



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT: Adoption of the Nov. 12, 2024 Regular Council Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the November 12, 2024 Regular Council Meeting minutes as presented.

**CAO COMMENTS:**

**SUPPORTING DOCUMENTS:** Report/Document: Attached  X  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 Nov. 12, 2024 minutes accurately reflect Council's decision and direction at its Regular Meeting.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the Nov. 12, 2024 regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on Nov. 19 with no changes indicated at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the Nov. 12, 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 November 25, 2024 Regular Council Meeting for the Town of Penhold**



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CAO

# Town of Penhold

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## REGULAR MEETING MINUTES

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November 12<sup>th</sup>, 2024  
Town Council Chambers

**Mayor:**

Mike Yargeau

**Councillors:**

Teresa Cunningham

Ken Denson

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

**Guests:**

Jean Orchison, Resident

Don & Dawn Newlove, Residents

Lorna P. Burns, Resident

Stewart Ford, Presenter

Vahid Ghomashchi, PCPS & Guest

**Staff:**

Rick Binnendyk, CAO

Bonnie Stearns,

Executive Assistant

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

**1. CALL TO ORDER - Mayor**

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**1.1 Addition to the Agenda**

**1.2. Adoption of the Agenda**

**2024-342**

**Councillor Hamm** moved to accept the November 12, 2024, Regular Council meeting agenda as presented.

**CARRIED UNANIMOUSLY**

**2. ADOPTION OF PREVIOUS MINUTES**

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**2.1. Adoption of the October 28, 2024 Regular Council Meeting Minutes**

**2024-343**

**Councillor Cunningham** moved to accept the October 28, 2024 Regular Council meeting minutes as presented.

**CARRIED UNANIMOUSLY**

**2.2 Adoption of the October 28, 2024 Organizational Meeting Minutes**

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November 12, 2024

**2024-344**

**Councillor Galisky moved** to accept the October 28, 2024 Organizational Council meeting minutes as presented.

**CARRIED UNANIMOUSLY**

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

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**2024-345**

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

**CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

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**4.1 Town of Penhold Intermunicipal Development Plan (IDP) and Municipal Development Plan (MDP) Review and Updates**

The order of the meeting was changed due to representatives from PCPS being delayed. Mr. Ford made presentation before the Public Hearing.

The minutes of the Public Hearing are provided as a separate document.

**5. PRESENTATIONS & DELEGATIONS**

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**5.1 Mr. Stewart Ford  
- Penhold, A Walk Through the Historic Old Town**

Mr. Ghomashchi and Guest, PCPS arrived at the meeting at 6:37 and Mr. Ford left the meeting at that same time.

**6. REPORTS**

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**6.1. Financial**

**6.1. a. Monthly Accounts for Online Payments and Payments from Oct. 23 – Nov. 6, 2024**

**2024-346**

**Councillor Muller moved** that Council receives the Monthly Accounts for Online Payments Oct. 23 – Nov. 6, 2024 as presented.

**CARRIED UNANIMOUSLY**

**6.1. b. Monthly Bank Reconciliation for the month ending Aug. 31, 2024**

**2024-347**

**Councillor Kranenborg moved** that Council receives the Monthly Bank Reconciliation Statement for the month ending Aug. 31 2024 as presented.

**CARRIED UNANIMOUSLY**

**6.2 CAO Report – Rick Binnendyk**

- Distributed in Council Package

**2024-348**

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

**CARRIED UNANIMOUSLY**

**6.3 Multiplex – Michael Szewczuk**

- Distributed in Council Package

**2024-349**

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

**CARRIED UNANIMOUSLY**

**6.4 Operations – Brandon Kowalchuk**

- Distributed in Council Package

**2024-350**

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

**CARRIED UNANIMOUSLY**

**7. NEW BUSINESS**

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**7.1 Request from Central Combative Sports Commission – waive fee**

**2024-351**

**Councillor Galsiky moved** that Council supports the Central Combative Sport Commission's request and waives the license fee for the MMA evening on Nov. 23, 2024 as presented.

**CARRIED UNANIMOUSLY**

**7.2 Land Use Bylaw – Review/Updating**

**2024-352**

**Councillor Muller moved** that Council directs administration to proceed in a formal review and updating the current Land Use Bylaw to bring it into alignment with the new IDP and MDP planning documents.

**CARRIED UNANIMOUSLY**

### **7.3 Penhold Volunteer Firefighter Association – possible sponsorship**

#### **2024-353**

**Councillor Galisky moved** that Council support the Penhold Volunteer Firefighter Association by purchasing the \$1,250 Platinum Sponsorship as presented

**AND FURTHER** that the town purchases two half-year memberships from the Fitness Centre for their silent auction items.

**CARRIED UNANIMOUSLY**

## **8. OUTSTANDING BUSINESS**

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

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### **10. BYLAW(s)**

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#### **10.1 Bylaw 825/2024 Intermunicipal Development Plan (IDP) Bylaw – Second Reading**

#### **2024-354**

**Councillor Cunningham moved** that Council move to give second reading of Bylaw 825/2024 being the Intermunicipal Development Plan (IDP) Bylaw as presented.

**CARRIED UNANIMOUSLY**

#### **10.2 Bylaw 826/2024 Municipal Development Plan (MDP) Bylaw – Second Reading**

#### **2024-355**

**Councillor Denson moved** that Council move to give second reading of Bylaw 826/2024 being the Municipal Development Plan (MDP) Bylaw as presented.

**CARRIED UNANIMOUSLY**

## **11. CORRESPONDENCE and INFORMATION**

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### **11.1 General Correspondence**

#### **2024-356**

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

**CARRIED UNANIMOUSLY**

## **12. COUNCIL REPORTS**

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

**2024-357**

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

**2024-358**

**Councillor Kranenborg moved** that Council direct administration to purchase a plaque for Wayne Pineau for the highest honour by obtaining the Brazilian jiu-jitsu black belt.  
**CARRIED UNANIMOUSLY**

**2024-359**

**Councillor Muller moved** that Administration identify funding within the 2025 Budget for an access road and parking area at the new dog park site.  
**CARRIED UNANIMOUSLY**

**2024-360**

**Councillor Denson moved** that Council directs administration to donate 2 – 6-month gold memberships to the Fitness Centre be donated to the Drop-In Centre for silent auction items.

**13. QUESTIONS from the GALLERY**

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Questions were asked and answered.

**14. CLOSED SESSION**

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**15. ADJOURNMENT**

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**2024-361**

**Councillor Muller moved** to adjourn Council Meeting at 8:28 pm.  
**CARRIED UNANIMOUSLY**

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**MAYOR**

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**CAO**



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT: Adoption of the Nov. 12, 2024 Public Hearing Meeting Minutes**

**RECOMMENDATION:**

That Council adopts the Nov. 12, 2024 Public Hearing Meeting minutes as presented.

**CAO COMMENTS:**

**SUPPORTING DOCUMENTS:** Report/Document: Attached  X  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 Nov. 12, 2024 minutes accurately reflect Council's decision and direction at the Public Hearing for Bylaw 825/2024 Intermunicipal Development Plan Bylaw and Bylaw 826/2024 Municipal Development Plan Bylaw.

**RESPONSE OPTIONS:**

The minutes presented are the unapproved record of the Nov. 12, 2024 Public Hearing and are presented for adoption, or adoption as amended, by Council.

Minutes were emailed out to Council on Nov. 19 with no changes indicated at the time of this report.

**PREFERRED STRATEGY:**

That Council adopts the Nov. 12, 2024 Public Hearing minutes.

**IMPLICATIONS OF RECOMMENDATION:**

Permanent management and storage of Minutes.

**GENERAL:**

Historical; permanent record for future review.

**ORGANIZATIONAL:**

Legislative department ensuring the documents are properly handled.

**FOLLOW UP ACTION:**

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

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

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

**COMMUNICATION:**

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

**OTHER COMMENTS:**

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

**Presented at the** November 25, 2024 Regular Council Meeting for the Town of Penhold



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CAO

# TOWN OF PENHOLD PUBLIC HEARING MEETING



**DATE: Monday, November 12<sup>th</sup>, 2024**

**LOCATION: Council Chambers**

**TIME: 6:00 pm**

## MINUTES

### **In Attendance:**

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

### **Guests:**

**For the purpose of a Public Hearing for Bylaws 825/2024 amending the Intermunicipal Development Plan Bylaw (IDP) and Bylaw 826/2024 amending the Municipal Development Plan (MDP).**

### **1. Call the Public Hearing to order.**

Second Reading of Bylaw 825/2024 being a Bylaw with the purpose of amending the Intermunicipal Development Plan (IDP) for the Town of Penhold and Red Deer County in the Province of Alberta. (attached)

Second Reading of Bylaw 826/2024 being a Bylaw with the purpose of amending the Municipal Development Plan (MDP) for the Town of Penhold in the Province of Alberta. (attached)

The Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Section 631 states two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part of in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

The Municipal Government Act, Statutes of Alberta 2000, Chapter M-26, Section 632 states every council of a municipality must by bylaw adopt a municipal development plan.

### **1. Call the Public Hearing to order at 6:43 p.m.**

This Public Hearing is being held pursuant to the Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 230.

2. a) Bylaw 825/2024 being the Intermunicipal Development Plan amendment's purpose is intended to:  
be amended by replacing the existing text and maps with the text and maps provided in the attached document titled "Town of Penhold – Red Deer County Intermunicipal Development Plan – With Amendments as of September 2024".
- b) Bylaw 826/2024 being the Municipal Development Plan amendment's purpose is intended to:  
be amended by replacing the existing text and maps with the text and maps provided in the attached document titled "Town of Penhold – Municipal Development Plan – With Amendments as of September 2024".

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

- The Reporter – October 1 & November 1
  - Town of Penhold Website (including Government page / Public Hearing section & Public Notice section)
  - Town of Penhold Social Media posts
  - Posted at the Town Office
3. Section 230 (4) of the Municipal Government Act provides that Council:
    - a) Must hear any person, group of persons, or persons representing them who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the Council; and
    - b) May hear any other person who wishes to make representations and whom the Council agrees to hear.
  4. The order of presentations shall be as follows:

Rick Binnendyk, CAO  
Town of Penhold

Vahid Ghomashchi, PhD, RPP, MCIP  
Senior Planner, PCPS

Gregg Broks, Regional Manager  
Melcor

**Correspondence received:**

- i. List of Referrals sent by PCPS
- ii. Email dated Aug. 22, 2024 by Mr. Broks, Melcor

iii. Penhold MDP Update 2024 – Comments & Feedback

5. Any person(s) wishing to speak in regards to the Intermunicipal Development Plan and/or Municipal Development Plan is to direct specific questions to the Chair for a notation and response.

Mayor Yargeau thanked the presenters and audience for coming to share their comments / concerns on the IDP and MDP Bylaws as presented.

6. Adjournment

Mayor Yargeau declared the Public Hearing closed.

**2024-003**

**Councillor Galisky** moved to adjourn the Public Hearing at 7:11 pm.

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Mayor

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CAO



## REQUEST FOR DECISION

**Department: Corporate Services**

**Submitted by: Trish Willis**

**SUBJECT: 2025 Operating Budget**

**RECOMMENDATION:**

That Council approve the 2025 Operational Budget as presented.

**CAO COMMENTS:**

This budget has gone through several reviews by staff, then the management team to find additional options to further streamline expenditures. At the Budget meeting of Nov. 19<sup>th</sup> with councils discussion a further reduction has been incorporated within this current budget.

Key notes to this budget is that the new building proposal is not yet identified within the cost to the tax payers. Managements intent is to push as much granting funds towards this new build to bring the long-term debt to a minimum. Trish will speak more to this at the meeting.

As we begin incorporating more of our asset retirement program into our budgets, this will begin give a clearer picture of the town's longer-term financial responsibilities. It should be noted that Penhold has been diligent in addressing potential areas that could effect our ratepayers on a yearly basis.

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

The attached report is to keep the Council informed and up-to-date on the financial activities and future expenditures for the Town of Penhold.

**DESIRED OUTCOME(S):**

A balanced, focused 2025 Operational Budget.  
Ensure delivery of high-quality services to town residents

**RESPONSE OPTIONS:**

That Council defers the 2025 Operational Budget back to the administration and requests additional information or changes.

**PREFERRED STRATEGY:**

Approve the amended budget.

**IMPLICATIONS OF RECOMMENDATION:**

When the budget is reviewed again in April, based on available funds, expenditures that have been removed from the budget may be added back into the budget should the Council wish to proceed. Approving the Operational Budget permits administration work within operational expenditures such as wages, utilities and postage to be paid into the new year.

**GENERAL:**

The attached budget has been prepared with the understanding that the Council directed the increasing cost of policing and school requisitions as set out by the Province to be passed on to the taxpayer.

Staff is requesting that the Council approve the 2025 Operating Budget knowing that it will be reviewed again early in 2025 with the capital portion of the budget with the grant and requisition numbers as submitted by the province. At that time, a finalized budget with Capital expenditures will be presented with municipal tax rates and school requisitions.

**ORGANIZATIONAL:**

Administration

**FINANCIAL:**

This operating budget will allow staff wages and ongoing expenses to be paid while we wait for the Provincial fiscal year for grant totals to be provided in April.

**FOLLOW-UP ACTION:**

As directed by Council

**COMMUNICATION:**

Notify residents and businesses via social media realms, monthly Reporters, and ENews

**OTHER COMMENTS:**

**Presented at the November 25th, 2024 Regular Council Meeting for the Town of Penhold**



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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:**

Christmas Party – Dec 6<sup>th</sup> be sure to register with Bonnie.

Jan 13<sup>th</sup> Council Meeting: Presentation from Innisfail Chamber of Commerce

Save the Date: Jan 23<sup>rd</sup>, 11:30 – 1PM Olds for BREWD Survey Launch

**Projects:**

**Schools:**

- Work continues on the new build.

**Public Works/Fire Hall:** Proposal to move forward will be provided next council meeting.

### **Round About 2A & 42:**

- This project is now considered complete.

### **Administration:**

- 2025 Budget preparations have been a focus by all departments over the past weeks.
- Our Accountant came in to begin year-end preparations for 2024. They focused on Tangible Capital Assets/deferred fees from last year and a number of other year end auditing requirements.
- The remaining two properties identified in the Tax Sale squared up the day prior to the sale with the final property cleared up the morning of Nov 13<sup>th</sup>. The Tax Sale was CANCELLED.
- Our office responded to Transport Canada re: the railway concerns. To date there has been no response back.
- Met with Parkland Community Planning Services Manager to go over Council concerns re: the IDP and MDP comments. We further discussed several projects that we wish to finish off.
  - Tourist Map
  - RV Park Layout
  - Land Use Bylaw Review

There was discussion on potential office space.

- CastleGlenn Provincial Highways Intersection report is now complete. They are waiting for the town to verify information and possible acceptance.
- **2025 Municipal Elections: Monday October 20<sup>th</sup>**
  - Our office has inquired about obtaining information from Municipal Affairs regarding the Local Authorities Election Act for timelines and perhaps an updated act with the amendments incorporated. We have been advised this will be forth coming soon.
  - Candidate Packages will be available at the beginning of January.
  - Our office will be setting a prescribed time period when papers can be submitted. This will allow the ability for the RO to walk the candidates through what is required.
  - Much more information will be forthcoming.

### **Economic Development:**

- There was an expression of interest sent out from Invest Alberta for cold and frozen storage. They are looking for rail siding requirements. After reviewing the information package, we forwarded this to the landowner on the west side of the tracks for consideration.
- Penhold hosted its first Business Retention, Expansion and Workforce Development (BREWD) Intro meeting at Ma and Pa's Bakery Cafe on Nov 18<sup>th</sup>. There were 20 registrants, with 50% in attendance. Our regional partners experienced the same attendance rate and the coordinator stated this was an excellent response for Penhold. Mayor Mike welcomed the group, and Sandra Blyth, Economic Development Manager, Invest Olds, provided a presentation to the business owners.

**FOLLOW UP ACTION/UPCOMING:**

- Melcor Christmas Function Nov 27<sup>th</sup>
- Town Christmas Party Dec 6<sup>th</sup>
- Town Children's Christmas Party Dec. 14<sup>th</sup>
- Wrap up the long-term planning documents
- Work on the LUB.
- Election Package prep
- Town Office closed Dec. 23<sup>rd</sup> - 27<sup>th</sup>

**COMMUNICATION:**

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

**OTHER COMMENTS:**

Presented at the November 25<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold



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CAO



## REQUEST FOR DECISION

**Department:** Community Services

**Submitted by:** Jennifer Blaylock

**SUBJECT:** Community Services Report

**RECOMMENDATION:**

That Council accepts the Community Services Department report as information.

**CAO COMMENTS:**

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

**FOLLOW-UP:**

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

**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:** n/a

**DESIRED OUTCOME(S):** n/a

**RESPONSE OPTIONS:**

Council defers back to administration for more information.

**PREFERRED STRATEGY:**

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

**IMPLICATIONS OF RECOMMENDATION:** n/a

**GENERAL:** November report

**FCSS Coordinator & FCSS Community Worker**

- The Card-Making Workshop at the Penhold Drop In Centre on Oct. 22 brought out six participants. The Seniors enjoyed this activity and are looking forward to the upcoming craft sessions at the Drop In Centre.
- There were five participants at Palliative Ponders – Death Café on Oct. 23 at the Library. The participants connected and had an engaging conversation.
- The second session of Adulting Unlocked was held on Oct. 23, with four participants learning essential laundry and sewing basics, like sewing on a button and other handy

home hacks. All participants also attended the first session of Adulting Unlocked and shared their enthusiasm for the topics.

- The Ask-A-Lawyer on Oct. 23 unfortunately did not run due to the lawyer being unavailable on short notice. However, the Community Legal Clinic followed up with all clients and booked them in with the Clinic for an appointment.
- There were 21 participants at Craft & Connect on Oct. 29. We welcomed a diverse group that included friends, a mother with her teenage daughters, and a new mom attending her first event since her baby was born. It was a wonderful opportunity for everyone to connect.
- Tech Tips for Older Adults & Seniors on Nov. 13 assisted five seniors.
- The Daddy & Me Play Day in November was a partnership with the Library, featuring activities inspired by Bluey. We had 44 participants, including 17 families, join us for this fun-filled day.
- The Stocking Stuffers for Seniors program runs from Nov. 18 - Dec. 13. The forms are available online, as well as on paper.

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

- PYC averages for October:  
Grades 4-6: 36  
Grades 7 & 8: 14  
Grades 9-12: 8  
Community of participants:  
Penhold – 221  
Red Deer County – 73  
Blackfalds – 2  
Red Deer – 1
- Leaders in Training (LiT) volunteered 101 hours in October.

#### **Communication & Events:**

##### Upcoming Events:

- Community Christmas was on Friday Nov. 22 from 6:00 to 8:00 p.m. at the Multiplex. Community wide holiday activities continue with the Tour of Lights, Christmas Light BINGO, Colouring Contest and Letter to Santa all starting after the Community Christmas event.
- Tour of Lights registrations are open on the town website until 9:00 a.m. November 28, with list to be published November 29. In 2023 there were 12 submitted for the list, in 2022 there were 12, in 2021 there were 19. Note: Christmas Light BINGO is separate from the Tour of Lights, it is intended as a fun activity for anyone driving around Penhold looking at lights. The Tour of Lights listing is a list of homes who have decorated for Christmas and requested to be on the list.
- Colouring contest sheets were handed out at Community Christmas and will be in the December Reporter, entries are accepted at the Town Office and in Santa's mailbox in

the Multiplex lobby until December 15. Winners will be drawn at random and announced December 16.

- Christmas Light BINGO will start November 29 and conclude December 15. Winners will be drawn at random from all entries received and announced December 16. Entries can be emailed in, dropped off at the Town Office or put in Santa’s mailbox in the Multiplex Library. Tour of Lights BINGO cards will be available at the Town Office, on the website and in the December Reporter. There will be four specific inflatables at different locations in Penhold, all people need to do is record the address where they saw the inflatables and put it on their BINGO card to enter the prize draw. Entries can be emailed to [info@townofpenhold.ca](mailto:info@townofpenhold.ca), dropped off at the Town Office, or put in Santa’s mailbox in the Multiplex Library.

**Communications:**

- Advertisements using the contra agreement with Big 105 / 106.7 Rewind Radio have been running throughout November. This advertising campaign is promoting Penhold as an option for anyone looking to move. This campaign is done in exchange for the ads for Big 105, 106.7 Rewind and RD News Now on the digital sign all year.

**2024-11-25 Council Follow-Up – Council recording viewing data**

Council Meeting recording viewing data since we started posting recordings. Recordings are posted in the week following the meeting and remain on the Town’s YouTube channel until the day of the next meeting. Number of views is recorded right before the recording is deleted.

Meeting Date	Views
Jan. 22, 2024	17
Feb. 12, 2024	19
Feb. 26, 2024	6
Mar. 11, 2024	8
Mar. 25, 2024	4
Apr. 8, 2024	7
Apr. 22, 2024	4
May 13, 2024	9
May 27, 2024	16
June 10, 2024	N/A
June 24, 2024	11
July 8, 2024	16
July 22, 2024	N/A
August 12, 2024	6
Sept. 9, 2024	8
Sept. 23, 2024	10
October 15, 2024	8
October 28, 2024	N/A

**Work Plan & Upcoming Special Dates:**

November 25: Craft Club

November 30: PYC Bowling Fundraiser at Heritage Lanes

December 2 & 16: Lego Club

December 3: Ornament-Making at the Drop In Centre

December 4, 11, 18: Playgroup

December 5: Craft Club

December 11: Palliative Ponders – Death Café

December 11: Adulting Unlocked

Nov. 29 – December 15: Christmas Light BINGO

December 14: Family Play Day

December 17: Craft & Connect

**ORGANIZATIONAL: n/a**

**FOLLOW UP ACTION: n/a**

**COMMUNICATION: n/a**

**OTHER COMMENTS: n/a**

**Presented at the November 25<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold**

  
\_\_\_\_\_  
CAO



## REQUEST FOR DECISION

**Department:** Fire & Protective Services

**Submitted by:** Sean Pendergast

**SUBJECT:** Council Update Report

**RECOMMENDATION:**

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

**CAO COMMENTS:**

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

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

**RELEVANT POLICY:**

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

**STRATEGIC RELEVANCE:**

Operational

**DESIRED OUTCOME(S):**

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

**RESPONSE OPTIONS:**

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

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Information & possible direction

**GENERAL:**

**FIRE DEPARTMENT**

**Operations:**

- October: 9 Calls: 7 EMS, 1 Alarms, 1 MVC
- We have 30 qualified members: 1 Chief, 2 Deputy Chief, 2 Captains, 5 Lieutenants, 16 Firefighters, 4 probationary firefighters.
- We have 10 ATCO Futures on Fire Cadets.

**Training:**

- Advanced First Aid training is ongoing.
- NFPA 1041 Fire instructor is wrapping up. This course was taught by Penhold Fire and included officer students from Clearwater County and the Calgary Airport Fire Department.
- NFPA 1001 Level II (in RDC) has finished. Innisfail, Red Deer County and Penhold students attended. All Penhold students passed!

**Maintenance:**

- Ladder 1 is in for transfer case shifting fork replacement.
- Tender 1 has had significant repairs and is back in service.
- Brush 1 has been winterized and will be out of service until spring.

**Notes:**

- The Fire Department Association is hosting a Christmas party for the firefighters and their families on November 30<sup>th</sup>.
- Santa will be riding around with the Fire Department on December 22<sup>nd</sup> to spread joy through town. Keep an eye out for more information.

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

- CPO Longstaff started in September as a bylaw officer and in October was appointed by the province as a Community Peace Officer. He spends 20 hours per week in Penhold, specifically when we do not have an officer on.

**920 Fleming Ave Report:**

- November 12, 2024: Administration requests a 6-month activity report on "frac plant" on Fleming Ave.
  - o It should be noted that the address of the occupancy is 920 Fleming Avenue, and the site is not a manufacturing plant of any kind, nor is it exclusively for frac sand. It is a bulk storage facility that has rail and road infrastructure access.
  - o A Penhold Community Peace Officer patrols the address twice per shift at minimum. This is approximately 6-10 times per week. The Protective Services manager investigates the property one to two times per week. A Fire Safety Codes officer has inspected the property as required by the quality management plan of the Town of Penhold. No violations from the property were found.
- September 23, 2024: Reports of heavy vehicles temporarily parked on Grey Street.
  - o As per the bylaw, Grey Street is a truck route, though parking in front of driveways is not permitted. No violations found.
- August 18, 2024: A report was received regarding an idling truck.
  - o An investigation into an idling truck determined that truck was legally parked on the truck route. However, they had been idling to maintain air conditioning, which was a violation of the bylaw. After a short discussion the truck driver

- understood the bylaw on idling and moved their unit out of town, they were mailed a warning.
- July 8, 2024: Request from administration to investigate the long grass on the west side of Fleming Ave.
    - o Investigation determined the grass was indeed long. Officers requested the grass be trimmed and provided a warning to the property.
  - May 27, 2024: Request from administration to inspect the aprons at 920 Fleming Ave.
    - o Protective Services Manager inspected the aprons which are showing some signs of wear; however, it was determined that the infill of gravel was working to mitigate the amount of road aggregate leaving the site. It was further determined that a significant amount of aggregate, specifically dirt, was tracked down Fleming Ave from a different parcel of land; 940 Fleming Ave, which was completing landscaping on a new construction.
  - May 14, 2024: Report of truck using Minto Street to access Fleming Ave.
    - o Despite the 4-minute response from officers they were not able to find any trucks on Fleming either in businesses or on the road. Officers to keep an eye out.
  - April 8<sup>th</sup>, 2024: Feedback from administration that the ticketing of truckers when caught in a violation appears to have incentivized other truckers to follow the rules.
  - April 3<sup>rd</sup>, 2024: New “truck parking” and “No truck parking” signs installed on Fleming Ave east and west to better articulate the appropriate sides of the truck route to park a heavy vehicle.
  - March 13, 2024: Reports of trucks parked on east side of Fleming Avenue.
    - o As no officers were on at the time of the accused violation and no information was provided, no violation was issued. Officers patrolled later this day and found no violations.
  - February 2<sup>nd</sup>, 2024: Report of trucks parked on Fleming Avenue for 15 minutes.
    - o No violation found.

In conclusion, the property of 920 Fleming Ave has been one of scrutiny over the last decade. The property has been inspected numerous times and continues to show it operates under normal business practices. Though a few minor violations have been found over the years, there were immediately rectified and most of the complaints against the property were unfounded. Protective Services will continue to inspect and hold accountable all industrial properties within the town limits regarding bylaws, policies, and safety codes.

Speed sign was placed on highway 42 and Waskasoo: Construction Zone

Serial # 304112		Street: Highway 42						Speed Limit: 50 KPH				
DATE	Vehicle Count	Speeder Count based on Avg. Spd.	Speeder Count % 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
Sep 18	1411	807	57%	174	43	9	12:45a	766	194	34	68	52.2
Sep 19	1487	820	55%	190	29	6	5:00p	773	157	25	68	51.7
Sep 20	1404	781	56%	199	45	11	3:15p	763	216	37	71	52.5
Sep 21	1256	717	57%	174	25	2	5:15p	680	169	24	68	52.3
Sep 22	1069	635	59%	138	39	10	4:15p	622	161	24	71	52.8
Sep 23	1358	751	55%	185	38	3	2:30p	747	179	21	68	51.9
Sep 24	1326	763	58%	170	37	8	4:15p	713	169	27	68	52.3
Sep 25	1393	768	55%	176	32	3	5:00p	756	171	17	68	51.5
Sep 26	1386	770	56%	177	39	9	12:15a	776	200	36	68	52.2
Sep 27	1471	861	59%	213	48	9	3:30p	860	225	42	71	52.9
Sep 28	1201	739	62%	188	38	6	3:30p	730	214	34	71	53.2
Sep 29	1004	616	61%	134	19	5	6:15p	639	181	21	71	53
Sep 30	1216	741	61%	198	40	7	6:30p	727	214	32	71	53.4
Oct 1	1358	741	55%	179	45	7	1:45p	766	189	35	68	52.1
Oct 2	1328	766	58%	162	29	6	4:00p	773	215	30	71	52.1
Oct 3	1362	803	59%	203	33	5	5:45p	794	232	29	71	52.8
Oct 4	1433	828	58%	177	38	8	1:45p	839	204	37	68	52.3

**Enforcement:**

- In October, 89 investigations were conducted resulting in: 9 invalid documentation violation (insurance/registration/etc.), 4 failure to obey traffic violations (stop signs/crosswalks/etc), 8 Concerned citizen inquiries, 6 Animal Control investigations, 2 Community Standards investigations (noise/unsightly/bullying/etc), 3 speeding violations, 34 parking violations, 5 agency assists (RCMP/EMS/Fire) and 18 other investigations including lost items, public inquiry, suspicious activity, etc.

**Emergency Management:**

- ICS 200 courses are to be set for February. One daytime option for full-time staff, one evening option for part time/ casual staff and firefighters.

**Public Services Building:**

- Reviewing Contract and reporting to council in separate RFD.

**FOLLOW UP ACTION:**

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the November 25th, Regular Council Meeting for the Town of Penhold

CAO

## REQUEST FOR DECISION



**Department: Finance**

**Submitted by: Rick Binnendyk**

**SUBJECT: Tax Sale Recovery Fee Structure**

### **RECOMMENDATION:**

That Council implements a standardized fee structure that reflects some costs associate in moving through the stages involving Tax Sale Procedures;

**AND FURTHER;** that

**Stage 1 represents:** placing a lien on land parcels and/or Manufactured Homes;  
Fee - \$100 added to tax roll; and

**Stage 2 represents:** Manufacture Home or land parcel is removed within 72 hours of the tax sale a further management fee be added to the tax roll in the amount of \$125.

### **CAO COMMENTS:**

There is concern in attempting to place the full cost of the process onto the relevant parcels for recovery. The calculations identified somewhat reflect 3<sup>rd</sup> party costs and are on the lower end, keeping in mind the respective owners are probably in a difficult financial situation going into this process. At the same time, there is concern that the actual costs are continuously being absorbed by the community.

Although there are some accounts that appear on the arrears listing on a regular basis, each time it appears our staff strongly suggests the payment program to help ease pressure on the client moving forward by reducing larger payment requirements.

We believe this proposed fee reflects some time/costs, and at the same time does not pose a substantive financial hardship.

### **SUPPORTING DOCUMENTS**

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

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

#### **RELEVANT POLICY:**

Division 8.1 Section 436.4 Costs of recovery; A municipality is responsible for the payment of the costs it incurs in carrying out the measures ... but it may add the costs to the tax roll.

**Section 553.1** Council may add the following amount to the tax roll of a parcel of land:

(f) costs associated with tax recovery proceedings relate to the parcel.

#### **STRATEGIC RELEVANCE:**

Efficient and effective governance

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

Reduced number of properties going to tax sale and less administrative time spent on the process.

**RESPONSE OPTIONS:**

1. This may be incorporated in full, in part, or not at all.
2. Council may decide to consider a one-time flat fee on units/parcels.
3. The costing could incorporate the 3<sup>rd</sup> step also.

**PREFERRED STRATEGY:**

Continue to educate people on the monthly tax payment plan as well as the importance of contacting the town to set up a payment plan reducing the need for property to go to tax sale due to outstanding taxes owed.

**IMPLICATIONS OF RECOMMENDATION:**

If Council supports the tax recovery sale process, some residents may experience greater hardship moving forward.

**GENERAL:**

Each year when Penhold moves forward with a tax sale to recover costs, there are many contributing factors which impacts the recovery costs. Most common variance is when legal consultation is being requested dealing with ongoing specific items of concern. With this ongoing difficulty in tracking all the costs it has been suggested that a reasonable flat fee be charged to every account at varying stages reflecting the administrative costs being incurred.

Costs that are covered by the municipality are items like:

- Title searches that occur several times through the process
- Legislative advertisement requirements
- Lien charges, for placing on and removing from parcels
- Lawyer fees
- Considerable administration time in the processing of documentation and attempting to get the owners to address the delinquent account.

A flat fee of \$50 was put in place 10+ years back if the parcel goes to tax sale. This flat fee remains to this day. Recently Alberta Registries has increased their fees from \$15 to \$30 per transaction.

**ORGANIZATIONAL:**

Financial

**FINANCIAL IMPLICATIONS:**

Title searches: Land titles/Registry minimum 2 times	\$ 20.00
Advertisement requirements = Gazette (\$22); paper/electronic (\$50)	\$ 72.00
Lien charges (registry's)	\$ 60.00
Staff time est.	\$ 50.00 hr.
Lawyer fees vary (Flat rate est. (\$50) per property)	\$ 50.00
(Recent tax sale auction legal assistance costs were \$650.00 on 4 parcels)	
Administration time approx. 3 hrs per parcel	\$150.00

Costing for Stage 1:  
1½ hour prep. (\$ 100hr) + registry (\$20)+Lien (\$ 30) \$ 200.00

Costing for Stage 2:  
3/4 hour prep. (\$ 75) + advertising legal/local requirements (\$72) \$ 147.00

Costing for Stage 3:  
hr. 1 hour prep. (\$100) + legal (\$ 50) + Auctioneer o/s base (\$100) \$ 250.00

**FOLLOW UP ACTION:**

Based on Council's decision, the tax recovery fee process would be implemented.

**COMMUNICATION:**

Information outlining the tax recovery fee process will be shared next year when taxes are due.

**OTHER COMMENTS:**

The second stage is to allow the posting of the letter to the parcel by our CPO and giving time to respond prior to the second stage fee.

**Presented at the November 25<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold**



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CAO



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

**SUBJECT: New Home Buyer Incentive Program**

**RECOMMENDATION:**

That Council continue with the New Home Buyer Incentive Program for 2025;

**AND FURTHER** upon written request and confirmation of title within 60 days of the purchase of a new home, owners be eligible for a 2-year municipal portion tax reduction in the amount of 50% for year one and 25% reduction for year two;

**AND FURTHER** that this rebate program continue to be available until Dec. 31<sup>st</sup>, 2025.

**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 347 (1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business ... can cancel reduce or defer tax.

**STRATEGIC RELEVANCE:**

Continue to offer a possible two-year incentive for residents purchasing a new home.

**DESIRED OUTCOME(S):**

To offer incentive to bring new residents into Town and showcase the living opportunities within Penhold.

**RESPONSE OPTIONS:**

That Council does not support the continuation of the New Home Buyer Incentive Program.

**PREFERRED STRATEGY:**

**IMPLICATIONS OF RECOMMENDATION:**

Less revenue will be received as people experience reduced taxes in year one and two.

**GENERAL:**

At its Dec. 11, 2023, Regular Council meeting, a motion was passed to continue with the New Home Buyer Incentive Program. This program was developed to offer individuals purchasing a newly constructed home in Penhold a municipal tax reduction of 50% the first year, and 25% the second year they own the home.

There were five homes in 2020, 16 homes in 2021, 19 homes in 2022, 13 homes in 2023, and 20 homes in 2024 signed up under the New Home Buyer Incentive Program.

In addition, a resolution from Council will be required for each year permitting a municipal tax reduction. Agreements will layout the incentive being given.

**ORGANIZATIONAL:**

**FINANCIAL:**

The Town does not receive 100% of taxes when homes are purchased under the Incentive Program as home buyers receive a municipal tax reduction of 50% in the first year and 25% in the second year.

2024 to date: \$ 30,117 total of 20 clients received the incentive  
2023: \$ 30,639 total of 13 clients received the incentive  
2022: \$ 21,994 total of 19 clients received the incentive  
2021: \$ 20,757 total of 16 clients received the incentive  
2023/24 includes a commercial business.

**FOLLOW UP ACTION:**

As directed by Council

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the November 25<sup>th</sup>, 2024, regular Council Meeting for the Town of Penhold



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CAO



4, 4845 79 Street  
Red Deer, AB, T4P 2T4  
403-588-8861  
larkaunhomes.com

October 15, 2024

RE: New Home Buyer Incentive Program

To whom it may concern.

Please receive this letter to support extending the Town of Penhold, New Home Buyer Incentive Program related to property tax.

As a custom home builder with 20+ years of experience, we've finally had substantial traction with sales to New Home Buyers in Oxford Landing in 2024. The property tax incentive greatly benefits new buyers, especially when considering other outlying communities to Red Deer, such as Springbrook, Blackfalds, and Sylvan Lake. In most cases, it is a means to affordability when considering current financial qualifying stress tests and equivalents.

Our in-house sales strategist is consistently asked about the Town of Penhold property taxes being higher than surrounding communities, to the tune of 90% of prospective buyers. She uses this benefit and information against selling in other communities as the reduced tax program balances over the years to bring the average down to a comparable rate.

Our listing MLS agent also supports this incentive per the additional attached letter.

Thank you for your time.

Kind Regards,

Natalie Larkam  
Founding Partner  
Larkaun Homes Ltd

building value for life...



# MELCOR 100

LIVE. WORK. SHOP. PLAY. 1923 - 2023

October 16, 2024

Town of Penhold Town Council  
#1 Waskasoo Avenue, Box 10  
Penhold, AB T0M 1R0

Dear Mayor Yargeau and Esteemed Members of Town Council,

We are writing to express our strong support for the renewal of the municipal property tax incentive for new home buyers. This initiative presents an exciting opportunity to attract new residents, stimulate local economic growth, and foster a stronger, more vibrant community. This incentive has directly impacted many sales in Oxford Landing and encourages home ownership.

The rising cost of homeownership has become a significant barrier for many first-time buyers, particularly young families, professionals, and those looking to settle in our town. By offering a property tax incentive, the city alleviates some of the financial burdens associated with purchasing a home, making our community more accessible to individuals who might otherwise be priced out of the housing market.

Beyond helping prospective homebuyers, this policy encourages long-term residency (through enabling home ownership) and increases investment in our neighborhoods and schools (through the active buildout of vacant lots). A growing population also has a positive ripple effect on local businesses, with new residents supporting shops, restaurants, and service providers. This kind of growth boosts the local economy, strengthens our tax base, and enhances the overall quality of life for everyone.

Furthermore, the property tax incentive incentivizes the development of underutilized land and vacant properties, turning idle spaces into thriving neighborhoods. This not only improves the town's aesthetics but also enhances safety and reduces maintenance costs associated with unused areas. The town has made investments in infrastructure that are more fully utilized when land in neighborhoods like Oxford Landing are developed out.

In summary, this incentive aligns with the goals of creating a more inclusive, prosperous, and sustainable community. We fully support the municipal property tax incentive for new home buyers and urge Penhold town Council to renew this measure.

Thank you for your consideration.

Sincerely,

*Gregg Broks*

Gregg Broks  
Regional Manager  
Melcor Developments Ltd.  
403-343-0817  
[gbroks@melcor.ca](mailto:gbroks@melcor.ca)



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

**SUBJECT:** Cancellation of the Dec. 23<sup>rd</sup>, 2024 Regular Council Meeting

**RECOMMENDATION:**

That the December 23<sup>rd</sup>, 2024 Regular Council Meeting be cancelled.

**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 153 (a) states in part that Councillors have the following duties: to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality”.

**STRATEGIC RELEVANCE:**

To be compliant with Council Procedure Bylaw 795/2021, Council must pass a motion to cancel upcoming Council meetings.

**DESIRED OUTCOME(S):**

That proper legislation is followed when cancelling scheduled Council meetings.

**RESPONSE OPTIONS:**

1. That Council supports cancelling the December 23<sup>rd</sup>, 2024, Regular Council Meeting but wishes to hold the meeting on Mon. Dec. 16<sup>th</sup>.
2. That Council supports cancelling the December 23<sup>rd</sup>, 2024, Regular Council Meeting but wishes to hold the meeting on Mon. Dec. 30<sup>th</sup>.

**PREFERRED STRATEGY:**

Determined upon response.

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:**

**Council Procedure Bylaw 795/2021** identifies in **Section 11 Cancellation of Meetings**, “1. *Council meetings may be cancelled: a) By a majority of Council, by resolution, at a previous meeting...*”

The Town Office will be closed from Dec. 23 – 27 with Town operations resuming on Monday, Dec. 30.

**ORGANIZATIONAL:**

All departments will be advised of the change in meetings and adjust their Council submissions accordingly.

**FINANCIAL:**

There is a savings in time and costs

**FOLLOW UP ACTION:**

see Communication below.

**COMMUNICATION:**

Cancellation of meetings will be advertised through all communication methods. Affected departments will be advised of the change in date for the submission of their respective report.

**OTHER COMMENTS:**

Presented at the November 25<sup>th</sup>, 2024, Regular Council Meeting for the Town of Penhold

  
\_\_\_\_\_  
CAO



## REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

**SUBJECT: Bylaw 832/2024 Nomination Deposit and Disposition of Deposit Bylaw**

### **RECOMMENDATION:**

1. To proceed with first reading of Bylaw 832/2024 which requires that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
2. To proceed with second reading of Bylaw 832/2024 which requires that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
3. To proceed to third and final reading of Bylaw 832/2024 which requires that every nomination be accompanied with a deposit in the amount fixed in the bylaw.
4. To proceed with third reading of Bylaw 832/2024 which requires that every nomination be accompanied with a deposit in the amount fixed in the bylaw.

### **CAO COMMENTS:**

Items that must be addressed by bylaw prior to the end of 2024 under the local authority's election act is

1. Deposit to run for Council – Council wishes to have this requirement
2. Criminal record check. – Council did not see how this would facilitate for nomination purposes.

In discussion with several other municipalities, we found one community moving forward with a criminal record check. In discussion with our local school jurisdiction, they too decided not to require a criminal record check for this election term.

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

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

#### **LEGISLATIVE AUTHORITY:**

Local Authorities Election Act (LAEA), Revised Statutes of Alberta 2000, Chapter L-21 - Section 29 – Deposit.

#### **STRATEGIC RELEVANCE:**

Local Authorities Elections Act, (LAEA) states in part that an elected Authority may appoint a Returning Officer. They are responsible for the conduct of the election ... and will be responsible for the duties outlined within the LAEA.

**DESIRED OUTCOME(S):**

That the nomination deposit and disposition of deposit for the 2025 Municipal Election meet all legislative requirements.

**RESPONSE OPTIONS:**

This Bylaw is a directive from Municipal Affairs and must be followed as per their direction.

**PREFERRED STRATEGY:**

That Council moves all three readings of Bylaw 832/2024.

**IMPLICATIONS OF RECOMMENDATION:**

Information will be used in the development of nomination packages for 2025 Municipal Election.

**GENERAL:**

AS per the Local Authorities Election Act, RSA 2000 Chapter L-21 Deposit 29: an elected authority may, by bylaw passed not fewer than 30 days before nomination period, require that every nomination be accompanied with a deposit in the amount fixed in Bylaw 832/2024.

This bylaw varies from the bylaw from our last election process. Key changes is The first Whereas identified Ministerial Order relating to Covid. Payment method has also been changed to allow payment by debit or credit cards.

**ORGANIZATIONAL:**

Legislative department will ensure the documents are properly handled.

**FOLLOW UP ACTION:**

Administration will proceed with the 2025 Municipal Election process.

**COMMUNICATION:**

**OTHER COMMENTS:**

Presented at the Nov. 25, 2024, Regular Council Meeting for the Town of Penhold

  
\_\_\_\_\_  
CAO

**TOWN OF PENHOLD  
BYLAW NO. 832/2024**

**Nomination Deposit & Disposition of Deposit Bylaw**

**Being a Bylaw to provide that a deposit accompanies every nomination of a candidate for election to the Municipal Council of the Town of Penhold.**

**WHEREAS:** it is provided by Section 29 of the Local Authorities Election Act, Chapter L-21, that the Elected Authority (Council) may, by bylaw passed not less than 30 days before nomination day, require that every nomination be accompanied by a deposit population less than 10,000, may not exceed the sum of \$100; and

**WHEREAS:** it is further provided by Section 30 of the Local Authorities Election Act, Chapter L-21 as amended, that when a bylaw is passed to provide for a deposit, the returning officer shall require the deposit to be paid in cash, by certified cheque, by money order, or by debit or credit card.

**THEREFORE:** The Council of the Town of Penhold hereby enacts as follows:

- a) A \$100 deposit is to accompany every nomination received from a candidate for election to the Municipal Council of the Town of Penhold.
- b) The \$100 deposit will be provided in cash, by certified cheque, by money order, or by debit or credit card drawn in the favor of the Town of Penhold.
- c) Unless the deposit is taken into the general revenue of the Town of Penhold in the circumstances provided in Section 30 of the Local Authorities Election Act, Chapter L-21, it shall be returned to the person who furnished it after the Municipal Council has been declared elected.
- d) This Bylaw shall come into force and effect upon the date of the passing of the third and final reading.

**ENACTMENT/TRANSITION**

This Bylaw comes into force upon third and final reading.

**READ a first time this 25<sup>th</sup> day of November 2024.**

**READ a second time this 25<sup>th</sup> day of November 2024.**

**READ a third time this 25<sup>th</sup> day of November 2024.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrator 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:**

- Nov. 13 Brownlee LLP Save the Date, Emerging Trends in Municipal Law

**EMAIL:**

- Nov. 12 Municipal World Daily re: Your Municipal World Daily for Nov. 12, 2024
- Nov. 12 Alberta Municipalities re: Alberta Municipalities' Friday News - November 8, 2024
- Nov. 12 FCM re: FCM Voice: PCP Annual Report | Collective webinar | SSC 2025 | and more
- Nov. 19 Alberta Municipalities re: Register for ABmunis' webinar on the 2024 Outstanding Resolutions
- Nov. 19 Municipal World Daily re: Your Municipal World Daily for Nov. 19, 2024
- Nov. 20 email from Rick re: BREWD and Mike ½ page article in Advocate
- Nov. 20 Municipal World Daily re: Your Municipal World Daily+ for Nov. 20, 2024
- Nov. 20 Alberta Municipalities re: Alberta Municipalities' Friday News - November 15, 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 November 25<sup>th</sup>, 2024 Regular Council Meeting for the Town of Penhold



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CAO

**From:** Moyo, Nicole <[nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com)>  
**Sent:** Wednesday, November 13, 2024 3:39 PM  
**To:** Richard Binnendyk <[rbinnendyk@townofpenhold.ca](mailto:rbinnendyk@townofpenhold.ca)>  
**Subject:** Save The Date: Emerging Trends In Municipal Law

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



BROWNLEE LLP  
*Barristers & Solicitors*

**CALGARY** February  
6th, 2025

**EDMONTON** February  
13th, 2025

Save the Date: Emerging Trends in Municipal Law 2025

Brownlee LLP cordially invites you to our annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

Please mark your calendars and feel free to reach out to me at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com) if you have any questions.

Stay tuned for further updates!

**Emerging Trends dates:**

- Feb 6<sup>th</sup> 2025 – Calgary
- Feb 13<sup>th</sup> 2025 – Edmonton

Sincerely,

## Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

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