewczuk

2024-207

Councillor Muller moved to accept the Multiplex monthly report as information.

CARRIED UNANIMOUSLY

6.6 Operations – Brandon Kowalchuk

2024-208

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Public Services Building Open House Information

2024-209

Councillor Cunningham moved that Council accepts the Public Services Building Open House report for information.

CARRIED UNANIMOUSLY

7.2 Public Hearing: For the Purpose of Borrowing of Funds to Construct a Public Services Building

2024-210

Councillor Hamm moved that Council sets July 8th as the formal Public Hearing date that will be held in the Multiplex Club Room at 6:00PM.

CARRIED UNANIMOUSLY

7.3 Financial Assistance for a New Play Structure

2024-211

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

CARRIED UNANIMOUSLY

8. OUTSTANDING

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

10. BYLAW(s)

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2024-212

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

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE REPORTS

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

2024-213

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

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

14. CLOSED SESSION

15. ADJOURNMENT

2024-214

Councillor Muller moved to adjourn Council Meeting at 6:49pm.

CARRIED UNANIMOUSLY

Mayor

CAO



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

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

IMPLICATIONS OF RECOMMENDATION:

Information items for Council

COUNCIL FOLLOWUP:

It was mentioned about connecting with RD County on possible funding towards the play structure for the new school. In discussion with the CAO, they have discussed this but there has not been any decisions made as of yet. A request for Penhold's contributions to this project was made and forwarded for consideration.

Projects:**Schools:**

- New middle school work continues.
 - TIA Report has ATEC (Alberta Transportation & Economic Corridors) responding back to the school review for vehicle activity at the Waskasoo intersection.

Public Works/Fire Hall: lots of focus has been put to this area. More information under a separate report.

- The Operations site is currently undergoing a level one environmental assessment review.

Round About 2A & 42: work is proceeding quickly on this project. We are still anticipating that traffic diversion will start in August.

- The town's electronic sign will be moved 10 meters south of its current location. We looked at moving closer to the west for optimum visibility, unfortunately supernet fiber is adjacent to the boundary line.

Active Transportation Fund: The trail system work is near completion:

Work along the Atco pipeline right of way has been canceled. There were numerous obstacles that would drive costs up beyond our ability to proceed. Our office has asked our engineering team to give us a costing update to determine what and if we can still do more work within the project scope. This is forthcoming.

Administration:

- Taxes: 1st deadline for taxes was June 30th. There have been several clients asking for consideration after the deadline. This year we appear to have a little bit of an uptake. When asked, it appears people are busy and forgot is the common response. The reduced penalty has made the sting easier to accept.
- We will be sending out a RFP for auditors for the next 3 years with 2-year option extension.
- PCPS: We are still trying to get these documents internally. This will be ready for our next council meeting. Land Use Bylaw will be the next review kicking into play this fall.
- Master Transportation Plan Addendum Study: remains in progress.
- June 12 -14th attended the LGAA Conference with the Management Team. Again, excellent presentations on leadership, numerous breakout sessions, corporate review outcomes, transitioning to the CAO position, Transformative Power of "AI" Artificial Intelligence in Local Government, Leading Engaged Workplaces, and Engineering Your Grants
 - On behalf of the LGAA Conference Committee, we will be presenting a donation to the Central Alberta Women's Emergency Shelter.
 - Congrats to Trish for becoming the Zone 2 Director with the LGAA Association.
- Attended Alberta Municipalities Summer Municipal Leaders Caucus session in Innisfail June 27th. The agenda addressed: Water Conservation what we have done and planning to do to reduce consumption; Advocacy as to how municipalities can get our

province to hear the needs. Assessment model changes coming; Provincial infrastructure funding. The session closed with Mr. Bilton sharing his journey to what they are doing now and into the future with Hydrogen. It was a great session.

- On the not positive side it was identified that RCMP requisition fees will be going up next year due to the recent wage contract negotiations.
- Received and responded to multiple pages of questions on the new build. Thank you to Sean and Brandon for assisting in getting this info together for Mayor Yargeau.
- July 8th attending an Atco Function. Looking forward to sharing some information on municipal partnerships.

Census:

- The census campaign concluded on June 30. Our team is reviewing the documents, and a final report will be forthcoming to Council and Municipal Affairs.

Economic Realms:

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

FOLLOW UP ACTION/UPCOMING:

- Working towards moving the new Public Services Building project forward
- PCPS finalizing the draft long-term planning documents.
- Working with contractors on our 2024 projects
- Reconnect with the Newton Family on the lease agreement.
- Looking to take some holiday time for a few days in July and the end of August.
- Looking forward to taking a few days off when possible.

COMMUNICATION:

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

OTHER COMMENTS:

Presented at the July 8th, 2024, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – We sent three of our staff to Sylvan Lake to take part in the AARFP Arena Level 1 course. It is a basic entry level course for staff to gain insights on the art of making ice as well as maintaining the ice. Not only are these skills important to the staff, but we feel the networking that is gained at these courses is invaluable to the staff.

In June the service people have been hard at work to get our Ice plant up to snuff and ready to turn back on July 3rd and start making ice anytime after that. As mentioned in last months report, the brine pump that broke apart on us has been replaced. Also, while re-packing some of the ammonia valves, they found one was seized and needed to be replaced. They changed the oil filters on the compressors as well as added in some of the components to make the whole ice plant more functional and hopefully run a little better.

Our gas detection people were also in and calibrated the ammonia sensors for the plant room to keep everyone safe and healthy.

Fitness –

	June 2023	June 2024
MEMBERSHIP SALES	\$9,394.50	\$8,548.01
DROP-INS	\$339.00	\$284.50
TRAINING	\$1,061.25	\$946.25
DROP IN GYM	\$266.00	\$99.00
TOTAL REVENUE	\$11,060.75	\$9,877.76

A total of **22** fobs were issued for 24-hour members in the month of June.

The Fitness Centre had **25** new or returning members for the month of June.

The Fitness Centre has seen a small slow down with the warmer months and summer ahead. Fitness class participation has remained steady and the classes offered were Full Body HIIT Mix, Butts n’ Guts HIIT, Spin, Stretch + Mobility, Slow Flow Yoga, Pump it Up, Step, Power Step, IN the Zone, Booty Barre, Burn & Turn Spin, and Stretch & Release.

The Fitness Centre will offer a sale from July 8-26 for 3 month and 6 month packages of the memberships. Drop-in activities will resume at the start of September.

	June 2024	Totals 2024
Penhold Sr Track Users	0	259
Kids Gym	73	874
Staff Fitness Usage	28	168
Penhold Fire Dept	27	282
Pickle Ball	--	441

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

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 8th, 2024 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Operations

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

RECOMMENDATION:

That Council accepts the Public Works report as information.

CAO COMMENTS:

RECOMMENDATION **Report/Document:** Attached ___ Available ___ Nil X___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

Council defers back to administration for more information

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

WATER – Water consumption for June is down 3% from this time last year with 24,516 m³ of water produced for the community. Monthly water meter reads were done on June 14th. There were no new water meters installed. Our quarterly THM Sample was completed on June 5th. Crawford Construction is borrowing water from the Hub for part of construction of the new school. This is being metered and recorded. Two operators attended the Alberta Water & Wastewater Association Golf Tournament in Innisfail and networked with other communities and suppliers. Borsma Electrical was brought in to do some repairs to exterior and emergency

lighting at Oxford Reservoir. Staff lowered a curb stop at a residence that reported the stem was sticking up out of the ground. Operators investigated a water quality complaint at a residence. Staff performed tests at the location and flushed the nearest hydrant and will follow up with the resident to see if any concerns return. Operators began our annual spring flushing of water mains through the hydrants on June 4th and continued flushing on the 5th, 6th, 10th, 11th, 12th, 14th, 17th, 18th, 19th, 20th, 21st.

SEWER – As of May 31st, 2024 sewer flows were 29,803 m³ for the month which is up 10% compared with the previous year. The Sani Dump had 30 token users and 117 credit card users. Sterling was out at Palisades Lift Station and Newton Lift Station to quote the install of the Vega System that monitors the wet well levels of the station. In conjunction with the annual spring water main flushing, operators are flushing the water into the sewer lines to help move any waste that may be stuck due to low flows.

SRDRWC – Operations staff spent 170.5 hours working on the Regional System in June and there was one after hour callout on the system. Operations Safety meeting was held on June 11th in Bowden. Water tank at Waskasoo Lift Station (WLS) #2 was topped up. Mowing and weed whacking of stations and air relief vaults on the line were completed by staff. Bioxide pumps were serviced or replaced by Evoqua at WLS # 2, 3, and Penhold Lift Station (PLS) #4. Bioxide was delivered to WLS #2,3 and PLS #4 on the 6th. Sterling completed the annual pump inspection & maintenance at the stations. Pump 101 at WLS #3 was found to be airlocked with feminine products referred to as a “mop head”, jammed up into the impeller of the pump. This was cleared and the pump returned to service.

TRANSPORTATION – June 3rd training for staff by Industrial Machine on our new asphalt trailer was completed. Annual spring street sweeping has been completed. Maintenance sweeping will happen throughout the summer, when needed. The Sander was removed from unit #20. The old 580 Backhoe went to Michner Allen Auctions and sold for \$28,000.00. June 13th Alberta Traffic Supplies installed the new solar crossing lights at Waskasoo & Lucina. Gravel work was completed on the Rec Centre parking lot. Replacement parking blocks were placed in the Rec parking lot as well. June 14th gravel was touched up on valve repair sites. Maintenance has been done on trucks & equipment when required by staff. Compact Wheel Loader had to go to Brandt Equipment for some warranty work. Sidewalk Inspections are currently being done. Once completed, a list will be generated for the contractor to come and do the work. Jersey Barriers were placed at Augustus & Assiniboine to detour people from driving through undeveloped locations. On June 20th Terrawest inspected the current shop yard and conducted some soil samples. June 21st Border Paving paved the patch on Waskasoo. Other locations of valve repairs will be done later after road inspections are completed and a list of areas are generated for the contractor. Curb and crosswalk painting are being done by staff as weather permits. Adding of gravel and grading of allies continues. The old Elgin Eagle Street Sweeper was cleaned and prepped to be traded in with Joe Johnson Equipment for when delivery of the new Broom Bear Street Sweeper expected on July 3rd.

STORM – Staff have checked on storm grates before a potential rain event is coming and have cleaned off grates after rain events.

PARKS & RECREATION – Mowing and weed whacking is ongoing throughout the community. Compost Bins were pushed in on 12th,13th,17th,19th,20th,24th,28th,26th,27th. Tree trimming and weeding of flower and shrub beds continued. Watering of trees and plants continue. Garbages have been emptied 3rd,6th,10th,17th,21st,26th,28th. Soccer fields have been lined by staff on the 3rd,4th,11th, & 24th. The ball diamonds have been dragged and lined by staff on the 3rd,4th,5th,6th,10th,11th,12th,13th,17th,19th,20th,24th,26th, & 27th. Two additional summer staff started June 10th. Couple of posts for plaques have been installed at Tranquility Park. At Hawkridge Park staff clean up the rocks off the walkway weekly. June 26th staff installed a Polycap on the ball diamond fences. Borsema Electrical was at the Rec Centre finishing the building light upgrades to LED and install motion sensing switches inside. June 26th & 28th staff cleaned the solar lights on the walking paths around town. Community Hub pond has the aerators repaired and raised and are back running. Splash Park - staff have cleaned the storage tank weekly and send water samples off weekly to the labs. Alberta Health Services inspected the Splash Park and Rec Centre on June 19th and was satisfactory with all the conditions. Playquest was out to assist staff with some maintenance of the spray park system. Eavestroughs were added to the Splash Park shed to create another rain water collection location to be used by staff to water the community plants. Paving of the pathways have been completed and landscape work is currently taking place.

MEMORIAL HALL –There are two additional bookings at the Hall for the Month of July. The Cadets renewed their lease contract for another year to use the hall for there parade nights and some additional spaces for storage and office use. We had Advanced Cleaning Solutions out on June 25th to perform furnace duct cleaning throughout the Hall. They will be back on July 2nd to perform cleaning of all the chairs.

GARBAGE – Residence totes have been repaired when reported. The Annual Spring Cleanup operated at the Skatepark Parking lot for the final year at this location May 24th to June 3rd. Site attendants did report it was quieter in comparison to other years. The site was cleaned up and fencing removed by the 5th. A summary report should be available in the next Operations Report to Council as some invoices are still coming in.

RV Park – There were 165 bookings made during June. Number of sites occupied in June was, on average 36 per night with the maximum per night being 63, and the lowest amount being 21 out of the 67 available. 6 New firepits were placed at sites 1,6,27,36,41,61 that did not have fire pits previously. June 13 Total Security started to install a pin coded lock on the doors for the RV Washhouse. Campers will have a pin in their confirmation booking email and the Caretaker will share the pin with paying campers currently on site. Minor electrical maintenance was performed on the washhouse as well. Parking blocks were placed around the gravel parking pad.

ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 8th, 2024, Regular Council Meeting for the Town of Penhold.

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

CAO



REQUEST FOR DECISION

Department: Operations, Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Public Services Building Posting on APC site

RECOMMENDATION:

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

CAO COMMENTS:

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

KEY ISSUE(S)/CONCEPTS DEFINED:

All three Open Houses showed the majority of those in attendance were strongly for the proposed project.

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Project Management: Public Service Building.

DESIRED OUTCOME(S):

That Council motion to pursue construction options through a Request for Proposal via open bidding on Albert Purchasing Connection for the design and construction of a Public Works and Firehall combination building.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Administration creates a Request for Proposal and posts said request to the Alberta Purchasing Connection procurement site.

GENERAL:

Council gave first reading to Bylaw 824/2024 Debenture Bylaw at the May 27 Regular Council meeting. Since that time, residents have been given the opportunity to attend an Open House on June 10th in the Library where one comment card received was not in favour of the proposed building.

An additional two Open Houses were held on July 3rd providing residents the opportunity to tour both the Fire Hall and Operations facility and meet with council and management. Six people visited the Fire Hall with eight touring the Operations facility. Great conversation was had with all guests in favour of the combined Public Services Building.

The Public Hearing will offer the final opportunity for residents to bring forth any comments/concerns they may have with the proposed project.

The above mentioned events were required in order that Council, should they wish, can proceed with giving second and possibly third reading to the Bylaw, while administration can proceed with the tendering process.

The RFP is to include design and construction for both services within a single building of approximately 28,000 square feet, a sand/salt shed for public works, solar capable roofing, site utilities, and sitework.

The RFP will be open for 24 days with an information session within the first five days of opening for interested proponents to ask questions. An evaluation committee will bring recommendations from the RFP to council once the RFP closes and all submissions are evaluated.

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 8th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: CPO Sharing Agreement

RECOMMENDATION:

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

CAO COMMENTS:

In discussion with management at Innisfail, there is a receptiveness in working together within the protective service area. This regional thinking is appreciated.

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

KEY ISSUE(S)/CONCEPTS DEFINED:

- One of our Community Peace Officers is entering maternity leave.
- Maternity Leave can be 12 months up to 18 months.
- A gap in service has been recognized and to maintain service levels without temporary coverage would be unlikely.

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Protective Services

DESIRED OUTCOME(S):

That council motion to pursue enter into an agreement with the Town of Innisfail for shared Community Peace Officer services.

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Maintain CPO presence and service.

IMPLICATIONS OF RECOMMENDATION:

- Administration enters into an agreement with the Town of Innisfail to share Community Peace Officer services.
- Administration pays for the services at a rate of \$50,000 per year, prorated to \$25,000 for 2024, for 20 hours of service per week.

- Administration pays for the service at a rate of up to \$50,000 per year for 2025 for 20 hours of service per week, prorated for the remainder of the maternity leave.
- Administration pays a one-time fee of \$5,000 for the procurement of equipment to outfit the Community Peace Officer.

GENERAL:

The agreement allows for the sharing of a full-time Community Peace Officer with the Town of Innisfail that will proactively patrol and reactively respond to general issues within both communities. The procurement of a Special Service Vehicle, in vehicle camera system, and general equipment and outfitting of the Officer will be the responsibility of the Town of Innisfail and the Town of Penhold will contribute \$5,000 towards said procurement. The Officer will be responsible for reporting municipal issues to the Protective Services Manager of the municipality in which the issues occur. Both Protective Services managers will meet regularly and discuss shared services.

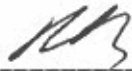
FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

We are hopeful that the Innisfail Council is receptive to a regional concept in providing temporary CPO services. The proposed agreement will be flexible and allow a reasonable exit strategy should this not be working well.

Presented at the July 8th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Tricia Willis

SUBJECT: Assessor Contract Extension

RECOMMENDATION:

That Council approves extending the existing contract with Bow Valley Property Valuers to provide Assessment services to the Town of Penhold from June 30, 2025, to June 30, 2028;

AND FURTHER that Mr. Frank Watson be appointed as the assessor for the Town of Penhold to conduct assessment services and report to Municipal Affairs on behalf of the Town of Penhold.

CAO COMMENTS:

Mr. Frank Watson has over the years provided an excellent level of service at a very reasonable fee.

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 258 Capital property – long-term borrowing.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

To appoint Frank Watson of Bow Valley Valuers as the Town of Penhold Assessor.

RESPONSE OPTIONS:

Council defers back to Administration for more information

PREFERRED STRATEGY:

That approve the extension agreement to the Assessment Contract with Frank Watson of Bow Valley Valuers.

IMPLICATIONS OF RECOMMENDATION:

Assessment contract is extended as we transition to a new assessor.

GENERAL:

Frank Watson, the owner of Bow Valley Property Valuers, has provided assessment services to the Town of Penhold since 1996. In review with staff, we continue to appreciate Mr. Watson's expertise and businesslike approach to our assessment roll. The reporting information to Alberta Municipal Affairs is detailed and thorough. Alberta Municipal Affairs reports suggest that our assessor is meeting the regulations set out and all reporting formats as requested. Mr. Watson is accredited and current on the

changing regulations involving assessments.

Mr. Watson continues to provide outstanding service to our ratepayers. It would be the Town's recommendation to continue our partnership with Bow Valley Property Valuers for another time extension.

Mr. Watson has provided additional information which has been attached for your reference.

ORGANIZATIONAL:

Administration

FINANCIAL:

The price of assessment services has not increased in all this time.

FOLLOW-UP ACTION:

As directed by Council

COMMUNICATION:

None

OTHER COMMENTS:

Presented at the July 8th, 2024, Regular Council Meeting for the Town of Penhold



CAO

FRANK WATSON ASSESSMENT SERVICES SUCCESSION PLAN

TOWN OF PENHOLD

June 10, 2024

After over 40 years preparing assessments in Alberta, it is time for me to hang up my tape measure and clipboard. I have prepared a proposal for a succession plan, to help in the transition to a new assessment services company.

I have been the assessor for the Town of Penhold since 1996. We have signed an extension to our contract to June 30th 2025. I will be preparing the 2024 assessment for taxation in 2025. This succession plan will allow me to ease out of preparing the assessment and provide a transition to a new service provider. This will allow the Town to work with my replacement and decide if they are the right fit.

To ensure a workable transition, I request a further 3-year extension to our contract, from June 30th 2025 to June 30th 2028. I have been in discussion with Wild Rose Assessment Services, located in Red Deer, and they will assist me in the preparation of the assessments for these 3 years. For the 2025 assessment year, I will work with Wild Rose in preparing the assessment. I will assist Wild Rose with the inspection of the new properties, work with them during the reinspection cycle, tour the Town and talk about the assessments that I have prepared, and discuss an outstanding issue, and act as a resource person. For the 2026 and 2027 assessment years, Wild Rose will prepare the assessments, and I will act as an advisor, and help if needed. If necessary, I will attend any assessment complaint hearings to give evidence.

I will still be responsible for the assessment function, and the Town can terminate the contract extension at any time. Wild Rose will subcontract the assessment service from me, and at the end of the 3 year extension, Wild Rose will have a working knowledge of the town, be familiar with the staff, and be in a position to enter into a contract with the Town.

This will give the Town the opportunity to work with a new assessor, and "Try Before You Buy."

Respectfully Submitted

Frank Watson AMAA

Assessor



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Parkland Foundation 2023 Annual Report

RECOMMENDATION:

That Council accepts the Parkland Foundation 2023 Annual Report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

The Foundation ensures Council is apprised of and accepts their Annual Report as per their year-end process.

GENERAL:

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

ORGANIZATIONAL:

FINANCIAL:

There is no financial implication to the Town.

FOLLOW UP ACTION:

If Council provides any directive, advise Parkland Foundation.

COMMUNICATION:

OTHER COMMENTS:

Presented at the July 8th, 2024 Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, appearing to be the initials 'RB' followed by a flourish.

CAO

2023

Parkland Foundation Annual Report



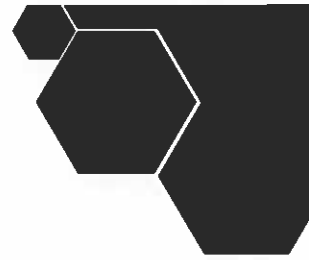
Prepared by
The Bethany Group



A commitment to providing a Caring Community.



Board Chair Message



On behalf of the Board of the Parkland Foundation I am pleased to share this annual report to the community.

Our main mandate as a board is to serve our residents and their families! 2023 was another memorable year for both our tenants and the board! We are thankful that our residency rates continue to remain steady and that we have completed maintenance projects within many of the buildings we manage.

Our board is comprised of appointed elected officials from Bowden, Delburne, Elnora, Innisfail, Penhold and Red Deer County. We have remained quite continuous in our board representation over the years, which has been good for us as we finish projects and set new goals. At this time, I would like to thank Don Harrison, Councillor from the Town of Innisfail for his past service to our board and welcome his replacement, Dale Dunham!

I would like to take this opportunity to thank our staff for their ongoing efforts to ensure our seniors are well cared for and you always maintain a positive outlook, which makes transitioning into a new lifestyle so much easier for everyone!

To my fellow board members, I would like to personally thank you for your efforts and dedication to our board and the seniors and families that we serve within our communities!! To the team at Bethany, we are proud to work with you and enjoy the strong positive working relationship we have on a day-to-day basis!

It is my honor to continue to serve as Board Chair for the Parkland Foundation and represent the communities within our mandate. First and foremost, we remain committed to serving our vulnerable seniors and their families.

Connie Huelsman
Board Chair
Parkland Foundation

2023 Board of Directors

Connie Huelsman – Chair
Sandy Gamble – Vice-chair
Don Harrison
Ken Denson
Tim Wilson
Jul Bissell

CAO Message



Early 2023 continued to demonstrate challenges with occupancy in many lodges across Alberta but we are pleased to continue to see so many people choosing to make their home in Autumn Grove - leaving us without these occupancy concerns!

We have had opportunities throughout 2023 to advocate for the provincial lodge program - meeting with Minister Nixon on a variety of occasions; promoting the desire for additional services within our lodges; joining our industry partners in participation in the provincial lodge program review and continued efforts to demonstrate the need for program changes to better meet the needs of current and future lodge residents.

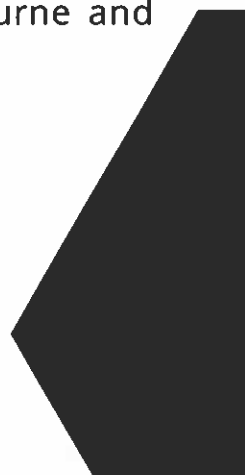
I would like to take this opportunity to thank our staff for their ongoing work and dedication to make the lodges a warm and inviting home for the residents that we serve.

I would also send my thanks to the many residents and families who put their trust in us all to provide quality housing that includes lodge services such as housekeeping, enticing meals and enjoyable activities. The Lodge program allows residents to participate in the life of the lodge as much as they choose while enabling them to continue to participate in the external community as they like. We are also pleased to be able to provide quality, affordable housing for seniors in the Parkland service area.

The Bethany Group is proud to provide the administrative function for Parkland Foundation and we thank the Parkland Foundation Board for their ongoing support of Administration for Autumn Grove Lodge in Innisfail and Seniors Self-Contained and community housing in Innisfail, Bowden, Penhold, Delburne and Elnora.

Respectfully,

Carla Beck,
CEO, The Bethany Group
CAO, Parkland Foundation



Business Plan 2023-2025

Year Two Accomplishments



Outcome # 1 Investing Now and In the Future

- The June 2023 Capital Maintenance request to the Government of Alberta was \$1,520,000 for projects in the Seniors Self-Contained Apartments. \$250,000 was approved in April 2023 for suite renewals, with the work 60% complete in April 2024. In March 2024, \$450,000 was approved for boilers, hot water tanks, make-up air units and pumps in two buildings.
- Parkland Foundation would like to thank DEEP, a community organization in Delburne, for their ongoing support of Elk Haven Manor.
- The Foundation recognizes that with the increasing senior's population in Alberta, good planning to meet projected increased demand is extremely important. The board has set aside funds in Budget 2024 to engage a consultant for the initial investigation of a project at the lodge site.

Outcome # 2 Integrated Housing and Supports

- Parkland Foundation is committed to providing an affordable housing option for seniors so they can live in their community of choice. Receiving regular resident feedback and seeking out areas of improvement are an important part of meeting the needs of our residents and communities.

2.1 Quality Improvement

- Our 2023/2024 initiative is Admission and Move-Ins: A Welcoming Experience. In 2023, Quality Improvement Teams reviewed the current practices and procedures and sought feedback from residents and their families on their experience. In 2024, pilot projects will be tested at various sites and final recommendations will be made.

2.2 Resident Surveys

“We residents are most fortunate to have good Cooks who provide us with tasty, nutritious meals.” Quote from resident, 2023 Autumn Grove Lodge Survey

“Affordable and well-maintained home takes a lot of stress out of my life.” Quote from resident, 2023 Seniors Apartment Survey

Residents of both Autumn Grove Lodge and the senior’s apartments in the various communities provided their feedback on their living environment. The surveys were completed in November, results tabulated and action plans were developed to address areas of concern. Results were shared back with residents during Spring Tenant meetings. This process reflects our commitment to person-centered care, responsiveness to resident needs and transparency.

Outcome # 3 Transitions and Aging in the Community

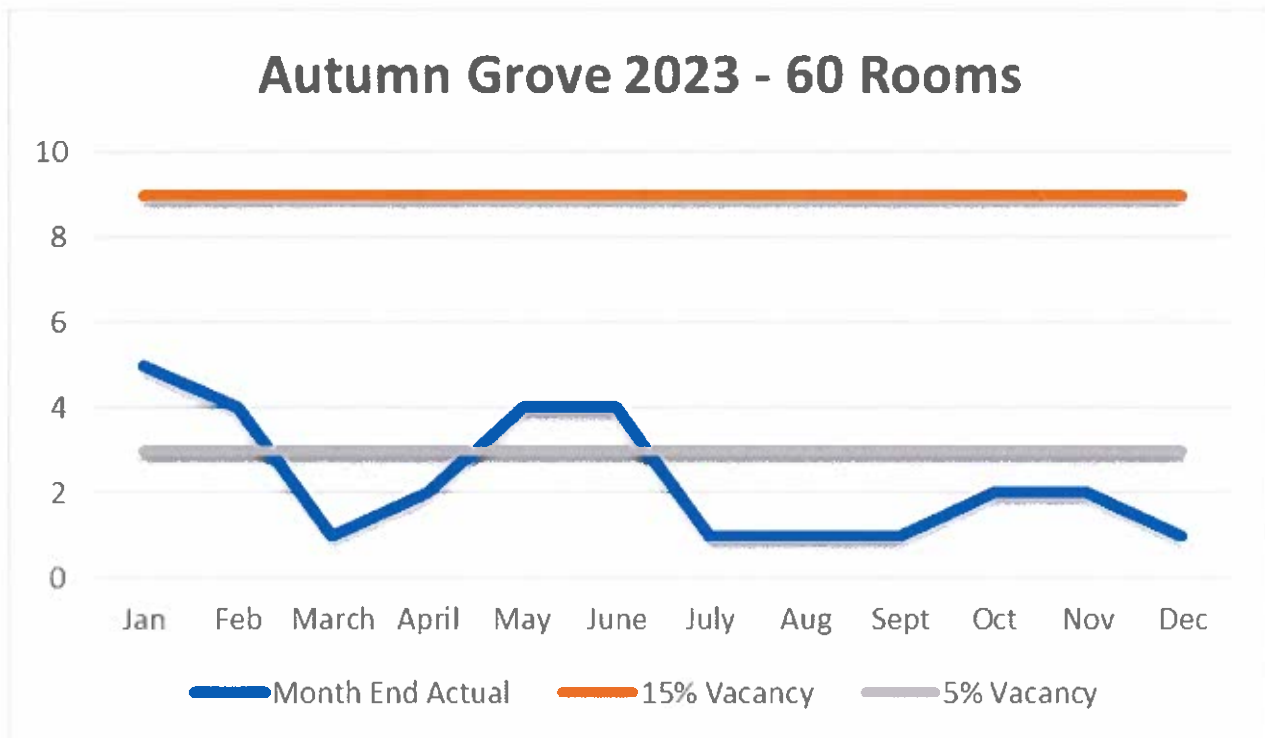
- Parkland Foundation is monitoring legislative changes and best practices in continuing care and affordable housing sector of Alberta. We are working proactively with AHS in their planning processes on delivery models to improve continuity of care for lodge residents. Applications have been made regarding in-house Home Care services and Adult Day support programming. No decision on these applications from AHS has been communicated at this time.

Outcome #4 Fair and Flexible

- Parkland Foundation looks to find a balanced approach to offering fair and affordable rents and service packages, identifying operational efficiencies and best practices while being mindful of the use of local tax requisition dollars. Increasing costs and Inflationary pressures are a top-of-mind issue for our lodges.
- We would like to thank the Province of Alberta for their financial support during the pandemic. The funding program ended December 31, 2023. Over the 4 years of the program, Parkland Foundation received \$393,078. These funds were used for staffing, supplies and to stabilize revenue during periods of occupancy loss.
- With our partnership with The Bethany Group and other Housing Management Bodies in Central Alberta, we have been able to have some shared staff positions.
- Board members from Parkland Foundation and Bethany Group Administration have participated in the Seniors Lodge Program Review consultations in March 2024 and have advocated for the needs of rural lodges and fair funding support from the Provincial Government.

Outcome #5 A Sustainable System

- Parkland Foundation has completed a board skills assessment to ensure targeted skills and knowledge at the board level to support good local governance.
- The lodge marketing working group continues to review and update best practices and develop new promotional tools. Autumn Grove Lodge has a vacancy rate of less than 5%.

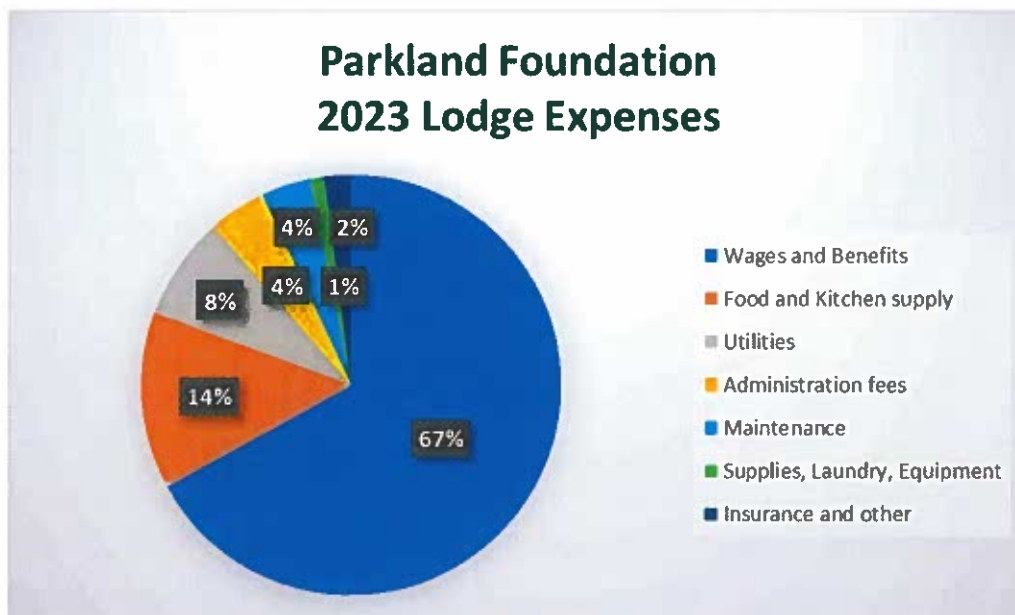


- Parkland Foundation continues to advocate for increased sustainable financial support from the provincial government, to address rising costs and to protect low to moderate income seniors without sacrificing service quality.

Parkland Foundation 2023 Revenue



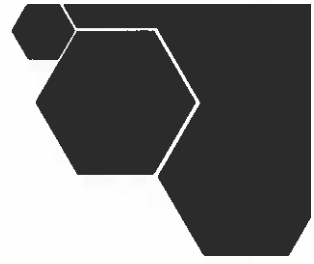
Parkland Foundation 2023 Expenses



To view the full 2023 Financial statements. Including the Housing portfolio, please visit our website at <http://parklandfoundation.ca/about-us>



Prepared by
The Bethany Group



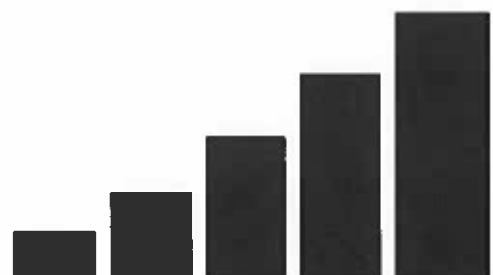
Contact Us



403-227-3745



www.parklandfoundation.ca





REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Tricia Willis

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

RECOMMENDATION:

1. That Council move to give second reading of Bylaw 824/2024 to borrow funds for the construction of the Public Services Building.
2. That Council move to give third and final reading of Bylaw 824/2024 to borrow funds for the construction of the Public Services Building.

CAO COMMENTS:

This building has been identified as a much-needed building for years. Comments have been suggested that the multiplex was a want building and this building has done very well for our community. This proposed building is a need building. We strongly encourage council to move forward with this building.

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 258 Capital property – long-term borrowing.

STRATEGIC RELEVANCE:

Council approves the Bylaw as presented.

DESIRED OUTCOME(S):

Council supports the Bylaw and authorizes Administration to continue with the process to borrow money for the new Public Services Building.

RESPONSE OPTIONS:

That Council defers giving first reading to Bylaw 824/2024 being the Town of Penhold Debenture Bylaw for further discussion.

PREFERRED STRATEGY:

Give second, third and final reading to Bylaw.

IMPLICATIONS OF RECOMMENDATION:

Giving second, and possibly third and final reading to Bylaw allows Administration to proceed with the tendering process which will determine the price of construction.

GENERAL:

At its May 27th Regular meeting, Council gave first reading to Bylaw 824/2024 to borrow \$5,500,000 towards the \$9,500,000 project cost to construct a Public Services Building.

Debenture Bylaws have strict timelines on advertisement, so the primary purpose of this bylaw is to begin the advertising process. With first reading given, Administration advertised the Open Houses at both the Fire Hall and Operations facilities as well as provided notification of the Public Hearing scheduled for July 8.

Following the Public Hearing, and if Council gives third and final reading to Bylaw 824/2024, the building can go to tender, and the town will have a firm price of construction.

Notification of the Open Houses and Public Hearing was provided in the July Reporter, on e-News and on social media.

ORGANIZATIONAL:

Administration

FINANCIAL:

Repayment of indebtedness not to exceed the 30-year commitment

FOLLOW-UP ACTION:

As directed by Council

COMMUNICATION:

None

OTHER COMMENTS:

Presented at the July 8, 2024, Regular Council Meeting for the Town of Penhold



CAO

TOWN OF PENHOLD

BYLAW NO. 824/2024

Debenture Bylaw

Being a Bylaw of the Town of Penhold in the Province of Alberta (hereinafter referred to as “the Municipality”, to incur indebtedness by the issuance of debenture(s) or bank loan in the amount of five million, five hundred thousand dollars (\$5,500,000) for the purpose of constructing a Public Services Building Project.

WHEREAS: Pursuant to the *Municipal Government Act*, R.S.A. 2000, c M-26, the Council of the Municipality has decided to issue a bylaw pursuant to section 258 of the *Municipal Government Act* to authorize the financing, undertaking and construction of a Public Services Building.

Plans and specifications have been prepared and the total cost of the project is estimated to be nine million, five hundred thousand dollars (\$9,500,000) and the municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves:	\$ 4,000,000
Provincial Funding:	0
Federal Funding:	0
Debenture(s):	<u>\$ 5,500,000</u>
Total Cost:	\$ 9,500,000

In order to complete the project, it will be necessary for the Municipality to borrow the sum of five million, five hundred thousand dollars (\$5,500,000), for a period not to exceed 30 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures or bank loan and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or more than 50 years.

The amount of the outstanding debt of the Municipality on December 31, 2023, is \$2,412,146 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is following all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the Public Services Building the sum of five million, five hundred thousand dollars (\$5,500,000) be borrowed from the Alberta Capital

Finance Authority or another authorized financial institution by way of debenture or bank loan on the credit and security of the Municipality at large, of which the full sum of five million, five hundred thousand dollars is to be paid by the Municipality at large.

2. The proper officers of the Municipality are hereby authorized to issue debenture(s) or sign loan documents on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the development and construction of the new Public Services Building.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely, monthly, semi-annual, or annual payments of combined principal and interest instalments not to exceed thirty (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of borrowing, and not to exceed nine percent.
4. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.
7. This bylaw comes into force on the date it is passed.

READ a first time on the 27th day of May, 2024

READ a second time on the 8th day of July, 2024

READ a third and final time on the XXX, 2024

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.

EMAIL:

- June 19 Alberta Municipalities from President and CEO re: Important Announcement to the Members of Alberta Municipalities
- June 24 Alberta Municipalities re: Alberta Municipalities' Friday News - June 21, 2024
- June 24 Alberta Municipalities re: The Weekly - June 20, 2024
- Jun 25 email from Rick re: Update: Important notes
- July 2 Municipal World re: FW: Your Municipal World Daily for July 2, 2024
- July 2 Alberta Municipalities re: Alberta Municipalities' Friday News - June 28, 2024
- July 2 Chinook's Edge Board e-News June 2024
- July 2 What's Happening at the Community Foundation- June 2024
- July 2 Municipal World re: Your Municipal World Daily for June 28, 2024
- July 3 Municipal World re: Your Municipal World Daily+ for July 3, 2024
- July 4 Alberta Municipalities re: The Weekly - July 4, 2024
- July 4 Municipal World re: Your Municipal World Daily for July 4, 2024

RELEVANT POLICY:

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

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

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

RESPONSE OPTIONS:

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

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

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

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the July 8th, 2024 Regular Council Meeting for the Town of Penhold



CAO